VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

AGENDA
CITY OF PALATKA
August 16, 2012

CALL TO ORDER:

a. Invocation – Sister Sheila McCoy, Pastor God's Manna Church
b. Pledge of Allegiance
c. Roll Call

APPROVAL OF MINUTES – July 12 & July 26, 2012 reg. meetings; July 19 & 26, 2012 Workshops

1. **PUBLIC RECOGNITION/PRESENTATIONS:**
   - **a. PROCLAMATION** – MDA Firefighter Appreciation Month – September, 2012
   - **b. BSA Eagle Scout Recognition**

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

3. **CONSENT AGENDA:**
   - ***a. Authorize execution of Modif. #1 to CDBG Grant #11DB-L4-04-64-02-C02,** Downtown Streetscaping/Parking Lot Grant, to modify the scope of work and budget – no change in grant amount – per Staff recommendation
   - ***b. Approve Airport Bldg B-2 Project Items (FIN430530-1-94-11 – 100% REDI Funded)** as follows:
     1. **Award bid and contract to Synergy Fabrications, Inc. in the amount of $139,379.00** for Exterior/Interior Demolition & Renovation of Building B-2, per Engineer's recommendation; and
     2. **Authorize execution of Passero WO#12-29R in the amount of $13,500.00** for construction Admin and Inspection of Building B-2 Project, per Staff Recommendation
   - ***c. Endorse Nomination of Mary Lawson Brown** for re-appointment to Florida Municipal Insurance Trust Board of Trustees, term beginning 10/1/12
   - ***d. Appoint Laura Schoenberger to the Palatka Historic Preservation Board** as Alternate for the remainder of a three-year term to expire June, 2014 (sole applicant)
   - ***e. Grant Special Request Items for Permit #12-37** "3rd Friday Downtown Street Party" from 6:00 pm to 10:00 pm on September 21, October 19 and November 16, 2012 as follows, per recommendation of Special Events Coordinator – Palatka Main Street and Keep Putnam Beautiful, applicants
     1. Grant permission to exceed allowable noise levels
     2. Grant permission to serve/consume alcoholic beverages on public property/street r/w

4. COMMUNITY REDEVELOPMENT AGENCY BUSINESS – Recommendations per 8/16/12 mtg:

a. **APPROVE CHANGE ORDER to Diettrich Planning contract** in the amount of $443.00, for a new contract amount of $10,636.00, for additional services in connection with CRA Sunset Extension Project - Laura Diettrich, Deittrich Planning (CBD)
b. **AWARD BID** in the amount of $21,875.00 to Designs, Inc. for CBD Signage Program, per results of RFQ - Charles Rudd, MSM (CBD)
c. **ADOPT** amendments to BIG and Façade grant programs – Charles Rudd, Main St. Mgr. (CBD)
d. **APPROVE** South TIFF District Commercial Rehabilitation Grant - Pilot Program – Tabled on 6/14/12 - Mike Gagnon, President, SNHA
e. **AMEND CRA Fiscal Year** to October 1 through September 30 – Matt Reynolds, Finance Director
f. **ADOPT F/Y 2012-13** Tax Increment Fund Allocations/CRA Budget – Matt Reynolds, Finance Director

* 5. **RESOLUTION** authorizing an application to Florida Department of State, Division of Historical Resources for Certified Local Government Status - Adopt

* 6. **PUBLIC HEARING – 102 Phillips Dairy Road** - Planning Board Recommendation to annex and rezone from Putnam County C-2 (Commercial, light) to Palatka C-1 (General Commercial) – Eddie Steveall, agent for Kenneth W. & Diane M. Schwing, owners
   a. Annexation Ordinance – 1st Reading
   b. Rezoning Ordinance – 1st Reading

* 7. **PUBLIC HEARING/ORDINANCE** amending the Comprehensive Plan Future Land Use Map series to revise the flood maps – Adopt

* 8. **ORDINANCE** amending Section 94-151 of the Palatka Municipal Code to limit sales items in outdoor promotional, temporary goods and commodities sales – 2nd Reading, Adopt

* 9. **ORDINANCE** amending the Municipal Code to amend the Palatka General Employees Retirement Plan Investment Policy – 2nd Reading, adopt

10. **ADMINISTRATIVE REPORTS**

11. **COMMISSIONER COMMENTS**

12. **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:

August 23 – 25, 2012 – FLC Annual Conference
Sept. 3, 2012 – City Offices closed to observe Labor Day
Sept. 13, 2012 – Environmental Code Chg Workshop
Sept. 20 – NEFLC Meeting in Palatka
Oct. 5 – City Safety Luncheon
Oct. 31 – Halloween Trick-Or-Treat
Nov. 6 – General Election

Board Openings:

Tree Committee	1 Vacancy
Code Enforcement Board:	2 Vacancies (Architect. & Alt.)
Palatka Housing Auth. Board	1 Vacancy

CITY OF PALATKA

Proclamation

WHEREAS, hundreds of dedicated and selfless firefighters in our state provide vital and lifesaving services to the citizens of their communities. At a moment's notice, these men and women risk their lives by subduing fires and rescuing those trapped in infernos, as well as saving citizens from emergencies that could have been deadly situations; and

WHEREAS, firefighters contribute significantly to the continued well being of the City of Palatka through their outstanding commitment to community service. Their sense of duty and responsibility is evidenced by their hundreds of volunteer hours in annual boot drives to collect funds to fight Muscular Dystrophy; and

WHEREAS, for the past 50 years, firefighters throughout the City of Palatka and the nation have worked with MDA to eradicate the muscular dystrophies, Lou Gehrig's disease, myasthenia gravis and other neuromuscular diseases; and

WHEREAS, many of the City of Palatka citizens have benefited from the funds raised by firefighters in the "Fill-the-Boot" Campaign, and these public servants make invaluable contributions to our city in all the tasks they perform.

NOW, THEREFORE, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby proclaim the month of **September 2012** as

MUSCULAR DYSTROPHY ASSOCIATION FIREFIGHTER APPRECIATION MONTH

In the City of Palatka, and urge all citizens to join me in commending all Palatka Firefighters for their efforts on behalf of the Muscular Dystrophy Association.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 16th day of August, in the Year of Our Lord Two Thousand Twelve.

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

PALATKA CITY COMMISSION

_____

By: Vernon Myers, MAYOR

Agenda Item

3a

CITY COMMISSION AGENDA ITEM

SUBJECT: CDBG C02 Downtown Streetscape Modification to Subgrant Agreement

DEPARTMENT: City Hall

ATTACHMENTS: ___ Ordinance ___ Resolution ___ Motion
_x_ Support Documents ___ Other

SUMMARY: We are requesting to reduce the engineering line item to $0.00 and move the funds ($35,000) to the Parking and Facilities line item. This amendment will not result in a decrease in scope or administration. This will result in more dollars towards construction. As you are aware, engineering, landscape architectural and construction administration services were handled in house by City staff.

RECOMMENDED ACTION: We are requesting that the City Commission authorize the Mayor to execute this document. This amendment is necessary for us to claim our final reimbursement from the Department of Economic Opportunity for construction related costs.

DEPARTMENT HEAD Submitted: _____ Date: 8-8-12
Requested Agenda Jonathan Griffith Date:

FINANCE DEPARTMENT Budgeted ___Yes ___No ___N/A Date:

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date:

COMMISSION ACTION: ___ Approved as Recommended ___ Disapproved
___ Approved With Modification ___ Tabled To Time Certain
___ Other

DISTRIBUTION: _x_ CA ___CC _x_ CM ___CD _x_ FI ___FD ___GC ___HR ___MD ___PD ___PR ___UD

MODIFICATION NUMBER ONE (#1) TO SUBGRANT AGREEMENT BETWEEN THE DEPARTMENT OF ECONOMIC OPPORTUNITY AND CITY OF PALATKA, FLORIDA

This Modification is made and entered into by and between the State of Florida, Department of Economic Opportunity, ("the Department"), and The City of Palatka, ("the Recipient"), to modify **DEO/DCA Contract Number** 11DB-L4-04-64-02-C02, award dated October 22, 2010 ("the Agreement").

WHEREAS, the Department and the Recipient entered into the Agreement, pursuant to which the Department provided a subgrant of $750,000.00 to Recipient under the Small Cities Community Development Block Grant ("CDBG") Program as set forth in the Agreement;

WHEREAS, the Department and the Recipient desire to modify the Agreement;

WHEREAS, pursuant to the provisions of Chapter 2011-142, Laws of Florida, the DCA Division of Housing and Community Development was transferred to the Department of Economic Opportunity effective October 1, 2011; and the parties wish to reflect the new name.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

☐ **Reinstate Agreement**

1. The Agreement is hereby reinstated as though it had not expired.

☐ **Extend Agreement**

2. Paragraph 3, Period of Agreement is hereby revised to reflect an ending date of .

☒ **Revise Activity Work Plan**

3. Attachment I, Activity Work Plan, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment I, which is attached hereto and incorporated herein by reference.

☒ **Revise Program Budget**

4. Attachment A, Program Budget, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment A, which is attached hereto and incorporated herein by reference.

Modification Number: One (#1)

DEO/DCA Contract Number: 11DB-L4-04-64-02-C02

Recipient: City of Palatka

Page 2

☐ **Change in Participating Parties**

5. Attachment A, Program Budget, is hereby modified to delete all references to " ," as the Participating Party, and replace them with " " as the Participating Party with the understanding that the Recipient and the new Participating Party will enter into a Participating Party Agreement containing provisions and caveats that meet or exceed the conditions agreed to in the Participating Party Agreement between the Recipient and the original Participating Party.

☐ **Inclusion of an Unmet Need as Addressed in the Original Application**

6. Attachment A, Program Budget, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment A, which is attached hereto and incorporated herein by reference.

7. Attachment I, Activity Work Plan, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment I, which is attached hereto and incorporated herein by reference.

☐ **Change in Number of Accomplishments and/or Beneficiaries**

8. Attachment A, Program Budget, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference.

☒ **Reflect Change in Agency from DCA to DEO**

9. This modification to the Subgrant Agreement hereby replaces "Department of Community Affairs" with "Department of Economic Opportunity" where appropriate in context.

☐ **Other:**

Modification Number: One (#1)

DEO/DCA Contract Number: 11DB-L4-04-64-02-C02

Recipient: City of Palatka

Page 3

All provisions of the Subgrant Agreement and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform to this Modification, effective as of the date of the execution of this Modification by both parties.

All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set herein.

Department of Economic Opportunity

By: _____

Name: Ken Reecy

Title: Assistant Director
Division of Community Development

Date: _____

Recipient: City of Palatka

By: _____

Name: Vernon Myers

Title: Mayor

Date: _____

Department of Economic Opportunity – Small Cities Community Development Block Grant Program

Form SC-35

Request for Amendment

10/1/2011

Recipient: City of Palatka

Amendment Request Number: One (1)

Date: June 25, 2012

Contract Number: 11DB-L4-04-64-02-C02

Rule in Effect for This Grant: 2009

Local Government Authorization: _____ (Authorized Signature) Date Signed: _____

DEO Authorization: _____ Date Approved: _____

Budget Information					Activity Accomplishments		
Activity Code	Activity Name	Original Budget	Current Budget (before this amendment)	Proposed Budget	Original Contract	Current Contract (before this amendment)	Proposed Contract
1	2	3	4	5	6	7	8
21A	Administration	$ 60,000.00	$ 60,000.00	$ 60,000.00	N/A	N/A	N/A
03J	Engineering	$ 35,000.00	$ 35,000.00	$ 0.00	N/A	N/A	N/A
03G	Parking Facilities	$ 286,400.00	$ 286,400.00	$ 321,400.00	4 Lots	4 Lots	4 Lots
03L	Sidewalks & Pedestrian Malls	$ 368,600.00	$ 368,600.00	$ 368,600.00	700 LF	700 LF	700 LF
		$	$	$			
		$	$	$			
		$	$	$			
		$	$	$			
		$	$	$			
Totals		$ 750,000.00	$ 750,000.00	$ 750,000.00			

Request for Amendment

Activity Code	Activity Name	Beneficiaries											
		Total Beneficiaries			Low & Moderate Income				Very Low Income				
					Original		Proposed		Original		Proposed		
		Original #	Current #	Proposed #	#	%	#	%	#	%	#	%	
21A	Administration	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
016	Engineering	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
03G	Parking Facilities	10,176	10,176	10,176	8,278	81%	8,278	81%	3,939	38%	3,939	38%	
03L	Sidewalks & Pedestrian Malls	10,176	10,176	10,176	8,278	81%	8,278	81%	3,939	38%	3,939	38%	

	Original	Proposed
20. Total # Unduplicated Beneficiaries:	10,176	10,176
21. Total # Unduplicated LMI Beneficiaries:	8,278	8,278
22. Total # Unduplicated VLI Beneficiaries:	3,939	3,939
23. Total # Unduplicated LMI Households:	N/A	N/A

24. Does this amendment reduce any other project funds previously committed as leverage from local or other sources? ☐ Yes ☒ No

(If **yes**, you must complete and attach the ***Sources and Uses of Funds*** form.)

Department of Economic Opportunity – Small Cities Community Development Block Grant Program

ATTACHMENT A – Program Budget

Recipient: City of Palatka

10/1/2011

Contract Number: 11DB-L4-04-64-02-C02

Activity		Accomplishments		Beneficiaries			Budget				
Activity Number	Description	Unit	Number	LMI	VLI	Total	CDBG Amount	Subtotal of Activity[1]	Other Funds[2]	Source #[2]	Program Income
21A	Administration						$ 60,000.00				
03G	Parking Facilities	Lot	4	8,278	3,939	10,176	$ 321,400.00		$ 888,530.00	1,2	
03G	Engineering						$ 0.00				
	03G Subtotal							$ 321,400.00			
03L	Sidewalks and Pedestrian Malls	LF	700	8,278	3,939	10,176	$ 368,600.00				
03L	Engineering						$ 0.00				
	03L Subtotal							$ 386,800.00			
						Totals	$ 750,000.00		$ 888,530.00		

[1] For an activity number that has multiple functions (for example, 03J-Sewer Lines, 03J-Hookups and 03J-Water Lines, add a line 03J-Subtotal and then add up the amounts and show it in the subtotal column).

[2] Show the sources and amounts of "Other Funds" below.

1. Value of Land ($125,000 in Leverage $763,530.00
2. Local Government CRA Funds $125,000.00
3. $
4. _____ $_____
5. _____ $_____
6. _____ $_____

ATTACHMENT I – Activity Work Plan

3/8/2012

Recipient: City of Palatka **Date Prepared: 06/25/2012** **Project Budget: $321,400.00**

Contract Number: 11DB-L4-04-64-02-C02 **Modification Number: One (1)**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be completed by the "Date End." *Examples of Actions: Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, % Construction Completion (33, 66, and 100%), Complete Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HAP, and Number of Houses Rehabilitated.*	# Units to be completed by "Date End"	Proposed Parking Facilities $$ to be Requested by "Date End"	Proposed Administration $$ to be Requested by "Date End"
11/10	03/11	Submit Request for Release of Funds & Environmental Conditions	0	$0.00	$0.00
10/10	12/10	Submit Documentation to clear Special Conditions Numbers	0	$0.00	$0.00
10/10	02/11	Final Design and Review by DCA	0	$0.00	$0.00
03/11	03/11	Wage Decision is obtained	0	$0.00	$0.00
04/11	05/11	Advertising and Receiving Bids	0	$0.00	$7,333.82
06/11	06/11	Verification of Contractor Eligilbility	0	$0.00	$7,333.82
06/11	06/11	Preconstruction Conference Held and Issue Notice to Proceed	0	$0.00	$7,333.82
07/11	10/11	Construction Phase - 25% Complete	0	$109,869.80	$16,667.14
11/11	01/12	Construction Phase - 50% Complete	0	$150,333.99	$23,667.13
02/12	04/12	Construction Phase - 75% Complete	0	$263,032.73	$33,000.45
05/12	07/12	Construction Phase - 100% Complete - Final Inspection/Punchlist	4 Lots	$321,400.00	$60,000.00
08/12	08/12	Submit Administrative Closeout	4 Lots	$321,400.00	$60,000.00

Note: More than one activity may be included per form.

ATTACHMENT I – Activity Work Plan

Recipient: City of Palatka **Date Prepared: 06/25/2012** **Project Budget: $368,600.00**

Contract Number: 11DB-L4-04-64-02-C02 **Modification Number: One (1)**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be completed by the "Date End." *Examples of Actions: Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, % Construction Completion (33, 66, and 100%), Complete Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HAP, and Number of Houses Rehabilitated.*	# Units to be completed by "Date End"	Proposed Sidewalks/Ped Malls $$ to be Requested by "Date End"	Proposed Administration $$ to be Requested by "Date End"
11/10	03/11	Submit Request for Release of Funds & Environmental Conditions	0	$0.00	$0.00
10/10	12/10	Submit Documentation to clear Special Conditions Numbers	0	$0.00	$0.00
10/10	02/11	Final Design and Review by DCA	0	$0.00	$0.00
03/11	03/11	Wage Decision is obtained	0	$0.00	$0.00
04/11	05/11	Advertising and Receiving Bids	0	$0.00	$7,333.82
06/11	06/11	Verification of Contractor Eligilbility	0	$0.00	$7,333.82
06/11	06/11	Preconstruction Conference Held and Issue Notice to Proceed	0	$0.00	$7,333.82
07/11	10/11	Construction Phase - 25% Complete	175 LF	$11,772.93	$16,667.14
11/11	01/12	Construction Phase - 50% Complete	350 LF	$17,429.22	$23,667.13
02/12	04/12	Construction Phase - 75% Complete	525 LF	$151,471.10	$33,000.45
05/12	07/12	Construction Phase - 100% Complete - Final Inspection/Punchlist	700 LF	$368,600.00	$60,000.00
08/12	08/12	Submit Administrative Closeout	700 LF	$368,600.00	$60,000.00

Note: More than one activity may be included per form.

Agenda Item

3b-1

CITY COMMISSION AGENDA ITEM

SUBJECT: Award of Bid-Airport Building B-2 Demolition & Renovation Project-FDOT FIN# 430530-1-94-11

DEPARTMENT: Airport

ATTACHMENTS: ___ Ordinance ___ Resolution ___ Motion
___ Support Documents ___ Other

SUMMARY: Building B-2 (Old Terminal) is in need of a full renovation, both interior and exterior. Grant funding for this project has been secured at $120,000.00, however a supplemental grant agreement of $60,000 is being processed to increase the total amount of grant funding to $180,000. It is 100 percent funded by FDOT Rural Economic Development Initiative (REDI) funds requiring no "match" from the City. The combined total amount for this project, including engineering, administration and inspections is $172,879.00. As bid, this project is funded $7,121.00 less than the $180,000.00 grant amount to cover the job. As bid, this project is adequately funded.

RECOMMENDED ACTION: Award bid and contract to Synergy Fabrication Inc. in the amount of $139,379.00 for exterior/interior demolition & renovation of building B-2 at the airport. Project funded 100% through FDOT Rural Economic Development Initative funding.

DEPARTMENT HEAD Submitted by: John Youell Date: 8-9-12
Requested Agenda Date: 8-16-12

FINANCE DEPARTMENT Budgeted ___Yes _X_No ___N/A Date:
This has not been budgeted yet, however the budget will be adjusted to include the grant revenue and expense related to the project once it is determined what amounts will be incurred in this fiscal year and next fiscal year.

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date: 8-10-12

COMMISSION ACTION: ___ Approved as Recommended ___ Disapproved
___ Approved With Modification ___ Tabled To Time Certain
___ Other

DISTRIBUTION: ___APT___CA ___CC ___CM ___FIN ___FD ___P&C ___PD ___PLN ___S&S___W&S ___WTP ___WWTP

Passero Associates
Engineering Architecture

13453 N. Main Street, Suite 104
Jacksonville, FL 32218
www.passero.com
904-757-6106
904-757-6107 Fax

May 21, 2012

Mr. Vernon Myers
Mayor, City of Palatka
201 North 2nd Street
Palatka, FL 32177

Reference: **Recommendation of Award:**
Exterior/Interior Demolition Renovation of Building B-2
(Old Terminal Building)
PA Project Number 24000010.0029
FDOT FIN Number 430530-1-94-11

Dear Mr. Myers:

Passero Associates has reviewed the eight (8) bids that were opened on May 1, 2012, for the above referenced project at the Palatka Municipal Airport. This letter serves as Passero Associates recommendation of award of the total bid package to Synergy Fabrications, LLC (Synergy) of Palatka, FL.

Total Bid Recommendation:

Passero Associates performed a review of Synergy's responsibility by researching the following:

- A detailed analysis of the bid submitted by Synergy revealed no irregularities. The bid appears to be fair and reasonable.
- The Florida Department of Business and Professional Regulation, verification of current licenses (certified as General Contractor and Roofing Contractor). Synergy is listed current and active.
- The General Services Administration's List of Debarred, Suspended, or Voluntarily Excluded Firms Ineligible for Federal Aid. Synergy's name did not appear on this list.
- The Department of Labor's monthly list of firms debarred for willful violations of the labor law. Synergy's name did not appear on this list.
- The office of Safety and Health Administration for safety violations. Synergy has no history of violations or current (open) violations listed at this time.

Based on the above information, Passero Associates recommends:

- Bid 2A in the amount of one thousand, three hundred twenty-six dollars ($1,326.00)
- Bid 2B in the amount of eight hundred five dollars ($805.00)
- Bid 3 in the amount of eight thousand, nine hundred sixty-five dollars ($8,965.00)
- Bid 4A in the amount of one hundred twenty-three thousand, three hundred fifty-three dollars ($123,353.00)
- Bid 4B in the amount of four thousand, nine hundred thirty dollars ($4,930.00)
- Total project award of one hundred thirty-nine thousand, three hundred seventy-nine dollars ($139,379.00) be awarded to Synergy, after review and concurrence by the City's attorney.

Please see enclosed a copy of the bid tabulation for your review.

A copy of Passero Associates Work Order 12-29R for Construction Administration and Periodic Inspection of this project is attached in the amount of $13,500.00, for review and consideration.

If you have any questions or require additional information, please give us a call.

Sincerely,

Andrew M. Holesko, C.M.
Program Manager/Vice President

PROJECT: Exterior/Interior Demolition & Renovation of Building B-2 (old Terminal Building)
OWNER: City of Palatka

ENGINEER: PASSERO ASSOCIATES
BID DATE: May 1, 2012

PROJECT NO.: 24010.0029

	1	2	3	4	5	6	7	8
CONTRACTOR'S NAME:	Synergy Construction	AC General	Slack Construction	D & D Restoration	Genesis Construction	Armstrong Contracting Services	Core Construction	M & R Construction
BID 2A	$1,326.00	$3,750.00	$3,000.00	$0.00	$863.00	$2,500.00	$4,200.00	$3,977.00
BID 2B	$805.00	$2,000.00	$1,500.00	$0.00	$1,428.00	$4,460.00	$900.00	$1,677.00
Total BID 2	**$2,131.00**	**$5,750.00**	**$4,500.00**	**$0.00**	**$2,291.00**	**$6,960.00**	**$5,100.00**	**$5,654.00**
Total BID 3	**$8,965.00**	**$10,254.00**	**$6,500.00**	**$0.00**	**$2,785.00**	**$19,185.00**	**$14,200.00**	**$16,877.00**
BID 4A	$123,353.00	$145,000.00	$149,459.00	$0.00	$186,675.00	$159,580.00	$173,000.00	$197,577.00
BID 4B	$4,930.00	$9,000.00	$9,650.00	$0.00	$3,719.00	$13,500.00	$19,400.00	$8,777.00
Total BID 4	**$128,283.00**	**$154,000.00**	**$159,109.00**	**$0.00**	**$190,394.00**	**$173,080.00**	**$192,400.00**	**$206,354.00**
Total BID	**$139,379.00**	**$170,004.00**	**$170,109.00**	**$189,500.00**	**$195,470.00**	**$199,225.00**	**$211,700.00**	**$228,885.00**

Form of
CONTRACT AGREEMENT
City of Palatka
FDOT FIN Number: 430530-1-94-11

THIS AGREEMENT, made as of _____ is

BY AND BETWEEN

the OWNER: ***City of Palatka***
201 N. Second St.
Palatka, FL 32177

And the CONTRACTOR:
(Name) Synergy Fabrications, LLC
(Address) 1100 Carr St.
(City, State, Zip Code) Palatka, FL 32177

WITNESSETH:

WHEREAS it is the intent of the Owner to make improvements at **Palatka Municipal Airport** generally described as follows;

Exterior/Interior Demolition & Renovation of Building B-2 (Old Terminal Building)

hereinafter referred to as the Project.

NOW THEREFORE in consideration of the mutual covenants hereinafter set forth, OWNER and CONTRACTOR agree as follows:

Article 1 - Work

It is hereby mutually agreed that for and in consideration of the payments as provided for herein to the CONTRACTOR by the OWNER, CONTRACTOR shall faithfully furnish all necessary labor, equipment, and material and shall fully perform all necessary work to complete the Project in strict accordance with this Contract Agreement and the Contract Documents.

Article 2 – Contract Documents

CONTRACTOR agrees that the Contract Documents consist of the following: this Agreement, General Provisions, Supplementary Provisions, Specifications, Drawings, all issued addenda, Notice-to-Bidders, Instructions-to-Bidders, Bid and associated attachments, Performance Bond, Payment Bond, Wage Rate Determination, Insurance certificates, documents incorporated by reference, documents incorporated by attachment, and all OWNER authorized change orders issued subsequent to the date of this agreement. All documents comprising the Contract Documents are complementary to one another and together establish the complete terms, conditions and obligations of the CONTRACTOR. All said Contract

Documents are incorporated by reference into the Contract Agreement as if fully rewritten herein or attached thereto.

Article 3 – Contract Price

In consideration of the faithful performance and completion of the Work by the CONTRACTOR in accordance with the Contract Documents, OWNER shall pay the CONTRACTOR an amount equal to:

$ **one hundred thirty-nine thousand three hundred seventy-nine dollars and zero cents**

(Amount in Written Words)

($ **139,379.00**)

(Amount in Numerals)

subject to the following:

a. Said amount is based on the schedule of prices and estimated quantities stated in CONTRACTOR'S Bid, which is attached to and made a part of this Agreement;
b. Said amount is the aggregate sum of the result of the CONTRACTOR'S stated unit prices multiplied by the associated estimated quantities;
c. CONTRACTOR and OWNER agree that said estimated quantities are not guaranteed and that the determination of actual quantities is to be made by the OWNER'S ENGINEER;
d. Said amount is subject to modification for additions and deductions as provided for within the Contract General Provisions.

Article 4 – Payment

Upon the completion of the work and its acceptance by the OWNER, all sums due the CONTRACTOR by reason of faithful performance of the work, taking into consideration additions to or deductions from the Contract price by reason of alterations or modifications of the original Contract or by reason of "Extra Work" authorized under this Contract, will be paid to the CONTRACTOR by the OWNER after said completion and acceptance.

The acceptance of final payment by the CONTRACTOR shall be considered as a release in full of all claims against the OWNER, arising out of, or by reason of, the work completed and materials furnished under this Contract.

OWNER shall make progress payments to the CONTRACTOR in accordance with the terms set forth in the General Provisions. Progress payments shall be based on estimates prepared by the ENGINEER for the value of work performed and materials completed in place in accordance with the Contract Drawings and Specifications.

Progress payments are subject to retainage requirements as set forth in the General Provisions.

Article 5 – Contract Time

The CONTRACTOR agrees to commence work within ten (10) calendar days of the date specified in the OWNER'S Notice-to-Proceed. CONTRACTOR further agrees to complete said work within **150 calendar** days of the commencement date stated within the Notice-to-Proceed.

It is expressly understood and agreed that the stated Contract Time is reasonable for the completion of the Work, taking all factors into consideration. Furthermore, extensions of the Contract Time may only be permitted by execution of a formal modification to this Contract Agreement in accordance with the General Provisions and as approved by the OWNER.

Article 6 – Liquidated Damages

The CONTRACTOR and OWNER understand and agree that time is of essence for completion of the Work and that the OWNER will suffer additional expense and financial loss if said Work is not completed within the authorized Contract Time. Furthermore, the CONTRACTOR and OWNER recognize and understand the difficulty, delay, and expense in establishing the exact amount of actual financial loss and additional expense. Accordingly, in place of requiring such proof, the CONTRACTOR expressly agrees to pay the OWNER as liquidated damages the non-penal sum of **$250.00** per day for each calendar day required in excess of the authorized Contract Time.

Furthermore, the CONTRACTOR understands and agrees that;

a. the OWNER has the right to deduct from any moneys due the CONTRACTOR, the amount of said liquidated damages;
b. the OWNER has the right to recover the amount of said liquidated damages from the CONTRACTOR, SURETY or both.

Article 7 – CONTRACTOR'S Representations

The CONTRACTOR understands and agrees that all representations made by the CONTRACTOR within the Bid shall apply under this Agreement as if fully rewritten herein.

Article 8 – CONTRACTOR'S Certifications

The CONTRACTOR understands and agrees that all certifications made by the CONTRACTOR within the Bid shall apply under this Agreement as if fully rewritten herein. The CONTRACTOR further certifies the following;

a. Certification of Eligibility (29 CFR Part 5.5)
    i. By Entering into this contract, the CONTRACTOR certifies that neither he or she nor any person or firm who has an interest in the CONTRACTOR'S firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1);
    ii. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1);
    iii. The penalty for making false statements is prescribed in the U.S. Criminal Code 18 U.S.C.

b. Certification of Non-Segregated Facilities (41 CFR Part 60-1.8) The federally-assisted construction CONTRACTOR, certifies that it does not maintain or provide, for its employees, any segregated facilities at any of its establishments and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The BIDDER certifies that it will not maintain or provide, for its employees, segregated facilities at any of its establishments and that it will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Bidder agrees that a breach of this certification is a violation of the Equal Opportunity Clause, which is to be incorporated in the contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, and washrooms, restaurants and other eating areas, timeclocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The Bidder agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity Clause and that it will retain such certifications in its files.

Article 9 – Miscellaneous

a. CONTRACTOR understands that it shall be solely responsible for the means, methods, techniques, sequences and procedures of construction in connection with completion of the Work;

b. CONTRACTOR understands and agrees that it shall not accomplish any work or furnish any materials that are not covered or authorized by the Contract Documents unless authorized in writing by the OWNER or ENGINEER;

c. The rights of each party under this Agreement shall not be assigned or transferred to any other person, entity, firm or corporation without prior written consent of both parties;

d. OWNER and CONTRACTOR each bind itself, their partners, successors, assigns and legal representatives to the other party in respect to all covenants, agreements, and obligations contained in the Contract Documents.

Article 10 – OWNER'S Representative

The OWNER'S Representative, herein referred to as ENGINEER, is defined as follows:

Passero Associates, LLC
13453 N. Main St., Suite 104
Jacksonville, FL 32218

Said ENGINEER will act as the OWNER'S representative and shall assume all rights and authority assigned to the ENGINEER as stated within the Contract Documents in connection with the completion of the Project Work.

IN WITNESS WHEREOF, OWNER and CONTRACTOR have executed five (5) copies of this Agreement on the day and year first noted herein.

OWNER

Name: City of Palatka

Address: 201 N. Second St.

Palatka, FL 32177

By: _____
Signature

Vernon Myers, Mayor
Title of Representative

ATTEST

By: _____
Signature

City Clerk
Title

CONTRACTOR

Name: _____

Address: _____

_____

_____

By: _____
Signature

_____
Title of Representative

ATTEST

By: _____
Signature

_____
Title

City of Palatka
City Hall, 201 North Second Street
Palatka, Florida 32177

NOTICE OF AWARD

STATE OF FLORIDA
COUNTY OF PUTNAM

THIS CONTRACT AWARD made this 16 day of August, 2012,

by the **City of Palatka, Florida**, hereinafter called the OWNER,

to Synergy Fabrications, Inc hereinafter called the CONTRACTOR,

is for the completion of a certain project described as:

EXTERIOR/INTERIOR DEMOLITION & RENOVATION OF BUILDING B-2
(OLD TERMINAL BUILDING)
FDOT FIN No. 427548-1-94-11

for the use and benefit of the Owner as shown on the plans and described in the specifications date April 2, 2012 as prepared by:

Passero Associates, LLC
13453 N. Main St., Suite 104
Jacksonville, Florida 32218

The project consists of the Proposal, dated 5-1-12, plus the following Additives, if applicable:

NA

The consideration to be paid by the Owner to the Contractor for completion of the project in accordance with the contract documents is the sum of:

$ **one hundred thirty-nine thousand three hundred seventy-nine dollars and zero cents**

(Amount in Written Words)

($ **139,379.00**)
(Amount in Numerals)

NOTICE TO PROCEED

DATE: _____

TO: Synergy Fabrications, LLC

PROJECT: **Exterior/Interior Demolition & Renovation of Building B-2 (Old Terminal Building)**

You are hereby notified to commence work in accordance with the Agreement dated _____, 2012, with the exception of the following work items:

N/A

Work must commence not less than five (5) days nor more than ten (10) days after your receipt of this Notice to Proceed as evidenced by the date of receipt shown on the certified mail return receipt, and you are to complete the WORK, with the exception of the above listed items, within **hundred fifty (150) calendar days** from the project start date established as set forth herein above.

City of Palatka, Florida

BY: _____
City Mayor

ACCEPTANCE OF NOTICE:

Receipt of the above NOTICE TO PROCEED
is hereby acknowledged by:

_____

this _____ day of _____,

20_____, _____

By: _____
(Signature)

_____
(Printed Name)

_____
(Title)

Commencement of work under this contract shall begin not less than five (5) nor more than ten (10) days after Contractor's receipt of a Notice to Proceed issued by the Owner and the project is to be fully completed on or before **one hundred fifty (150) calendar days** after that specified date unless otherwise subsequently agreed.

OWNER: City of Palatka, Florida

By: _____
Name

_____
Signature

Vernon Myers
Printed Name

Mayor
Title

ATTEST:

City Clerk

Acknowledgement of Receipt of Contract Award by Contractor:

_____
Name

_____
Signature

_____
Printed Name

_____
Title

DATE: _____

Agenda Item

3b-2

CITY COMMISSION AGENDA ITEM

SUBJECT: Proposed Passero & Associates WO # 12-29R-Airport Building B-2 demolition/renovation FDOT FIN# 430530-1-94-11

DEPARTMENT: Airport

ATTACHMENTS: ___ Ordinance ___ Resolution ___ Motion
___ Support Documents ___ Other

SUMMARY: Request approval to award Passero & Associates WO 12-29R for oversight of construction, administration and inspection of building B-2 demolition and renovation project at the airport. Grant funding for this project has been secured at $120,000.00, however a supplemental grant agreement of $60,000 is being processed to increase the total amount of grant funding to $180,000. Project funded 100% through FDOT Rural Economic Development Initiative (REDI) funding. The combined total amount for this project, including engineering, administration and inspections is $172,879.00. As bid, this project is funded $7,121.00 less than the $180,000.00 grant amount to cover the job.

RECOMMENDED ACTION: Authorize execution of Passero & Associates WO #12-29R in the amount of $13,500 for construction, administration and inspection of building B-2 project at airport. Project funded 100% through FDOT Rural Economic Development Initiative (REDI) funding.

DEPARTMENT HEAD Submitted: John Youell Date: 8-9-12
Requested Agenda _____ Date: 8-16-12

FINANCE DEPARTMENT Budgeted ___Yes _X_No ___N/A Date:
This has not been budgeted yet, however the budget will be adjusted to include the grant revenue and expense related to the project once it is determined what amounts will be incurred in this fiscal year and next fiscal year.

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For [signature] Date: 8-10-12

COMMISSION ACTION: ___ Approved as Recommended ___ Disapproved
___ Approved With Modification ___ Tabled To Time Certain
___ Other

DISTRIBUTION: ___APT___CA ___CC ___CM ___FIN ___FD ___P&C ___PD ___PLN ___S&S___W&S ___WTP ___WWTP
Document17

City of Palatka – Palatka Municipal Airport

Construction Administration and Periodic Inspection

Exterior/Interior Demolition & Renovation of Building B-2 (Old Terminal Building)

(Work Order 12-29R)

PASSERO-WO NO. 12 – 29R
P.A. Project No. 24010.29R

Exterior/Interior Demolition & Renovation of Building B-2 (Old Terminal Building) Construction Administration and Periodic Inspection

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

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

Project Description: Professional services for construction and project closeout for the Exterior/Interior Demolition & Renovation of Building B-2 (Old Terminal Building).

Scope of Basic Services: Construction Administration and Periodic Inspection during the Exterior/Interior Demolition & Renovation of Building B-2 (Old Terminal Building) Project.

Scope of Special Services: Construction Administration, M/E/P and Structural Engineering.

Client Manager: Mr. Vernon Myers, Mayor.

Airport Manager: Mr. John Youell.

PA Program Manager: Mr. Andrew Holesko, CM.

PA Project Manager: Mr. Christopher Nardone, Architect / Building Construction Manager

Basic Services Compensation and Method of Payment:	Not-to-Exceed	$12,000.00
Special Services Compensation and Method of Payment:	Not-to-Exceed	$ 1,500.00
Total Project Cost:	Not-to-Exceed	$13,500.00

Schedule: 150 Calendar Days.

Meetings: As needed and directed by the City.

Deliverables:
1. Project management and coordination services.
2. Periodic inspection services.
3. Construction administration.
4. Project closeout documentation for the FDOT.

"CONSULTANT" – PASSERO ASSOCIATES, LLC

BY: Andrew M. Holesko

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

ATTEST BY: Christopher Nardone

CHRISTOPHER NARDONE
ARCHITECT/BUILDING CONST. MANAGER

"CLIENT" - CITY OF PALATKA

BY: _____

Vernon Myers, (Mayor)
Typed Name, (Title)

ATTEST BY: _____

ATTACHMENT A-1

Scope of Work

Project: Exterior/Interior Demolition & Renovation of Building B-2 (Old Terminal Building)
Resident Engineering and Inspection, Construction Administration

Palatka, Florida

I. PROJECT DESCRIPTION

The project will involve the resident engineering and inspection including construction administration of the Exterior/Interior Demolition & Renovation of Building B-2 (Old Terminal Building).

The exterior demolition of Building B-2 shall consist of the removal of existing building materials from the building facade outward.

The interior demolition of Building B-2 shall consist of the removal of existing building materials from the building facade inward, including the roof and the lowering of the existing screen walls. When the demolition is complete the only remaining building materials will be the concrete block walls including the brick and the concrete slab. The existing power shall also be remaining temporarily until the new power is in place. This is in order to maintain power to the security camera and gate during demolition.

The renovation of Building B-2 shall consist of the addition of new materials, including but not limited to, roof and structure, entry feature, storefront window system, interior walls and finishes, accessible access and toilet rooms, kitchenette/copy area, also current communications, HVAC, electric and plumbing systems.

II. BASIC SERVICES

Passero Associates (CONSULTANT) will provide the following basic services to assist the City of Palatka (CITY) with the construction phase of Building B-2 at Palatka Municipal Airport (Kay Larkin Field).

A. PROJECT MANAGEMENT AND COORDINATION (With City Staff)

Throughout the duration of the project, the CONSULTANT shall assist the City in managing the technical and administrative components of the project. The CONSULTANT will provide periodic updates to the Airport Manager, City Manager and the City Commission, as requested throughout the life of the project.

B. CONTRACT ADMINISTRATION PHASE

In the Construction Administration Phase, the CONSULTANT shall assist the City in administering the construction contract with the selected Contractor for compliance with applicable regulations. In this task, administrative, inspection and supporting staff will:

1. Provide consultation and advice to the CITY during construction, including the holding of a pre-construction conference, attendance at weekly construction coordination meetings and other meetings required during the course of construction. Prepare, review, and distribute minutes of all meetings, if applicable.

2. Review, approve or take appropriate action on all contractor submittals, such as construction schedules and phasing schedules, shop drawings, product data, catalog cuts, and samples, for conformance with the construction contract requirements.

3. Review and take appropriate action on alternative construction methods proposed by the Contractor.

4. Review and process supplemental drawings and change orders necessary to properly execute the work within the intended scope and to accommodate changed field conditions.

5. Assist the CITY in resolving Contractor claims and disputes.

6. Interpret the requirements of the contract documents and advise the Contractor of these requirements on behalf of the CITY.

7. Review and Furnish the CITY one reproducible set of the record drawings for the completed project.

8. Participate in the pre-final and final inspections of the completed project with City / Airport personnel, FDOT, and the Contractor.

9. Provide assistance to the CITY as an expert witness in any litigation that may arise from the development or construction of the project.

C. PERIODIC CONSTRUCTION INSPECTION PHASE

In the Periodic Construction Inspection Phase, the CONSULTANT shall provide on-site monitoring of construction procedures by part-time project representatives, periodic inspectors and supporting staff who will:

1. Maintain a project record in accordance with the requirements of the State of Florida Department of Transportation for aviation capital projects.

2. Review documents and submissions by contractors pertaining to scheduling and advise the CITY as to their acceptability.

3. Observe the work to determine conformance to the contract documents and to ascertain the need for correction or rejection of the work.

4. Attend, conduct, and prepare minutes for pre-construction conference, weekly progress meetings, final inspection of the completed project, and any other special meetings as needed or requested.

5. Interpret the contract plans and specifications and monitor the construction activities to maintain compliance with the intent of the design.

6. Measure, compute or check quantities of work performed and quantities of materials in-place for partial and final payments to the Contractor.

7. Prepare and submit inspection reports of construction activity and problems encountered, as required by the CITY and the State of Florida Department of Transportation.

8. Prepare, review and approve monthly and final payments to Contractor.

9. Prepare final records, record drawings and certification of project completion.

D. RESPONSIBILITIES / DUTIES OF PERIODIC INSPECTION STAFF

The on-site administration and periodic inspection staff is responsible for monitoring construction activity on the project and documenting their observations in a formal project record, including the following:

- Inspector's Weekly Project Reports
- Prepare Statement of Days Charged on a weekly basis
- Prime/Subcontractor Work Summary
- Conduct weekly project meetings with CITY and Contractors and prepare meeting minutes
- Conduct Wage Rate Interviews with Prime/Subcontractors
- Review Subcontractor Approval Forms
- Review Weekly Payrolls for Prime/Subcontractors
- Preparation of Periodic Payment Request for Contractor
- Preparation and review of Change Orders/Force Account work
- Maintain Redline "Record Drawings" and records as work progresses.

The administration and inspection staff is also responsible for monitoring construction activity as it relates to aircraft operations, reporting any violations to the CITY and to allow the construction of the project to be in compliance with the contract documents.

E. GRANTS ADMINISTRATION (ASSISTANCE) PHASE

CONSULTANT will assist the CITY throughout the duration of this construction contract. CONSULTANT will assist the CITY with the FDOT grant requirements, as requested. The grants administration phase shall include the following items of work:

1. Prepare Contractor payment requests, state and federal reimbursement request packages, letter-of-credit fund transfers, coordinate execution by CITY and submissions to FDOT.

2. Assist CITY in compiling and submitting all necessary grant / project closeout documents required by FDOT.

III. SPECIAL SERVICES

If needed, additional special services shall be performed only as reviewed and approved by the City in writing.

END OF SCOPE OF SERVICES.

Agenda Item

3c

CITY COMMISSION AGENDA ITEM

SUBJECT: Nomination of Mary Lawson Brown for FMIT Board of Trustees

DEPARTMENT: Clerk

ATTACHMENTS: ___ Ordinance ___ Resolution ___ Motion
_x__ Support Documents _x__ Other – letter for signatures

SUMMARY: The Florida League of Cities is accepting nominations for Trustee to the FMIT Board of Trustees. Vice Mayor Brown has served on this Board in the past and requests re-nomination, which requires Commission action.

RECOMMENDED ACTION: Endorse the nomination of Vice Mayor Brown as Trustee to the Florida Municipal Insurance Trust Board of Directors for a term to begin 10/1/12.

DEPARTMENT HEAD	Submitted: PNB Requested Agenda	Date: 8-9-12 Date:
FINANCE DEPARTMENT	Budgeted ___Yes ___No X N/A	Date:
CITY ATTORNEY	Approved as to Form and Correctness N/A	Date:
CITY MANAGER	Approved Agenda Item For	Date: 8-9-12

COMMISSION ACTION: ___ Approved as Recommended ___ Disapproved
___ Approved With Modification ___ Tabled To Time Certain
___ Other

DISTRIBUTION: ___APT___CA ___CC ___CM ___FIN ___FD ___P&C ___PD ___PLN ___S&S___W&S ___WTP ___WWTP

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
MMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
FLORIDA

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

August 17, 2012

Florida League of Cities, Inc.
ATTN: Serena West
P.O. Box 530065
Orlando FL 32853-0065

RE: Nomination of Mary Lawson Brown to
Florida Municipal Insurance Trust

To Whom it May Concern:

The City of Palatka City Commission is pleased to nominate Palatka Vice Mayor/Commissioner Mary Lawson Brown for appointment as a Trustee to the Florida Municipal Insurance Trust.

Vice Mayor Brown has served as an elected official for the citizens of the City of Palatka for 28 years, and is actively involved in all aspects of city government. She has previously served as a Trustee for the Florida Municipal Insurance Trust, and is very familiar with all of this Board's functions and duties.

We hope you will give this nomination the consideration it is due. Thank you.

Sincerely,

H. Vernon Myers
Mayor

Allegra Kitchens
Commissioner

Phil Leary
Commissioner

James Norwood, Jr.
Commissioner

201 N. 2ND STREET • PALATKA, FLORIDA 32177
PHONE: (386) 329-0100 www.palatka-fl.gov FAX: (386) 329-0106

FLORIDA MUNICIPAL INSURANCE TRUST

TRUSTEE NOMINATION

Please indicate the name, title, and agency of your nominee below, along with your name, title and agency. Nominations should be sent to the office of the Florida League of Cities, Inc. Attn: Serena West, P.O. Box 530065, Orlando, Florida 32853-0065, or Fax to (407) 425-9378, Attn: Serena West.

NOTE: NOMINATIONS MUST BE RECEIVED AT THE FLC OFFICE NO LATER THAN FRIDAY, AUGUST 24, 2012.

Nominee: Mary Lawson Brown
(Nominee must be an elected official of the governmental entity participating in the Fund)

Title: Vice Mayor/Commissioner

Agency: City of Palatka

Nominator: Vernon Myers

Title: Mayor

Agency: City of Palatka

Has this person been informed of this nomination: (X) Yes
( ) No

PLEASE RETURN THIS FORM, A LETTER OF NOMINATION BY YOUR GOVERNING BODY, AND A RESUME BY FRIDAY, AUGUST 24, 2012:

Serena West
Florida League of Cities, Inc.
P.O. Box 530065
Orlando, Florida 32853-0065
Fax: 407-425-9378 x0000

FLORIDA LEAGUE OF CITIES, INC.

SPONSOR OF THE
FLORIDA MUNICIPAL
INSURANCE TRUST

SECOND NOTICE

DATE: July 25, 2012

TO: Members
Florida Municipal Insurance Trust

FROM: The Administrator

RE: Trustee Nominations

The Florida Municipal Insurance Trust (FMIT) is a pooled self-insurance program, whose membership consists of local government entities. The FMIT's Board of Trustees oversees the FMIT's operations. The purpose of this letter is to solicit nominations for election to the Board.

The FMIT's governing documents provide the Board, at least annually, shall solicit nominations for Trustee candidates from governmental entities that are members that participate in the Trust and such nominees shall constitute the basis for election to the Board. Following the solicitation of nominations, Trustee vacancies are filled by the Board, by a majority vote, from the nominees offered by the members.

The FMIT's governing documents further provide that the Board of Trustees shall be composed of no more than fifteen (15) Trustees, all of whom shall be elected municipal officials of municipalities that participate as members of the Trust. No Trustee may be selected or continue to serve as a Trustee after becoming an owner, officers, employee or agent of a business entity having a contractual relationship or otherwise doing business with the Trust. A Trustee shall relinquish his office or may be removed when he no longer serves as an elected of appointed official of the member from which he was selected, or when the governmental entity from which he or she was selected ceases to participate as a member of the Trust.

As nominations must come from members of the Trust, your letter of nomination should reflect that your governmental entity's governing body has endorsed the nominee. In addition, please include a resume or a biographical sketch reflecting the nominee's background and qualifications to serve.

Should you wish to submit a nomination to the Board, please complete the enclosed nomination form, and return it to the Florida League of Cities, Inc., Orlando Office, to the attention of Serena West, no later than Friday, August 24, 2012. Thank you.

Agenda Item

3d

CITY COMMISSION AGENDA ITEM

SUBJECT: Appointment of Laura Schloenberger as Alternate to Historic Preservation Board

DEPARTMENT: Clerk's Office

ATTACHMENTS: ___ Ordinance ___ Resolution ___ Motion
_X_ Support Documents _X_ Other – Application

SUMMARY: Laura Schoenberger has applied for appointment to the Palatka Historic Preservation Board to fill the position of Alternate. This is for the remainder of a 3-year term which expires June, 2014. Ms. Schoenberger is a resident of the City, lives in the South Historic District, and owns a business downtown. There is no specific criteria for appointment to this particular position other than to have an interest in preserving historic districts, and whenever possible, to appoint those living within a historic district.

Ms. Schoenberger has been provided with a copy of the duties and responsibilities of the Historic Preservation Board and states she can meet the attendance requirements. The Planning Director concurs on this recommendation.

RECOMMENDED ACTION: Appoint Laura Schoenberger to the Palatka Historic Preservation Board to serve as Alternate for the remainder of a three-year term to expire June, 2014.

DEPARTMENT HEAD	Submitted: MD	Date: 8/7/12
	Requested Agenda: _____	Date: 8/16/12
FINANCE DEPARTMENT	Budgeted ___Yes ___No _X_N/A	Date:
CITY ATTORNEY	Approved as to Form and Correctness n/a	Date:
CITY MANAGER	Approved Agenda Item For:	Date:

COMMISSION ACTION: ___ Approved as Recommended ___ Disapproved
___ Approved With Modification ___ Tabled To Time Certain
___ Other

DISTRIBUTION: ___CA ___CC ___CM ___CD ___FI ___FD ___GC ___HR ___MD ___PD ___PR ___UD

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

HERNAN AZULA
COMMISSIONER

ISH EDWARDS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
FLORIDA

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

ALLEN R. BUSH
CITY MANAGER

BETSY JORDAN DRIC
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTC

RUDY HOWARD
CHIEF FIRE DEPT.

GARY S. GETCHELL
CHIEF OF POLICE

DONALD E. HOLMES
CITY ATTORNEY

CITY OF PALATKA ADVISORY BOARD APPLICATION

I wish to apply for appointment to the Historic Board (alternate) **Board.**
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Laura Schoenberger **(Must be at least 18 yrs. old)**
Residence (911 Address) 214 S. 4th St. Palatka, Fl. 32177 **Phone:** 325-6114
Fax: " "
Business Name & Address River City Gun Range **Phone:** 328-9280
106 St. Johns Ave. Palatka, Fl. 32177 **Fax:**
Preferred Mailing Address: 214 S. 4th St. Palatka, Fl. 32177

E-mail: theclifhangers@aol.com **Daytime Phone:** 325-6114

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)
V.P. Cliffhangers, Inc. (25 yrs)
Gun Show Promotor and owner of River City Gun Range. Part owner of River City Surplus and River City Antiques.

OTHER COMMENTS OR INFORMATION:
Former V.P. of Downtown Palatka, Inc. (and current member). member of the S. Historic Assoc. (and resident).

AGREEMENT: by filing 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.

Laura Schoenberger — 7/13/12
SIGNATURE OF APPLICANT — **DATE**

October 11, 2011

PALATKA HISTORIC PRESERVATION BOARD

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

Appt. Date			TERM
5/24/07	Architect Robert C. Goodwin P.O. Box 1863 Palatka, FL 32178	CRGARCHITECTS@SE.RR.COM hm698-1522 / wk325-0213 328-1401 fax	June 2013
10/23/08	Property Owner - So. Hist. Dist. Roberta Correa 703 Emmett Street Palatka, FL 32177	rmicorrea@yahoo.com hm328-9418 / wk860-377-8936	June 2013
10/08/09 Code Enforcement Board 06/24/10 Historic Board	Property Owner – No. Hist. Dist. Elizabeth Van Rensburg 310 N. 3rd St. Wk904-819-0801	Elizabeth@latitudesneflorida.com cell904-377-5044/fx386-328-6890	June 2013
6/23/05	Real Estate Broker Lynda Little Crabill P. O. Box 163 Palatka, FL 32178-0163	lflc61223@gbso.net hm 326-1537 / cell 546-2400	June 2014
Vacant	Alternate		June 2014
2/10/11(Remainder of 3 yr.) Additional 3 yr. term	Attorney Mr. Gilbert Evans, Jr. 251 Crystal Cove Dr. Palatka, FL 32177	gilbertevans@sjrcc.edu hm329-3936 fax329-1938 wk325-1818 fax325-1814 Day#312-4127	June 2014
5/22/03	Member Putnam County Historical Society Larry F. Beaton 627 Crill Avenue Palatka, FL 32177	Lbeaton@flcjn.net wk 329-0811 / hm 325-7624 fax 329-0893	June 2015
07/12/12	Contractor Gary Graffweg 415 Kirby St. Palatka, FL 32177	lordsirrod@aol.com 904-673-5007	June 2015

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

3e

MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: August 7th, 2012

Re: Street Party "3rd Friday Downtown Street Party"

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

1. Grant Noise Variance during the Special Event hours:
   September 21st, 2012 6pm-10pm
   October 19th, 2012 6pm-10pm
   November 16th, 2012 6pm-10pm

2. Grant Alcohol Variance during the Special Event hours:
   September 21st, 2012 6pm-10pm
   October 19th, 2012 6pm-10pm
   November 16th, 2012 6pm-10pm

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

Jeff Norton
Special Events Coordinator

APPLICATION # 12-37

(circle one below)

CLASS A PERMIT – Filing Deadline: 60 days prior to event
CLASS B PERMIT - Filing Deadline: 30 days prior to event
CLASS C PERMIT - Filing Deadline: 30 days prior to event

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER
   a. Keep Putnam Beautiful Inc.
   b. CONTACT PERSON Ramicah Watkins TELEPHONE 386-325-9598
   c. _____ FAX # _____
2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE Palatka Main Street
   a. CONTACT PERSON Charles Rudd TELEPHONE 386-329-0100 EXT. 333
   b. _____ FAX # _____
3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY 3rd Friday Downtown
4. Street Party
5. **DATE & HOURS** OF DESIRED USE: 9/21; 10/19; 11/16 6pm-10pm
6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
7. ROAD CLOSURES: St Johns Avenue 2nd & 4th Street; 3rd & Reid to Oak Street
8. REQUEST FOR NOISE VARIANCE(Dates and Times): 9/21; 10/19; 11/16 6pm-10pm
9. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): 9/21; 10/19; 11/16 6pm-10pm
10. ESTIMATE OF ANTICIPATED ATTENDANCE _____
11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____
12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
    a. CLASS A: ____ **$150.00- up to 10,000 in attendance per day**
       ____ **$225.00- 10,000 – 40,000 in attendance per day**
       ____ **$300.00- 40,000 – 80,000 in attendance per day**
    b. CLASS B: ____ **$100.00 per day Up to 1,000 persons per day**
    c. CLASS C: ____ **$50.00 per day** (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats. Etc.
    d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)
13. OTHER COSTS : Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.
14. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Parks Department office at 386-329-0100 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

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

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

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

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

11/28/11
DATE

SIGNATURE OF APPLICANT

APPROVED:

SPECIAL EVENTS COORDINATOR — 11/28/2011 DATE

CHIEF OF POLICE — 1/18/12 DATE

RETURN TO:
EFF NORTON
PECIAL EVENTS COORDINATOR
)1 N. 2nd Street
latka, FL 32177

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

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

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

CITY OF PALATKA
PLANNING MEETING
PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

☐ Site Sketch Provided
☐ Tentative Schedule of Events

Event Classification:
Class A ☐
Class B ☐
Class C ☐

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

Name of Special Event/Production: 3rd Friday Downtown Street Party

Type of Event: Street Party

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still/motion picture production, etc. – attach separate listing if necessary) 2 stages with live music, beer booth, food vendors, Arts & Crafts vendors, kids area w/ moon walk, etc., small tables & chairs.

Location of Event: St. Johns Ave from 2nd St to 5th St. / 3rd from Riv to St Johns

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

	Date	Day	Begin	End
Event Day 1	Attached	_____	_____AM/PM	_____AM/PM
Event Day 2	_____	_____	_____AM/PM	_____AM/PM
Event Day 3	_____	_____	_____AM/PM	_____AM/PM
Event Day 4	_____	_____	_____AM/PM	_____AM/PM

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

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

EVENT 3rd Friday Downtown Street Party EVENT SPONSOR/ORGANIZATION Pahokee Main Street Inc

Name of Promoter Pahokee Main Street Tax Exempt No.:_____

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

Special Event Permit fees $_____Per Day x _____Days = $_____

Law Enforcement (City Police) $23.00 per hour x _____Officer(s) x _____Hours = $_____

Fire Personnel $23.00 per hour x _____Personnel x _____Hours = $_____

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

Sanitation Equipment fee

Of Green Roll Out Containers _____ x $ 15.00 per container = $_____

Additional Charges (List)

_____ = $_____

_____ = $_____

_____ = $_____

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

Total Estimated Fees $_____

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

APPLICANT INFORMATION:

Name: Charles Rudd / Palatka Main Street
Telephone: 386-329-0100 x 333 Fax: _____ Cellular: 352-455-1180
Address: 205 N. 2nd St. Palatka, FL 32177

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

Other contacts/Keyholders:

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

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

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

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

☐ Number and proposed location of fire protection services: _____

☐ Inspection(s) – Date and time requested: _____

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

Number of EMS Personnel required: _____

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

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

- ☐ Number and location of temporary signs/banners: _____
- ☐ Number and location of promotional visual effects: _____
- ☐ Watercraft: N/A
- ☐ Aircraft: N/A
- ☐ Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): A-frame signs, "No Parking After 4pm" signs, posters
- ☐ Date(s) and times of setup/breakdown: All days set up 4-6pm tear down 10-12pm
- ☐ Name(s) and Type of Musical Bands to Perform (dates & times of performances): Unknown names - Rock, Classic Rock, 50's 60's, Country, Bluegrass, R&B
- ☐ Noise Abatement Requirements: _____
- ☐ Adjoining Properties Impacted (Notification needed?): _____
- ☐ Location, Dates and Times for Alcohol Ordinance Open Container Waiver: All date
- ☐ Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): Temporary License
- ☐ Handicapped Accessibility: _____

Items Outstanding:

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

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

PRE-PLANNING MEETING

Name of Special Event/Production: _____ Date _____

Persons Attending Planning Meeting:

Name _____ Representing _____ Position _____ Phone#

_____

City of Palatka
Planning Meeting
Pre-event Assessment List

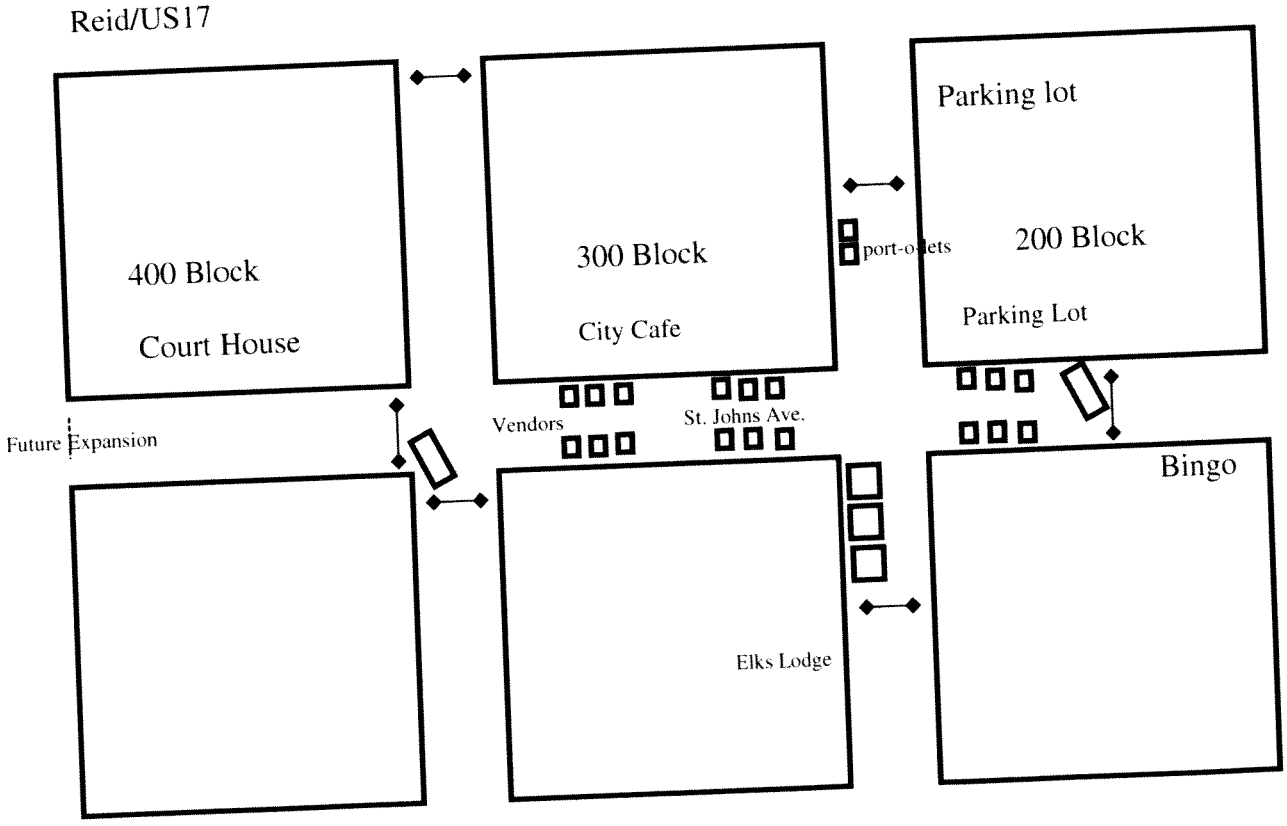
Addendum:

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

	Date	Day	Begin	End
Event Day 1	2/17/12	Friday	6pm	10pm
Event Day 2	3/16/12	Friday	6pm	10pm
Event Day 3	4/20/12	Friday	6pm	10pm
Event Day 4	5/18/12	Friday	6pm	10pm
Event Day 5	6/15/12	Friday	6pm	10pm
Event Day 6	7/20/12	Friday	6pm	10pm
Event Day 7	8/17/12	Friday	6pm	10pm
Event Day 8	9/21/12	Friday	6pm	10pm
Event Day 9	10/19/12	Friday	6pm	10pm
Event Day 10	11/16/12	Friday	6pm	10pm
Event Day 11	12/21/12			

Event Map

Downtown Street Party



PALAMAI-01 FIST

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/10/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Maury, Donnelly & Parr, Inc. Commerce & Water Streets Baltimore, MD 21202	(410) 685-4625	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED Palatka Main Street 205 N. 2nd Street Palatka, FL 32177-		INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : CNA Insurance Companies INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC	X		TBD	1/17/2012	1/17/2013	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A	Liquor Liability			TBD	1/17/2012	1/17/2013		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
The City of Palatka is listed as an Additional Insured with respects to the Third Friday Downtown Street Party events being held 2/17, 3/16, 4/20, 5/18, 6/15, 7/20, 8/17, 9/21, 10/19, 11/16, 12/21, 1/18.

CERTIFICATE HOLDER

City of Palatka
Attn: Jeff Norton
201 N. 2nd Street
Palatka, FL 32177-

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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00028

FLORIDA
DEPARTMENT OF REVENUE

Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 04/05
04/01/08

85-8012644689C-3	03/24/2008	03/31/2013	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

KEEP PUTNAM BEAUTIFUL INC
205 N 2ND ST
PALATKA FL 32177-3707

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

FLORIDA
DEPARTMENT OF REVENUE

Important Information for Exempt Organizations

DR-14
R. 04/05

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (FAC).

2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.

3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.

4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).

5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.

6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is PO BOX 6480, Tallahassee, FL 32314-6480.

Agenda Item 4

Separate Attachment - See CRA Agenda Pkg.

Agenda Item

5

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Resolution authorizing application for Certified Local Government status

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:
1. CLG Information Sheet
2. CLG Application Packet

MEETING DATE: August 16, 2012

ISSUE: The City Commission has directed Staff to pursue Certified Local Government designation, which is a formal partnership with the Florida State Historic Preservation Office and the National Park Service. The City already meets most criteria for CLG designation, such as a base level of protection for designated local historic properties through a design review program for renovation and new construction in historic districts, an inventory of historic properties, and an active historic preservation board.

An attached information sheet further describes the CLG program, and the application packet follows.

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

RESOLUTION OF SUPPORT FOR CLG

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

RESOLUTION NO. 12 -

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, APPLYING FOR CERTIFIED LOCAL GOVERNMENT STATUS WITH THE STATE OF FLORIDA IN ORDER TO MORE FULLY PARTICIPATE IN STATE AND FEDERAL HISTORIC PRESERVATION PROGRAMS; AUTHORIZING THE MAYOR TO EXECUTE NECESSARY DOCUMENTS FOR CERTIFIED LOCAL GOVERNMENT PROGRAM APPLICATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Palatka, Florida finds that the preservation and regulation of historic and archaeological resources within the City will preserve the character and history of the City, for the benefit of current and future generations; and

WHEREAS, the City has determined that the protection and preservation of resources of historical, architectural, and archaeological value are public purposes and are essential to the health, safety and economic, educational, cultural and general welfare of the public; and

WHEREAS, the City Commission desires to enter into a Certified Local Government Agreement (the "Agreement") with the State of Florida, Department of State, Division of Historical Resources (the "Department"), attached as Exhibit "A," in order to participate more fully in various federal historic preservation programs; and

WHEREAS, the City Commission finds that the approval of the Agreement and any related necessary documents pertaining to the Certified Local Government Program (the "Program") is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA AS FOLLOWS:

Section 1: The City Commission of the City of Palatka, Florida, hereby authorizes and directs the Mayor and the City Clerk to execute that certain application to the Florida Department of State, Division of Historical Resources for Certified Local

Government status to assist the City of Palatka in meeting the historic preservation goals of its comprehensive plan as required by state law.

Section 2: This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 23RD day of July, 2012.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

_____
CITY CLERK

CLG INFORMATION SHEET

Benefits of the CLG Program

Across Florida, communities are taking action to preserve their unique historic character. The Florida Certified Local Government (CLG) Program, a local, state and federal partnership, can be a source of support and guidance in your historic preservation efforts. Since its inception in 1986, Florida's CLG Program has assisted in the survey, designation and preservation of thousands of historic and archaeological resources. Awareness of the importance of historic preservation has also been enhanced statewide through the program.

The Florida CLG Program recognizes the greatest legal power to preserve lies with the local government. An effective local historic preservation program begins with the enactment of an historic preservation ordinance and the creation of a qualified historic preservation board. Here, in Florida the CLG Program can help ensure that your preservation program will be the strongest possible preservation tool for your community.

Designation as a Certified Local Government brings a number of benefits. In addition to affirming your community's commitment to historic preservation, CLGs may:

- Receive technical assistance and training, both on-site and at regional meetings, for staff and the members of their historic preservation boards;
- Have a formal comment role in the National Register nomination process for properties within their jurisdiction;
- Compete for special historic preservation matching grant funds set aside only for Certified Local Governments. Funding is available for projects such as surveys to identify and evaluate significant historic properties, preparation for National Register nominations and development of preservation education materials such as booklets and brochures; and
- Conduct project reviews for Florida's local option property tax exemption program (project reviews in communities that are not CLGs must conducted by the Division of Historical Resources). The exemption is available for qualified improvements to historic properties listed in the National Register and/or designated by a CLG.

CLG Requirements

- Provide the State Historic Preservation Officer with thirty days prior notice of all meetings.
- Submit minutes of each meeting to the State Historic Preservation Officer within thirty days.
- Submit records of attendance of the Review Commission to the State Historic Preservation Officer within thirty days after each meeting.
- Submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty days of action.
- Notify the State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations.
- Notify the State Historic Preservation Officer of changes in Review Commission membership within thirty days.
- Submit amendments to local ordinance to the State Historic Preservation Officer for review and comment at least thirty days prior to adoption.
- Submit an annual report by November 1 covering previous October 1 through September 30.

A Preservation Ordinance:

- Provides a municipal policy for the protection of historic properties.
- Establishes an Objective and *Democratic* process for designating historic properties.
- Protects the integrity of designated Historic Properties with design review requirements.

- Authorizes Design Guidelines for new development within Historic Districts to ensure that it is not destructive to the area's Historic character.
- Stabilizes declining neighborhoods and protects and enhances property values.

A Preservation Ordinance DOES NOT:

- Require permission to paint your house or review color selection.
- Require that Historic Properties be opened for tours.
- Restrict sale of property.
- Require improvements, changes, or restoration of your property.
- Require approval of interior changes or alterations.
- Prevent new construction within Historic areas.
- Require approval for ordinary repair or maintenance.

CLGs and National Register Nominations

As part of the partnership between state and local governments, federal regulations require that nomination proposals be reviewed by Certified Local Government (CLG) historic preservation boards before they can be presented to the Florida National Register Review Board. In order to facilitate the review of nominations for properties that lie within the jurisdiction of a CLG, and to conform with federal regulations concerning the required notifications and review, the following procedures will be followed:

- The Bureau of Historic Preservation will advise the CLG when someone inquires about proposing the nomination of a property which lies within the CLG's jurisdiction:
- When a nomination proposal is not initially submitted by the CLG, the Bureau will send a copy of the proposal to the CLG for its review. The CLG's historic preservation board and the chief local official will have 60 days to comment. If both the CLG board and chief local official do not consider the property to be eligible for listing in the National Register, the proposal will not be submitted to the Florida National Register Review Board. If only one, either the preservation board or the local official, does not consider the property to be eligible, the proposal may be submitted to the Florida National Register Review Board. If comments are not received by the end of the 60 day review period, the Bureau may schedule the proposal for review by the review board.

Working with Local Government

- Meet with your Mayor and Council at least once a year and update them on your activities, concerns and problems.
- Request that a member of the council be appointed to serve as a liaison with the Preservation Commission.
- Get to know the other commissions and boards that serve the community as part of local government, such as the planning commission, zoning appeals, etc.
- Print an annual report of the activities of the commission emphasizing success stories and new programs.
- Learn how the commission can work with the housing administrator or block grant administrator in your community to integrate preservation with projects serving low-income or elderly individuals.
- Meet with your fire inspector to discuss the commission's concerns regarding the protection of historic properties.
- Ensure that zoning ordinances, sign ordinances, etc., do not conflict with the design guidelines for landmarks and historic districts.
- Meet with the Director of Public Works to ensure that all public improvements in historic districts are reviewed by the commission.

- Meet with your city attorney *before* your commission runs into problems. Ask him/her to attend a meeting and critique it for proper procedural methods.

Commission Procedures and Guidelines

- Always have a printed agenda posted in a public place prior to the beginning of the commission meeting.
- Keep accurate minutes and records of all commission activities specifically outlining each case and the reason the application was approved or denied.
- Commission members should never speak on behalf of the commission.. Advise applicants on "the likelihood of approval" of applications outside of the public hearing.
- Require an accurate representation of the applicant's request, sufficient enough to make an informed decision about the case.
- Always keep your elected officials and other boards and commissions informed of the role and responsibilities of the preservation commission.
- The commission chair should maintain order at all meetings and always allow relevant public comment.
- As a commission member, avoid any appearance of a conflict of interest due to personal, social or financial gain in any case.
- All commission decisions for designation or certificates of appropriateness must be based only on the review criteria in the ordinance.
- All commission decisions must be based on a finding of fact that should be stated as part of the motion to approve or deny any application.
- Refer to your preservation ordinance often if you are a commission member; it should be the basis for all actions.

Do's and Don'ts for Commission Members
Do:

- Read your community's historic preservation ordinance and refer to it often. Make special note of the purposes of the ordinance.
- Be friendly with all applicants and leave them with a good impression of the local government process.
- Use the specific criteria outlined in the ordinance for designating districts and/or landmarks when making designations.
- Use the design guidelines in the ordinance when making a decision on the appropriateness of a building alteration.
- review each application as a separate case and apply the ordinance's criteria each time.

Do Not:

- Apply your idea of what is "pretty" or "in good taste" to decide if a proposed alteration is appropriate.
- Require a design of all new buildings, alterations or additions to follow a particular theme or architectural style.
- Embarrass the applicant by criticizing his/her application openly in the meeting or in the media.
- Turn down an application without giving the applicant specific guidance as to how the application could be improved to meet the criteria of the ordinance.
- Be afraid to ask the applicant for more information if the application is incomplete or if there is not enough information to make a decision.

COVER LETTER

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
FLORIDA

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

August 16, 2012

Robert F. Bendus
State Historic Preservation Officer
Florida Department of State
Division of Historical Resources
R.A. Gray Building
500 South Bronough Street
Tallahassee, FL 32399

RE: CITY OF PALATKA CERTIFIED LOCAL GOVERNMENT APPLICATION

Dear Mr. Bendus:

Please find attached the City of Palatka's application for Certified Local Government status. Included is a resolution passed by the City Commission supporting this application. As the chief elected official of the City, I pledge that the City will fulfill all the requirements of certification.

Sincerely,

Vernon Myers
Mayor

Attachments: Resolution of Support for CLG
CLG Application
Historic Preservation Ordinance
Map of Local Historic Districts
Historic Preservation Board's Rules of Procedure

PHONE: (386) 329-0100

201 N. 2ND STREET • PALATKA, FLORIDA 32177
www.palatka-fl.gov

FAX: (386) 329-0106

CLG APPLICATION

APPENDIX C

APPLICATION FOR CERTIFICATION
FLORIDA CERTIFIED LOCAL GOVERNMENT PROGRAM

Mail completed application to:

Survey and Registration Section
Bureau of Historic Preservation
R.A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Instructions:

1. **Please use this application form.**
2. **Please print or type all responses.**
3. **Make sure all forms are signed.**
4. **Submit two complete sets of application materials.**
5. **Incomplete applications will be returned.**

1. Local Government Name: *City of Palatka*

2. County: *Putnam*

3. Contact (Name/Title/Address/Phone): *Thad Crowe, AICP*
201 N. 2nd St.
Palatka, FL 32177

4. Appropriate Local Official (Name/Title/Address/Phone/E-Mail/Fax): *Vernon Myers, Mayor*
201 N. 2nd St.
Palatka, FL 32177

5. Historic Preservation Review Commission (Name/Address/Phone): *Historic Preservation Board*
201 N. 2nd St.
Palatka, FL 32177

6. Time and Place of Regular Review Commission Meetings: *6 PM, Monthly, 1st Thursday*
City Commission Chambers, City Hall, 201 N. 2nd St., Palatka, FL 32177

7. Briefly describe how the membership requirements for historic preservation commissions have been satisfied. Be sure to address to what extent professionals are available in the community and the positive involvement in historic preservation of the professional members. PLEASE SEE PAGES 4 AND 5 OF THIS APPLICATION.

Members of Palatka's Historic Preservation Board are selected by the City Commission on the basis of their interest in preserving historic districts. Per the Municipal Code, whenever possible, with preference given to property owners within the designated historic districts, the members shall include:

(1) An architect (Y);

(2) A property owner within the North Historic District (Y);

(3) A property owner within the South Historic District (Y);

(4) A representative of the Putnam County Historical Society (Y);

(5) A contractor (N);

(6) A real estate broker (Y); and

(7) An attorney (Y).

As noted above, all of these member categories above except for Contractor are filled. However the current board includes a carpenter specializing in historic recreation, which is an occupation similar to that of a contractor.

8. Briefly describe your system for survey and inventory of local historic resources.

The City's inventory of historic resources is based on Florida Master Site Files and National Register nominations. At this point there are two National and Local Register historic districts: the North and South Historic Districts. The Ravine Gardens historic district is designated nationally, but not locally, as are the following individual sites:

- *Bronson-Mulholland House*
- *Central Academy*
- *Larimer Memorial Library*
- *Old A.C.L. Union Depot*
- *St. Marks Episcopal Church*

9. Briefly describe how the local government intends to participate in the National Register program and detail how public participation requirements will be carried out in the local government's review of National Register nomination proposals.

The National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources. The City of Palatka has, and will continue to participate in this program by recognizing and protecting current National Register properties; and also by updating the City's National and Local Register inventory and providing similar protection for future National Register properties.

10. Briefly describe why you are seeking certification.

Palatka has a rich history and is fortunate to have two historic districts dating back to the nineteenth century that are remarkably intact. The City wishes to participate in the CLG program to receive the benefits of potential survey and planning and other grants as well as the opportunity to network with other CLG cities and the State Historic Preservation Office.

11. Are you planning to apply for Certified Local Government subgrants? YES X NO_____
If yes, briefly describe the purpose of the proposed Certified Local Government subgrant request.

The City's last National and Local Register historic district survey and designation occurred around 30 years ago with the local and National designation of the North and South historic districts. The City is now updating these surveys to determine if additional districts and/or individual properties are appropriate for local and national designation. Upon CLG designation the City will apply for CLG subgrants for such activities.

APPLICATION FOR CERTIFICATION

Membership of Review Commission

	Name and Profession		Term Expires
1. Chairperson	*Roberta Correa*	*Retired Public Administrator*	*June, 2013*
2. Member	*Larry Beaton*	*Law Enforcement Officer*	*June, 2015*
3. Member	*Lynda Little Crabill*	*Realtor*	*June, 2013*
4. Member	*Gilbert Evans, Jr.*	*Attorney*	*June, 2014*
5. Member	*Robert Goodwin*	*Architect*	*June, 2013*
6. Member	*Gary Graffwig*	*Carpenter*	*June, 2015*
7. Member	*Elizabeth van Rensburg*	*Owner, Contracting Business*	*June, 2013*

APPLICATION FOR CERTIFICATION

Historic Preservation Review Commission Member
Background Information

Name *Roberta Correa*

Address _____

Telephone (Home) _____
(Office) _____

Occupation *Retired Public Administrator*

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

- *Restoration of three historic houses with two located in neighborhoods listed on the National Register: two in Connecticut and one in Palatka.*
- *Development & Implementation of Exterior Home Restoration Program using Tax Increment Finance Funds (TIFF) in Palatka South Community Redevelopment Area (CRA) District with article on program published in the Florida Preservationist (Fall 2010 issue). Program has since been replicated in Palatka North CRA District.*
- *Submission of nomination to Florida Trust for Historic Preservation's "11 Most Endangered Places List 2011" for the Klutho-designed Hotel James. The Florida Trust selected the entirety of Downtown Palatka for placement on the list using the Hotel James as well as other historic structures in the City to illustrate this decision.*
- *Article submission on Palatka's South Historic District selected for This Old House on-line magazine features "Best Old House Neighborhood" in Florida, 2011.*
- *Past member and secretary of the Thompson Historical Society (Thompson, CT). Past member of the Aspinock Historical Society (Putnam, CT).*

Historic Preservation training received (conferences, seminars attended) Date

- *CAMP (Commission Assistance and Mentoring Program), presented by the National Alliance of Preservation Commissions* *June 18, 2010*
- *Main Street Program 101 Basic Training* *January 26-27, 2011*

Are you a member of:	Yes	No
The Florida Historical Society	☐	☒
The Florida Trust for Historic Preservation	☒	☐
The National Trust for Historic Preservation	☒	☐
Putnam County Historical Society	☒	☐

Other *Member & current President of the Palatka South Historic Neighborhood Association (SHNA), Palatka Main Street Program volunteer*

APPLICATION FOR CERTIFICATION

Are you or have you ever been a member of any other government board or commission?
NO _____ YES _X_ Please list and indicate term(s) of service:

State of Connecticut/Department of Development Services Ethics Commission (approximately 2 years)

APPLICATION FOR CERTIFICATION

Historic Preservation Review Commission Member
Background Information

Name Laurence "Larry" F. Beaton

Address 627 Crill Avenue, Palatka, FL 32177-5139

Telephone (Home) (386)328-1655
(Office) (386)329-0811

Occupation Captain, Communications Bureau, Putnam County Sheriff's Office

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

I am a fifth generation Floridian and a fourth generation Palatka resident. My great-great grandfather was Robert Raymond Reid, namesake for Reid Street (U.S. 17) in Palatka. He was one of the pioneer families that settled in Palatka. His father was the fourth territorial governor of Florida. I am a charter member of the Putnam County Historical Society and have served in several capacities with the Society including board member, secretary, vice president, and six terms as president. I have done extensive research on Palatka history for public presentations on the Great Palatka Fire, general Palatka and Putnam County history, and railroad history. My grandmother Clara Andrews is responsible for my interest in Palatka history and shared many of her memories of Palatka during its heyday as a tourist destination. The history of Putnam County, The River Flows North is dedicated to her. I also collect post cards of Palatka and vicinity. My collection contains over 200 views of the community.

Historic Preservation training received (conferences, seminars attended) Date

Are you a member of:	Yes	No
The Florida Historical Society	X	☐
The Florida Trust for Historic Preservation	X	☐
The National Trust for Historic Preservation	X	☐
Putnam County Historical Society	X	

Other

Palatka Railroad Preservation Society

APPLICATION FOR CERTIFICATION

Are you or have you ever been a member of any other government board or commission?
NO _____ YES X Please list and indicate term(s) of service: City of Palatka Citizens Advisory Task Force, Community Development Block Grants - 2006 to present

APPLICATION FOR CERTIFICATION

Historic Preservation Review Commission Member
Background Information

Name *Lynda Little Crabill*

Address _____

Telephone (Home) _____
(Office) _____

Occupation *Realtor*

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

- *Renovated several historic homes*
- *Instrumental in convincing Palatka City Commission to preserve historic "100 block" buildings in downtown at Reid st/1st Ave.*

Historic Preservation training received (conferences, seminars attended) Date

Are you a member of:	Yes	No
The Florida Historical Society	☐	☒
The Florida Trust for Historic Preservation	☐	☒
The National Trust for Historic Preservation	☐	☒
Putnam County Historical Society	☒	☐

APPLICATION FOR CERTIFICATION

Are you or have you ever been a member of any other government board or commission?
NO _____ YES X Please list and indicate term(s) of service:

Member, Ad-Hoc Committee for Development Planning and Zoning, Fairfax Co., VA

APPLICATION FOR CERTIFICATION

Historic Preservation Review Commission Member
Background Information

Name *Gilbert L. Evans, Jr.*

Address 251 Crystal Cove Dr., Palatka, FL 32177

Telephone (Home) 386-329-9401
(Office) 386-341-8766

Occupation *Attorney & College Administrator (St. Johns River State College)*

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

Historic Preservation training received (conferences, seminars attended) Date

Are you a member of:	Yes	No
The Florida Historical Society	☐	☒
The Florida Trust for Historic Preservation	☐	☒
The National Trust for Historic Preservation	☐	☒
Putnam County Historical Society	☐	☒

APPLICATION FOR CERTIFICATION

Are you or have you ever been a member of any other government board or commission?
NO _____ YES X Please list and indicate term(s) of service:

Chairman, Palatka Housing Authority

Board member, Florida Institute of Education

Board member, School-to-Work Consortium of St. Johns River State College

Board member, Florida Developmental Education Association

Board member, Putnam County Preservation Board

APPLICATION FOR CERTIFICATION

Historic Preservation Review Commission Member
Background Information

Name *Robert C. Goodwin, AIA*

Address 216 # 3 St. Johns Ave., Palatka, FL 32177

Telephone (Home) N/A
(Office) 386-325-0213

Occupation *Architect*

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

- *Owner of architectural firm*
- *Certified General Contractor, States of Florida and North Carolina*
- *Registered Architect, States of Florida and North Carolina, National Council of Architectural Registration Boards*

Historic Preservation training received (conferences, seminars attended) Date

Are you a member of:	Yes	No
The Florida Historical Society	☐	☒
The Florida Trust for Historic Preservation	☐	☒
The National Trust for Historic Preservation	☐	☒
Putnam County Historical Society	☐	☒

APPLICATION FOR CERTIFICATION

Are you or have you ever been a member of any other government board or commission?
NO _____ YES X Please list and indicate term(s) of service:

Code Enforcement Board, 1997-2000

APPLICATION FOR CERTIFICATION

Historic Preservation Review Commission Member
Background Information

Name Gary G. Graffweg

Address 415 Kirby St. Palatka, FL 32177

Telephone (Home) _____
(Office) 904-673-5007

Occupation Carpenter (specializing in historical restoration)

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

I am a carpenter specializing in historic restoration and have also been doing historical woodworking for state and county parks for ten years.

Historic Preservation training received (conferences, seminars attended) Date
N/A

Are you a member of:	Yes	No
The Florida Historical Society	☐	☒
The Florida Trust for Historic Preservation	☐	☒
The National Trust for Historic Preservation	☐	☒
Putnam County Historical Society	☐	

Other

Member- South Side Neighborhood Historic Assoc. (Palatka)

Are you or have you ever been a member of any other government board or commission?
NO _____ YES X Please list and indicate term(s) of service:

APPLICATION FOR CERTIFICATION

Historic Preservation Review Commission Member
Background Information

Name *Elizabeth van Rensburg*

Address 310 North Third St.

Telephone (Home) 904-377-5044
(Office) _____

Occupation *Co-Owner of General Contracting Firm*

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

- *Owns business specializing in historic restoration and preservation, with client list including St. Augustine Historical Society, The Colonial Dames, the Ximenez-Fatio House Museum, City of St. Augustine, St. Augustine Lighthouse, and Flagler College.*
- *Worked with City of St. Augustine to redesign historic Aviles Street.*
- *Created public park around a threatened 2nd Spanish Period well.*
- *Formed and incorporated Old Town Association and serve as its president for two consecutive terms*

Historic Preservation training received (conferences, seminars attended) Date

- Florida Trust for Historic Preservation Annual Conferences Yearly

Are you a member of:	Yes	No
The Florida Historical Society	☐	☒
The Florida Trust for Historic Preservation	☒	☐
The National Trust for Historic Preservation	☒	☐
Putnam County Historical Society	☒	☐

Other *Member & past President of the Palatka Northside Neighborhood Association; Palatka Main Street Design Committee member; Tax Increment Finance Fund/Home Improvement Project (TIFF/HIP) Northside Coordinator; GFWC Palatka Woman's Club (1st Vice President); GFWC District 4 – Arts and Crafts Chairman; Heart of Putnam Food Pantry (Board Member); Palatka Historic Home Tour Coordinator, 2011; 5th Annual Historic Roundtable (Chairman); Coordinator of 1864 Occupation of Palatka Re-enactment (Sept, 2011)*

APPLICATION FOR CERTIFICATION

Are you or have you ever been a member of any other government board or commission?
NO _____ YES _X_ Please list and indicate term(s) of service:

City of St. Augustine Planning and Zoning Board, City of St. Augustine Seawall Advisory Board, St. Johns County Tourist Development Council

APPLICATION FOR CERTIFICATION

Historic Preservation Review Commission Staff
Background Information

Name *Thad Crowe*

Address 201 N. 2nd St.

Telephone (Home) 386 569 6925
(Office) 386 329 0103

Occupation *Urban Planner*

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

I am a certified urban planner with 25 years of planning and zoning experience in the state of Florida. I currently am Palatka's Planning Director, where I direct the City's planning efforts including interpretation of Comprehensive Plan and Land Development Code. I also oversee code enforcement and staff the City's Planning Board, Historic Preservation Board, Code Enforcement Board, and Zoning Board of Appeals. My historic preservation experience includes two years staffing the City of Daytona Beach's preservation program and three years as the City of Gainesville's historic preservation planner. I have developed local or national historic district nominations including the Pleasant Street historic district (Gainesville) and Seabreeze historic district (Daytona Beach); and developed historic design standards for the Seabreeze and South Beach Street historic districts (Daytona Beach) and the Springfield historic district (Jacksonville).

Historic Preservation training received (conferences, seminars attended) Date

- Florida Trust for Historic Preservation Annual Conferences 1988-1990
- CLG training, DeLand, FL June, 2008
- Florida Planning and Zoning Association Annual Conferences 1990-2012

Are you a member of:	Yes	No
The Florida Historical Society	☐	☒
The Florida Trust for Historic Preservation	☐	☒
The National Trust for Historic Preservation	☐	☒
Putnam County Historical Society	☐	☒

Other

Are you or have you ever been a member of any other government board or commission?
NO _____ YES _X_ Please list and indicate term(s) of service:

First Coast Metropolitan Planning Organization Technical Coordinating Committee. Member, 2001-2006, Chairman, 2006; Flagler County Planning Board, Vice-Chairman, 2005-to 2008 and 2009 to present; Flagler County Charter Review Ad-Hoc Committee (2007-2008); Flagler County Land Development Code Re-write Committee (2009-2010);

Certified Local Government Ordinance Internal Checklist

APPLICATION FOR CERTIFICATION

B.1. Requirements of Ordinance

Requirements	Ordinance Citation
a) Purpose clearly stated	Sec. 54-71(a), (b)
b) Authority for appointment of suitable commission	Sec. 54-76(a)
c) Criteria for designation of historic properties clearly defined (shall be based on and consistent with the criteria used by the National Register)	Sec. 54-77(2)
d) Clearly defined process for designation of historic properties including the consequences of designation	Sec. 54-77
e) Boundaries for historic districts and individual properties identified in the ordinance are clearly established	Sec. 54-81
f) Authority for the Review Commission to review and render a decision on all proposed alterations, demolitions, relocations, and construction within the boundaries designated by the ordinance or which directly affect designated properties	Sec. 54-78
g) Provisions for the delay of demolitions, but not for the indefinite stay of a demolition	Sec. 54-79(b)(4)
h) Criteria for the review of proposals for alterations, construction, relocations and demolitions clearly set forth in the ordinance (alterations shall achieve the purpose of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings)	Sec. 54-79
i) Provisions for enforcing decisions	Sec. 54-73(c)
j) Penalties for non-compliance	Sec. 54-73
k) Specific time frames for reviews	Sec. 54-78(b)
1) Right of appeal	Sec. 54-74
m) Specific time frames for consideration of development proposals	Sec. 54-78(b)

B.2. Commission

Requirements	Ordinance Citation
a) Minimum of five (5) members (minimum of three (3) members if a population less than 10,000) (Not Applicable)	Sec. 54-76(c)
b) Area of geographic responsibility coterminous with the boundaries of local jurisdiction	Sec. 54-71(a)
c) Appointments made by appropriate local official or appropriate governing body	Sec. 54-76(c)
d) Commission members residents of the jurisdiction which they serve	Sec. 54-76(c)
e) Terms of office staggered	Sec. 54-76(d)(5)
f) Terms of office at least two (2) years, but not more than five (5) years	Sec. 54-76(d)(1)
g) Provisions by appropriate local official or appropriate governing body to fill vacancies within sixty (60) days	Sec. 54-76(d)(5)
h) Provisions for at least four (4) meetings per year at regular intervals	Sec. 54-76(e)(5)
) Provisions for recording minutes of each meeting	Sec. 54-76(e)(4)
j) Provisions for Commission to attend pertinent informational or education meetings, workshops and conferences	Sec. 54-76(f)(13)
k) Provisions for Commission review of proposed National Register nominations within its jurisdiction	Sec. 54-76(f)(14)
l) Provisions for seeking expertise on proposals or matters requiring evaluation by a profession not represented on the Commission	Sec. 54-76(f)(15)
m) Staff sufficient to undertake the requirements for certification and carry out delegated responsibilities	Sec. 54-73(c)
n) Rules of Procedure adopted by Commission	Adopted June 7, 2012
o) Commission responsibilities complementary to those of the State Historic Preservation Office	Sec. 54-76(f)

B.3. Survey and inventory of Historic Properties

Requirements	Ordinance Citation
a) Provisions to initiate and continue an approved process of identification of historic properties within the jurisdiction of the Commission (inventory materials shall be compatible with the Florida Site File)	*Sec. 54-76(f)(16)*
b) Provision to maintain a detailed inventory of designated districts, sites and structures within the jurisdiction of the Commission	*Sec. 54-76(f)(16)*
c) Inventory material open to the public	*Sec. 54-76(f)(16)*
d) Provisions to update inventory materials periodically	*Sec. 54-76(f)(16)*
e) Assurance that duplicates of all inventory materials will be provided to the State Historic Preservation Office	*Sec. 54-82(5)*
f) Provisions to encourage the Commission members to participate in survey and planning activities of the Certified Local Government	*Sec. 54-76(f)(17)*

B.4. Public Participation

Requirements	Ordinance Citation
a) Provisions that Commission meetings will be publicly announced	*Sec. 54-76(e)(4)*
b) Provisions that Commission meetings will be open to the public	*Sec. 54-76(e)(4)*
c) Provisions that Commission meetings will have a previous advertised agenda	*Sec. 54-76(e)(4)*
d) Provisions to make meeting records available to the public	*Sec. 54-76(e)(4)*
e) Provisions that all Commission decisions will be given in a public forum	*Sec. 54-76(e)(4)*
f) Rules of Procedure adopted by the Commission must be available for public inspection	*Sec. 54-76(f)(11)*
g) Provisions assuring that appropriate local officials, owners of record, and applicants shall be given a minimum of 30 calendar days and not more than 75 calendar days prior notice to Commission meetings in which to comment on or object to the listing of a property in the National Register	*Sec. 54-77(6)*
h) Objections by property owners must be notarized to prevent nomination to the National Register	*Sec. 54-74*
g) Provisions for public and owner notification for designation and project reviews	*Sec. 54-77(3)*
) Provisions for public hearings for designations and project	*Sec. 54-78(e)*

B.5. Satisfactory Performance

Requirements	Ordinance Citation
a) Provide the State Historic Preservation Officer with thirty (30)calendar days prior notice of all meetings	*Sec. 54-82(1)*
b) Submit minutes of each meeting to the State Historic Preservation Officer within thirty (30) calendar days	*Sec. 54-82(2)*
c) Submit record of attendance of the Review Commission to the State Historic Preservation Officer within thirty (30) calendar days after each meeting	*Sec. 54-82(2)*
d) Submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty (30) calendar days of each meeting	*Sec. 54-82(2)*
e) Notify the State Historic Preservation Officer of change in Commission membership within thirty (30) calendar days of action	*Sec. 54-82(3)*
f) Notify State Historic Preservation Officer immediately of all historic designations or alterations to existing designations	*Sec. 54-82(4)*
g) Submit amendments to ordinance to the State Historic Preservation Officer for review and comment at least thirty (30) calendar days prior to adoption	*Sec. 54-82(7)*
h) Submit an annual report by November I covering activities of previous October I through September 30	Sec. 54-82(6)
i) Information to be included in annual report (at a minimum) 1) A copy of the Rules of Procedure 2) A copy of historic preservation ordinance 3) Resume of Commission members 4) Changes to the Commission 5) Local designations 6) National Register listings 7) Review of survey and inventory activity with a description of the system used 8) Program report on each grant-assisted activity 9) Number of projects reviewed	*Sec. 54-82(6)*

C.1. Procedures (Certification material contained in this submission)

Requirements

a) A written assurance by the chief elected local official that the local government will fulfill all of the requirements of certification	Yes
b) A copy of the local legislation	Yes
c) A map of the area of jurisdiction of the Commission with any and all existing designated historic districts and individual historic properties clearly identified	Yes
d) A copy of the Commission's Rules of Procedure	Yes
e) Resumes for each member of the Commission	Yes
f) Resumes for Commission staff members	Yes

Certification

I hereby certify that I have read the Florida Certified local Government Guidelines and agree to comply with all terms and conditions set forth therein.

_____

Vernon Myers, Mayor

HISTORIC PRESERVATION ORDINANCE

EXHIBIT 1
PART II - MUNICIPAL CODE
Chapter 54 - PLANNING
ARTICLE III. - HISTORIC DISTRICTS

Sec. 54-71. - Intent and purpose of article.
Sec. 54-72. - Definitions.
Sec. 54-73. - Enforcement; penalties.
Sec. 54-74. - Appeals.
Sec. 54-75. - Relationship of article to comprehensive plan.
Sec. 54-76. - Historic preservation board.
Sec. 54-77. - Procedure for creation of districts and sites.
Sec. 54-78. - Certificate of appropriateness required; procedure for issuance.
Sec. 54-79. - Criteria for decisions on certificate of appropriateness.
Sec. 54-80. - Proper maintenance of structures required.
Sec. 54-81. - District boundaries.
Sec. 54-82. - Coordination with the State Historic Preservation Office.
Secs. 54-83 – 54-110. - Reserved.

Sec. 54-71. - Intent and purpose of article.

(a) The structures within the city provide visual evidence of the city's significant role in the economic, political and architectural development of northeast Florida, wherein the city for a substantial period in the 19th and 20th centuries occupied a prominent place in a regional tourist and industrial economy. The city has provided the state with political, economic and social leadership, whose values and position is reflected in the structures its members sponsored. The historic districts and sites of the city represent in the homogeneity of their architectural forms the city's legacy of prominence and possess a distinctiveness of character in the visual interrelationship and congruity of their separate elements, the maintenance of each of which is vital to all.

(b) In recognition of the importance of the city's heritage:

(1) It is hereby declared as a matter of public policy that the protection, enhancement and perpetuation of properties of historic, cultural and aesthetic merit are in the interest of the health, morals, prosperity and general welfare of the people of the city. Therefore, the purpose of this article is to:

a. Effect and accomplish the protection, enhancement and perpetuation of districts, structures and sites which represent distinctive elements of the city's cultural, social, economic, political and architectural history;

b. Foster civic pride in the accomplishments of the past;

c. Enhance the city's appeal to visitors and thereby support and stimulate the economy;

d. Protect and enhance property values as a means of stabilizing historic districts and sites of the city; and

e. Promote the use of historic districts and sites for the education, pleasure and welfare of the people of the city.

(2) It is further declared that the purposes of this article are to:

a. Retain and enhance those properties which contribute to the character of the historic districts and to encourage their adaptation for current use and to ensure that alterations of existing structures are compatible with the character of the historic districts; and

b. Ensure that new construction and subdivision of lots in historic districts are compatible with the character of the historic districts.

(Code 1981, § 14-51)

Sec. 54-72. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alteration means all construction, demolition, relocation or change in appearance of the exterior of a structure. This includes but is not limited to major landscaping; using different roofing or siding material; replacing, eliminating or adding doors, door frames, windows, window frames, shutters, fences, railings, porches, balconies, dormers or other ornamentation; or internal alterations. This shall not include repainting with the same or a similar color, but may include extreme variation in color if such repainting is visible from a public right-of-way.

Area means a clear or open space of land, the enclosed space or location on which a structure stands or could stand.

Board means the historic preservation board of the city created by this article.

Certificate of appropriateness means a document evidencing approval of the architectural review board for work proposed by an applicant.

Commission means the city commission.

Demolition means the act or process of removing all or part of a structure.

Designation report means a document that establishes and defines the historic character and significance of the proposed district, setting forth the criteria upon which the designation and boundaries are based and describing improvements of significance to the district. The report identifies exterior features of each structure that contribute to the district. The report includes a map that identifies the boundaries of the district. The boundaries shall in general circumscribe all appropriate properties that contribute to the significance of the district.

District means a geographically definable area, urban or rural, possessing a significant concentration, linkage or continuity of sites, buildings, structures or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history.

Ordinary maintenance or repair means work done to prevent deterioration of a structure or to correct any minor deterioration or decay of a structure or any part thereof by restoring the structure as nearly as practicable to its condition prior to such deterioration or decay.

Relocation means the moving of a structure to a new location or position.

Resources means districts, sites, buildings and structures.

Site means the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined or vanished, where the location itself maintains a historical or archeological value regardless of the value of any existing structures.

Structure means a work made up of interdependent and interrelated parts in a definitive pattern or organization. Constructed by man, it is often an engineering project large in scale.

(Code 1981, § 14-52)

Cross reference— Definitions generally, § 1-2.

Sec. 54-73. - Enforcement; penalties.

(a) *Stop work orders.* A stop work order shall be issued by the building official in any case were work has commenced or preparation for work has commenced, if no certificate of appropriateness has been obtained where one is required by section 54-78. The stop work order shall be issued to the owner, the occupant, or any person commencing work or preparation for work in violation of this article. The stop work order shall remain in full force and effect until a certificate of appropriateness has been obtained or it has been determined by the board that no certificate of appropriateness has been obtained where one is required by section 54-78

(b) *Penalties.*

(1) Any person who violates any provision of this article shall be punished as provided by section 1-10

(2) Any person who files with the board any application or request for a certificate of appropriateness and who refuses to furnish, upon demand by the board, any information relating to such application or request, or who willfully makes any false statement in such application or request, or who, upon such demand, willfully furnishes false information to the board, shall be punished as provided by section 1-10

(c) *Administration.* The Planning Director shall implement and enforce this ordinance, and shall have knowledge in the areas of historic preservation and planning.

(Code 1981, § 14-58)

Sec. 54-74. - Appeals.

Any person aggrieved by a decision of the board may, within 15 days thereafter, apply to the city commission for a review of the board's decision. Such application must be filed with the city manager in writing. Objections by property owners to National Register nomination(s) must be notarized to be included in the record.

(Code 1981, § 14-59)

Sec. 54-75. - Relationship of article to comprehensive plan.

This article implements and furthers the following objectives and policies of the city comprehensive plan 2005:

(1) 2.1, Future land use element:

a. Policy A.1.4.

b. Policy A.1.5.

c. Policy A.1.5.1.

d. Policy A.1.5.2.

e. Policy A.1.5.3.

f. Policy A.1.5.4.

g. Policy A.1.5.5.

h. Policy A.1.9.3.

(2) 2.2, Housing element:

a. Objective C.1.5.

b. Policy C.1.5.1.

c. Policy C.1.5.2.

d. Policy C.1.5.3.

(Code 1981, § 14-60)

Sec. 54-76. - Historic preservation board.

(a) *Established.* There is hereby created an historic preservation board of the city.

(b) *Purpose.* The responsibility for carrying out the aims of the article and for preserving and enhancing the character of the districts and sites is hereby invested in the historic preservation board.

(c) *Membership; compensation of members.* The board shall be composed of seven members and one alternate. Members shall be appointed by the city commission and the majority of members shall be residents of the City. Whenever possible, with preference given to property owners within the designated historic districts, the members shall include:

(1) An architect;

(2) A property owner within the North Historic District;

(3) A property owner within the South Historic District;

(4) A representative of the Putnam County Historical Society;

(5) A contractor;

(6) A real estate broker; and

(7) An attorney.

Members shall be selected on the basis of their interest in preserving historic districts and sites, and they shall serve without compensation.

(d) *Term of members; removal of members; vacancies.*

(1) All members are appointed for three-year terms.

(2) Members may be reappointed for consecutive terms.

(3) The city commission may remove members for just cause.

(4) If a vacancy occurs, a new appointment shall be made by the city commission for the unexpired term within 60 days, whenever practicable.

(5) Members shall have staggered terms of office. Four members shall begin their terms in the month of November and remaining members shall begin their terms in the month of March.

(e) *Officers; meetings.*

(1) At their first meeting, the appointed board members shall elect officers, who shall serve for terms of one year.

(2) A majority of the members of the board shall constitute a quorum.

(3) The board shall adopt rules for the transaction of its business and consideration of petitions or applications. The rule-making power of the board shall not be final. All rules or regulations will be submitted to the city commission for review prior to final adoption.

(4) All meetings of the board shall be publicly announced and open to the public, with a previously advertised agenda, and all decisions of the board shall be made at such meetings. A public record shall be kept of the board's resolutions, proceedings and actions and made available to the public.

(5) The board shall meet at least four times per year at regular intervals at the call of the chairperson and at such times as

a majority of the board may determine.

(6) The board may call special meetings according to the rules and procedures adopted by the board.

(f) *Duties.* The board shall carry out a historic preservation program that is complementary to that of the State Historic Preservation Office. It shall be the duty of the board to:

(1) Recommend to the city commission, by means of designation reports, the establishment of historic districts and sites.

(2) Review petitions for certificates of appropriateness required under section 54-78

(3) Develop programs to stimulate public interest in urban/neighborhood conservation and participate in the adaptation of existing codes, ordinances, procedures and programs to reflect policies and goals designed to conserve historic districts and sites.

(4) Explore and advise property owners concerning funding and grant sources which might be available for the identification, protection, enhancement, perpetuation and use of historic, architectural, archaeological and cultural resources.

(5) Cooperate with the agencies of city, county, regional, state and federal governments in planning proposed and future projects to reflect the concerns and policies expressed in this article; and assist, as a consultant, in the development of proposed and future land use plans.

(6) Advise property owners and local governmental agencies concerning the proper protection, maintenance, enhancement and preservation of resources designated under this article.

(7) Advise the city commission concerning the effects of local governmental actions on resources designated or that appear to qualify for designation under this article.

(8) Conduct regular public meetings and call special meetings.

(9) Recommend to the building official the issuance of a stop work order when it appears that there has not been compliance with the requirements of section 54-78

(10) Otherwise further the objectives and purposes defined in

section 54-71

(11) Develop rules and procedures necessary to implement its powers and duties consistent with the provisions of this article, and make these rules and procedures available for public inspection.

(12) Report to the city commission concerning the board's activities at least once a year.

(13) Attend pertinent informational or educational meetings, workshops and conferences when possible.

(14) Review proposed National Register nominations within the jurisdiction of the board.

(15) Seek expertise on proposals or matters requiring evaluation by a professional not represented on the board.

(16) Continue identifying historic properties and maintain a detailed inventory of designated districts, sites and structures within the jurisdiction of the board and compatible with the Florida Master Site File. Update inventory materials periodically and allow inventory materials to be open to the public.

(17) Participate in historic survey and planning activities.

(18) Give all board decisions in a public forum. (Code 1981, § 14-53; Ord. No. 02-01, § 1, 1-10-2002; Ord. No. 09-25, § 1, 5-28-2009; Ord. No. 09-34, § 1, 8-27-2009)

Sec. 54-77. - Procedure for creation of districts and sites.

The city commission shall designate by ordinance historic districts and sites, utilizing the following procedure:

(1) Such designation shall be considered upon recommendation from the historic preservation board acting upon its own discretion or upon petition from property owners.

(2) The recommendation of the board, in the form of a designation report, shall be based on an adequately documented comprehensive survey performed according to the general standards established by the state historic preservation office and shall adhere to the guideline criteria established for listing in the National Register of Historic Places. The

historic district recommended by the board shall be one possessing particular historic, architectural or cultural significance, which:

a. Is associated with events that have made a significant contribution to the broad patterns of our history;

b. Is associated with the lives of persons significant in our past;

c. Embody the distinctive characteristics of a type, period or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

d. Have yielded, or may be likely to yield, information important in prehistory or history.

(3) The recommendation prepared by the historic preservation board shall be preceded by a public hearing conducted by the board at which any property or agent or attorney may appear. Such public hearing shall provide for the following:

a. Notice of the public hearing shall be given at least 15 days in advance of the hearing date.

b. The owner of the property for which the historic designation is sought, or his agent or attorney designated by him in his petition, shall be notified by mail. Notice of the public hearing shall be advertised in a newspaper of general circulation in the city at least one time at least 15 days prior to the public hearing. Notice shall be given by certified mail to all owners of property within 150 feet of the boundary lines of the property for which the historic designation is requested; provided, however, that where the applicant is the owner of land not included in the applicant's application and such land that is not included in the application is a part of or adjoins the parcel for which the request is made, the 150-foot requirement shall be measured from the boundaries of the applicant's ownership, including the land not covered by the applicant's application. For purposes of this provision, owners of adjacent or nearby properties within the distance set out shall be deemed those whose names appear on the latest available tax rolls of the city.

Failure of a property owner to receive mail notice shall not invalidate the hearing or subsequent action related thereto.

(4) The board shall submit its recommendation in the form of a designation report to the city commission within 60 days from the date of the public hearing. The recommendation shall be advisory only and shall not be binding upon the city commission.

(5) Upon receipt of the recommendation and designation report from the board, the city commission shall hold a second public hearing with notice to be given pursuant to the provisions of general law.

(6) The appropriate local officials, owners of record, and applicants shall be given a minimum of 30 calendar days and not more than 75 calendar days prior notice of board meetings in which to comment on or object to the listing of a property in the National Register. (Code 1981, § 14-54)

Sec. 54-78. - Certificate of appropriateness required; procedure for issuance.

(a) *Submission of plans.* A certificate of appropriateness shall be required to erect, construct or alter a structure or sign located or to be located in a historic district. Every application for a certificate of appropriateness shall be accompanied by plans for the proposed work. As used in this section, the term "plans" shall mean drawings or sketches with sufficient detail to show interior and exterior architectural design of the structure or sign (both before and after the proposed work is done in the cases of altering, repairing or demolishing a structure), including proposed materials, textures and colors, and the plat plan or site layout, including all site improvements or features such as walls, walks, terraces, paintings, accessory structures, signs, lights, awnings, canopies and other appurtenances. Such plans shall be promptly forwarded by the building official to the board.

(b) *Review of plans; action by board.* The board shall hold a public hearing at its regularly scheduled meeting or a special meeting to promptly review such plans and shall render its decision on issuing a certificate of appropriateness on or before 60 days from the date that plans are submitted by the building official to the board.

(c) *Notification of decision; issuance of building permit.*

(1) Upon receiving the order of the board, the secretary of the board shall thereupon notify the applicant and the building official of the decision of the board. If the board shall have approved the plans, and has issued a certificate of appropriateness, and if all other requirements of the city have been met, the building official may issue a permit for the proposed structure or sign. If the board shall have disapproved the plans, the building official shall not issue such permit.

(2) In a case where the board has disapproved the plans, and denied a certificate of appropriateness, the secretary of the board shall furnish the applicant and the building official with a copy of the board's written order, together with a copy of any recommendations for changes necessary to be made before the board will reconsider the plans.

(d) *Failure of board to review plans.* If no action upon the plans submitted to the board by the building official has been taken upon the expiration of 60 days from the time specified in subsection (b) of this section such plans shall be deemed to have been approved and such applicant shall receive a certificate of appropriateness. If all other applicable requirements of the city have been met, the building official may issue the permit.

(e) *Notice of public hearing.* Notice of the public hearing shall be given at least 10 days in advance of the public hearing. The owner of the property for which the conditional use is sought, or his agent or attorney designated by him in his petition, shall be notified by mail. Notice of the public hearing shall be prominently posted on the property for which the conditional use is sought. Notice shall be given by mail to all owners of property within 150 feet of the boundary lines of the property for which the conditional use is requested; provided, however, that where the applicant is the owner of land not included in the applicant's application and such land that is not included in the application is a part of or adjoins the parcel for which the request is made, the 150-foot requirement shall be measured from the boundaries of the applicant's ownership, including the land not covered by applicant's application. For purposes of this subsection, owners of adjacent or nearby properties within the distance set out shall be deemed those whose names appear on the latest available tax rolls of the city. Failure of a property owner to receive mail notice shall not invalidate the hearing or subsequent action related thereto.

(Code 1981, § 14-55)

Sec. 54-79. - Criteria for decisions on certificate of appropriateness.

(a) *General considerations.* In reviewing an application for a certificate of appropriateness, the board shall consider the design and appearance of the structure, including the interior, front, sides, rear and roof; materials, textures and colors; and plot plan or site layout, including features such as walls, walks, terraces, plantings, accessory structures, signs, lights, awnings, canopies and other appurtenances. The decision to issue or not to issue the certificate shall be based on the conformance of the proposed work to the Secretary of the Interior's Standards for Rehabilitation. When reviewing a certificate of appropriateness for relocation of a structure, consideration will be given to the immediate surroundings and to the district in which it is located or to be located. The board shall not exercise any control over land use, such as is governed by the zoning ordinance, or over construction, such as is governed by the building code, unless such control is within the intent and scope of this article.

(b) *Specific rules governing decisions.* Before approving the plans for any proposed structure or signs located or to be located in a district, the board shall find:

(1) In the case of a proposed alteration or addition to an existing structure, that such alteration or addition will not materially impair the architectural or historic value of the structure.

(2) In the case of a proposed new structure, that such structure will not, in itself or by reason of its location on the site, materially impair the architectural or historic value of a structure on adjacent sites or in the immediate vicinity.

(3) In the case of a proposed new structure, that such structure will not be injurious to the general visual character of the district in which it is to be located.

(4) In the case of the proposed demolition of an existing structure, that the removal of such structure will not be detrimental to the historic and architectural character of the district, or that, balancing the interest of the city in preserving the integrity of the district and the interest of the owner of the property, approval of the plans for demolition is required by considerations of reasonable justice and equity; in the latter event the board shall issue an order postponing demolition for a period of not to exceed three months. If the board concludes that the demolition should be postponed, it shall, before

issuing any final order with respect to such postponement, afford the applicant an opportunity to appear before the board to offer any evidence he may desire to present concerning the proposed order. Within the period of postponement, the board shall consult with the Putnam County Historical Society board of directors and others to ascertain what the city or other agency or organization may do to preserve such structure and shall make recommendations to that effect to the city commission or otherwise cause the structure to be preserved. This article shall not apply to any permit for demolition which had been applied for, in proper form, prior to the effective date of the ordinance from which this article is derived.

(5) In the case of any proposed new or altered sign, that the sign will not materially impair the architectural or historic value of any structure to which it is attached, or any adjacent structure, and that such sign is consistent with the following provisions:

a. Within the district, signs protruding into or overhanging the public right-of-way are permitted subject to removal on 30 days' notice if the city actually requires the space for any public purpose. Such signs must be of a character and size consistent with maintenance of the district. Existing overhanging signs are hereby approved and will not require further board approval.

b. Rooftop signs are prohibited. Provided the business for which the sign is erected continues to function, existing signs violating this provision may continue in use for a period of five years. Upon application to and approval by the board, such existing signs may be permitted to remain in place for a longer period if the board finds that the sign is consistent with the district.

c. Whirling or flashing signs are prohibited, but may be installed as special exceptions, after application to and approval of the board, if the board finds that such sign is consistent with the block where it is to be erected. Existing whirling or flashing signs shall be subject to the same rules as are set out in this section for rooftop signs.

d. On application to and approval of the board, rules relating to the number and size of signs may be waived for grand

openings, special sales, seasonal promotions, going out of business sales and similar occasions.

(c) *Form of decision.* Every decision of the board, in passing upon plans for structures or signs located or to be located in the district, shall be in the form of a written order stating the findings of the board, its decision and the reasons therefor.

(d) *Recommendations for changes in plans.* The board shall not disapprove any plans without giving its recommendations for changes necessary to be made before the plans will be reconsidered. Such recommendations may be general in scope, and compliance with them shall qualify the plans for reconsideration by the board.

(Code 1981, § 14-56)

Sec. 54-80. - Proper maintenance of structures required.

Neither the owner of, nor the person in charge of, a structure within a historic district shall permit such structure to fall into a state of disrepair which may result in the deterioration of exterior appurtenances or architectural features so as to produce or tend to produce, in the judgment of the board, a detrimental effect upon the character of the district as a whole or the life and character of the structure in question.

(Code 1981, § 14-57)

Sec. 54-81. - District boundaries.

(a) *North historic district.* The boundaries of the north historic district shall be as follows:

Palatka North Historic District

(Note: For purposes of this description, the town plan is assumed to be oriented due north/south.)

A tract of land lying in the city more particularly described as follows: Beginning at an intersection of the southerly line of BK 66 P 462, and the westerly shore of the St. Johns River; thence run westerly along the southerly line of said BK 66 P 462 to the easterly Right-of-Way (R.O.W.) of North First Street; thence southerly along said R.O.W. to intersect with the easterly projection of the southerly line of BK 79 P 285; thence westerly along said projection to the southwest corner of BK 174 P 176; thence northerly along westerly line of said BK 174 P 176 to the southerly R.O.W. of Madison Street; thence westerly to the northwest corner of Block 5 as platted in Dick's map of Palatka in MB 2 P 46; thence

southerly along the westerly line of Block 5 and extended to intersect with the southerly R.O.W. of Main Street; thence westerly along said R.O.W. to intersect the westerly R.O.W. of North Fourth Street; thence northerly along said R.O.W. to intersect the southerly R.O.W. of Madison Street; thence westerly along said R.O.W. to intersect the westerly R.O.W. of North Fifth Street; thence northerly along said R.O.W. to intersect a westerly projection of the northerly line of Block 20 (a.k.a. Merry Days resubdivision of part of Block 20 as platted in MB 1 P 100); thence southeasterly along said projection and along northerly line of said Block 20 to the westerly R.O.W. of North Fourth Street; thence southeasterly to the easterly R.O.W. of North Fourth Street at a point that is the westerly projection of the northerly line of OR 118 P 611; thence along said projection to the northeast corner of said OR 118 P 611; thence southeasterly to intersect the easterly R.O.W. of North 3rd Street and the north boundary of Sunny Point subdivision as platted in MB 3 P 180; thence northeasterly, southeasterly and southwesterly along said Sunny Point subdivision to the most northerly corner of BK 149 P 21; thence southerly along the easterly line of said BK 149 P 21 and extended to the northwest corner of BK 211 P 245; thence easterly along northerly line of said BK 211 P 245 and extended to the easterly R.O.W. of North Second Street (also being the westerly line of BK 228 P 250); thence southerly along said R.O.W. to the southwest corner of said BK 228 P 250; thence easterly along said R.O.W. to the southwest corner of said BK 228 P 250; thence easterly along the southerly lines of BK 228 P 250, BK 214 P 267 and BK 218 P 278 to the southeast corner thereof; thence southerly along the westerly line of BK 160 P 169, BK 174 P 589 and BK 159 P 35 to the southwest corner thereof; thence easterly along the southerly line of BK 159 P 35 and extended to the easterly R.O.W. of North First Street; thence northerly along said R.O.W. to the northwest corner of BK 139 P 584; thence easterly along the northerly line of said BK 139 P 584 to intersect the westerly shore of the St. Johns river; thence southerly along the westerly shore of said river to intersect the southwest corner of BK 66 P 462, being the point of beginning, and to close.

(b) *South historic district.* The boundaries of the south historic district shall be as follows:

Palatka South Historic District

A tract of land lying in the city more particularly described as follows: Beginning at the intersection of the westerly shore of the St. Johns river and the easterly projection of the southerly right-of-way (R.O.W.) of St. Johns Avenue; thence westerly along said projection to intersection with the westerly R.O.W. of Memorial Parkway (formerly known as South First Street); thence southerly and southwesterly along said R.O.W. to intersect

with the northeast corner of BK 159 P 271; thence northwesterly along the northerly line of said BK 159 P 271 to intersect with the easterly R.O.W. of South Second Street; thence northerly along said R.O.W. to intersect with the easterly projection of the northerly line of Lot 8 Block 12 as platted in Dick's map of Palatka in MB 2 P 46; thence westerly along said projection to the southeast corner of Lot 4 Block 12; thence northerly along the easterly line of said Lot 4 and Lot 3 to the northeast corner of Lot 3; thence westerly along the northerly line of said Lot 3 to the easterly R.O.W. of South Third Street; thence southwesterly to intersect the westerly R.O.W. of South Third Street and the northeast corner of BK 137 P 358; thence westerly along the northerly line of said BK 137 P 358 and extended to intersect the easterly line of Lot 4 Block 14; thence southerly to the southeast corner of said Lot 4; thence westerly along the northerly lines of Lots 2 and 3 of Block 14 and extended westerly along the northerly lines of Lots 2, 3, 4, Block 25, Lots 2, 3, 6 Block 28, Lots 1, 4, 5, 8, 9, 12 Block 38, Lots 2, 3, 6 Block 54, Lots 2, 3, 6 Block 63 to intersect with the westerly R.O.W. of South Ninth Street; thence southerly along said R.O.W. to intersect the northerly R.O.W. of Laurel Street; thence westerly along said R.O.W. to intersect the westerly R.O.W. of South Tenth Street; thence southerly along said R.O.W. to intersect the southerly R.O.W. of Carr Street; thence easterly along said R.O.W. to intersect the westerly R.O.W. of South Ninth Street; thence southerly along said R.O.W. to intersect with the northwesterly R.O.W. of Crill Avenue; thence across Crill Avenue to intersect the northerly corner of Block 146, also being the southwesterly R.O.W. of Morris Street; thence southeasterly along said R.O.W. to intersect the northerly R.O.W. of Emmett Street; thence southwesterly along said R.O.W. to intersect with a northwesterly projection of the southwesterly line of BK 78 P 562; thence southeasterly along said projection and the southwesterly line of BK 78 P 562 and extended to the southerly corner of BK 133 P 252 and continue on same projection to intersect the westerly shore of St. Johns river; thence northeasterly along said river to the point of beginning, and to close.

(Code 1981, § 14-61)

EXHIBIT 1
PART II - MUNICIPAL CODE
Chapter 54 - PLANNING
ARTICLE III. - HISTORIC DISTRICTS

Section 54-82. - Coordination with the State Historic Preservation Office.

(1) The State Historic Preservation Officer shall be notified with 30 calendar days prior to all meetings.

(2) Meeting minutes, a record of attendance of the board, and public attendance figures shall be submitted to the State Historic Preservation Officer within 30 calendar days after each meeting.

(3) The State Historic Preservation Officer shall be notified of changes in board membership within 30 calendar days of the action.

(4) The State Historic Preservation Officer shall be immediately notified of all new historic designations or alterations to existing designations.

(5) The State Historic Preservation Office shall be provided duplicates of all inventory materials.

(6) An annual report shall be submitted to the State Historic Preservation Officer by November 1 covering activities of previous October 1 through September 30 containing the following information (at a minimum):

a. A copy of the Rules of Procedure.

b. A copy of the historic preservation ordinance.

c. Resume of board members.

d. Changes to the board.

e. New local designations.

f. New national register listings.

g. Review of survey and inventory activity with a description of the system used.

h. Program report on each grant-assisted activity.

i. Number of projects reviewed.

(7) Amendments to this ordinance shall be submitted to the State Historic Preservation Officer for review and comment at least 30 days prior to adoption.

EXHIBIT 1
PART II - MUNICIPAL CODE
Chapter 54 - PLANNING
ARTICLE III. - HISTORIC DISTRICTS

Secs. 54-83—54-110. - Reserved.

HISTORIC DISTRICTS MAP

North & South Historic Districts

District Boundary

City of Palatka Municipal Code 14-61

HISTORIC PRESERVATION BOARD RULES OF PROCEDURE

HISTORIC PRESERVATION BOARD RULES OF PROCEDURE
Adopted June 7, 2012

1. **Motion**: To propose a decision or action, a motion must be made by a board member ("I move that.....") A second to the motion must then also be made by another board member (raise your hand and say, "I second it.") After discussion the group then votes on the motion. A majority vote is required for the motion to pass. The Chairperson cannot make a motion, unless he or she passes the gavel to the Vice-Chairperson for the duration of a particular action item.

2. **Amend**: This is the process used to change a motion under consideration and is presented as "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. A "friendly amendment" can be made without a formal motion if the person who made the original motion agrees with the suggested changes – in this case the amended motion may be voted on without a separate vote to approve the amendment.

3. **Question**: To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

4. **Table**: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

5. **Adjourn**: A motion is made to end the meeting. A second to the motion is required. A majority vote is then required for the meeting to be adjourned.

6. **Public Comment**: Each action item must allow for public comment, preferably before a motion is made. It is standard to allow a commenter three minutes, but the Chairperson can allow longer timeframes with the consensus of the Board.

7. **Ex-Parte Communication**: Florida law requires Board members divulge on the record at the meeting of any written or oral communication about a pending matter with anyone other than City staff, especially with other Board members. This admission should be made when the action item is introduced by the Chairperson. While it is not prohibited, Board members should avoid ex-parte communication.

8. **Conflict of Interest**. If a Board member stands to gain financially from any action item, they should remove themselves from discussion and voting and abstain from voting. This is the only valid reason not to vote.

Agenda Item

6a, b

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: First Reading - request to annex and amend the Official Zoning Map for 102 Phillips Dairy Rd.

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

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

MEETING DATE: Aug. 16, 2012

ISSUE: This is a request to annex property into the City and rezone from County to City zoning. The Planning Board recommended approval of the request at their August 7, 2012 meeting. The site is occupied by a structure that was formerly a single-family home, now in the process of being converted to a business under the County permitting process.

The companion Future Land Use Map amendment is a one-time occurrence which is scheduled for the September 13, 2012 Commission meeting at the same time that the rezoning and annexation are scheduled for adoption.

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

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 102 PHILLIPS DAIRY ROAD, LOCATED IN SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

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

Kenneth W. and Diane M. Schwing

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

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

Section 2. NOW THEREFORE, be it enacted by the people of the City of Palatka, Florida, that the following described unincorporated lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be

within the corporate limits of the City of Palatka, Florida said lands being described as follows:

DESCRIPTION OF PROPERTIES:
PT OF LOTS 1 + 2 OF SURVEY BY C A LEHARDY RECORDED MISC MB1 P83 OR58 PP101 102 (Being 102 Phillips Dairy Road / tax parcel # 02-10-26-0000-0220-0000)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 13th day of September, 2012.

CITY OF PALATKA

BY:_____

Its Mayor
ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTIES LOCATED IN SECTION 2, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 102 PHILLIPS DAIRY ROAD, FROM PUTNAM COUNTY C-2 (COMMERCIAL, LIGHT) TO CITY C-1 (GENERAL COMMERCIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, application has been made by Kenneth W. and Diane M. Schwing, owners of said property, to the City for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including public hearings before the Planning Board of the City of Palatka on August 7, 2012, and two public hearings before the City Commission of the City of Palatka on August 16 and September 13, 2012, and

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

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

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of Putnam County C-2 (Commercial, Light) to City C-1 (General Commercial) for 102 Phillips Dairy Road.

DESCRIPTION OF PROPERTIES:
PT OF LOTS 1 + 2 OF SURVEY BY C A LEHARDY RECORDED MISC MB1 P83 OR58 PP101 102 (Being 102 Phillips Dairy Road / tax parcel # 02-10-26-0000-0220-0000)

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

Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 13th day of September, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

CITY OF PALATKA
PLANNING BOARD DRAFT MEETING MINUTES
August 7, 2012

Meeting called to order by Chairman Carl Stewart at 4:00 pm. **Other members present:** Earl Wallace, George DeLoach, Anthony Harwell, Daniel Sheffield, Lavinia Moody and Judith Gooding. Joseph Petrucci came in late. **Members absent:** Joe Pickens and Don Holmes. **Also present**: Planning Director Thad Crowe and Recording Secretary Deena McCamey.

Mr. Crowe welcomed Ms. Moody and Ms. Gooding as new board members and asked them to give a brief history about themselves.

Motion made by Mr. DeLoach and seconded by Mr. Sheffield to approve the minutes as submitted for the June 5, 2012 meeting. All present voted affirmative, motion carried.

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

OLD BUSINESS

Case 11-31 Administrative request to amend Comprehensive Plan Public Facilities Element Policy D.1.2.1 to provide for exceptions, based on economic development and system efficiency considerations, to the requirement that properties receiving City water or sewer that are contiguous to the city limits be annexed, and the requirement that properties receiving City sewer service be within the City limits which was tabled from the June meeting.

Mr. Crowe said since the City Manager has only briefly been on the job, the decision was made to table this for another month until the City Manager has been able to review this item.

Motion made by Mr. Sheffield and seconded by Ms. Moody, to table until next month. All present voted affirmative, motion carried.

NEW BUSINESS

Case 12-37 Request to annex, amend the Future Land Use Map from County CR (Commercial) to COM (Commercial) and to rezone from County C-2 (Commercial, Light) to C-1(General Commercial)
Location: 102 Phillips Dairy Rd.
Owner: Kenneth W. & Diane M. Schwing
Applicant: Eddie Stovall

Mr. Crowe told the board this is a combination of annexation, Future Land Use Map (FLUM) amendment, and rezoning. The applicant wants the ability to connect to the city's utilities and plans to open a combination dual business (barbershop and take-out restaurant) at this location. This building is currently being renovated and is permitted through the Putnam County's building department. Once the building is annexed, the City will allow the County to finish the permitting process but City staff will make sure that site development including parking, landscaping, and buffering will be provided. He said this property is contiguous to the City limits because when the Sheriff's Department annexed into the city in 1987 the City annexed the right-of-way between Reid St. and N Hwy 17.

Mr. Crowe noted that the application met statutory annexation criteria as it was contiguous to the City limits and it would not increase enclaves, pockets or finger areas of the City but would in fact work toward the long-range effect of reducing the County enclave generally bounded by N SR 19, St. Johns River, and Reid Street. Statutory FLUM amendment criteria require conformance with Comprehensive Plan goals, objectives and policies. This application conformed to applicable policies pertaining to the availability of urban services, appropriateness of the site for the proposed FLUM, and the need to not promote urban sprawl. The application also met municipal rezoning criteria pertaining to, among others, the use being compatible with adjacent commercial uses, part of the existing commercial node at Reid St/N SR 19, and the availability of urban services for the site. Since the request met the criteria, he recommended approval of the request to annex, rezone and amend the FLUM.

With no members of the public being present Chairman Stewart closed the public hearing.

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

Case 12-37: 102 Phillips Dairy Rd.
Request to Annex, Amend Comprehensive Plan Map from County CR to COM, and Rezone from County C-2 to R-1

Applicant: Kenneth W. & Diane M. Schwing

STAFF REPORT

DATE: July 31, 2012

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To annex, amend FLUM from County CR (Commercial) to COM (Commercial), and rezone from C-2 (Commercial, Light) to C-1 (General Commercial). Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). City departments had no objections to the proposed actions.

Figure 1: Site and Vicinity Map

APPLICATION BACKGROUND

This property is located on the east side of N. SR 19, approximately 400 feet north of the intersection of this road and Phillips Dairy Rd., which is a County road. Scattered annexations have occurred along this segment of N SR 19 (Reid St. north to US 17), including a property occupied by a building contractor, several lots to the north, the Sheriff's Office and Jail, and the County Park at US 17. The applicant wishes to convert the existing single-family residential use to a commercial use of a barbershop and take-out restaurant.

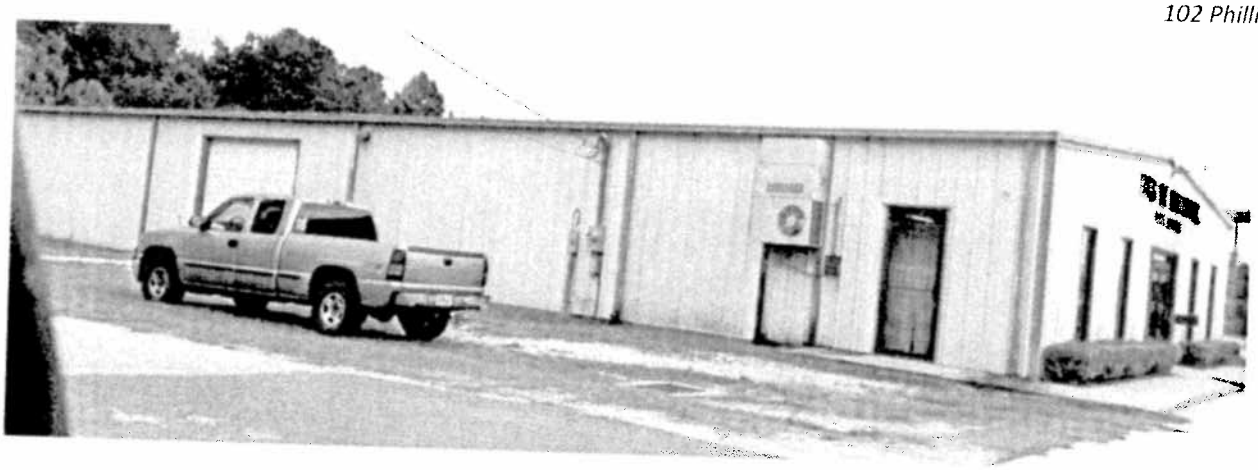
The properties under consideration currently have County single-family land use and zoning. The following table shows site and surrounding property use classifications (see also attached maps).

Table 1: Use Classifications

Property	FLUM	Zoning	Existing Use
Site	(County) CR (Commercial)	(County) C-2 (Commercial, Light)	Single-family home
Property to North	(County) CR (Commercial) (County) US (Urban Service)	(County) C-2 (Commercial, Light) (County) R-2 (Residential, Mixed)	Single-family home
Property to South	(County) CR (Commercial)	(County) IN (Industrial Light)	Oil company
Property to West (across SR 19)	County US (Urban Service)	(County) C-2 (Commercial, Light) (County) AG (Agriculture)	Churches
Property to East	(County) CR (Commercial)	(County) C-2 (Commercial, Light)	Single-family home

re 2: Subject Property

re 3: Dwelling to east



gure 4: Commercial use to South

PROJECT ANALYSIS

Annexation Analysis

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

Contiguity. F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary. Annexation Ordinance # 87-16 annexed several properties along SR 19 as well as the roadway itself. Therefore the property is contiguous to the City limits as it abuts the roadway.

Compactness. The statute also provides a definition for compactness that requires an annexation to be for properties in a single area, and also precludes any action which would create or increase enclaves, pockets, or finger areas in serpentine patterns. Annexing the properties meets the standard of compactness as it is does not create an enclave, pocket, or finger area but in fact reduces the existing enclave that is generally bounded by SR 19, US 17 and Reid St.

Future Land Use Analysis

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

List Goals, Objectives, and Policies of the Comprehensive Plan that support the proposed amendment.
The application is in keeping with the following objective and policies of the comprehensive plan, and does not conflict with other plan elements.

Policy A.1.9.3
Land Development Regulations adopted, to implement this Plan shall be based on the following land use standards:
A. Land Use Districts
2. Commercial (1,210 acres)

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

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

Provide analysis of the availability of facilities and services.

Staff Comment: the property is in close proximity to urban services and infrastructure including city water and sewer lines, as these lines run along the east side of SR 19.

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

Staff Comment: This segment of SR 19 is a mixture of scattered residences, commercial uses, and undeveloped land. Given the higher traffic levels of this roadway it can be reasonably expected that the character is transitioning to predominant commercial use. Staff is not aware of any soil or topography conditions that would present problems for commercial development, nor of any natural or historic resources on this developed site.

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

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

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

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

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

Rezoning Analysis

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

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

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

Staff Comment: as previously noted, the application is not in conflict with the Comprehensive Plan.

b. The existing land use pattern.

Staff Comment: The property is located adjacent to an established commercial node that centers on the intersection of Reid St. and N SR 19. Existing commercial uses are located to the south.

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

Staff Comment: As part of the larger commercial node around the Reid and SR 19 intersection, this property will not be an isolated district.

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

Staff Comment: Roadway capacity is available on N SR 19 and the impacts of this small use on road and utility capacity will be negligible.

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

Staff Comment: See response to c. above.

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

Staff Comment: Conditions have not changed.

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

Staff Comment: The single-family use of this property is less viable given its location on a major four-lane state road. The property will be required to provide buffering for adjacent residential development to the east. To reduce impacts on adjacent residential uses, Staff recommends the less intensive commercial zoning of C-1 (General Commercial) for this parcel.

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

Staff Comment: in terms of traffic concurrency, this roadway is not considered a failing roadway and has capacity for future development.

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

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

j. Whether the proposed change will seriously reduce light and air to adjacent areas.
Staff Comment: the size of these properties allows for a full measure of required buffering and screening from adjacent properties and general open space and tree preservation.

k. Whether the proposed change will adversely affect property values in the adjacent area.
Staff Comment: see response to g. above.

l. Whether the proposed change will be a deterrent to the improvement or development of adjacent property in accord with existing regulations.
Staff Comment: based on the previous responses, the change will not negatively affect the development of adjacent properties.

m. Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.
Staff Comment: providing a FLUM and zoning designation to a property that is similar to surrounding properties and to the existing County FLUM and zoning is not a grant of special privilege.

n. Whether there are substantial reasons why the property cannot be used in accord with existing zoning.
Staff Comment: Not applicable as the City commercial land use and zoning will be similar as the current County classification.

o. Whether the change suggested is out of scale with the needs of the neighborhood or the city.
Staff Comment: the property is well-located to serve the neighborhood and the city with a general or neighborhood commercial use.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.
Staff Comment: while it is not impossible to find other sites for commercial use in the City, it is appropriate for this property to have commercial FLUM and zoning.

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.
Staff Comment: not applicable.

STAFF RECOMMENDATION

As demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of the annexation, amendment of future land use map category to COM, and rezoning to C-1 for 102 Phillips Dairy Rd.

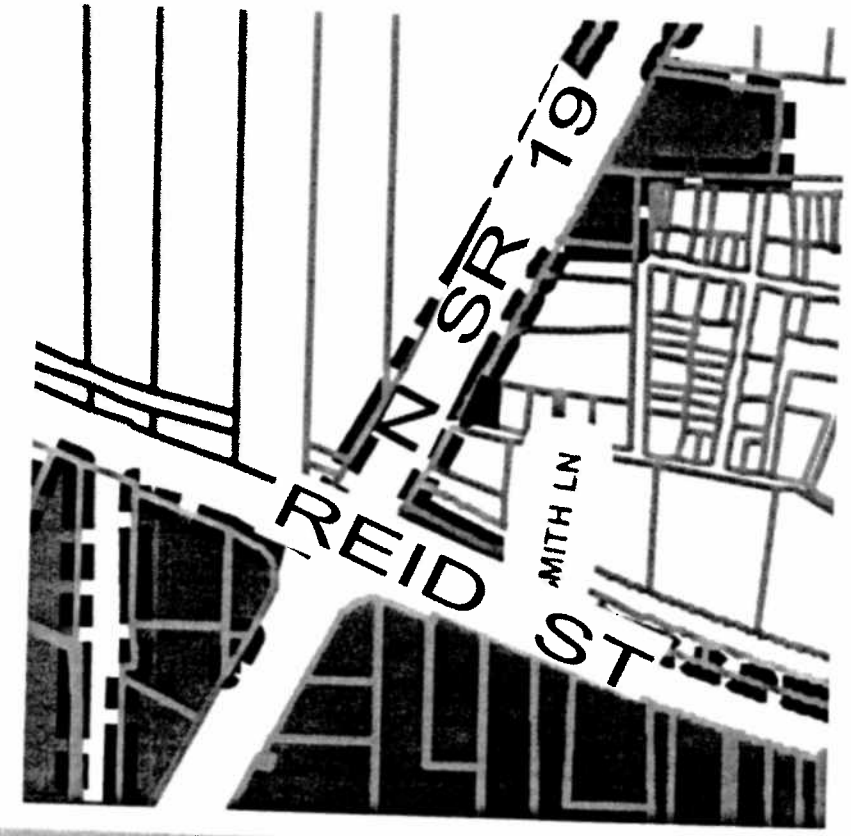
ATTACHMENTS: FLUM & ZONING MAPS
APPLICANT NARRATIVE

Case 12-37
102 Phillips Dairy Rd.
Annexation, FLUM Amendment & Rezoning

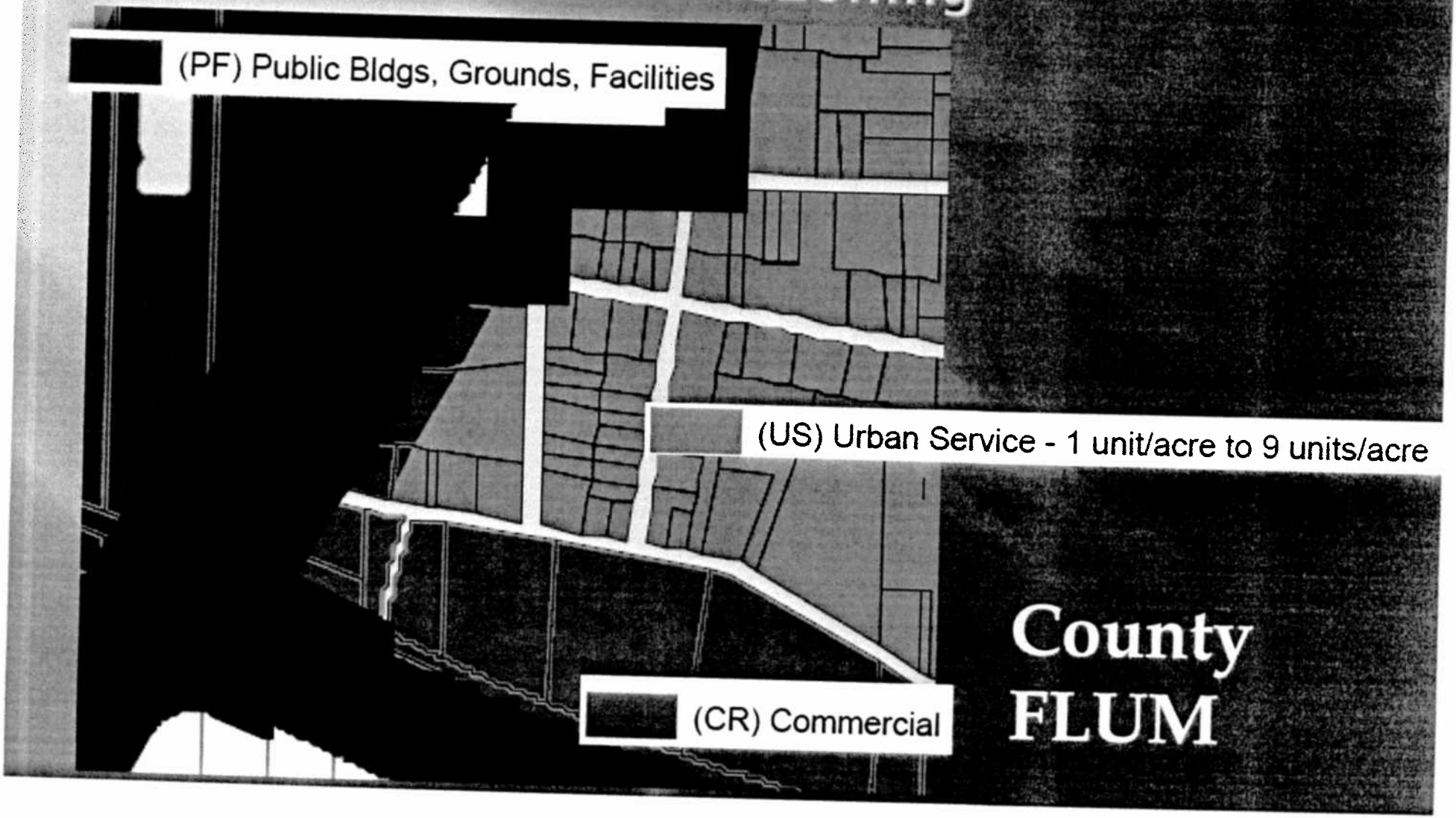
- **FLUM – County CR (Commercial) to COM**
- **Rezoning – County C-2 (Commercial Light) to C-1 (General Commercial)**

Case 12-37
102 Phillips Dairy Rd.
Annexation, FLUM Amendment & Rezoning

FUTURE LAND USE MAP



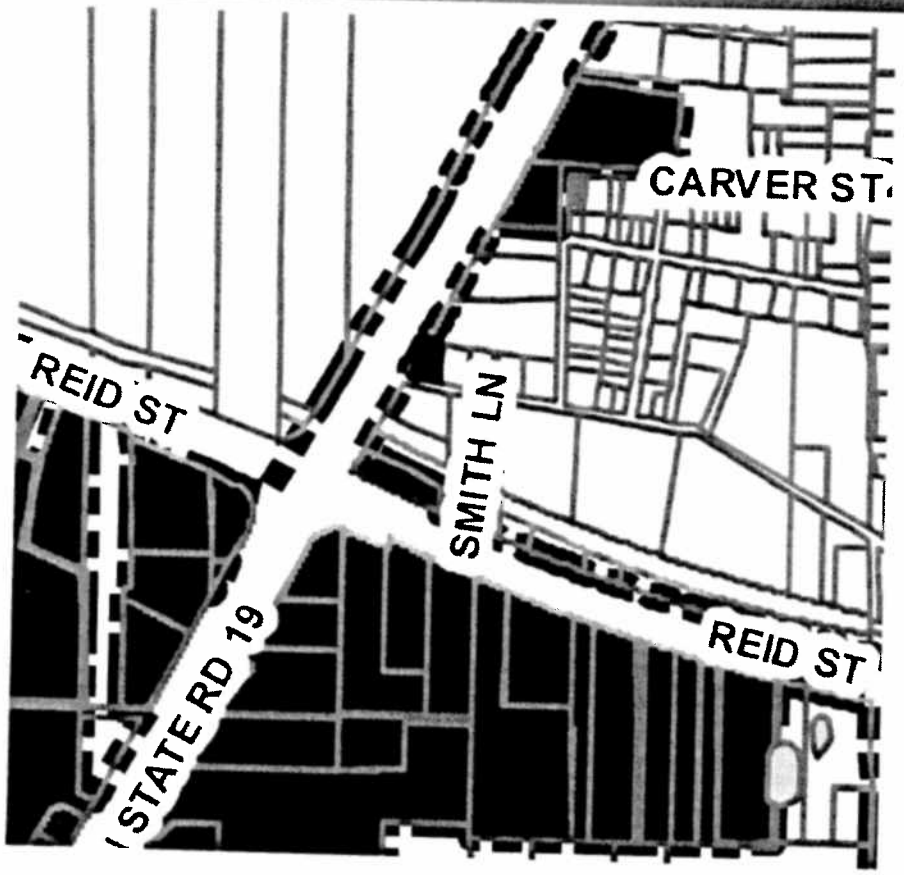
Case 12-37
102 Phillips Dairy Rd.
Annexation, FLUM Amendment & Rezoning



Case 12-37
102 Phillips Dairy Rd.
Annexation, FLUM Amendment & Rezoning

US – Urban Service: "This land use designation allows broad mix of residential, commercial, industrial, public facility and recreation uses…Non-residential uses have a more urban FAR of 1.0 with a maximum impervious surface ratio of 85 percent, and residential development has a FAR of 0.7 with a maximum impervious surface ratio of 50 percent."

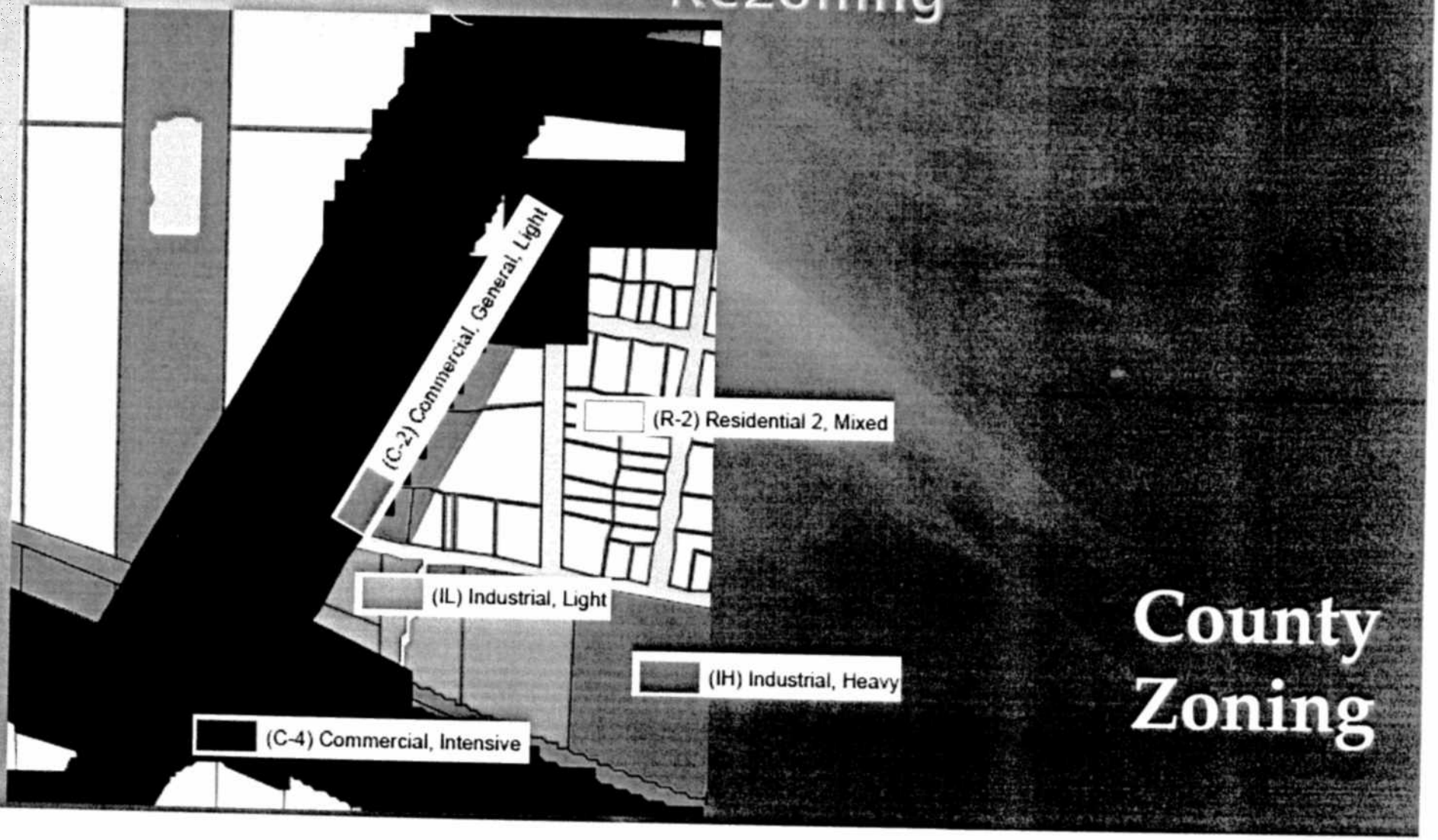
Case 12-37
102 Phillips Dairy Rd.
Annexation, FLUM Amendment & Rezoning



C-2

Zoning

Case 12-37
102 Phillips Dairy Rd.
Annexation, FLUM Amendment & Rezoning

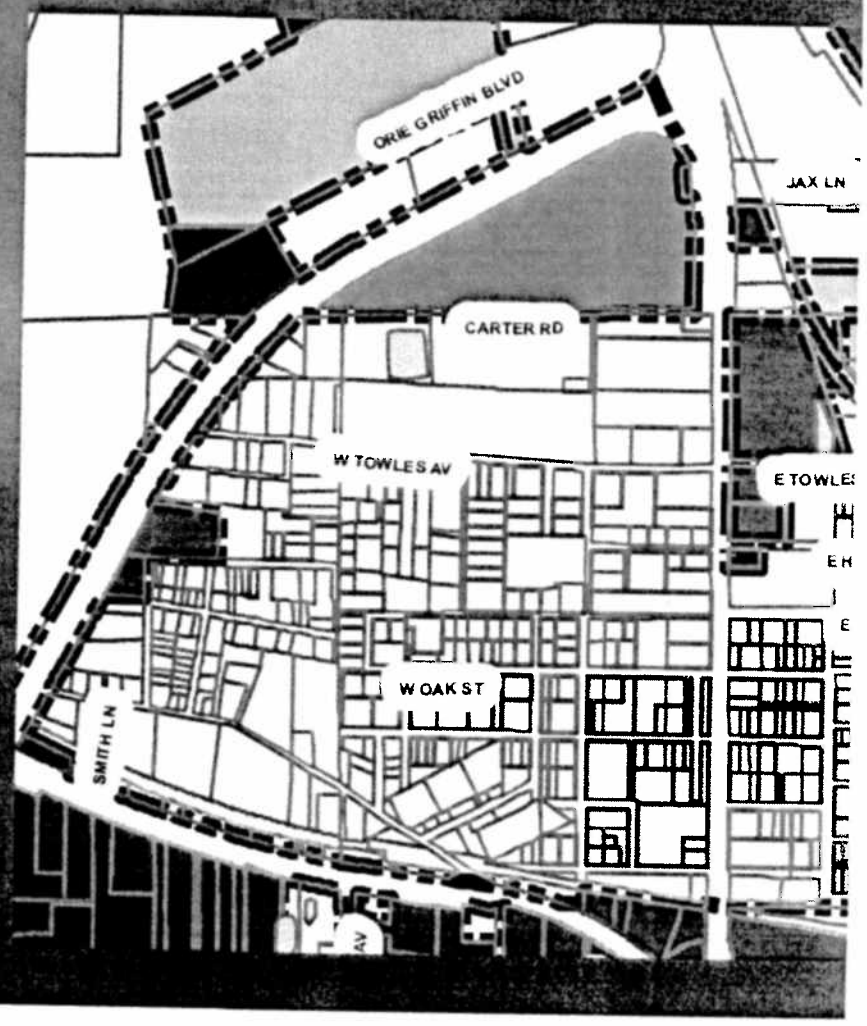


County Zoning

Case 12-37
102 Phillips Dairy Rd.
Annexation, FLUM Amendment & Rezoning

Annexation Criteria

- Contiguous
- Compact



Case 12-37
102 Phillips Dairy Rd.
Annexation, FLUM Amendment & Rezoning

FLUM Criteria

- Current County FLUM is Commercial
- Part of Reid/SR 19 Commercial Node, on four-lane highway
- Available urban services
- Does not represent urban sprawl

Case 12-37
102 Phillips Dairy Rd.
Annexation, FLUM Amendment & Rezoning

Rezoning Criteria

- Compatible with adjacent commercial uses, buffer required to east
- Not isolated district, commercial zoning present
- No special privilege

Case 12-37
102 Phillips Dairy Rd.
Annexation, FLUM Amendment & Rezoning

Recommend Approval of Annexation, FLUM Amendment to COM, and Rezoning to C-1

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

EGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
CITY OF PALATKA
FLORIDA

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

August 1, 2012

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

ATTN: Chairman, Putnam County BOCC

To Whom It May Concern:

The City of Palatka hereby provides notice of its intent to hold a public hearing on August 16, 2012 and September 13, 2012, concerning the adoption of a proposed ordinance annexing the following described property into its municipal boundaries:

Address	# of Acres	Sec/Township/Range	Ord. #
102 Phillips Dairy Road	.26	02-10-26	12-34

Please see a copy of the public notice(s) attached, including a map of the property, which will run in the Palatka Daily News on August 10, 2012 and September 7, 2012. A copy of the Ordinance containing a copy of the legal description can be obtained from the Office of the City Clerk at City Hall. This notice is being provided pursuant to FS171.0446.

Please govern yourselves accordingly.

CITY OF PALATKA

Betsy J. Driggers

Betsy J. Driggers, City Clerk

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

NOTICE OF ANNEXATION AND FUTURE LAND USE MAP AMENDMENT

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at its next regular meeting to be held at 6:00 p.m. on the 13th day of September, 2012, at Palatka City Hall, 201 N. 2nd Street, Palatka, Florida, will consider the enactment of ordinances annexing and amending the Future Land Use Map of the Adopted Comprehensive Plan for the following described property into the corporate limits of the City and redefining the boundary lines of the City of Palatka to include said property as follows:

1. **CITY OF PALATKA, FLORIDA, ORDINANCE NO. 12- ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 102 PHILLIPS DAIRY ROAD, CONTAINING .26 ACRES OF LAND; LOCATED IN SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE; AND**

Accompanied by the following entitled ordinance:

2. **AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO A PARCELS OF LAND (LESS THAN 10 ACRES IN SIZE) IDENTIFIED AS 102 PHILLIPS DAIRY ROAD FROM COUNTY CR (COMMERCIAL) TO CITY OF PALATKA COM (COMMERCIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE;**

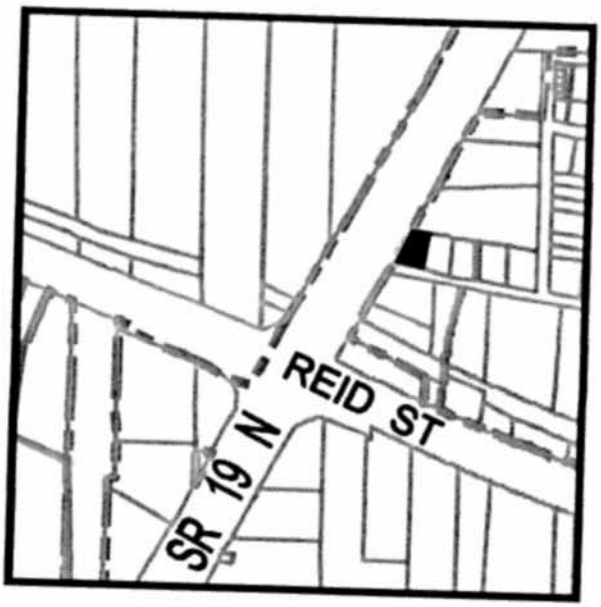
A map is attached hereto and a copy of the Ordinance containing the legal description can be obtained from the office of the City Clerk at City Hall. All interested persons are hereby advised of such consideration by the City Commission and all interested parties may appear at said meeting at said time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

PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS
CITY CLERK

DISPLAY ADVERTISEMENT – At least 2 x 6 or as required -- run w/ attached map
Run Dates: 9/7/12 - PROOF OF ADVERTISEMENT REQUESTED
Send editing proof with cost of advertisement to
Betsy J. Driggers, City of Palatka, 201 N. 2nd Street, Palatka
Ph: 386-329-0100; fax 386-329-0106; bdriggers@palatka-fl.gov

MAP ATTACHMENT:



NOTICE OF ANNEXATION AND REZONING

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at its next regular meetings to be held at 6:00 p.m. on the 16th day of August and 13th day of September, 2012, at Palatka City Hall, 201 N. 2nd Street, Palatka, Florida, will consider the enactment of ordinances annexing and rezoning the following described property into the corporate limits of the City and redefining the boundary lines of the City of Palatka to include said property as follows:

1. **CITY OF PALATKA, FLORIDA, ORDINANCE NO. 12-34 ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 102 PHILLIPS DAIRY ROAD, CONTAINING .26 ACRES OF LAND; LOCATED IN SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE; AND**

Accompanied by the following entitled ordinance:

2. **AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY LOCATED IN SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 102 PHILLIPS DAIRY ROAD, FROM PUTNAM COUNTY C-2 (COMMERCIAL, LIGHT) TO CITY OF PALATKA C-1 (GENERAL COMMERCIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE**

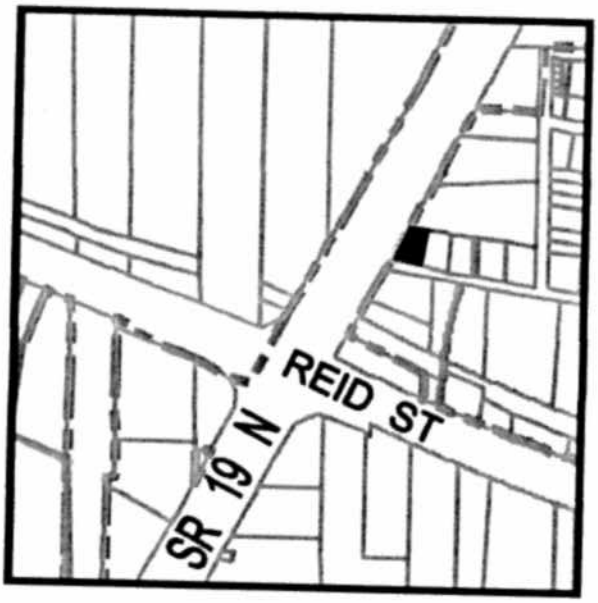
A map is attached hereto and a copy of the Ordinance containing the legal description can be obtained from the office of the City Clerk at City Hall. All interested persons are hereby advised of such consideration by the City Commission and all interested parties may appear at said meeting at said time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

PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS
CITY CLERK

DISPLAY ADVERTISEMENT – At least 2 x 6 or as required -- run w/ attached map
Run Dates: 8/10/12 - PROOF OF ADVERTISEMENT REQUESTED
Send editing proof with cost of advertisement to
Betsy J. Driggers, City of Palatka, 201 N. 2nd Street, Palatka
Ph: 386-329-0100; fax 386-329-0106; bdriggers@palatka-fl.gov

MAP ATTACHMENT:



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

PB Case # 12-31
Date Received: 7/5/12
Hearing date: 8/7/12

This application must be typed, legibly printed in ink, or completed electronically and submitted with any required attachments and application fee of $1,130.00 to:

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

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

TO BE COMPLETED BY APPLICANT		
1. Property Address: 102 Phillips Dairy Rd	**2. Parcel Number:** 02-10-26-0000-0220-0000	**3. Current Property Use:** Remodle for rest. + Barber shop
4. Current Land Use Designation: County CR (Commercial)	**5.Requested Land Use Designation:** Commercial	**6. Required Attachments:** ☐ Legal Description ☐ Letter of Authorization[1] ☐ Copy of Recorded Deed ☐ Fees ☐ Project Narrative [2] ☐ Supplementary Information [3] ☐ Site Map [4] ☐ Survey
7. Current Zoning Designation: County C2	**8. Requested Zoning Designation:** C-1	
9. Acreage to be considered for request: .26	**10. Number, types & square footage of structures on property:** 1 @ 1,500 ±	
11. Reason for annexation request: Utility Connection		
12. Owner Name: Kenneth W + Diane M Schwing **13. Owner Address:** 126 Elderberry Ln Palatka, FL 32177		**14. Phone Number:** 325-9776 **15. Email Address:** Kenschwing@hotmail.com
16. Agent Name: EDDIE Stovall **17. Agent Address:** 1438 Canopy Oaks DR. Orange PK, FL 32065		**18. Phone Number:** 954 4450218 **19. Email Address:**

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

20. This application submitted by:

Application Number: PB Case # 12-31

Hearing date: 8/7/12

Signature of owner(s): [signature]

Print owner(s) names(s): Ken Schwing

Signature of Agent(s):

Print Agent(s) names: Eddie Steed

STATE OF Florida

County of Putnam

Before me this day personally appeared Kenneth William Schwing who executed the foregoing application and acknowledged to and before me that Kenneth William Schw executed this document for the purposes therein expressed.

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

DEENA J. MCCAMEY
Commission # EE 190643
Expires April 18, 2016
Bonded Thru Troy Fain Insurance 800-385-7019

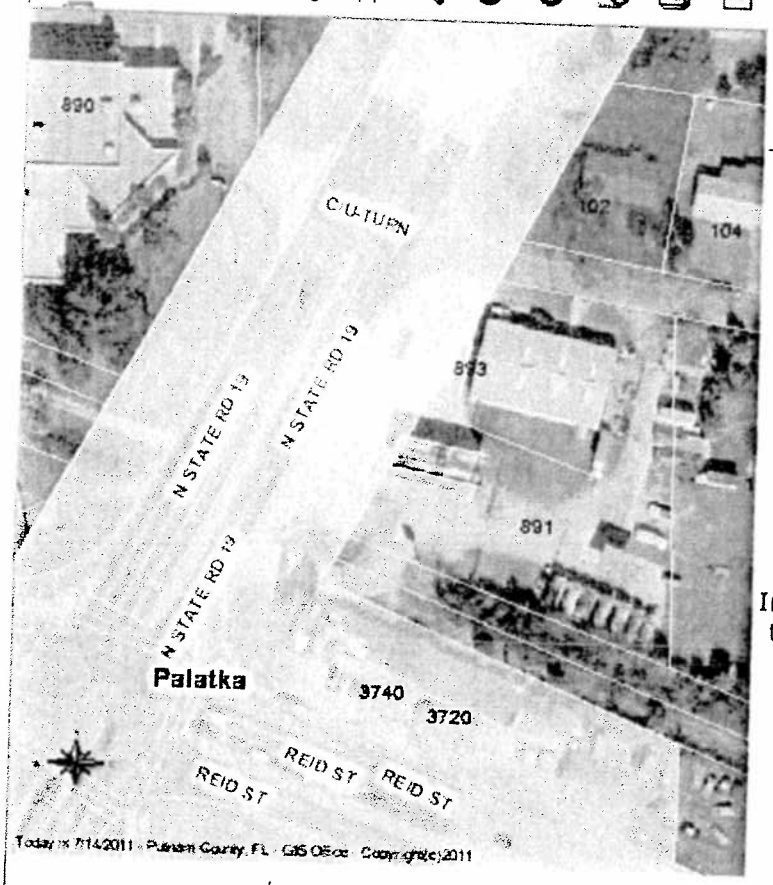
Deena J. McCamey
Notary Public

My commission expires: April 18, 2016 State of Florida at Large

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

Putnam County GIS **Interactive**

County Website | Contact Us | Disclaimer



Zoom to Selected

Print A Map

The appearance of the generated map on your computer monitor is not comparable to its appearance on paper.

Please Enter A Map Title:

Putnam County

Create a Print

Click on "Create a Print" to open a new Browser window with the Map Image and Legend displayed. You can then use the File/Print menu item to send the display to your printer.

Reqest to ANNEX for utilities
currently has ONE building Approx. 1500 sqft.
to be converted to take out rest. AND barbershop.
We hope to employ Approx. 12 employees.

ACTIVE TOOL - Pan - Click and Drag the Map

Scale 1: 1646 ZOOM *Aerials 1250-5000*

Building Permits-Chief Building Offical
CITY OF PALATKA
201 NORTH 2ND ST.
PALATKA FL 32177

DATE: 7/05/12
TIME: 14:28:02

RECEIPT #: 0000019207
CASHIER: PSPROUSE

MISCELLANEOUS RECEIPT
REFERENCE: KEN SCHWING/102 PHILIPS DAIRY RD/ANNEX

ITEM DESCRIPTION	PAID
PLANNING BD AMIN. (1366)	1130.00
TOTAL AMOUNT PAID:	1130.00

PAYMENT TYPE: CHECK
CHECK NBR: 000000925

PUTNAM COUNTY PROPERTY APPRAISER | 2011 Certified Tax Roll | APPRAISAL DATA CARD | PRINTED 07/06/2012 10:55:54 | CARD 1 OF 1

Parcel	02-10-26-0000-0220-0000
Owner	SCHWING KENNETH W + DIANE M H/W
Mailing	126 ELDERBERRY LANE PALATKA FL 32177
911	102 PHILLIPS DAIRY RD, PALATKA
Legal	PT OF LOTS 1 + 2 OF SURVEY BY C A LEHARDY RECORDED MISC MB1 P83 OR58 PP101 102
Orig Parcel	

Exemption	Count	Max Value	Min Value	Applied To

Improvement Value	$18,092	Use Code	7
Land Value	$15,155	Improvements	1
Market Value	$33,247	Location	Putnam County
Just Value CU	$0	Total Acres	0.26
CU Value	$0	Zoning	C-2
Market Adjusted	$33,247	FLUM	CR

Parcel Value Breakdown

Taxing District	Assessed Limited	Minus(-) Exemptions	Taxable Value
County	$33,247	$0	$33,247
School	$33,247	$0	$33,247
Other	$33,247	$0	$33,247

Parcel Sales Data

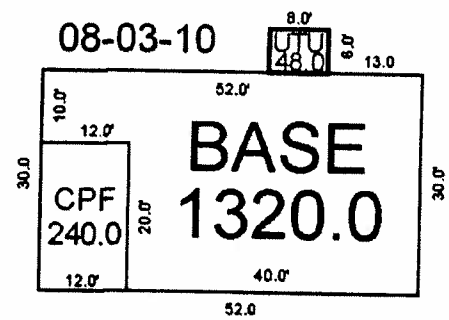
Book	Page	Instrument	Month	Year	QSCD	Price
0782	0515	WD	Feb	1999	03 I	$13,950
0338	0230	WD	Oct	1976		$100
0307	0548	WD	Apr	1974		$22,000

Special Buildings

Line	Code	Length	Width	Sq Ft	Rate	Value
1						
2						
3						
4						
5						
6						
7						
8						
9						

Extra Features

Line	Code	Description	Value
1	1	Walks	20
2	12	Fireplace	2,500
3	33	Patio	100
4	34	Concrete Slab	30
5	4	Chain Link Fence	1,065
6			
7			
8			
9			
			Total 3,715



Primary Improvement

Desc	Single Family				
Class	A	Dep Code	1		
Type	0	Dep Rate	1.25		
Base Rate	48.24	Yr Built	1960		
Adj Base Rate	50.17	Eff Yr Built	1960		
Base Sq Ft	1320	Oth Dep	0.20		
% Cond	20	Dep Rep Cost	14,377		
Quality	100	Adj Dep Cost	14,377		

Subfloor	Continuous
Floor Finish	Slab on Grade
Exterior Walls	Conc. Block/Board
Height in Feet	
Style Wall %	
Sub Frame	
Roof Framing	Gable/Hip
Roof Cover	Composition Shingle

Cabinet & Mill	Average
Floor Finish	Combo - Carpet-Hard Tile
Interior Finish	Plastered - Direct
Paint & Decor	Average
Plumbing Fixt	6
Bath Tile	1/2 Wall
Heating & Air	Space Heater
Electrical	Average
Corners	6

Improvement Area & Additions

Desc	% Rate	Rate	Sq Ft	Cost
BASE	100	50.17	1320	66,224
CPF	35	17.56	240	4,214
UTU	60	30.10	48	1,445

Total Replacement Cost 71,883

Land Lines

Line	Code	Depth Chart	Depth In Feet	Corner Factor	Depth Factor	Cond	Adjustment	Unit Price	Adj Unit Price	Units	Just Value	CU Unit Price	CU Value	Just Value CU	Taxable Value
1	10	1	135	100%	101%	100%	101%	175.00	176.75	60.00	10,605				10,605
2	10	1	135	65%	101%	100%	65%	175.00	113.75	40.00	4,550				4,550
3															
4															
5															
6															
										Total	15,155	0	0		15,155

NOTICE: The information displayed is from the Final Taxroll which is certified each year in mid October and is updated annually. This information may not reflect the data currently on file in the Property Appraiser's office.

Agenda Item

7

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Adoption of Comprehensive Plan Amendment revising Figure A-5, Floodplains Map

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:
1. Draft Ordinance
2. Draft Revised Floodplains Map
3. Planning Board Minutes Excerpt
4. Planning Board Staff Report

MEETING DATE: August 16, 2012

ISSUE: This is a staff-initiated Comprehensive Plan revision which is a housekeeping measure. In response to FEMA changes to the City's flood hazard maps (adopted by the Commission on January 12, 2012) the Comprehensive Plan Floodplains Map must also be amended to reflect these new boundaries. The item was reviewed by state agencies and no objections or comments were received.

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

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT FIGURE A-5, FLOOD PLAINS MAP, OF THE FUTURE LAND USE ELEMENT MAP SERIES OF THE ADOPTED COMPREHENSIVE PLAN BE REVISED TO REFLECT RECENT FEDERAL EMERGENCY MANAGEMENT AGENCY FLOODPLAIN MAP CHANGES, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

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

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

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

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

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

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

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

Section 1. Adopted Large Scale Amendment

That Figure 5, Flood Plains Map, part of the map series associated with the Future Land Use Element of the adopted Comprehensive Plan of the City of Palatka is hereby amended to reflect recent floodplains map changes effected by the United States Federal Emergency Management Agency.

Section 3. Effect on the Comprehensive Plan

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

Section 4. Severability

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

Section 5. Effective date

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

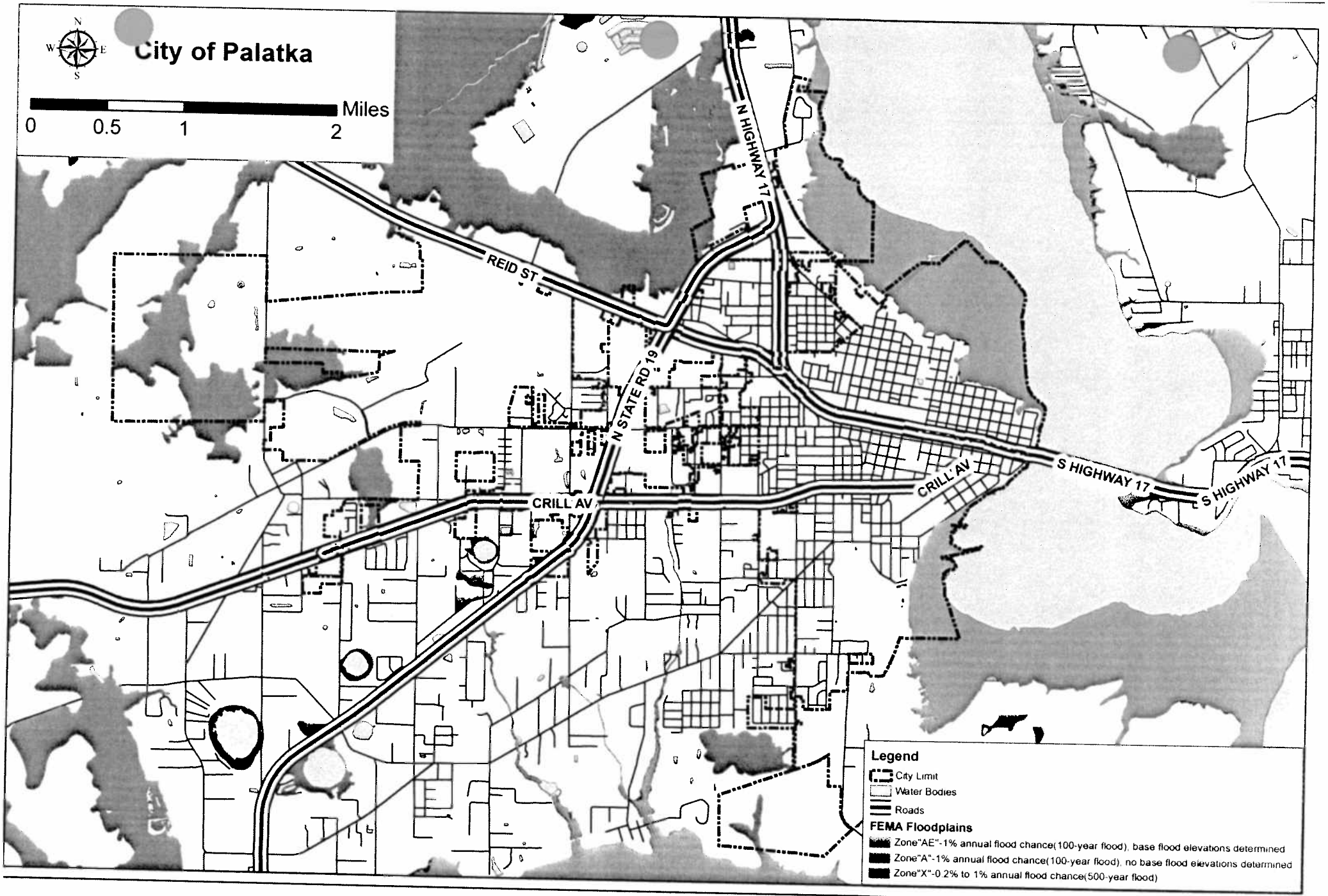
PASSED AND ADOPTED by the City Commission of the City of Palatka on this 16th day of August, 2012.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

_____
City Clerk



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

FIGURE A-5

2020 Comprehensive Plan
Future Land Use Element
Floodplains Map

SOURCE DATA:
*Source = City of Palatka
**FEMA FIRM

Map Date: JUNE 2012

CITY OF PALATKA
PLANNING BOARD MEETING
MINUTES MAY 1, 2012

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

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

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

OLD BUSINESS

Case 11-42 To consider an administrative text amendment to the Future Land Use Element of the Comprehensive Plan to extend the Community Redevelopment Area Plan through November 10, 2043 (Policy A.1.2.2)

Mr. Crowe stated that this is a pretty straightforward amendment to the Comprehensive Plan which is intended to recognize the Community Redevelopment Area (CRA) and Plan and to allow for the extension of the program for 30 years. He added that there are three separate tax increment financing districts within the overall CRA; the Central Business District, the North Historic District, and the South Historic District. He said that all of the notice requirements have been met for the extension and the next step, should this item get the board's recommendation for approval, will be to go to the City Commission for transmittal to state agencies for review and then for final adoption.

Mr. Harwell asked who establishes the guidelines for the tax increment financing (TIF) funds.

Mr. Crowe said the CRA is comprised of the City Commission and several other members.

Mr. Holmes added that the distribution of TIF funds is subject to the statutes, which state that funds can only be spent by for a project that is within the district and that the expenditure has to be something that was contemplated within the adopted CRA plan. He explained that there are currently some pretty clear rulings on how the money is to be spent and to whom it is given to from the State Attorney General's office.

Discussion continued regarding the accumulation and distribution of the CRA funds.

Motion made by Mr. DeLoach and seconded by Mr. Sheffield to approve the request. All present voted affirmative. Motion carried.

NEW BUSINESS

Case: 12-21 To consider Adoption of amended Flood Map as part of Future Land Use Map series of the Comprehensive Plan

Mr. Crowe explained that this is a housekeeping measure that we really have to do. The Future Land Use Map has a series of maps, one being a Flood Plains Map. This map stems from Federal Emergency Management Administration (FEMA) flood zone maps. FEMA is systematically updating flood maps across the country and our update occurred in February. The City also recently replaced its existing Floods Code with the new model code, developed by FEMA, which conforms to the Florida Building Code regarding rules for construction and

development in flood hazard areas and administration of other floodplain management standards. He added that it was important that the Comprehensive Plan floods map had same boundaries that FEMA has established and that any development within that area would have to meet the flood plain requirements. Communities that conform to the FEMA flood requirements and have consistent maps continue to be eligible to participate in the National Flood Insurance Program which helps to prevent higher flood insurance costs for City property owners. He recommended approval.

Discussion continued regarding the National Flood Insurance Program.

Motion made by Mr. Sheffield to recommend approval of this item to the City Commission for adoption. All present voted affirmative. Motion carried.

Other Business:

The Board members requested a card be sent to Mrs. Venables on behalf of the Board.

With no further business, meeting adjourned at 4:20 pm.

Case 12-21
Request to Amend Comprehensive Plan
(Revision of Floodplains Map)
Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: April 24, 2012

TO: Planning Board Members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To consider an amendment to Comprehensive Plan Future Land Use Element (FLUE) to adopt a revised Floodplains Map. Public notice included legal advertisement.

APPLICATION BACKGROUND

The FLUE includes a series of maps as noted below.
Map A-1: Future Land Use Map (FLUM)
Map A-2: Historic Sites and Districts Map
Map A-3: Adjacent Land Use Map
Map A-4: Topography Map
Map A-5: Floodplains Map
Map A-6: Soil Composition Map
Map A-7: Airport Residential Restriction Zone Map
Map A-8: Airport Educational Restriction Zone Map

The revision of Map A-5 is necessary because of the recent Federal Emergency Management Administration's (FEMA) update of the City's Flood Hazard Maps. The attached Map A-5 has been amended to replicate the FEMA maps as mandated by FEMA and the state of Florida. Consistent maps will keep the City in good standing in its participation in the National Flood Insurance Program and prevent higher flood insurance costs for City property owners. In addition to this proposed action, the City recently replaced its existing Floods Code (Chapter 38 of the Municipal Code) with the new model code developed by FEMA, which conforms to the Florida Building Code regarding rules for construction and development in flood hazard areas and administration of other floodplain management standards.

PROJECT ANALYSIS

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

This policy change would not further urban sprawl. The following Goal, Objective, and Policies support the City's maintenance of accurate and consistent flood hazard maps.

Goal D.2 *9J-5.011 (2)(a)*

The City shall ensure that natural resources are protected from potential adverse impacts associated with sewer facilities, stormwater drainage, and solid waste disposal.

Objective D.2.2 *9J-5.011 (2)(b)1,5*
Upon Plan adoption, the City shall take specific flood protection measures that will also protect the St. Johns River from runoff pollution.

Policy D.2.2.5 *9J-5.011 (2)(c)4*
All new development in floodprone areas shall meet the following standards:

A. *Development in the FEMA 100-year flood hazard zone shall be constructed so that the lowest floor elevation is at least one (1) foot above the base flood elevation as established by the FEMA Flood Insurance Rate Maps.*
B. *Dredging and filling of lands within floodplains shall be limited to that approved by federal and State agencies having the authority to regulate and police such activities. All proposed development shall be clustered and located on the non-floodplain portions of the site, or, for proposed development areas that lie entirely within the 100-year floodplain, all structures shall be required to be elevated on pilings.*
C. *In addition, the following criteria will apply to development in the 100-year floodplain:*
   1) *No hazardous materials or waste shall be stored within the 100-year floodplain;*
   2) *Clearing of native vegetation will be minimized in the 100-year floodplain by establishing the following open space ratios for the land uses identified below:*

Residential land use	*60% open space*
Commercial land use	*50% open space*
Industrial land use	*45% open space*

   3) *Use of septic tanks in flood prone areas will be restricted as specified by the County Department of Health and all such sewage disposal systems shall be required to connect to central sewage systems in accordance with Policy D.1.4.1.*
   4) *Any development within a flood prone area will maintain the natural topography and hydrology of the development site.*

Policy D.2.2.6
The level of stormwater run-off shall be reviewed as part of the requirements of the Land Development Regulations and the level of stormwater run-off from a parcel during and after construction shall not exceed the level of run-off from the site experienced prior to construction.

STAFF RECOMMENDATION
Staff recommends approval of revised Map A-5, Comprehensive Plan Future Land Use Element Floodplains Map.

Attachment
2020 Comprehensive Plan Future Land Use Element Floodplains Map

Agenda Item

8

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Adoption - request to amend Zoning Code Sec. 94-151 to limit sales items in outdoor promotional sales, temporary goods and commodities sales to those items that are customarily offered by the principal use occupying the property, and to require that such sales be associated with the business occupying the property.

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:
1. Draft Ordinance
2. Planning Board minutes excerpt
3. Planning Board staff report

MEETING DATE: August 16, 2012

ISSUE: This is an administrative request to amend the zoning code to provide limitations to outdoor promotional sales, temporary goods and commodities. Staff has received numerous comments from local businesses, citizens, and elected officials regarding recent outdoor promotional and temporary goods sales that are held by out-of-town businesses. The main concerns related to impacts on local businesses and possible unfair advantages of the out-of-town businesses who do not directly pay property taxes and who do not have a stake in the community.

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

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA AMENDING SECTION 94-151 TO LIMIT SALES ITEMS IN OUTDOOR PROMOTIONAL SALES AND TEMPORARY GOODS AND COMMODITIES SALES TO THOSE ITEMS THAT ARE CUSTOMARILY OFFERED FOR SALE BY THE PRINCIPAL USE OCCUPYING THE PROPERTY, REQUIRING THAT SUCH SALES BE ASSOCIATED WITH THE BUSINESS OCCUPYING THE PROPERTY; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on June 5, 2012, and two public hearings before the City Commission of the City of Palatka on July 12, 2012, and August 16, 2012; and

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

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

Section 1. Zoning Code Section 94 shall be amended as follows.

Sec. 94-200. - Outdoor promotional sales, special event sales and the sale of seasonal or temporary goods and commodities other than farmers markets.

(a) & (b): no changes

(c) Procedures for review and approval. The planning board may approve a conditional use for the sale of certain goods and commodities which are strictly of a temporary nature, other than for farmers markets,

in commercial zoning districts where sales of specific goods and commodities are included as permitted or accessory uses, provided the following conditions and requirements are met:

(1) Such sales shall not be permitted on public rights-of-way; provided, however, that in areas zoned C-3, such sales and displays may be permitted on sidewalks only; and provided, further, that parades and art shows may be permitted on public rights-of-way under such conditions as are otherwise provided by ordinances and policies of the city commission.

(2) No more than one conditional use per location shall be issued in any given six-month period for seasonal and temporary-type sales, and no more than one conditional use per location shall be issued in any given 90-day period of time for promotional sales.

(3) Application for a conditional use under the provisions herein shall be reviewed by the planning board to ensure protection of the public health, safety, and general welfare. In addition to normal concerns of the planning board in considering conditional use requests, particular attention shall be given to traffic flow and control, auto and pedestrian safety, and the effect which such use and activity will have on surrounding uses, particularly where the adjoining use is residential.

(4) The vendor, merchant, or applicant shall be required to remit to the city, following approval of the conditional use by the planning board, a business regulatory fee, which shall be in addition to any occupational license previously applied for or issued by the city, or as required by the city for vendors or merchants operating within the city. The business regulatory fee shall be subject to the following:

a. The business regulatory fee shall be based on the real value of goods and commodities offered or displayed for sale, and shall be equal to one-half of one percent of the total real and just value of all goods and commodities offered or displayed, but in no instance shall the business regulatory fee exceed $1,500.00 for any single sale.

b. Proof of real and just value shall be

required to be provided to the city at the time of fee payment. Such proof shall be in the form of an invoice, bill of lading, or other reasonable verification of the actual value of goods and commodities offered for sale.

c. Non-profit and not-for-profit designated charitable or philanthropic organizations, possessing the appropriate Internal Revenue Service designations for corporations exempt from taxes, shall be exempt from the payment of the business regulatory fee, provided that each organization operating as a temporary vendor or merchant provide verification of the designation to the city. Such verification shall be provided prior to initiating the use.

(5) All applicable licenses, fees, and permits, including, but not limited to, special use, tent, and sign permits, shall be required as provided for within this Code. No provision within this section shall render any other section, article, or chapter of this Code as invalid.

(6) Sales of items at outdoor promotional sales and temporary goods or commodities sales shall be limited to items that are customarily offered for sale by the principal use which occupies the property where the sale is to be held, and that only the business or entity occupying the principal structure may sell such merchandise. Financial institutions may host outdoor promotional sales of vehicles.

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

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

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

PASSED AND ADOPTED by the City Commission of the City of

Palatka on this 16th day of August, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

through the conditional use process only in the M-1 district. He added that the conditional use process requires a careful evaluation of the location for the use, an important factor given the potential noise impacts of the use as well as issues pertaining to potential soil contamination by lead from bullets.

Motion made by Mr. Petrucci and seconded by Mr. DeLoach to approve the request. All present voted affirmative. Motion carried.

Case 12-29 Administrative request to amend Zoning Code Sec. 94-200 to require that in the case of outdoor promotional sales and temporary goods or commodities sales, sales shall be limited to items that are customarily offered for sale by the principal use which occupies the property where the sale is to be held, and that only the business or entity occupying the principal structure may sell such merchandise.

Mr. Crowe gave a brief overview of the request, stating that the Zoning Code is pretty tough on outdoor activities. There are four types allowed; farmers markets, outdoor promotional sales, special event sales, the sale of seasonal or temporary goods and commodities. He explained that several comments were made by local businesses and citizens and a request was made by the City Commission for staff to look into revising the regulation to protect local businesses from out-of-town interest. Staff approached this change from a zoning standpoint, with regulations that tie outdoor activities to the principal use. He said this amendment would only apply to outdoor promotional sales and temporary goods and that the sale would have to be tied to the business in which the temporary sale is taking place, and would be limited to items that are customarily offered for sale by the principal use. He recommended approval of the request, exempting local financial institutions such as Credit Unions or Banks from the requirement that the products for sale be sold at that property, but they would still have to be a sponsor or be in charge of the sale.

Motion made by Mr. Sheffield and seconded by Mr. DeLoach to recommend approval of the amendment to the City Commission with staff recommendations. Motion carried 4-2.

Case 12-33 Administrative request to amend Comprehensive Plan Future Land Use Element Policy A.1.9.3 to remove height limitations for structures within future land use map categories.

Mr. Crowe advised that the Zoning Code and the Comprehensive Plan have conflicting height limits, that the Comprehensive Plan is more of a vision document with the Zoning Code's development standards being a more appropriate place for these types of details.

Motion by Mr. Petrucci and seconded by Mr. Harwell to approve the request as submitted. All present voted affirmative. Motion carried.

The Board asked that Mr. Crowe research the Zoning Code height limitations and bring back to the Board at a later date for consideration.

Case 12-31 Administrative request to amend Comprehensive Plan Public Facilities Element Policy D.1.2.1 to provide for exceptions, based on economic development and system efficiency considerations, to the requirement that properties receiving City water or sewer that are contiguous to the city limits be annexed, and the requirement that properties receiving City sewer service be within the City limits.

Case 12-29
Request to Amend Zoning Code
(Limitations on outdoor promotional sales and temporary goods sales)
Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: May 29, 2012

TO: Planning Board Members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

An administrative request to require that in the case of outdoor promotional sales and temporary goods or commodities sales, sales shall be limited to items that are customarily offered for sale by the principal use which occupies the property where the sale is to be held, and that only the business or entity occupying the principal structure may sell such merchandise. Public notice included legal advertisement.

APPLICATION BACKGROUND

Staff has received numerous comments from local businesses, citizens, and elected officials regarding recent outdoor promotional and temporary goods sales that are held by out-of-town businesses. The main concerns relate to impacts on local businesses and possible unfair advantages of the out-of-town businesses who do not directly pay property taxes and who do not have a stake in the community.

PROJECT ANALYSIS

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

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

a. Whether the proposed change is in conformity with the comprehensive plan.
Staff Comment: The request does not conflict with goals, objectives, and policies of the Comprehensive Plan.

b. The existing land use pattern.
Staff Comment: Not applicable to text changes.

c. Possible creation of an isolated district unrelated to adjacent and nearby districts.
Staff Comment: Not applicable to text changes.

d. The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.
Staff Comment: Depending on the scale of the activities, the current more lenient allowance of outdoor and temporary sales could noticeably impact streets with additional traffic.

e. Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.
Staff Comment: Not applicable as this is not a zoning map change.

f. Whether changed or changing conditions make the passage of the proposed amendment necessary.
Staff Comment: The changed conditions of the economic downturn and the resulting difficulties experienced by local businesses support this amendment.

g. Whether the proposed change will adversely influence living conditions in the neighborhood.
Staff Comment: Protecting local businesses will help to support local jobs and households and therefore positively impact City neighborhoods.

h. Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.
Staff Comment: Not applicable.

i. Whether the proposed change will create a drainage problem.
j. Whether the proposed change will seriously reduce light and air to adjacent areas.
Staff Comment: The above criteria are not applicable.

k. Whether the proposed change will adversely affect property values in the adjacent area.
l. Whether the proposed change will be a deterrent to the improvement or development of adjacent property in accord with existing regulations.
Staff Comment: See response to g. above.

m. Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.
Staff Comment: Staff would argue that the current allowance of outdoor sales isolated from and in competition with local businesses is in itself a special privilege, as such uses do not directly pay property taxes and out-of-county employees do not pay sales taxes, both of which go toward supporting the local economy and government.

n. Whether there are substantial reasons why the property cannot be used in accord with existing zoning.
Staff Comment: Not applicable.

o. Whether the change suggested is out of scale with the needs of the neighborhood or the city.
Staff Comment: Not applicable.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.
Staff Comment: Not applicable.

. 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 Comment: The above criteria are not applicable.

STAFF RECOMMENDATION

Staff recommends the following revisions to existing Zoning Code Sec. 94-151, with existing text *italicized* and new text *underlined and italicized*.

(c) Procedures for review and approval. The planning board may approve a conditional use for the sale of certain goods and commodities which are strictly of a temporary nature, other than for farmers markets, in commercial zoning districts where sales of specific goods and commodities are included as permitted or accessory uses, provided the following conditions and requirements are met:

(1) Such sales shall not be permitted on public rights-of-way; provided, however, that in areas zoned C-3, such sales and displays may be permitted on sidewalks only; and provided, further, that parades and art shows may be permitted on public rights-of-way under such conditions as are otherwise provided by ordinances and policies of the city commission.

(2) No more than one conditional use per location shall be issued in any given six-month period for seasonal and temporary-type sales, and no more than one conditional use per location shall be issued in any given 90-day period of time for promotional sales.

(3) Application for a conditional use under the provisions herein shall be reviewed by the planning board to ensure protection of the public health, safety, and general welfare. In addition to normal concerns of the planning board in considering conditional use requests, particular attention shall be given to traffic flow and control, auto and pedestrian safety, and the effect which such use and activity will have on surrounding uses, particularly where the adjoining use is residential.

(4) The vendor, merchant, or applicant shall be required to remit to the city, following approval of the conditional use by the planning board, a business regulatory fee, which shall be in addition to any occupational license previously applied for or issued by the city, or as required by the city for vendors or merchants operating within the city. The business regulatory fee shall be subject to the following:

a. The business regulatory fee shall be based on the real value of goods and commodities offered or displayed for sale, and shall be equal to one-half of one percent of the total real and just value of all goods and commodities offered or displayed, but in no instance shall the business regulatory fee exceed $1,500.00 for any single sale.

b. Proof of real and just value shall be required to be provided to the city at the time of fee payment. Such proof shall be in the form of an invoice, bill of lading, or other reasonable verification of the actual value of goods and commodities offered for sale.

c. Non-profit and not-for-profit designated charitable or philanthropic organizations, possessing the appropriate Internal Revenue Service designations for corporations exempt from taxes, shall be exempt from the payment of the business regulatory fee, provided that each organization operating as a temporary vendor or merchant provide verification of the designation to the city. Such verification shall be provided prior to initiating the use.

(5) All applicable licenses, fees, and permits, including, but not limited to, special use, tent, and sign permits, shall be required as provided for within this Code. No provision within this section shall render any other section, article, or chapter of this Code as invalid.

(6) Sales of items at outdoor promotional sales and temporary goods or commodities sales shall be limited to items that are customarily offered for sale by the principal use which occupies the property where the sale is to be held, and that only the business or entity occupying the principal structure may sell such merchandise. ***Financial institutions may host outdoor promotional sales of vehicles.***

Agenda Item

9

CITY COMMISSION AGENDA ITEM

SUBJECT: Ordinance amending the General Pension Investment Policy – 2nd Reading

DEPARTMENT: Clerk

ATTACHMENTS: _x_ Ordinance ___ Resolution ___ Motion
_x_ Support Documents _x_ Other – Investment Policy

SUMMARY: In session on July 17 the General Employees' Pension Board voted to amend its Investment Policy to amend the Benchmark Components (Section 2.A) and Investment Guidelines (Section 3.B(1). The Investment Policy is adopted and amended by ordinance. A copy of the minutes from that meeting is attached. This ordinance was passed on first reading on July 26, 2012.

RECOMMENDED ACTION: Pass the ordinance on 2nd reading for adoption.

DEPARTMENT HEAD	Submitted: [signature] Requested Agenda 8-16-17	Date: 8-7-17 Date:
FINANCE DEPARTMENT	Budgeted ___Yes ___No _X_ N/A	Date:
CITY ATTORNEY	Approved as to Form and Correctness	Date:
CITY MANAGER	Approved Agenda Item For:	Date:

COMMISSION ACTION: ___ Approved as Recommended ___ Disapproved
___ Approved With Modification ___ Tabled To Time Certain
___ Other

DISTRIBUTION: ___CA ___CC ___CM ___CD ___FI ___FD ___GC ___HR ___MD ___PD ___PR ___UD

This instrument prepared by:
Betsy J. Driggers
201 N. 2nd Street
Palatka FL 3217

ORDINANCE NO. 12 - _____

entitled

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, BY AMENDING THE INVESTMENT POLICY STATEMENT OF THE CITY OF PALATKA GENERAL EMPLOYEES RETIREMENT PLAN; AMENDING SEC. 2-204, INVESTMENT PERFORMANCE OBJECTIVES; AMENDING SEC. 2-205, INVESTMENT GUIDELINES; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

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

Section 1. That the portion of the City of Palatka Municipal Code Investment Policy Statement, being Sections 2-203 through 2-211 of the Palatka Municipal Code of Ordinances, shall be and the same is hereby amended to read as set forth in Exhibit 1 attached hereto and by this reference incorporated herein.

Section 2. 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.

Section 3. This Ordinance shall become effective upon its final passage by the City Commission of the City of Palatka.

Section 4. All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 16th day of August, 2012.

CITY OF PALATKA

By:_____
Its Mayor

ATTEST:

_____
City Clerk

EXHIBIT 1

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

1. PURPOSE OF INVESTMENT POLICY STATEMENT

The Pension Board Trustees maintain that an important determinant of future investment returns is the expression and periodic review of the Fund's investment objectives. To that end, the Trustees have adopted this statement of Investment Policy.

In fulfilling their fiduciary responsibility, the Trustees recognize that the retirement system is an essential vehicle for providing income benefits to retired participants or their beneficiaries. The Board also recognizes that the obligations of the Fund are long-term and that investment policy should be made with a view toward performance and return over a number of years. The general investment objective, then, is to obtain a reasonable total rate of return - defined as interest and dividend income plus realized and unrealized capital gains or losses - that is greater than the actuarial interest rate assumption on an annual basis and over rolling three-year periods. Additionally, the Trustees in performing their investment duties shall comply with fiduciary standards set forth in the Employee Retirement Income Security Act of 1974 29 U.S.C. s 1104 (a) (1) (A)-(C).

Specifically, the Board, the Fund's investment manager(s), and the investment monitor shall comply with the following fiduciary standard:

> A fiduciary shall discharge its duties with respect to the Plan solely in the interest of the participants and beneficiaries and –
>
> A. for the exclusive purpose of providing benefits to participants and their beneficiaries and defraying reasonable expenses of administering the Plan;
> B. with the care, skill, prudence, and diligence under the circumstance then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aim;
> C. by diversifying the investments of the Plan so as to minimize the risk of large loss, unless under the circumstances it is clearly prudent not to do so.

Reasonable consistency of return and protection of assets against the inroads of inflation are paramount. However, the volatility of interest rates and securities markets make it necessary to judge results within the context of several years rather than over short periods of one or two years or less. The Board's acknowledges that each manager is only responsible for the assets that are placed under its management and not for the investment policies that apply to the Fund's entire portfolio.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

2. INVESTMENT PERFORMANCE OBJECTIVES

The below listed investment performance objectives and guidelines will be used as criteria in evaluating ongoing investment performance of the investment manager(s).

Total Plan Performance

A. Total Fund performance will be measured quarterly over rolling three and five year periods. These periods are considered sufficient to represent the capital market cycles. The total return of this portfolio is expected to exceed the return of a benchmark comprised of the following:

Benchmark Components	Type	% Alloc.
Russell 1000	Domestic large-cap equity	18
S&P 400	Domestic mid-cap equity	6
Russell 2000	Domestic small-cap equity	6
ML Convertible	Convertible bonds	10
Wilshire REIT	Real Estate	5
MSCI EAFE	International Equity	15
Barclay's Aggregate	Domestic bonds	34
ML High Yield Master	High Yield Bonds	5
90-Day T-bill	Cash	1

B. It is expected that portfolio volatility will not exceed that of the above benchmark index over three and five-year rolling periods.

C. It is expected that the average three and five-year returns of the Plan will meet or exceed the actuarial interest rate assumption.

Asset Class Investment Performance Standards

1. The large-cap growth equity portion of the portfolio is expected to perform at a rate at least equal to the Russell 1000 growth index, and rank in the top 40th percentile over rolling three and five-year periods.

2. The large-cap value equity portion of the portfolio is expected to perform at a rate at least equal to the Russell 1000 value index, and rank in the top 40th percentile over rolling three and five-year periods.

3. The mid-cap stock portfolio is expected to perform at a rate at least equal to the S&P 400 Index, and rank in the top 40th percentile over rolling three and five-year periods.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

4. The small-cap growth stock portfolio is expected to perform at a rate at least equal to the Russell 2000 growth index, and rank in the top 40th percentile over rolling three and five-year periods.

5. The small-cap value stock portfolio is expected to perform at a rate at least equal to the Russell 2000 value index, and rank in the top 40th percentile over rolling three and five-year periods.

6. The convertibles portfolio is expected to perform at a rate at least equal to the Merrill Lynch convertible index (ex. 144a), and rank in the top 40th percentile over rolling three and five-year periods.

7. The REIT stock portfolio is expected to perform at a rate at least equal to the Wilshire REIT index, and rank in the top 40th percentile over rolling three and five-year periods.

8. The international equity portfolio is expected to perform at a rate at least equal to the MSCI EAFE index, and rank in the top 40th percentile over rolling three and five-year periods.

9. The investment grade fixed-income portfolio is expected to perform at a rate at least equal to the Barclay's Aggregate bond index, and rank in the top 40th percentile over rolling three and five-year periods.

10. The high yield bond portfolio is expected to perform at a rate at least equal to the Merrill Lynch High Yield Master, and rank in the top 40th percentile over rolling three and five-year periods.

3. INVESTMENT GUIDELINES

The value of assets shall be made in accordance with s. 302 (c) (2) of the Employee Retirement Income Security Act of 1974 and as permitted under regulations prescribed by the Secretary of the Treasury.

Liquidity: The Fund's investment manager(s) shall be kept informed of the liquidity requirements of the Fund. The investment portfolio shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due. To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash-flow requirements.

Custodian: The Board has a retained and will continue to retain a third party to be custodian of the Fund's assets. All securities shall be designated as an asset of the Fund, and no withdrawal of

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

securities-in whole or part-shall be made from safekeeping except by an authorized member of the Board or the Board's designee. Security transactions between a broker dealer and a custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the money or security, as appropriate, in hand at the conclusion of the transaction.

Bid requirement: The Board shall determine the approximate maturity date based on cash flow needs and market conditions, analyzed and select one or more optimal types of investment, and competitively bid the security in question when feasible and appropriate. Except as otherwise required by law, the most economically advantageous bid must be selected.

Risk and Diversification: The investments held by the Fund shall be diversified to the extent practical to control the risk of loss resulting from over-concentration of assets in a specific maturity, issuer, instrument, dealer, or bank which financial instruments are bought and sold.

A. **Authorized Investments**. The following investments are authorized:

1. Cash equivalents.

2. Obligations issued by the United States Government and its Agencies or obligations guaranteed as to principal and interest by the government of the United States.

3. Foreign equities, convertibles and bonds.

4. Equities, including publicly traded REITS, convertibles (convertible bonds, convertible preferred issues, and preferred stock). Convertible bonds (including synthetics), convertible preferred issues and preferred stock will be deemed as equity and shall not be held to the rating standards of fixed-income. Foreign securities convertibles are limited to those that settle in U. S. dollars and traded on one or more of the recognized national exchanges, NASDAQ or the OTC.

5. Bonds or other evidences of indebtedness issued or guaranteed by a corporation organized under the laws of the United States or the District of Columbia. Actively managed fixed-income accounts may hold up to 5% at market value of their total portfolio in bonds rated below Baa2/Mid BBB. The Active Fixed Income Manager shall notify the Consultant in writing within ten (10) business days of any such downgrade. The High yield portfolio is not subject to these limitations. Convertible securities do not apply to these limitations, as they are classified as equities.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

6. Treasury Inflation Protected Securities (TIPS).

7. Domestic stocks issued by a corporation organized under the laws of the United States or the District of Columbia provided the corporation is listed on one or more of the recognized national or on the National Market System of the NASDAQ.

8. International equities shall emphasize companies of developed countries.

9. Commingled equity, bond, money market mutual funds, and exchange traded funds (ETFs) funds.

10. Real estate shall be limited to REIT funds with daily pricing.

B. **Prohibited Investments and Limitations**

1. Investments in equities, including the REITS, shall not exceed 70% of the Fund's assets at market value.

2. Prohibited investments include those companies listed in the State Board of Administration's quarterly report, "List of Prohibited Investments (Companies)", under Protecting Florida Investments Act.

3. Equities: Not more than five percent (5%) of the Plan assets, based on market value, shall be invested in the securities of any one issuing company.

4. Up to 20% of the Fund may be invested in foreign securities at market.

5. The aggregate investment in any one issuing company shall not exceed five percent (5%) of the outstanding capital stock of the company.

6. Prior to investing in any repurchase agreement, the Board will adopt, and attach as an exhibit, a Master Repurchase Agreement, which will also be registered with any institution authorized to transact such investment. All repurchase agreement transactions will be required to adhere to the requirements of such Master Repurchase Agreement.

7. The following investments are prohibited:

   a. Bonds issued by any state or municipality or any other tax-exempt security
   b. Commodity futures
   c. Short sales

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

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d. General obligations issued by a foreign government
e. Hedge funds
f. Insurance annuities
g. Limited partnerships
h. Repurchase agreements secured by anything but U.S. Government or Agency mortgage backed securities
i. Margin purchase or lending or borrowing money
j. Options
k. Letter stock or private equity placements
l. Private mortgages
m. Securities lending (unless directed by the Board)
n. Investments and assets for which a generally recognized market is not available or for which there is no consistent or generally accepted pricing mechanism
o. Securities of the money manager, the directed trustee/custodian bank, their parent or subsidiaries
p. Foreign issued securities not traded in the United States

4. COMMUNICATIONS

A. The City Clerk's office shall prepare all written instructions to the custodian relating to periodic rebalancing of the stock and bond portfolios.

B. The custodian shall apprise the Trustees of all transactions and shall forward all proxies to the manager within ten calendar days. On a monthly basis, the custodian shall supply an accounting statement that will include a summary of all receipts and disbursements and the cost and the market value of all assets. On a quarterly basis, the managers shall provide a written report affirming compliance with the security restrictions of Section 3 above and a summary of common stock diversification and attendant schedules. In addition, the managers shall deliver each quarter a report detailing the Fund's performance, adherence to the investment policy, forecast of the market and economy, portfolio analysis and current assets of the Fund. Written reports and personal presentations shall be delivered to the Trustees within 60 days of the end of the quarter. The managers will provide immediate written and telephone notice to the Trustees of any significant market related or non-market related event, specifically including, but not limited to, any deviation from the standards set forth in Section 3 above.

C. The managers will disclose any securities that are not in compliance with Section 3 in each quarterly report.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

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D. If the Fund owns securities, which complied with Section 3 at time of purchase, which are subsequently down graded while held, the managers will dispose of such securities immediately.

E. The Trustees shall retain a monitoring service to evaluate and report on a quarterly basis the rate of return and relative performance of the Fund.

F. The Trustees will meet quarterly with the monitoring service's representative to review the Performance Report. The Trustees will meet with the investment managers and appropriate outside consultants to discuss performance results, economic outlook, investment strategy and tactics and other pertinent matters affecting the Fund on a quarterly basis.

G. For each actuarial valuation, the Board shall determine the total expected annual rate of return for the current year, for each of the next several years, and for the long-term thereafter.

H. The Board of Trustees shall submit investment performance reports on a periodic basis to the City Council. This report shall include the investments in the Fund by class or type, income earned, book value, and market value.

J. The manager shall annually provide the Trustees with an audited financial statement.

5. CRITERIA FOR INVESTMENT MANAGER REVIEW

The Board wishes to adopt standards by which judgments of the ongoing performance of a portfolio manager may be made. With this in mind, the following are adopted:

If, at any time, any one of the following is breached, the portfolio manager will be warned of the Board's serious concern for the Fund's continued safety and performance.

1. Four consecutive quarters of total Fund performance below the 40th percentile in manager performance rankings.

2. Standard deviation for the Fund in excess of 120% of the market.

3. Loss by the manager of any senior investment personnel.

4. Any change in basic investment philosophy by the manager.

5. Failure to attain a 60% vote of confidence by the Board of Trustees.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

6. INTERNAL CONTROLS

The Fund shall be governed by a set of written internal controls and operational procedures, which shall be periodically reviewed by the Fund's certified public accountant (CPA). At the time of every financial audit, the CPA shall review the controls that should be designed to prevent loss of funds that might arise from fraud, error, or misrepresentation by third parties or imprudent actions by the Board or the employees of the City of Palatka.

7. STATEMENT OF CONTINUING EDUCATION

In fulfilling its fiduciary responsibility, the Board of Trustees acknowledges that continuing education is important. Therefore, all Trustees shall receive continuing education in matters relating to investments and the Board's responsibilities.

8. FLORIDA STATUTES 112.661 AND APPLICABLE CITY OF PALATKA ORDINANCES

If at any time, this document is found to be in conflict with Chapter 112.661, Florida Statutes, or the applicable City of Palatka Ordinances, the Statutes and Ordinances shall prevail.

9. REVIEW AND AMENDMENTS

It is the Trustees intention to review this document periodically and to amend this statement to reflect any changes in philosophy, objectives or guidelines. Any change to this document shall require the affirmative vote of at least three (3) Trustees. In this regard, the money managers' interest in consistency in these matters is recognized and will be taken into account when changes are being considered. If at any time any portfolio manager feels that the specific objectives defined herein cannot be met, or the guidelines constrict performance, the Trustees should be notified in writing. By initial and continuing acceptance of this Investment Policy Statement, the money managers concur with the provisions of this document.

Once the Board has adopted the investment policy, the investment policy shall be promptly filed with the Department of Management Services, the City, and the consulting actuary.

The effective date of the Investment Policy Statement and any amendment thereto, shall be the 31st calendar day following the filing date with the City.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

BOARD OF TRUSTEES
CITY OF PALATKA GENERAL
EMPLOYEES' RETIREMENT PLAN

By: _____
As Chairman, Board of Trustees

Date: _____, 2012

ATTEST:

By: _____
As,

Date: _____, 20012

BURGESS CHAMBERS & ASSOCIATES, INC.

By: _____
As President

Date: _____, 2012

Excerpt from the minutes of the 7/17/12 meeting of the General Employees' Pension Board:

INVESTMENT POLICY – Mr. Burgess noted the proposed Investment Policy distributed with the Agenda (filed) dated June 19, 2012. There are two substantive changes. Looking at page 2, under total plan performance, there are six categories in the existing investment policy. The Russell 3000 was one category. They now have broken it down by those three areas of the market - Russell 1000, S&P 400, and Russell 2000 breaks it out into categories. REITs remain at 5%, international remains at 15%. They took bonds from 30% to 34%; that additional 4% came from cash, which used to be at 5%. High yields are at 5%. On page 5, the 'total equity' percentage was changed from 65% to 70%. The international limitation is still at 20%, but is not in there. Florida statute limits international investments at 25%; they need to put the 20% back in there. The noted they are still below statute. He will have his staff insert that provision under "B", as #3; the remaining provisions will be renumbered accordingly. This will need to go to the Commission for adoption in the form of an ordinance.

Mr. Jones moved to accept Mr. Chamber's recommendation to forward a recommendation to the Palatka City Commission to adopt the revised General Pension Investment Policy by ordinance. Mr. Register seconded the motion, which passed unopposed.