KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA

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

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

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

AGENDA
CITY OF PALATKA
September 10, 2009

CALL TO ORDER:

a. Invocation and Recognition of Victims of 9/11 attack – The Reverend Jason Carter, Youth Pastor, Victory Christian Fellowship Church
b. Pledge of Allegiance
c. Roll Call

APPROVAL OF MINUTES – 8-27-09 Called Meeting

1. **PUBLIC RECOGNITION**
   - **a. Volunteer Recognition:** Oak Hill Park Clean-up Neighborhood Project
   - **b. Retirement Recognition:** Lenwood McCullars Water & Sewer Distr. – 10 years

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

3. **CONSENT AGENDA:**
   - ***a. Authorize execution of Renewal Agreement for the Provision of Supplemental Police Services with PHA** for crime prevention services, per Police Chief
   - ***b. Authorize execution of Amendment #1 to SJRWMD Cost-Share Agreement #24924 for a $600,000 increase** in funding for completion of the Lower River Basin Reuse Project for a Zero Discharge Option, per City Manager
   - ***c. Authorize approval of Flint Construction Contract CO #1 in the amount of $21,692.00,** for a total contract amount of $240,527.00, for Tilghman House Renovation, per Robert Taylor, Project Manager
   - ***d. Authorize Supplement #3 to Ayres Associates' Contract 30-1602.03 in the amount of $28,585.05** for Reuse System Engineering Services, per City Manager
   - ***e. Authorize execution of Modification to FEMA Subgrant Agreement #07HM-0@-04-64-02-031,** Project #1561-80-R, Zeigler Drive Drainage Project, to decrease the drainage project contract allowance by $16,769.00, extend the period of the agreement, and modify the budget and scope of work, per City Manager
   - ***f. Authorize execution of FEMA Hazard Mitigation Grant #10HM-23-04-64-02-002, Proj. #1561-080-R, in an amount not to exceed $112,820.00** (local share $36,667.00) for Zeigler Drive Drainage Project, Phase II, per City Manager
   - ***g. Authorize execution of FDLE Edward Byrne Memorial Justice Assistance Grant in the amount of $97,389.00** for Palatka Crime Response and Analysis Program, per Police Chief
   - ***h. Authorize execution of Final Change Order #7 to Commercial Industrial Corp. decreasing the contract amount by $146,559.82,** for a total contract amount of $1,783,784.66, for the Reuse System Extension Phase II, per City Manager
   - ***i. Authorize execution of Amendment #1 to CDBG Contract #09DB-4N-04-64-02-N14, Dunham Street Water Line Project,** reducing matching fund requirement by $131,799.92 to a new total of $27,419.72, increasing the amount of program income included in the match from by $11,219.64 to a total of $102,000.00, and amending the scope and budget, per Fred Fox, Grant Administrator

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

3. **CONSENT AGENDA (Continued)**
   - ***j.** **Authorize execution of Agreement for Service in the amount of $23,680.00 with Northeast Florida Regional Council** to develop a Historic Preservation Element and Economic Development Element for adoption into the Comprehensive Plan
   - ***k.** **Authorize execution of an Agreement for Service for Technical Planning Assistance** per fee schedule
   - ***l** **Issue Permit to exceed noise levels established by Chapter 30, Palatka Code of Ordinances to Trinity Baptist Church** for Worship Under the Stars Event to be held October 10, 3 pm to 10 pm, at the Fred Griffin Amphitheater (William McNaught, Agent), per Special Events Coordinator
   - ***m.** **Issue Permit to exceed noise levels established by Chapter 30, Palatka Code of Ordinances to Keep Putnam Beautiful** for Artoberfest/Home & Garden Show at the Palatka Riverfront Park, for the following dates:

Saturday, Oct. 3	9:00 a.m. to 5:00 pm.
Sunday, Oct. 4	1:00 p.m. to 5:00 p.m.

* 4. **PUBLIC HEARING – TRIM Calendar** - Tentative Budget and Proposed Millage Rate (8.65)
   - ***a.** **Levy Ordinance No. 09** - – 2009/10 Budget year – 1st Reading
   - ***b.** **Appropriation Ordinance No. 09** – 2009/10 Budget year – 1st Reading

* 5. **PRESENTATION OF SEPT 10, 2009 COMMUNITY REDEVELOPMENT AGENCY MEETING:**
   - a. South Historic District Annual Plan Modification
   - b. Approval of CBD TIF Fund Allocation of $3,000 for Larimer Arts Ctr. Projection System
   - c. Approval of CBD TIF Fund Allocation of $14,970 to reimburse City of Palatka General Fund for St. Johns Avenue Drainage Project Engineering Contract Expenditures
   - d. Palatka Main Street/City of Palatka/CRA Contract
   - e. Putnam County Chamber of Commerce/CRA Contract
   - ** f. CRA Needs Assessment Report, including the Central Business District, North Historic District and South Historic District **(separate attachment)**

* 6. **RESOLUTION** authorizing an application for a Florida Recreational Development Assistance Program Grant in the amount of $200,000.00 to increase recreational options at the Old Palatka Water Works Environmental Center – Adopt

* 7. **PUBLIC HEARING** – 3895, 4001, 4003 and 4005 Reid Street – Planning Board Recommendation to Annex, Amend the Future Land Use Map and Future Land Use Element from Putnam County Urban Serve to City of Palatka Industrial, and Rezone from Putnam Co. Industrial City of Palatka Industrial with a Planned Unit Development Overlay – Palatka Vest, LLC, applicant
   - a. Annexation Ordinance #09-35 – Adopt
   - b. Land Use Amendment Ordinance #-09-36 - Adopt
   - c. Rezoning Ordinance – 1st reading

* 8. **ORDINANCE** rezoning 2403 Tommy Avenue from Putnam Co. R-1A to Palatka R-1A (single family residential) – Lorraine Wetherington & Marcia A. Carr, owners – 2nd Reading, Adopt

* 9. **ORDINANCE** rezoning 2405 Tommy Avenue from County R-1A (single-family residential to City R-1A (single-family residential) – Rhoda Harris, owner – 2nd Reading, Adopt

* 10. **ORDINANCE** rezoning 3403 & 3323 St. Johns Avenue from Putnam County CPO (Commercial, Professional Office) and R1A (Single Family Residential) to City of Palatka C-1A (Commercial Neighborhood District) – A Women's Resource Center, owner – 2nd Reading, Adopt

* 11. **ORDINANCE** rezoning 3832 Reid Street from Putnam County C-2 (Commercial) and AG (Agricultural) to City of Palatka C-2 (Intensive Commercial) – Putnam Lanes, Inc., owner – 2nd Reading, Adopt

* 12. **ORDINANCE** – Rezoning Ashebrooke Estates, 2010 Ashebrooke Lane and 2020 Ashebrooke Lane, from R-4 (Mobile Home/conventional home residential) to R-1 (Single Family Residential) Kenny Downs, applicant – 2nd Reading, Adopt

* 13. **ORDINANCE** amending water rates both inside and outside the City Limits, effective October 1, 2009 – 1st Reading

* 14. **ORDINANCE** amend sewer rates both inside and outside the City Limits, effective October 1, 2009 – 1st Reading

* 15. **DISCUSSION AND REQUEST FOR DIRECTION** – Palatka Municipal Golf Course Presentation

16. **ADMINISTRATIVE REPORTS**

17. **COMMISSIONER COMMENTS**

18. **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:

September 20, 2009 – Old Water Works Museum Open House; 2:00 – 5:00 p.m.
October 2, 2009 – Annual Employee Safety Luncheon – 12:00 noon – 1:30 p.m.
October 31, 2009 – Trick or Treat Observance – 6:00 to 8:00 p.m.
November 11, 2009 – City offices closed in observance of Veteran's Day
November 19 – 20, 2009 – FLC Annual Legislative Conference, Orlando, FL
November 26 & 27, 2009 – City Offices closed in observance of Thanksgiving

BOARD OPENINGS:

Code Enforcement Board:	1 person with engineering experience
	1 alternate (at large)
Housing Authority Board:	1 Resident Representative
Tree Committee:	1 Vacancy (at large)

KARL N. FLAGG
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CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

AGENDA
CITY OF PALATKA
August 27, 2009

CALL TO ORDER:
a. Invocation – Pastor Ben Tippet, Founding Pastor, Victory Christian Fellowship
b. Pledge of Allegiance
c. Roll Call

APPROVAL OF MINUTES – 8-10-09 Called Meeting

1. **PUBLIC RECOGNITION**
   a. **Proclamation** – National Alcohol and Drug Addiction Recovery Month – Sept. 2009
   b. **Sons of the Revolution Fire Safety Award Presentation** to Palatka Fire Dept.
   c. **Volunteer Recognition:** Oak Hill Park Clean-up Neighborhood Project
   d. **Retirement Recognition:** Lenwood McCullars Water & Sewer Distr. – 10 years
      Eddie Walker Water & Sewer Distr. – 28 years

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

3. **CONSENT AGENDA:**
   *a. **Authorize execution of Modification to FEMA Subgrant Agreement #08HM-3G-04-64-02-022,** Project #1561-138-R, Fire Station Wind Retrofit Project, to increase the maximum amount payable to $60,573.00 and amend the budget
   *b. **Issue Permit to exceed noise levels established by Chapter 30, Palatka Code of Ordinances to Bethany Seventh-Day Adventist Church for Tent Revival** to be held September 11 through October 3, every night except Thursday nights, from 7:00 p.m. to 9:00 p.m. -- Parks/Special Events Coordinator recommends approval
   *c. **Authorize execution of Development Agreement on 6805 and 6883 St. Johns Avenue (Arbor Place)** to limit future residential density to 12 dwelling units per acre – Central Modular Systems, Inc.; Robert A. Guirlinger, Agent; per recommendation of Planning Director and City Manager
   d. **Designate Trick or Treat hours for Halloween** on October 31, 2009 from 6:00 – 8:00 p.m.

* 4. **PRESENTATION OF AUGUST 27, 2009 COMMUNITY REDEVELOPMENT AGENCY MEETING**:
   a. South Historic District Annual Plan Modification
   b. Palatka Main Street/City of Palatka/CRA Contract
   c. Putnam County Chamber of Commerce/CRA Contract
   d. CRA Needs Assessment Report, including the Central Business District, North Historic District and South Historic District

* 5. **PUBLIC HEARING** – 2403 Tommy Avenue – Planning Board Recommendation to Annex, Amend the Future Land Use Map and Future Land Use Element from Putnam County Urban Reserve to City of Palatka Low Density Residential, and Rezone from Putnam Co. R-1A to Palatka R-1A (single family residential) – Lorraine Wetherington & Marcia A. Carr, owners

a. Annexation Ordinance – Adopt
b. Land Use Amendment Ordinance - Adopt
c. Rezoning Ordinance – 1st reading

* 6. **PUBLIC HEARING** – 2405 Tommy Avenue – Planning Board Recommendation to Annex, Amend the Future Land Use Map and Future Land Use Element from Putnam County Urban Reserve to City of Palatka Low Density Residential and Rezone from County R-1A (single-family residential to City R-1A (single-family residential) – Rhoda Harris, owner

a. Annexation Ordinance – Adopt
b. Land Use Amendment Ordinance – Adopt
c. Rezoning Ordinance – 1st reading

* 7. **PUBLIC HEARING** – 3403 & 3323 St. Johns Avenue – Planning Board Recommendation to Annex, Amend the Future Land Use Map and Future Land Use Element from Putnam County Urban Service to City of Palatka Commercial and Rezone from Putnam County CPO (Commercial, Professional Office) and R1A (Single Family Residential) to City of Palatka C-1A (Commercial Neighborhood District) – A Women's Resource Center, owner

a. Annexation Ordinance – Adopt
b. Land Use Amendment Ordinance – Adopt
c. Rezoning Ordinance – 1st Reading

* 8. **PUBLIC HEARING** – 3832 Reid Street – Planning Board Recommendation to Annex, Amend the Future Land Use Map and Future Land Use Element from Putnam County Urban Service to City of Palatka Commercial and Rezone from Putnam County C-2 (Commercial) and AG (Agricultural) to City of Palatka C-2 (Intensive Commercial) – Putnam Lanes, Inc., owner

a. Annexation Ordinance – Adopt
b. Land Use Amendment Ordinance – Adopt
c. Rezoning Ordinance – 1st Reading

* 9. **ORDINANCE** amending the Code of Ordinances by revising Section 54-76(c), adding a preference given to property owners within the designated historic districts for appointment to the Historic Preservation Board – 2nd Reading, Adopt

* 10. **ORDINANCE** – Rezoning Ashebrooke Estates, 2010 Ashebrooke Lane and 2020 Ashebrooke Lane, from R-4 (Mobile Home/conventional home residential) to R-1 (Single Family Residential) – 1st Reading

* 11. **CONSIDER CODE ENFORCEMENT BOARD RECOMMENDATION to reduce the fine on 1406 Ocean Street (CE Case #05-417) from $59,600 to $15,000,** inclusive of costs of prosecution ($44,600 fine reduction exclusive of costs of prosecution) – M. Shelton Construction, owner/petitioner

** 12. **PRESENTATION** – Riverfront Site Preliminary Development Agreement – Andrew Ham, Agent for Community Development Partners, Inc. (tabled from 8/10/09 – note this will be a separate attachment)

* 13. **PRESENTATION** of Community Gardens Proposed Garden Sites and request for approval – Vice Mayor Brown and Ramicah Watkins

14. **ADMINISTRATIVE REPORTS**
City Manager Woody Boynton: Golf Course Update
Planning Director Position Update
Finance Director Position Update
8/11/09 Meeting with Congressman Mica Update

15. **COMMISSIONER COMMENTS**

16. **ADJOURN**

*Attachment
**Separate Cover

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Upcoming Events:

September 7, 2009 – City Offices closed in observance of Labor Day
September 20, 2009 – Old Water Works Museum Open House; 2:00 – 5:00 p.m.
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November 19 – 20, 2009 – FLC Annual Legislative Conference, Orlando, FL
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BOARD OPENINGS:

Code Enforcement Board:	1 person with engineering experience
	1 alternate (at large)
Housing Authority Board:	1 Resident Representative
Tree Committee:	1 Vacancy (at large)

Agenda Item

3a

Agreement Number: 08HM-3G-04-64-02-022

Project Number: 1561-138-R

MODIFICATION TO SUBGRANT AGREEMENT BETWEEN THE DIVISION OF EMERGENCY MANAGEMENT AND CITY OF PALATKA

This Modification Number One is made and entered into by and between the State of Florida, Division of Emergency Management ("the Division"), and the City of Palatka ("the Recipient") to modify DEM Contract Number 08HM-3G-04-64-02-022, dated November 5, 2007 ("the Agreement").

WHEREAS, the Division and the Recipient desire to modify the Agreement.

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

1. The Agreement is amended to increase the maximum amount payable under the Agreement to Sixty Thousand Five Hundred Seventy Three Dollars ($60,573.00).

2. The Budget Attachment A to the Agreement, are hereby modified as set forth in Revised Attachment A to this Modification, a copy of which is attached hereto and incorporated herein by reference.

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

4. 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 Modification as of the dates set out below.

RECIPIENT: CITY OF PALATKA	DIVISION OF EMERGENCY MANAGEMENT
By: Karl N. Flagg	By: _____
Name and Title: KARL N. FLAGG, MAYOR	Ruben D. Almaguer, Interim Director
Date: 7/6/2009	Date: _____

Revised Attachment A

Budget and Scope of Work

As a Hazard Mitigation Grant Program project, the Recipient, the City of Palatka, will wind retrofit the Downtown Fire Station Building located at 100 North 11th Street, Palatka, Florida 32177, by purchasing and installing storm panels on fourteen (14) triangular windows, and motorized roll up shutters on seven (7) windows, three (3) storefronts, and six (6) bay doors. If deemed necessary, wind protection will be provided on any other openings such as skylights, vents, louvers and exhaust fans. All installations will be done in strict compliance with the Florida Building Code or Miami-Dade Specifications. All materials will be certified to meet the wind and impact standards for wind up to 150 mph. The local municipal or county building department will inspect and certify installation according to the manufacture specification.

This is FEMA project **1561-138-R,** funded under 1561-DR-FL.

The Period of Performance for this project ends on March 8, 2010.

Schedule of Work

State Contract Process:	6 Months
Apply Permits:	1 Month
Install Window Shutters and Motor for Operation:	6 Months
Final Inspection:	6 Months
State Final Inspection:	6 Months
State Closeout:	6 Months
Potential Disaster Delays:	5 Months
Total Period of Performance:	36 Months

Line Item Budget*

	Project Cost	Federal Share	Local Share
Subcontract for materi Installation of shutters:	$78,665.00	$58,999.00	$19,666.00
Sub-total:	$78,665.00	$58,999.00	$19,666.00
Administrative Cost:	$ 0.00	$ 1,574.00	$ 0.00
Total:	$78,665.00	$60,573.00	$19,666.00

** Any line item amount in this Budget may be increased or decreased 10% or less without an amendment to this Agreement being required, so long as the overall amount of the funds obligated under this Agreement is not increased.*

Funding Summary

Federal Share:	$58,999.00 (75%)
Local Share:	$19,666.00 (25%)
Total Project Cost:	$78,665.00. (100%)

Recipient Administrative Allowance up to $1,574.00.

The materials and work funded pursuant to this Subgrant Agreement are intended to decrease the vulnerability of the building to property losses and are specifically not intended to provide for the safety of inhabitants before, during or after a natural man made disaster.

The funding provided by the Division of Emergency Management under this subgrant shall compensate for the materials and labor for the installation of storm shutters and/or other hardening activities as a retrofit measure for the Recipient's building to reduce and/or mitigate the damage that might otherwise occur from severe weather or other hazards. The funding of this project by the Department does not confer or imply any warranty of use or suitability for the work performed pursuant to this agreement.

The State of Florida disclaims all warranties with regard to this mitigation project, express or implied, including but not limited to, any implied warranties and/or conditions of satisfactory quality and fitness for a particular purpose, merchantability, or merchantable quality.

This project has not been evaluated by the criteria contained in the standards of the Department of Homeland Security, Federal Emergency Management Agency (FEMA) guidance manual FEMA 361-Design and Construction for Community Shelter, and thus does not provide "near absolute protection." It is understood and agreed by the Department and the Recipient that the building may have vulnerabilities due to age, design and location which may result in damage to the building from wind events even after the installation of the mitigation measures funded under this Subgrant Agreement. It is further understood and agreed by the Department and the Recipient that the level of wind protection provided by the mitigation action, although meeting State standards and codes and enhancing the structural integrity of the building, does not ensure the safety of survival of building occupants.

EXHIBIT – 1

FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Program: *Federal Emergency Management Agency*
Catalog of Federal Domestic Assistance Number: *97.039*
Amount of Federal Funding: *$60,573.00*

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Only the services described within the attached Agreement and Attachment A are eligible expenditures for the funds awarded.

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Not Applicable

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Not Applicable

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

Not Applicable

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Not Applicable

NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5)(a), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the recipient.

Agenda Item

3b

INTEROFFICE MEMORANDUM

TO: WOODY BOYNTON / CITY MANAGER

FROM: JEFF NORTON

SUBJECT: NOISE VARIENCE

DATE: 8/19/2009

CC: BETSY DRIGGERS

I received a letter from Pastor Ricardo Daphnis requesting a "Noise Variance" for a Tent Revival being held on September 11, 2009 thru October 03, 2009.

The hours of the Revival are from 7pm to 9pm.

I recommend the "Noise Variance" for this event.

The Revival will be held on the Property of Bethany SDA Church located at 1001 North 19th Street.

If you have any questions please contact my office

Jeff Norton

Bethany Seventh-day Adventist Church
1001 N. 19th Street Palatka, FL 32177-2019
PO Box 2188 Palatka, FL 32178-2188

August 18, 2009

To Whom It May Concern:

This letter is written to apply for a noise variance ordinance for an upcoming tent revival which will be held on the Bethany SDA Church property. The tent meeting will take place from September 11-October 3. The meeting hours will be from 7 PM to 9 PM. The location address is 1001 N.19th Street (on the corner of Washington and 19th Street). There is a map of the area attached on the next page. The meeting will include food distribution, children's program, and other community outreach programs.

We thank you in advance for considering our application. We look forward to working with you as we both help to improve our community.

If you have any questions please feel free to contact me at (561) 797-9088 or (386) 328-6311.

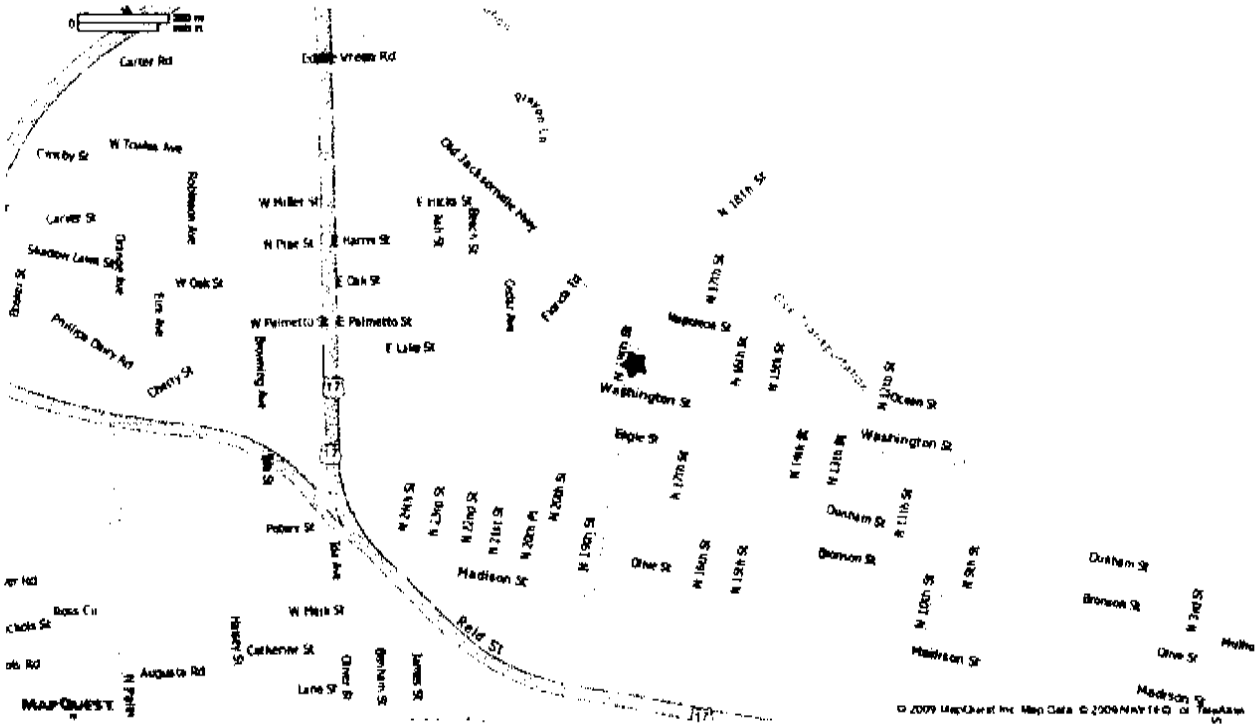
Pastor Ricardo Daphnis

Amplified sound under tent. -
200 watt amp
low power system

Every night except Thursdays.

MAPQUEST. Sorry! When printing directly from the browser your directions or map may not print correctly. For best results, try clicking the Printer-Friendly button.

1001 N 19th St
Palatka, FL 32177-2019



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CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Approval of development agreement limiting the future residential density to 12 dwelling units per acre for 6805 and 6883 St. Johns Avenue (Arbor Place)

DEPARTMENT: Building & Zoning

AGENDA SECTION: Consent agenda

ATTACHMENTS:
1. 6805 and 6883 St. Johns Avenue development agreement (Central Modular Systems Inc).

DATE: August 27, 2009

SUMMARY HIGHLIGHTS:

On December 30, 2008, the City Commission approved Ordinance No. 08-21 which approved this large scale future land use amendment of 18.55 acres from Agricultural (AG) to High Density Residential (HDR) with a density limitation of 12 dwelling units per acre. This reflected the State Department of Community Affairs comments which requested both a notation on the Future Land Use Map and a development agreement. This density cap was recommended by the Planning Board with concurrence from the property owner.

Attached for the City Commission's approval is a development agreement signed by the owners' representatives.

RECOMMENDED ACTION:

Staff recommends approval of the attached development agreement.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

6805 AND 6883 ST. JOHNS AVENUE DEVELOPMENT AGREEMENT
CENTRAL MODULAR SYSTEMS INC

THIS DEVELOPMENT AGREEMENT (this "Agreement"), is made and entered into as of the ____ day of _____, 2009, by and between **CENTRAL MODULAR SYSTEMS, INC**, its successors, or assigns ("**Developer**"), and the **CITY OF PALATKA**, a political subdivision of the State of Florida (the "**City**").

RECITALS:

A. Developer owns the land described on the attached Exhibit "A" containing approximately 18.55 acres (the "Property").

B. The Property currently has a Comprehensive Plan Future Land Use Map designation as High Density Residential (HDR).

C. Ordinance No. 08-21 required that an executed agreement be approved by the City of Palatka to limit the residential density to 12 dwelling units per acre. This is consistent with prior City Commission actions and based upon a recommendation by the Planning Board. It was also a recommendation by the State Department of Community Affairs.

D. The implementation of this Agreement is determined by the City to be consistent with the City's Comprehensive Plan and Land Development Regulations.

NOW, THEREFORE, in consideration of the mutual terms, covenants and conditions in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Findings of Fact. The Recitals set forth above are true and correct and are incorporated herein by reference as Findings of Fact.

2. Density and Intensity of the Development.

(a) Residential Development. Development within the Property that has a designation of High Density Residential (HDR) on the future land use map ("FLUM") of the City's Comprehensive Plan shall include and be subject to the following:

(i) A residential density of 12 dwelling units per acre.

3. Authority. This Agreement is made and entered into pursuant to Chapter 163, Florida Statutes, and the City's home rule authority.

4. Binding Effect. The burdens of this Agreement shall be binding upon, and the benefits of this Agreement shall inure to, all successors in interest to the parties to this Agreement.

5. Applicable Law; Jurisdiction and Venue. This Agreement and the rights and obligations of the City and Developer under this Agreement shall be governed by, construed under, and enforced in accordance with the laws of the State of Florida. Venue for any litigation pertaining to the subject matter of this Agreement shall be exclusively in Putnam County, Florida. The fact that this Agreement does not detail all laws, rules, regulations, permits, conditions, terms and restrictions that must be satisfied to complete the development contemplated by this Agreement shall not relieve Developer or its successors in interest of the obligation to comply with the law governing such permit requirements, conditions, terms and restrictions.

6. Joint Preparation. Preparation of this Agreement has been a joint effort of the parties and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

7. Exhibits. All exhibits attached to this Agreement contain additional terms of this Agreement and are incorporated into this Agreement by reference.

8. Captions or Paragraph Headings. Captions and paragraph headings contained in this Development Agreement are for convenience and reference only, and in no way define, describe, extend or limit the scope of intent of this Agreement, nor the intent of any provision of this Agreement.

9. Counterparts. This Agreement may be executed in counterparts, each constituting a duplicate original, but such counterparts shall constitute one and the same Agreement.

10. Effective Date, Duration of Agreement. This Agreement shall become effective upon being recorded by the County in the public records of Putnam County. This Agreement may be amended or terminated by mutual consent of the parties so long as the amendment or termination meets the requirements of the Chapter 163, Florida Statutes, and applicable County Ordinances.

11. Duration of Permits. Developer acknowledges that this Agreement does not extend the duration of any permits or approvals.

12. Further Assurances. Each party to this Agreement agrees to do, execute, acknowledge and deliver, or cause to be done, executed, acknowledged and delivered, all such further acts, and assurances in a manner and to the degree allowed by law, as shall be reasonably requested by the other party in order to carry out the intent of and give effect to this Agreement. Without in any manner limiting the specific rights and obligations set forth in this Agreement or illegally limiting or infringing upon the governmental authority of the City, the parties declare their intention to cooperate with each other in effecting the

purposes of this Agreement, and to coordinate the performance of their respective obligations under the terms of this Agreement.

13. Notices. Any notices or reports required by this Development Agreement shall be sent to the following:

For the City:	City of Palatka Attn: Building and Zoning Administrator 201 N. 2nd Street Palatka, FL 32177
With copy to:	Don Holmes City Attorney 201 N. 2nd Street Palatka, FL 32177
For Developer:	Robert A. Guirlinger Central Modular Systems, Inc 1309 E. International Speedway Blvd Deland, FL 32724

Palatka City Commission

Passed and Duly Adopted by the ~~Board of County Commissioners,~~ this _____ day of _____, 2009.

Attest:

By: _____
City Clerk

City of Palatka

By: _____
It's Mayor

IN WITNESS WHEREOF, the parties hereto, through their duly authorized representatives, have executed this Agreement on the day(s) and year set forth below.

Signed, sealed and delivered in the presence of:

CENTRAL MODULAR SYSEMS INC

Print: Nancy Elgart

By: Robert A. Guirlinger
Director of Finance and Development

Print: Nancy Elgart

STATE OF FLORIDA }
COUNTY OF Volusia }

The foregoing instrument was acknowledged before me this 6th day of August, 2009, by Robert A. Guirlinger, Director of Finance and Development, on behalf of the company, Personally Known/ or Produced ID (circle one). Type of ID produced:_____

Print Name: Nancy Elgart
Notary Public State of Florida at Large
My Commission Expires: _____

Notary Public State of Florida
Nancy Elgart
My Commission DD469713
Expires 11/03/2009

EXHIBIT "A"

Legal Description

The East ½ of the Northeast ¼ of the Northeast ¼ of Section 9, Township 10 South, Range 26 East, less those lands owned by the Board of County Commissioners that easement located in O.R. Book 494, Page 1874, public records of Putnam County, Florida.

Agenda Item

3d

Agenda Item

4a

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

City of Palatka

Office of the City Manager

To: **CRA Board Members**

From: Woody Boynton, City Manager

Date: August 21, 2009

RE: Southside Historic Neighborhood Association Request to Allocate Money

---

The Southside Historic Neighborhood Association is requesting that $90,000.00 of monies previously indicated as reserve funds from the December 14, 2008 annual plan be allocated to various projects. The projects are listed in their June 14, 2009 memo (attached) and includes an additional $71,800.00 be allocated to their Home Improvement Grant program. In addition to the June 14th memo, the Association has provided an updated list of all properties completed and In-Progress through their Home Improvement Program. This is attached with the August 19, 2009 memo.

If the $71,800.00 is approved, a total of $211,800.00 will have been appropriated for their Home Improvement Program. This includes the original $80,000.00 that was assigned in December 2008; $60,000.00 that was reallocated on August 10, 2009 and the $71,800.00 currently being requested.

With the approval of this request, it is estimated that $50,000 +/- will still be set aside in reserves.

Southside Historic Neighborhood Association
PO Box 2507
Palatka, Florida 32178

June 14, 2009

Woody Boynton
Palatka City Manager
201 North 2nd Street
Palatka, FL 32177

Re: Southside TIF Funds Budget (June 2009-January 2010)

Dear Mr. Boynton:

The Southside Historic Neighborhood Association (SHNA) is requesting the use of $60,000.00 originally approved for the purchase of property at 420 Kirby Street to be reallocated to the Tax Increment Finance Fund/Home Improvement Program (TIF/HIP) per the SHNA minutes dated April 20, 2009. Also the anticipated Southside TIF expenditures through January, 2010 are listed below:

1. Completion of Tilghman House renovations> $200,000.00 (allocated previously)
2. Continuation of the TIF/HIP> $71,800.00 (additional funds)
3. Restoration/landscaping of Hammock Hall> $1,500.00
4. New Southside District signage/landscaping @Laurel & River Streets>$700.00
5. Purchase of historical bronze standing marker(location TBD)> $5,000.00
6. Mural on South side of Hammock Hall> $11,000.00

Balance of remaining unallocated funds> $50,000.00 + remainder of CD ($2,376.00) & CD interest

Sincerely,

Roberta Correa
Southside Historical Neighborhood Association
shna@shna.net

SOUTHSIDE HISTORICAL NEIGHBORHOOD ASSOCIATION

June 15, 2009

MINUTES: Volume 6

Call to order; The meeting was called to order by President Roberta Correa.

Secretary's minutes; Minutes from the May meeting were read and approved.

Treasurer's Report; Lucille Estes reports that we have $2,161.12 in our checking account and our $3,000. CD is still in place.

Old TIF Business :

It was reported that the Tilghman
House has old siding removed, termite treatment and structural repairs are underway.

Old TIF Business;
The subject of the Southside TIF budget through January 2010 was opened and many questions and answers were addressed. Ted McGibbons made the motion to approve the budget, motion was seconded and passed unanimously . Details of budgeted items specified in attached letter Dated June 14, do hereby become part of these minutes.

TIF/HIP; Five projects completed, Three in process, Six applications pending.

CRA; The final meeting scheduled for July 15, 2009, Hammock Hall at 6:30.

Old Business:
The roundabout at the intersection of Kirkland and River has been put on hold until Linda Crider returns in the fall.

Community Crime Prevention. The Crime Free Multifamily Housing Program is still in it's Infancy. Rodney or Barbara will contact Commander Fells, pertaining to becoming educated About the program.

Renting of Hammock Hall will be updated before our July meeting. We will have a calendar added to our website (www.shna.net) You or anyone may go to the calendar to check the scheduled dates the hall will be available. However only two people will be allowed to book dates and change the calendar. Currently It is Rodney Carnes and Jan Pettit.

Barbara Wayne 6/17/09
Secretary, Southside Historical Neighborhood Association

SIGN-IN SHEET SHNA MEETINGS

DATE June 15, 2009 **#PRESENT** 16

NAME **E-MAIL ADDRESS**

Ian MacGibbon
Robert Emmons
MIKE GAGNON
DARYL LEWIS
Roberta Correa
Rhonda Sharer
LUCY VISNAW
RODNEY CARNES
Lucille Ester
Barbara Wayne
Michael & Helen Pinho
2 - Jeff & Susan Frank
Melanie Parker
Suzanne Jacob

Southside Historic Neighborhood Association
PO Box 2507
Palatka, Florida 32178

August 19, 2009

Woody Boynton
Palatka City Manager
201 North 2nd Street
Palatka, Florida 32177

Subject: TIFF/HIP additional allocation request

Dear Mr. Boynton:

The CRA and City Commission initially approved the Southside Historic Neighborhood Association (SHNA)'s request for $80,000.00 to begin implementation of the Tax Increment Finance Fund/Home Improvement Program (TIFF/HIP) on December 18, 2008. The program began in early 2009 and to date seven (7) properties have been completed, four (4) projects are in process and nine (9) applications are pending (see attached sheet for specifics). On August 11, 2009 the CRA and City Commission approved an additional $60,000.00 originally allocated for another purpose to the TIFF/HIP. SHNA had also submitted a budget for that meeting which included an additional allocation to the TIFF/HIP of $71,800.00 as well as some other anticipated expenditures specified in a letter to you dated June 14, 2009.
SHNA's total TIF expenditures will be significant this year. However the largest disbursement has gone towards the restoration of Tilghman House ($220,000.00). SHNA is in support of this worthwhile effort since Tilghman House serves as the gateway to both the South District and the Central Business District. By comparison, the TIFF/HIP will restore at least twenty (20) homes for the total funding requested to date ($211,800.00). The value this Program provides to the City and the South Historic District is an undeniable benefit of this investment!

Thank you for your continued support of our efforts,

Roberta Correa, President
Southside Historic Neighborhood Association

Attachments
TIFF/HIP Cost Summary
SHNA TIF Budget Letter dated June 14, 2009
SHNA Meeting Minutes dated June 15, 2009

SOUTHSIDE HISTORIC NEIGHBORHOOD ASSOCIATION

TIFF/HIP COST SUMMARY

ADDRESS	PROJECT COST
Completed Projects (7)	
114 Dodge Street* (exterior paint)	$17,641.00
506 Emmett Street*(exterior paint, new roof)	$13,591.00
512 Emmett Street (exterior paint)	$16,721.00
520 Emmett Street (exterior paint including metal roof)	$11,475.00
510 Emmett Street (exterior paint including metal roof)	$4,850.00
611 Crill Avenue (porch>structural repair & roof, exterior paint)	$12,563.00
413 Emmett Street (new roof, exterior paint)	$6,355.00
Total Paid> $81,196.00	
Issued Purchase Orders/In Progress (4)	
129 Kirkland Street*(exterior paint)	$6,365.00
120 Kirkland Street (structural repair, replace 10 leaking aluminum windows with wood & wood siding, replace porch columns, exterior paint)	$22,564.00
622 River Street* (exterior paint)	$6,395.00
621 Emmett Street (porch structural repair, baluster replacement, exterior paint including metal roof)	$12,587.00
Total Purchase Orders> $49,911.00	Total Paid & Committed Funds> $131,107.00
Total Funding Allocated/Approved by CRA & City Commission to Date> $140,000.00 Additional Amount Approved & Requested by SHNA to Continue Program> $71,800.00	Current Number of Pending Applications> 4

Agenda Item

4b

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

City of Palatka

Office of the City Manager

To: **CRA Board Members**

From: Woody Boynton, City Manager

Date: August 21, 2009

RE: CRA/City of Palatka/Main Street Contract and the CRA/Chamber of Commerce Agreement

---

Attached for approval is a Contract between the CRA, the City of Palatka and the Palatka Main Street as well as an Agreement between the CRA and the Chamber of Commerce. The City Attorney Don Holmes has reviewed and made the necessary changes to the Contract between the CRA, the City of Palatka Agreement. These changes include incorporating the City of Palatka as a party to the contract and more clearly stating the relationship of the Main Street Manager to each party. No changes were made to the Agreement between the CRA and the Chamber of Commerce .

We are recommending approval of both contracts and request the Mayor be authorized to sign both as presented.

CONTRACT FOR SERVICES PALATKA MAIN STREET

THIS CONTRACT, made and entered into this ___ day of _____ 2009, by and between the Community Redevelopment Agency the "CRA"), a political subdivision of the State of Florida, the City of Palatka by and through its City Commission (the "City") and the Palatka Main Street Inc., a Florida non-profit corporation (the "Organization").

WITNESSETH: That the CRA, City, and the Organization, for and in consideration of the mutual covenants herein made and the benefits flowing from each party to the other, do hereby agree as follows:

A. The Organization shall serve as the lead organization for coordination of the Palatka Main Street program which shall be a stand-alone program contracted to provide the following services in addition to other Main Street duties:

1. Implement the CRA's Central Business District's (CBD) annual plan following the critical elements listed in the plan. CBD group approval is required prior to expending funds unless indicated in the annual plan. Major initiatives may also require CRA and City approval before expending funds. City purchasing procedures must be followed for any expenditure of funds.

2. In addition to the CBD's annual plan, develop goals and objectives in the following manner:

   a. Develop and implement an economic restructuring plan to identify and pursue potential businesses and to identify the needs of existing business owners and research solutions to their problems. A committee list, and goals and objectives, are to be provided annually to the CRA.
   b. Develop a design strategy in conjunction with other groups, to develop a theme for downtown, maintain grant programs; and to develop design guidelines for signage, etc. A committee list, and goals and objectives, are to be provided annually to the CRA.
   c. Develop a calendar for promotions in conjunction with other groups that will include all levels of events from in-store to festivals. Work with other organizers to coordinate all events to be held downtown. A committee list, calendar, and goals and objectives, are to be provided annually to the CRA.

3. Maintain networking relationships with Florida Main Street, Visit Florida, economic development agencies, tourism agencies, and other Main Street organizations.
4. Research and pursue grant opportunities as a 501C-3 tax exempt organization for any project where grants may be available.
5. Maintain financial records and reports relating to utilization of all funds provided to the organization by the CRA and provide copies of budgets and annual financial reports to the City Manager.
6. Retain all books, records, documents and other evidence reflective of all income and expenditures for three (3) years after final payment under this Contract.
7. Furnish the CRA with quarterly written reports on CBD activities and a final written report at the end of each calendar year incorporating results as it relates to the stated goals and objectives.

B. **RETURN OF FUNDS**

Any CRA funds not expended for the services set forth herein shall be returned to the CRA.

C. **ASSIGNMENT**

The organization shall not assign, convey, pledge, or otherwise dispose of any interest in this Contract or the funds provided by the CRA or transfer any interest in same.

D. **MAIN STREET MANAGER**

1. The Chief Administrator of the Main Street Organization shall be known as the Main Street Manager. The Main Street Manager shall be an employee of the City of Palatka and shall receive a salary and benefit package under the City's employee salary and benefit program. However, with regard to routine and day-to-day operations, the Main Street Manager shall be directly supervised by and shall answer directly to the Board of Directors of the Palatka Main Street, Inc., a Florida not-for-profit corporation. Since the Main Street Manager shall be an employee of the City of Palatka, the City of Palatka does, however, reserve and retain the ultimate responsibility for supervision of the Main Street Manager, including the ultimate decision of employee discipline, up to and including termination. The parties agree that the City of Palatka should not delegate ultimate responsibility for supervision of a City employee to any non-city organization or entity. However, before taking any action with regard to the Main Street Manager, the City of Palatka, by and through its authorized representatives, shall consult with the Board of Directors of Palatka Main Street, Inc., and to the extent possible, shall give great weight to their recommendation.

2. The City of Palatka shall provide a salary and benefit package to the Main Street Manager in recognition of his status as a City employee. The salary and benefit package of the Palatka Main Street Manager shall be determined annually by the City of Palatka after consultation with the Palatka Main Street, Inc., Board of Directors, and after consideration of factors, including but not limited to the performance of the Main Street Manager during the preceding year in implementing the goals and programs of Palatka Main Street, Inc.

E. **OTHER FUNDING**

Upon request to the Central Business District committee and after approval by the CRA, other funding as allowed by F.S. 163 may be provided.

F. **TERM**

The initial term of this Contract shall be _____, 2009 through _____ 2010. Thereafter, this Contract shall automatically renew annually unless either party gives written notice to the other of its desire to terminate the Contract. Such notice shall be given no less than 30 days prior to _____ of each year.

G. **INCLUSIVE TERMS AND CONDITIONS**

This Contract contains all the terms and conditions agreed upon by the parties. No other contracts oral or otherwise regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

H. TERMINATION WITH OR WITHOUT CAUSE

The Contract shall remain in full force and effect until and unless either party shall give written notice to the other party of its desire to terminate this Contract with or without cause, on a specified time and date thereafter. Such written notice to terminate this Contract shall be given no less than thirty (30) days prior to the date this Contact shall be so terminated, with prompt notice in the event funds become unavailable to any party for any reason whatsoever. The City and CRA shall be the final authority as to the availability of funds. In the event of such termination the Organization shall be paid by the City/CRA for all services previously authorized by the City/CRA and actually, timely and faithfully render up to receipt of the termination notice, and for all other services authorized by the City/CRA.

IN WITNESS WHEREOF, the parties have executed this Contract at Palatka, Putnam County, Florida, this __ day of_____ 2009.

PALATKA COMMUNITY REDEVELOPMENT AGENCY

ATTEST

_____

Betsy J. Driggers, City Clerk

By:_____

Karl N. Flagg, CRA Chairman

PALATKA MAIN STREET ORGANIZATION

_____

Witness

By:_____

Its _____

_____

Witness

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY, that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, to me personally known or who has presented a driver's license as identification and reported to be the person described in and who executed the foregoing lease, and he acknowledged before me that he executed the same for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Palatka, said County and State, this ____ day of _____, 2009.

_____
Notary Public

My commission expires:

CITY OF PALATKA

_____
Witness

By:_____
Karl N. Flagg, It's Mayor

_____
Witness

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY, that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, to me personally known or who has presented a driver's license as identification and reported to be the person described in and who executed the foregoing lease, and he acknowledged before me that he executed the same for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Palatka, said County and State, this ____ day of _____, 2009.

_____
Notary Public

My commission expires:

Agenda Item

4c

AGREEMENT

This Agreement is made and entered into this _____ day of _____ 2009, by and between the Palatka Community Redevelopment Agency (CRA) and the Putnam County Chamber of Commerce, Inc. (Chamber) for the provision of office space and support services for the Main Street Program Manager.

The CRA agrees to pay the Chamber $450.00 per month in exchange for the following:

A. OFFICE SPACE

The Chamber agrees to provide office space including utilities for the Palatka Main Street Manager.

B. OFFICE SERVICES

The Chamber agrees to provide support services to the Main Street Manager to include receptionist services. (i.e. answer telephone and assist visitors)

C. OTHER

The Chamber will provide necessary office supplies and use of office equipment. A copy allowance of 100 copies per month is included in the monthly fee. Bulk copy jobs to be made at City Hall.

D. ASSIGNMENT

This Agreement is not assignable.

E. TERMS

The initial term of this Agreement shall be _____, 2009 through _____, 2010. Thereafter this contract shall renew annually unless either party gives written notice to the other of its desire to terminate the Agreement.

F. INCLUSIVE TERMS AND CONDITIONS

This Agreement shall remain in full force and effect until and unless either party shall give written notice to the other party of its desire to terminate this Agreement with or without cause, on a specified time and date thereafter. Such notice shall be given no less than 30 (thirty) days prior to the date of termination.

IN WITNESS WHEREOF, the parties have executed this Contract at Palatka, Putnam County, Florida, this _____ day of _____ 2009.

PALATKA COMMUNITY REDEVELOPMENT AGENCY

ATTEST

_____ By:_____

Betsy J. Driggers, City Clerk Karl N. Flagg, CRA Chairman

PUTNAM COUNTY CHAMBER OF COMMERCE

_____ By:_____

Witness Diane Northrip, Chairman

_____

Witness

STATE OF FLORIDA

COUNTY OF PUTNAM

I HEREBY CERTIFY, that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, to me personally known or who has presented a driver's license as identification and reported to be the person described in and who executed the foregoing lease, and he acknowledged before me that he executed the same for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Palatka, said County and State, this _____ day of _____ 2009.

_____

Notary Public

My commission expires:

July 22, 2009

Mr. Karl Flagg, Mayor
City of Palatka
201 North 2nd Street
Palatka, Florida 32177

Dear Mayor Flagg:

This is to advise that the Palatka Main Street Steering Committee and the Board of Directors of the Putnam County Chamber of Commerce have concurred with the proposed **Contract for Services – Palatka Main Street** by and between the Community Redevelopment Agency, by and through the City Commission and the Palatka Main Street organization.

If approved by the City of Palatka, it is our understanding that this would result in the termination of the previous Palatka Main Street organization agreement/contract between the City of Palatka and the Putnam County Chamber of Commerce effective the date that the new **Contract for Services – Palatka Main Street** is approved by the City of Palatka.

FACP
Florida Association of Chamber Professionals
CERTIFIED CHAMBER OF COMMERCE

P.O. Box 550 • Palatka, Florida 32178-0550
Phone: (386) 328-1503 • Fax: (386) 328-7076
E-Mail: pcccfla@bellsouth.net
Website: http://www.putnamcountychamber.org

ACCREDITED

At the City's request some two years ago, the Chamber undertook to restore the Palatka Main Street organizational structure, attract volunteer participants, and initiate an ongoing program of action. We believe we have accomplished that task and are pleased to see the program returning to the City's administrative control. It has been a pleasure working with the City on this important downtown redevelopment program.

On the second draft **Agreement** between the Palatka Community Redevelopment Agency and the Putnam County Chamber of Commerce; the Chamber agrees with the proposed draft with a few minor changes in paragraph C., **Other.** It is requested that the paragraph be changed to read: "The Chamber will provide general minor office supplies and the use of office equipment. A copy allowance of 100 copies per month is included in the monthly fee. Bulk copies will be made at City Hall. The City of Palatka will also reimburse the Putnam County Chamber of Commerce for recurring expenses, i.e., monthly telephone line, etc."

Sincerely,

Diane Northrip
Chairman

Copy to:
Mr. John Browning, Palatka Main Street, Inc.

AGREEMENT FOR SERVICES
FOR THE ADMINISTRATION OF
THE PALATKA MAIN STREET PROGRAM

THIS AGREEMENT, made and entered into this 1st day of June 2007, by and between the **City of Palatka,** a political subdivision of the State of Florida, by and through its City Commission (the "city"), and the **Putnam County Chamber of Commerce** (the "Main Street Agency").

WITNESSETH: That the **City** and the **Main Street Agency,** for and in consideration of the mutual covenants herein made and the benefits flowing from each party to the other, do hereby agree as follows:

A. The **Main Street Agency** shall serve as the lead organization for coordination of the Palatka Main Street program services as herein described with the boundaries of the City, and provide the following services.

1. Implement the National Main Street approach to downtown revitalization. The methodological components of a successful Main Street are organization, promotion, and design, and economic restructuring.

2. Develop a business plan incorporating goals and objectives for the four components of the Main Street methodology.

3. Hire a properly qualified Main Street Manager, or provide training for an individual qualified to serve as a project manager, for the Main Street program who will be a member of the Putnam County Chamber of Commerce staff. The Main Street Manager will also serve as the Community Redevelopment Agency Director for the City of Palatka, but shall only report to, and be responsible only to, the President of the Putnam County Chamber of Commerce who has the sole authority to hire and terminate all Chamber employees including the Main Street Manager.

4. Develop an organizational strategy that will provide a coordinated and structured approach to revitalization of downtown, recognizing that the Main Street program, while focused on downtown, is working to improve the economic health of the entire community.

5. Support a design approach that will drive getting Palatka's Main Street(s) into top physical condition – inviting atmosphere and building improvements – to convey a positive visual message about the commercial district and what it has to offer residents and visitors. In the process, the Main Street program recognizes three treatments that may be appropriate to our community – restoration, major rehabilitation of historic buildings, conservation rehabilitation, along with new construction, and long-term planning.

6. Prepare and carry out a downtown promotional program that will work toward developing and promoting a positive image for downtown Palatka marketing the unique characteristics to residents, investors, business concerns, and visitors "selling the positive image of the commercial district."

7. Work with appropriate agencies to promote strengthening existing economic assets while expanding and diversifying downtown's economic base. The economic development restructuring effort/initiative of downtown will take into consideration housing options, variety of goods and services available in the downtown area, and the preparation of a "benchmark" or some other type of measuring device to evaluate success.

8. Maintain an inventory of all buildings (with photographs) and contact information on their owners, in a defined downtown area.

9. Maintain a record of available electrical, water, sewer and natural gas services and provide potential users with a cost analysis based upon needs of the specific user.

10. Maintain a demographic picture of the potential area consumers to include its economic profile along with other appropriate characteristics.

11. Coordinate prospect visits and serve as their liaison with governmental entities and other agencies as appropriate.

12. Maintain working relationships with Florida Mainstreet, Visit Florida, Cornerstone, utilities, and other economic development agencies, tourism, and other main street organizations to generate potential business for the downtown area.

13. Coordinate efforts to obtain grants monies for appropriate projects, where available.

14. Maintain financial records and reports relating to the utilization of all funds provided to the Main Street Agency by the City of Palatka and provide the City of Palatka through the City Manager copies of its annual financial review.

15. Submit monthly expenditure statements to the City Manager for reimbursement for services rendered pursuant hereto.

16. Maintain books, records, documents and other evidence that reflect all costs of any nature related to Main Street activities and programs.

17. Retain all books, records, and other documents relative to this Agreement for three (3) years after final payment under this Agreement.

18. Furnish the City with quarterly written reports on Main Street activities and a final written report at the end of each calendar year.

B. RETURN OF FUNDS.

Any City funds not expended for the services set forth herein shall be returned to the City.

C. **ASSIGNMENT.**

The **Main Street Agency** shall not assign, convey, pledge, or otherwise dispose of any interest in this Agreement or the funds provided by the **City**, and shall not transfer any interest in the same.

D. **FUNDING.**

The **City** agrees to provide to the Chamber of Commerce a budget for operating the Main Street program in an annual lump sum to be mutually determined, once per year for the performance of services provided herein. The **City** will also pay the Chamber 10 percent of the total budget to reimburse the Chamber for overhead.

E. **USE OF FUNDING.**

Funds provided by the **City** shall be used for the payment of salaries, fringe benefits of the **Main Street Agency** employees, office expenses, office machinery and equipment, books, dues and subscriptions, research and data development, conference and travel, and printing and advertising to operate the Main Street program. In addition, The **City** of Palatka shall provide necessary office furniture, filing cabinets, etc., to equip the Palatka Main Street Managers office. The **City** of Palatka will also reimburse the Chamber for the costs associated with the installation of necessary telecommunication facilities.

F. **TERM.**

The initial term of this Agreement shall be 3/22, 2007, through 3/22 2008, Thereafter, this agreement shall automatically renew annually unless either party gives written notice to the other of its desire to terminate the Agreement. Such notice shall be given no less than 30 days prior to 3/22 of each year.

G. **INCLUSIVE TERMS AND CONDITIONS.**

This Agreement contains all the terms and conditions agreed upon by the parties. No other agreements oral or otherwise regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

H. **TERMINATION WITH OR WITHOUT CAUSE.**

The Agreement shall continue and remain in full force and effect until and unless either party shall give written notice to the other party of its desire to terminate this Agreement, with or without cause, on a specified time and date thereafter. Such written notice to terminate this Agreement shall be given no less the thirty (30) days prior to the date this Agreement shall be so terminated, with prompt notice in the event funds become unavailable to any party for any reason whatsoever. The **City** shall be the sole and final authority as to the availability of funds. In the event of such termination, the **Main Street Agency** shall be paid by the **City** for all services previously authorized by the **City** and actually, timely, and faithfully rendered up to receipt of the notice of termination, and for all other services authorized in writing by the **City**.

IN WITNESS WHEREOF, the City Commission of the City of Palatka, Florida has made and executed this Agreement on behalf of the **CITY,** and **MAIN STREET AGENCY** has hereunto set his/her hand as of the day and year first above written.

ATTEST:

Betsy J. Driggers

Betsy J. Driggers, CITY CLERK

PALATKA CITY COMMISSION

BY: Karl N. Flagg

Karl N. Flagg, MAYOR

WITNESSES:

SIGNATURE

SIGNATURE

PUTNAM COUNTY CHAMBER OF COMMERCE (MAIN STREET AGENCY)

By: _____

Wes Larson, PRESIDENT

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

CITY ATTORNEY

Agenda Item 4d

See Separate CRA Attachment

Agenda Item

5a

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Adoption of an ordinance annexing 2403 Tommy Avenue into the City, adoption of a related ordinance changing the future land use designation from Putnam County Urban Reserve to City of Palatka Low Density Residential, and the first reading of an ordinance changing the zoning from Putnam County R-1A (Single Family Residential) to City of Palatka R-1A (Single Family Residential).

DEPARTMENT: Buildir

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS

1. An Ordinance of the City of Palatka annexing 2403 Tommy Avenue
2. An Ordinance of the City of Palatka amending the future land use designation from Putnam County Urban Reserve to City of Palatka Low Density Residential.
3. An Ordinance of the City of Palatka changing the zoning from Putnam County R-1A (Single Family Residential) to City of Palatka R-1A (Single Family Residential).
4. April 7, 2009, Planning Board Minutes.
5. April 7, 2009, Planning Board Packet.

DATE: August 27, 2009

SUMMARY HIGHLIGHTS:

The identified purpose of these three applications is to allow City water services due to failure of the applicant's well. This is a .19 acre parcel of land.

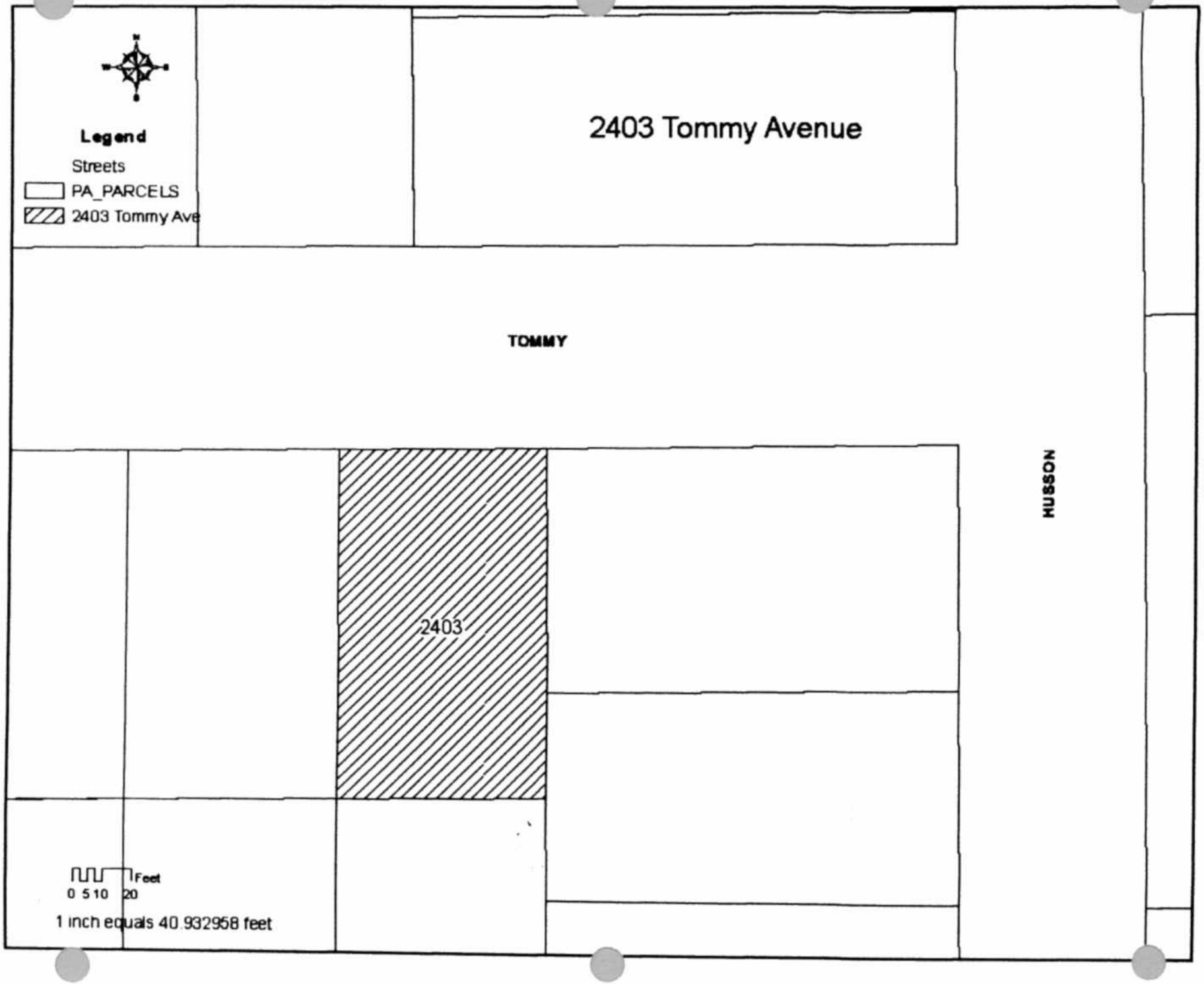
A public hearing was held by the Planning Board on April 7, 2009, at the applicant's request for annexation, change of future land use from Putnam County Urban Reserve to City of Palatka Low Density Residential, and changing the zoning from Putnam County R-1A (Single Family Residential) to City of Palatka R-1A (Single Family Residential). There was no public testimony. The Planning Board voted to recommend approval of the three requests.

RECOMMENDED ACTION:

Staff recommends approval of the attached annexation and future land use ordinances, and conducting the first public hearing on the related zoning ordinance. The second public hearing for the zoning ordinance is scheduled for September 10, 2009.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:


Legend
Streets
PA_PARCELS
2403 Tommy Ave
2403 Tommy Avenue
TOMMY
HUSSON
2403
Feet
0 5 10 20
1 inch equals 40.932958 feet

This instrument prepared by:
Jim Lee
City of Palatka
201 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09 - 26

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IN SECTION 13, 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:

Lorraine Wetherington and Marcia A. Carr

WHEREAS, Chapter 171.044, Florida Statutes, permits the 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 PROPERTY:

ORMAN LEIGH ESTATES MB4 P157 LOT 15 (All Book and Page references are to the public records of Putnam County, Florida)

(Being tax parcel #13-10-26-6790-0000-0150)

Section 3. The property hereby annexed shall remain subject to the 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 27th day of August, 2009.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Meeting called to order by Co-Chairperson Sue Roskosh at 4:00PM. **Members present**: Ezekiel Johnson, Earl Wallace, Randy Braddy, Zachary Landis, Phil Leary and Anthony Harwell. **Members absent**: Carl Stewart, Clem Saccareccia and School Board Representative. Also present: City Attorney, Donald Holmes; Planning Director, Jim Lee; Assistant Planning Director, Debbie Banks and Recording Secretary, Pam Sprouse.

Motion made by Randy Braddy to approve the minutes of the March 3, 2009 meeting. Seconded by Phil Leary. All members present voted affirmative. Motion carried.

Jim Lee read "To Appeal Any Decision."

Ms. Roskosh requested that any Ex Parte Communication be disclosed prior to each case.

OLD BUSINESS

Case PB 08-29

Address: N 16th from Reid Street to St. Johns Ave.
Applicant: St. Johns Automotive Real Estate LLC
Agent: Juli Holmes

Request: To close that portion of N 16th St. from Reid Street to St. Johns Ave.

(Public Hearing)

Staff requested that this case be continued until the May 5, 2009 meeting to allow for further analysis.

(Regular Meeting)

Motion made by Phil Leary to table this request until the May 5, 2009 meeting at 4:00 pm. Seconded by Randy Braddy. All members present voted affirmative. Motion carried.

NEW BUSINESS

Case PB 06-24

Address: 2403 Tommy Avenue (13-10-26-6790-0000-0150
Applicant: Lorraine Wetherington & Marcia A. Carr

Request: To annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Reserve to City Low Density Residential and rezone from County R 1-A (single-family residential) to City R 1-A (single-family residential)

(Public Hearing)

Ms. Banks advised that this request was previously heard by the Planning Board, and was stopped in the midst of the process, due the State moratorium that had been placed on the City. She additionally advised that this annexation request was for utilities that have been connected.

Case PB 06-24 2403 Tommy Avenue - continued

(Regular Meeting)

Motion made by Phil Leary to forward recommendation of approval to the City Commission. Seconded by Randy Braddy. All members present voted affirmative. Motion carried.

Case PB 07-32

Address: 3895, 4001, 4003 & 4005 Reid Street
Parcel(s): 03-10-26-0000-0010-0011 and 03-10-26-0000-0010-0013
Applicant: Palatka Vest, LLC and Athens Vest, Inc.

Request: To annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Service to City Industrial, and rezone from County Industrial to City M-1 (Industrial) and to amend the Future Land Use Map (small scale) from County Urban Service to City Industrial

(Public Hearing)

Mr. Lee advised that this property is a currently developed as a self-storage facility and that it meets the State requirements for annexation, the Future Land use amendment criteria of the Comprehensive Plan and the criteria in the zoning code for zoning amendments.

Mr. Wallace asked why the requested zoning was industrial, as that would open up allowances for billboards and possibly adult entertainment uses.

Ms. Banks explained the airport is zoned Industrial and this zoning designation would allow for a storage warehouse type facility.

Discussion ensued regarding annexing the property with a C-2 (intensive commercial) zoning, that would allow the existing business use by way of a Conditional Use approval versus, rezoning to an Industrial zoning.

(Regular Meeting)

Motion made by Zachary Landis to table this case until the May 5, 2009 meeting at 4:00 pm to allow staff the opportunity to speak with the applicant about an alternate zoning designation. Seconded by Randy Braddy. All present voted, motion carried with (6) yeas, (1) nay.

Case PB 07-43

Address: 2405 Tommy Avenue (13-10-26-6790-0000-0160)
Applicant: Rhoda Harris

Request: To annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Reserve to City Low Density Residential, and rezone from County R-1A (single-family residential) to City R-1A (single-family residential)

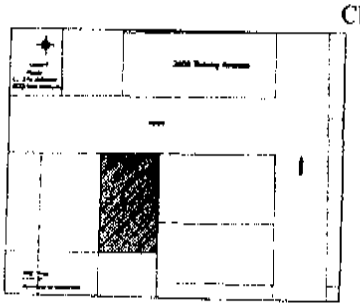
NOTICE OF ANNEXATION

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at the next regular meeting to be held at 6:00 p.m. on the 27th day of August, 2009, at City Hall, Palatka, Florida, will consider the enactment of Ordinance No. 09-26, annexing 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. The property is described as approximately .19 acres of improved property in Section 13, Township 10 South, Range 26 East, located at **2403 Tommy Avenue**, Palatka, Putnam County. A map is attached hereto and 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.

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



Ord # 09-26

NOTICE OF ANNEXATION

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at the next regular meeting to be held at 6:00 p.m. on the 27th day of August, 2009, at City Hall, Palatka, Florida, will consider the enactment of Ordinance No. 09-26 annexing 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. The property is described as approximately .19 acres of improved property in Section 13, Township 10 South, Range 26 East, located at **2403 Tommy Avenue,** Palatka, Putnam County. A map is attached hereto and 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.

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 – 2 x 6 -- run w/ map on file
Run Dates: 08/14/09 and 08/21/09
PROOF OF ADVERTISEMENT REQUESTED
Betsy J. Driggers
City of Palatka
201 N. 2nd Street
Palatka FL 32177
phone 386-329-0100
fax 386-329-0106

Agenda Item

5b

This instrument prepared by:
Jim Lee
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 09 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP AND FUTURE LAND USE ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO ONE PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE) IN SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST FROM COUNTY URBAN RESERVE TO CITY LOW DENSITY RESIDENTIAL, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides that any local government comprehensive plan amendments directly related to proposed small scale development activities may be approved without regard to statutory limits on the frequency of consideration of amendments to the local comprehensive plan, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides that a local government may amend its adopted comprehensive plan to change the land uses of up to 80 acres by small scale amendments annually, and

WHEREAS, the Planning Board conducted a public hearing on April 7, 2009, and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission conducted a public hearing on this amendment on August 27, 2009,

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

Section 1. Adopted Small Scale Amendment

That the Future Land Use Element and Future Land Use Map of the adopted comprehensive plan of the City of Palatka is hereby amended to provide that the land uses of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes in land use.

TABLE 1
ADOPTED SMALL SCALE AMENDMENTS

Property Tax Number	Acreage	Current Land Use	Amended Land Use
13-10-26-6790-0000-0150	0.19	County Urban Reserve	City Low Density Residential

DESCRIPTION OF PROPERTY:

ORMAN LEIGH LEIGH ESTATES MB 4 P157 LOT 15 (All Book and Page references are to the public records of Putnam County,Florida)

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 its final passage by the City Commission of the City of Palatka, Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 27th day of August, 2009.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

_____
City Clerk

Agenda Item

5c

This instrument prepared by:
Jim Lee
205 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY R1-A (SINGLE FAMILY RESIDENTIAL) TO CITY R-1A (SINGLE FAMILY RESIDENTIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owners, Lorraine Wetherington and Marcia A. Carr to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on April 7, 2009,and two public hearings before the City Commission of the City of Palatka on August 27,2009, and September 10,2009, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of County R-1A (Single Family Residential) to City R-1A(Single Family Residential).

DESCRIPTION OF PROPERTY:

ORMAN LEIGH ESTATES MB4 P157 LOT 15. (All Book and Page references are to the public records of Putnam County, Florida)

(Being tax parcel#13-10-26-6790-0000-0150)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of September, 2009.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

PLANNING AND ZONING STAFF REPORT

April 7, 2009

APPLICATION: PB 06-24 – Annexation, Small-Scale Future Land Use Map Amendment to change the Future Land Use designation from County Urban Reserve to City Low Density Residential and Rezone from County R1-A to City R-1A.

APPLICANT: Lorraine Wetherington + Marcia A. Carr

LOCATION: 2403 Tommy Avenue

Parcel #: 13-10-26-6790-0000-0150

A. BACKGROUND & ANALYSIS: The Planning Board approved the above request on June 27, 2006, however, since no proof of advertisement was found in the file, staff elected to have the case heard again. This property is contiguous to the City limits along the eastern property line and annexation is a requirement to obtain City services. Since the City was not allowed to process annexations and Future Land Use amendments until it's Comprehensive Plan was in compliance, the applicant was allowed to connect to water prior to approval by the City Commission. The property's main access is off of Tommy Avenue which connects to Husson Avenue.

Surrounding properties have future land use designations of County Urban Reserve north, south and west of the subject property and City Low Density Residential to the east. The zoning pattern of the site and surrounding area is County R1-A to the north, south and west with City R1-A to east.. The existing land use pattern in the area is primarily single-family residential with one parcel of multi-family residential to the southeast and one parcel of commercial to the northeast.

SURROUNDING LAND USE AND ZONING:

	Future Land Use Designation	Zoning	Current Land Uses
North	Urban Reserve	R1A (Putnam)	Residence
South	Urban Reserve	R1A (Putnam)	Residence
East	Low Density Residential	R1A (City)	Residence
West	Urban Reserve	R1A (Putnam)	Residence

B. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex .19 acres into the City. The subject property is located on Tommy Avenue off of Husson Avenue. Directly north, south, and west of the site is County property.

The proposed annexation does not create an enclave and meets the criteria identified in Section 171.043, Florida Statutes. This includes being contiguous to the City's boundaries at this time, is reasonably compact, is not included within the boundary of another incorporated municipality, and is intended to be developed for urban purposes

because of the availability of City sewer and water lines that are contiguous to the property.

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

STAFF RECOMMENDATION: Approval of the annexation request.

C. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

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

The Proposed Land Use Designation:

Policy A.1.9.3.A.1 (9J-5.006(3)(c)7)
Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types. Low Density (1730 acres) - provides for a range of densities up to 5 units per acre.

Future Land Use Element

Objective A.1.1 (9J-5.006(3)(b)1; F.S. 187-201 (161)(1)(5)
Upon Plan adoption, the City shall coordinate future land uses with the appropriate topography, adjacent land uses, soil conditions, and the availability of facilities and services.

Policy A.1.1.3 (9J-5.006(3) (c) 3)
The City shall as a condition of issuing a building permit or other development order, require proposed developments to hook up to the City central sewer systems in accordance with the revised City zoning code and subdivision regulations based upon Chapter 381, F.S. and Division 64E, FAC.

STAFF ANALYSIS: The site is built out as a single-family residence which is consistent with the residential uses on Tommy Avenue. City water lines have been run to the property and there is sufficient capacity to maintain existing level of service standards. In the Traffic Circulation Element, Public Facilities Element, Recreation and Open Space Element and Public Schools Facilities Element sections of this staff report we will evaluate each adopted level of service standard for this site related to a maximum density of up to 5 dwelling units per acre.

Traffic Circulation Element

Objective B.1.1 (9J-5.007(3)(b)1)
Upon plan adoption, the City shall provide for a safe, convenient and efficient motorized and non motorized transportation system by correcting, to the maximum extent feasible, all existing roadway deficiencies identified in this plan and maintain acceptable operating conditions in the future on a priority basis.

Policy B.1.1.1 (9J-5.007(3)(01))
The State-wide minimum acceptable operating Level of Service (LOS) standards for the State Highway System and City Street System shall be the base LOS standards listed herein, except for those conditions provided in Policies 1.1.1.A. and 1.1.1.B.

STAFF ANALYSIS: Tommy Avenue is maintained by the County and is classified as a local street. Since this house already exists, there will be no added impact to the street.

Public Facilities Element

Objective D.1.1 (9J-5.011(2)(b)2)
Upon Plan adoption, the City of Palatka shall enforce adopted Concurrency Management System procedures to ensure that at the time a building permit or other development order is issued, infrastructure facility capacity is available to meet the demand of development without lowering adopted Levels of Service Standards (LOSS).

Policy D.1.1.1 (9J-5.011(2) (c)2)
The following level of service standards shall be the basis for determining the availability of facility capacity against the demand generated by development.
A1. Potable Water, Residential: 130 gallons per capita per day
B1. Central Sanitary Sewer System, Residential: 125 gallons per capita per day
C. Solid Waste: 6.4 lbs/person/day
D. Drainage Facilities: City of Palatka and Ravine State gardens Stormwater Quality Master Plan and minimum requirements of the St. Johns River Water Management District.

Policy D.1.1.2 (9J-5.011 (2)(c)2)
All improvements for replacement, expansion, or increase in capacity of facilities shall be compatible with the adopted level of service standards for the facilities and that distribution of these facilities/services is consistent with the Future Land Use Map.

STAFF ANALYSIS: This is an existing single-family dwelling that will not exceed the level of service standards.
- Potable Water: 325 gallons per day multiplied by 2.5 persons per unit is 812.50 gallons per day. A new water plant will be going on line in January 2009 with a capacity of 6 million gallons per day. Current peak usage is approximately 3,200,000 gallons per day. Capacity exists for this home.
- Central Sanitary Sewer System, Residential: 125 gallons per capita per day multiplied by 2.5 person per unit = 312.50 gallons per day. Capacity exists for this home.
- Solid Waste – 6.4 lbs multiplied by 2.5 persons per unit is 16 lbs per day. Capacity exists for this home.
- Drainage: This house was constructed in the County. All drainage issues would have been handled through their permitting process.

Recreation And Open Space Element

Objective F.1.1 (9J-5.0143(3)(b)1
Upon plan adoption, the City shall implement the following policies to ensure public access to all identified recreational facilities.

Policy F.1.1.2 (9J-5.014(3)(c)3
The City shall adopt the following Level of Service Standards: Regional Park/ 1 acre per 50, Community Park/ 1 acre per 500, Neighborhood Park/ 1 acre per 500, Equipped Play and Tot Lot/ 1 Per 2,000, Baseball/Softball Fields/ 1 per 5,000, Football/Soccer Fields/ 1 per 6,000, Equipped Play area/ 1 play area per 10,000, Basketball Courts/ 1 per 5,000, Boat Ramp (Lanes)/ 1 lane per 5,000, Tennis Court/ 1 court per 2,000, Swimming Pools/1 pool per 25,000, Hiking (miles)/ 1 Mile per 6,750, and Picnic Areas (Tables) 1 Table per 6,000.

STAFF ANALYSIS: This house will generate an additional 2.5 people (2.5 persons per unit multiplied by 21 units). Capacity exists for all recreational Level of Service Standards for this additional population.

Public Schools Facilities Element

Objective 1.1.1 (9J-5.025(3)(b)1
The City of Palatka shall ensure the correction of existing school facility deficiencies to provide adequate student capacity, which shall not exceed the adopted level of service standards within the Putnam County School District and which will meet future capacity needs.

Policy 1.1.1.1 (9J-5.025(3)(c)7
The City of Palatka hereby adopts LOSS for Schools of 100% based on permanent FISH capacity for all school types (Elementary, Middle and High)

STAFF ANALYSIS: Phil Leary, the consultant for the Putnam County School District has indicated this single family already exists and will not need to be analyzed for concurrency.

STAFF RECOMMENDATION: Staff recommends approval to change the Future Land Use designation from County Urban Reserve to City Low Density Residential.

D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

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

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

STAFF ANALYSIS: The applicant requests rezoning to City R-1A (Single family residential district) from County R1-A (Single family residential district.) The proposed change is in conformance with the comprehensive plan as stated in the

above comp plan review and is consistent with both the City and County land use designations for single family dwellings.
This zoning category is consistent with the requested Low Density Residential Future Land Use Map designation. The current land use designation is Putnam County Urban Reserve.

b. The existing land use pattern.

STAFF ANALYSIS: This rezoning request to City R-1A (Single family residential district) is consistent with the existing land use pattern in the area which is residential development along Tommy Avenue. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request.

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

STAFF ANALYSIS: This rezoning request will not create an isolated district since the City and County have adjacent parcels with residential zoning that allow residential uses. The County's setbacks are similar to the City's but are slightly more restrictive.

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

STAFF ANALYSIS: This parcel is built out as a single-family residence and will not overtax public services.

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

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

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

STAFF ANALYSIS: In order to obtain water services, the applicant was required to annex, amend the Future Land Use map and rezone since the property is contiguous to the city limits. The proposed amendment is necessary to comply with these requirements.

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

STAFF ANALYSIS: This change is consistent with the existing conditions of the neighborhood.

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

STAFF ANALYSIS: This site is already developed as a single-family residence. Tommy Avenue is not in the City and classified by the County as a local street. The traffic created by the existing single-family residence has been included in the County's traffic counts that are the basis for the existing LOSS.

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

STAFF ANALYSIS: This site is built out as a single-family residence. If any additions are made, drainage will be addressed in plan review.

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

STAFF ANALYSIS: This site is built out.

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

STAFF ANALYSIS: It is not anticipated that this rezoning request will adversely affect property values.

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

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

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

STAFF ANALYSIS: This rezoning request does not constitute a grant of special privilege.

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

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

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

STAFF ANALYSIS: This change is not out of scale with the needs of the neighborhood or City.

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

STAFF ANALYSIS: There may be other sites in the City that could accommodate the projected use however, this site is already developed as a residence and the annexation along with the future land use amendment and zoning change is required in order to obtain sewer service.

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

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

STAFF RECOMMENDATION: Staff recommends approval of the requested zoning change from County R1-A (Single family residential district) to City R-1A (Single family residential district). The request complies with the rezoning criteria provided in the Palatka Municipal Code.

E. Photographs

2403 Tommy Avenue

5-9-06

Bill Dixon has permission to sign anything necessary in order to get city water lines run to my mother's home at 2403 Tommy in Palatka.

Marcia Dixon

Marcia Dixon

Case Number 06-24
Date Filed 5/4

CITY OF PALATKA
PETITION FOR VOLUNTARY ANNEXATION

Please provide the following information and return to: *City of Palatka Building & Zoning Dept.*
205 N. 2nd Street
Palatka, FL 32177

1. Official 911 address or legal description: 2403 Tommy Hyc

2. Property Appraiser parcel #: 13-10-26-6790-0000-0150

3. Total acres to be considered as part of this request: .19

4. The names and addresses of all owners as shown in the Putnam County public records:

5. Reason for annexation request: Connect to City Water

6. Number and types of structures on the property: 1 Res.

7. If residential, provide an estimate of the number of persons expected to be living on site at the time of annexation *(for U.S. Census reports)*:

8. Copy of recorded deed (attach to application).

9. Boundary survey or location map (attach to application).

10. Application for Rezoning and Future Land Use Map Amendment (attach to application).

11. Name, telephone number, and mailing address of agent authorized to represent owner (if applicable)

12 Three hundred five dollar ($305.00) application fee (checks payable to City of Palatka)

13 This application submitted by:

Signature of owner(s):	Lorraine Wetherington	Husband William H Dixon For Marcia Dixon
Print owner(s) name(s):	Lorraine Wetherington	Husband William H Dixon For Marcia Dixon
Address of owner(s):	2433 Tommy Ave	PO Box 1167
	Palatka Fl 32177	Interlachen, FL 321-
Telephone:	326-0050	386-972-4625
		972-4621

STATE OF FLORIDA
County of Putnam

Before me this day personally appeared Lorraine Wetherington who executed the foregoing application and acknowledged to and before me that _____ executed said instrument for the purposes therein expressed.
WITNESS my hand and official seal, this 9th day of May A.D. ~~199~~ 2006

My commission expires:

Ruby M. Williams
Notary Public
State of Florida at Large

Ruby M Williams
My Commission DD224851
Expires September 26, 2007

Case Number: 06-021

Date Filed: _____

CITY OF PALATKA
APPLICATION FOR REZONING AND/OR AMENDING THE FUTURE LAND USE MAP (Small Scale)

Please provide all of the following information and return to:

City of Palatka Building Dept.
205 N 2nd Street
Palatka, FL 32177

1. Official 911 address or legal description: 2403 Downing Ave

2. Property Appraiser parcel #: 13-10-26-6790-0000-0150

3. Total acres to be considered as part of this request: .19

4. The names and addresses of all owners as shown in the Putnam County public records.

5. Current zoning designation: C-R1A Requested zoning designation: City Res

6. Current land use designation: Res Requested land use designation: Res.

7. Reason for rezoning/land use amendment request: Connect to City water.

8. Number and types of structures on the property: 1

9. Copy of recorded deed (attach to application).

10. Boundary survey or location map (attach to application).

11. Name, telephone number, and mailing address of agent authorized to represent owner (if applicable): _____

386-972-4625 William Dixon 105 Hudson St Interlachen, FL 32148

12. Select and attach appropriate application fee (checks payable to *City of Palatka):*

____ $130.00 (rezoning only)
__✓__ $240.00 (rezoning with small scale land use amendment)

13. This application submitted by:

Signature of owner(s):	Lorraine Wetherington	Husband William H Dixon For Myself
Print owner(s) names(s):	Lorraine Wetherington	William H Dixon, For Myself & Husband
Address of owner(2):	2403 Tommy Ave Palatka FL 32177	PO Box 1167 Palatka FL 32178 Interlachen, FLA 32148
Telephone:	386 326 0052	386-972-4625 972-4621

STATE OF FLORIDA

County of Putnam

Before me this day personally appeared Lorraine Wetherington who executed the foregoing application and acknowledged to and before me that _____ executed said instrument for the purposes therein expressed.
WITNESS my hand and official seal, this 9th day of May A.D. 2006.

Ruby M. Williams
Notary Public

My commission expires:

State of Florida at Large

Ruby M Williams
My Commission DD224851
Expires September 26, 2007

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

As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

PUBLIC NOTICE

Notice is hereby given that the **CITY OF PALATKA PLANNING BOARD** will hold a public hearing on April 7, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the city limits of Palatka, Amend the Future Land Use Map from County Urban Reserve to City Low Density Residential and Rezone from County R1-A to City R1-A. Case: PB 06-24

Owner: Lorraine Wetherington + Marcia A. Carr

Location: 2403 Tommy Avenue

Parcel #: 13-10-26-6790-0000-0150 (.19 acres)

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING & ZONING DEPARTMENT AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

STATE OF FLORIDA

County of Putnam

The undersigned personally appeared before me, a Notary Public for the State of Florida, and deposes that the Palatka Daily News is a daily newspaper of general circulation, printed in the English language and published in the City of Palatka in said County and State; and that the attached order, notice, publication and/or advertisement:

Notice is hereby given that t

Was published in said newspaper 1 time(s) with said publication being made on the following dates:

03/21/2009

PUBLIC NOTICE

Notice is hereby given that the CITY OF PALATKA PLANNING BOARD will hold a public hearing on April 7, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the city limits of Palatka, Amend the Future Land Use Map from County Urban Reserve to City Low Density Residential and Rezone from County R1-A to City R1-A.

Case: PB 08-24

Owner: Lorraine Wetherington + Marcia A. Carr

Location: 2403 Tommy Avenue

Parcel #: 13-10-26-6790-0000-0150 (.19 acres)

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director
329-0100

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Legal No. 04542916
03/17/2009

The Palatka Daily News has been continuously published as a daily newspaper, and has been entered as second class matter at the post office at the City of Palatka, Putnam County, Florida, each for a period of more than one year next preceding the date of the first publication of the above described order, notice and/or advertisement.

Jeannette Eveland

Sworn to and subscribed to before me this 23rd day of March, 2009 by Jeannette Eveland, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Mary Kaye Wells

Mary Kaye Wells, Notary Public
My commission expires July 22, 2011

Notary Seal
Seal of Office:

MARY KAYE WELLS
MY COMMISSION # DD 654041
EXPIRES: July 22, 2011
Bonded Thru Notary Public Underwriters

1 Personally known to me, or
___ Produced identification:
1 Did take an oath

Departmental Review Request

Address: 2403 Tommy Avenue **Case #:** 06-24
Parcel # 13-10-26-6790-0000-0150

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

❑ **Rezoning**	❑ **Site Plan Review**
❑ **Annexation**	❑ **Small Scale Amendment (9.99 acres or less)**
❑ **Large Scale Amendment(10+ acres)**	❑ **Concurrency Review**
❑ **Conditional Use Request**	❑ **Variance**
❑ **Street Closing/Street Name Change**	❑ **Other**
Meeting Date: 4-7-09	**Response Deadline: 3/27/09**
Date submitted by applicant: May 2006	**Date forwarded to Departments for review:** 3-16-09

Submitted to:

- ❑ **Water/Sewer/Streets/Sanitation**
- ❑ **Police**
- ❑ **Fire**
- ❑ **Chief Building Official**
- ❑ **Sewer Plant**
- ❑ **Water Plant**
- ❑ **Parks**
- ❑ **Weed & Seed**
- ❑ **Cemetery**
- ❑ **Golf**
- ❑ **Airport**

Current Property Use: Residential	**Proposed Property Use:** Same
Property Address: 2403 Tanner Terrace	**Parcel Number:** see above
Current Land Use Designation: County Urban Reserve	**Requested Land Use Designation:** City Low Density Residential
Current Zoning Classification: County R-1A	**Requested Zoning Classification:** City R-1A
Acreage: .19	**# of Units** 1

Lorraine Wetherington + Marcia A. Carr **Owner/Applicant Name**	None **Agent Name**
2403 Tommy Avenue **Owner/Applicant Address**	**Agent Address**
Palatka, FL 32177 **City/State/Zip**	**City/State/Zip**
326-0050 **Phone Number**	**Phone Number**

Asst. Planning Director's Comments: Applicant had applied to annex, rezone and amend the future land use map – for water services. Has already been allowed to connect due to City's Comp.Plan issues, has been on hold to move through planning process. Adam had actually taken this through the Planning Board process but since no evidence of department head sign-off or required advertisement could be found, it is being taken back to the Planning Board.

Thank you,

✓ No Comments

❑ Comments Attached

Reviewed by: Gary S. Getchell

Title: Chief of Police

Departmental Review Request

Address: 2403 Tommy Avenue **Case #:** 06-24
Parcel # 13-10-26-6790-0000-0150

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

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- ■ **Water/Sewer/Streets/Sanitation** Woody
- ❑ **Police**
- ❑ **Fire**
- ❑ **Chief Building Official**
- ❑ **Sewer Plant**
- ❑ **Water Plant**
- ❑ **Parks**
- ❑ **Weed & Seed**
- ❑ **Cemetery**
- ❑ **Golf**
- ❑ **Airport**

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Lorraine Wetherington + Marcia A. Carr **Owner/Applicant Name**	None **Agent Name**
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Thank you,

■ No Comments

❑ Comments Attached

Reviewed by:

Title: PW Director

Departmental Review Request

Address: 2403 Tommy Avenue **Case #:** 06-24
Parcel # 13-10-26-6790-0000-0150

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

❑ **Rezoning**	❑ **Site Plan Review**
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Meeting Date: 4-7-09	**Response Deadline: 3/27/09**
Date submitted by applicant: May 2006	**Date forwarded to Departments for review:** 3-16-09

Submitted to:

- ❑ **Water/Sewer/Streets/Sanitation**
- ❑ **Police**
- ❑ **Fire**
- ❑ **Chief Building Official**
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- ❑ **Parks**
- ❑ **Weed & Seed**
- ❑ **Cemetery**
- ❑ **Golf**
- ❑ **Airport**

Current Property Use: Residential	**Proposed Property Use:** Same
Property Address: 2403 Tanner Terrace	**Parcel Number:** see above
Current Land Use Designation: County Urban Reserve	**Requested Land Use Designation:** City Low Density Residential
Current Zoning Classification: County R-1A	**Requested Zoning Classification:** City R-1A
Acreage: .19	**# of Units** 1

Lorraine Wetherington + Marcia A. Carr **Owner/Applicant Name**	None **Agent Name**
2403 Tommy Avenue **Owner/Applicant Address**	**Agent Address**
Palatka, FL 32177 **City/State/Zip**	**City/State/Zip**
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Thank you

✓ No Comments

❑ Comments Attached

Reviewed by: [signature]

Title: Fire Marshal

Departmental Review Request

Address: 2403 Tommy Avenue **Case #:** 06-24
Parcel # 13-10-26-6790-0000-0150

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

❑ **Rezoning**	❑ **Site Plan Review**
❑ **Annexation**	❑ **Small Scale Amendment (9.99 acres or less)**
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Meeting Date: 4-7-09	**Response Deadline: 3/27/09**
Date submitted by applicant: May 2006	**Date forwarded to Departments for review:** 3-16-09

Submitted to:

- ❑ **Water/Sewer/Streets/Sanitation**
- ❑ **Police**
- ❑ **Fire**
- ☑ **Chief Building Official**
- ❑ **Sewer Plant**
- ❑ **Water Plant**
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- ❑ **Weed & Seed**
- ❑ **Cemetery**
- ❑ **Golf**
- ❑ **Airport**

Current Property Use: Residential	**Proposed Property Use:** Same
Property Address: 2403 Tanner Terrace	**Parcel Number:** see above
Current Land Use Designation: County Urban Reserve	**Requested Land Use Designation:** City Low Density Residential
Current Zoning Classification: County R-1A	**Requested Zoning Classification:** City R-1A
Acreage: .19	**# of Units** 1

Lorraine Wetherington + Marcia A. Carr	None
Owner/Applicant Name	**Agent Name**
2403 Tommy Avenue	
Owner/Applicant Address	**Agent Address**
Palatka, FL 32177	
City/State/Zip	**City/State/Zip**
326-0050	
Phone Number	**Phone Number**

Asst. Planning Director's Comments: Applicant had applied to annex, rezone and amend the future land use map – for water services. Has already been allowed to connect due to City's Comp.Plan issues, has been on hold to move through planning process. Adam had actually taken this through the Planning Board process but since no evidence of department head sign-off or required advertisement could be found, it is being taken back to the Planning Board.

Thank you.

❑ No Comments

☑ Comments Attached

Reviewed by: _____

Title: CBO

Memorandum

March 18, 2009

To: DB

Fm: CBO

Ref: 2403 Tommie Ave.

Debbie,

If we have not done a fixture count then that should be scheduled. I have no other comments.

(Regular Meeting)

Motion made by **Jill Jester** to approve this request for conditional use, subject to the recommendations/conditions as listed within the staff report. **Sue Roskosh** made the second. All present voted affirmative. Motion Carried.

Case 06-024 **2403 Tommy Avenue –** Request to annex, amend the Future Land Use Map and Future Land Use Element (small scale, from County Urban Reserve to City Low-density Residential) and rezone from County R-1A to City R-1A.

Owners: Lorraine Wetherington and Marcia A Carr
Agent: William Dixon

(Public Hearing)

Mr. Mengel advised that the owners are seeking to annex to connect to city services.

Ms. Wetherington advised that she has had continual problems with her well.

(Regular Meeting)

Motion made by **Jill Jester** to approve the Request to annex, amend the Future Land Use Map and Future Land Use Element (small scale, from County Urban Reserve to City Low-density Residential) and rezone from County R-1A to City R-1A. Seconded by **Sue Roskosh**. All present voted affirmative. Motion carried

Case 06-025 **1024 South State Road 19 –** Request for a special event – sports-themed exhibition.

Owners: Lorraine Wetherington and Marcia A Carr
Agent: William Dixon

(Public Hearing)

Mr. Mengel advised that this is a NASCAR event and that staff recommends approval subject to conditions listed in the staff report.

(Regular Meeting)

Motion made by **Clem Saccareccia** to approve the request subject to Staff recommendations and conditions. Seconded by **Sue Roskosh**. All present voted affirmative. Motion carried

Agenda Item

6a

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Adoption of an ordinance annexing 2405 Tommy Avenue into the City, adoption of a related ordinance changing the future land use designation from Putnam County Urban Reserve to City of Palatka Low Density Residential, and the first reading of an ordinance changing the zoning from Putnam County R-1A (Single Family Residential) to City of Palatka R-1A (Single Family Residential).

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS

1. An Ordinance of the City of Palatka annexing 2405 Tommy Avenue
2. An Ordinance of the City of Palatka amending the future land use designation from Putnam County Urban Reserve to City of Palatka Low Density Residential.
3. An Ordinance of the City of Palatka changing the zoning from Putnam County R-1A (Single Family Residential) to City of Palatka R-1A (Single Family Residential).
4. April 7, 2009, Planning Board Minutes.
5. April 7, 2009, Planning Board Packet.

DATE: August 27, 2009

SUMMARY HIGHLIGHTS:

The identified purpose of these three applications is to allow City water services due to failure of the applicant's well. This is a .19 acre parcel of land.

A public hearing was held by the Planning Board on April 7, 2009, at the applicant's request for annexation, change of future land use from Putnam County Urban Reserve to City of Palatka Low Density Residential, and changing the zoning from Putnam County R-1A (Single Family Residential) to City of Palatka R-1A (Single Family Residential). There was no public testimony. The Planning Board voted to recommend approval of the three requests.

RECOMMENDED ACTION:

Staff recommends approval of the attached annexation and future land use ordinances, and conducting the first public hearing on the related zoning ordinance. The second public hearing for the zoning ordinance is scheduled for September 10, 2009.

AGENDA ITEM NUMBER: AGENDA PAGE NUMBER:

This instrument prepared by:
Jim Lee
City of Palatka
201 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09 - 27

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IN SECTION 13, 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:

Rhoda Harris

WHEREAS, Chapter 171.044, Florida Statutes, permits the 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 PROPERTY:

ORMAN LEIGH ESTATES MB4 P157 LOT 16 (All Book and Page references are to the public records of Putnam County, Florida)

(Being tax parcel #13-10-26-6790-0000-0160)

Section 3. The property hereby annexed shall remain subject to the 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 27th day of August, 2009.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Case PB 06-24 2403 Tommy Avenue - continued

(Regular Meeting)

Motion made by Phil Leary to forward recommendation of approval to the City Commission. Seconded by Randy Braddy. All members present voted affirmative. Motion carried.

Case PB 07-32

Address: 3895, 4001, 4003 & 4005 Reid Street
Parcel(s): 03-10-26-0000-0010-0011 and 03-10-26-0000-0010-0013
Applicant: Palatka Vest, LLC and Athens Vest, Inc.

Request: To annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Service to City Industrial, and rezone from County Industrial to City M-1 (Industrial) and to amend the Future Land Use Map (small scale) from County Urban Service to City Industrial

(Public Hearing)

Mr. Lee advised that this property is a currently developed as a self-storage facility and that it meets the State requirements for annexation, the Future Land use amendment criteria of the Comprehensive Plan and the criteria in the zoning code for zoning amendments.

Mr. Wallace asked why the requested zoning was industrial, as that would open up allowances for billboards and possibly adult entertainment uses.

Ms. Banks explained the airport is zoned Industrial and this zoning designation would allow for a storage warehouse type facility.

Discussion ensued regarding annexing the property with a C-2 (intensive commercial) zoning, that would allow the existing business use by way of a Conditional Use approval versus, rezoning to an Industrial zoning.

(Regular Meeting)

Motion made by Zachary Landis to table this case until the May 5, 2009 meeting at 4:00 pm to allow staff the opportunity to speak with the applicant about an alternate zoning designation. Seconded by Randy Braddy. All present voted, motion carried with (6) yeas, (1) nay.

Case PB 07-43

Address: 2405 Tommy Avenue (13-10-26-6790-0000-0160)
Applicant: Rhoda Harris

Request: To annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Reserve to City Low Density Residential, and rezone from County R-1A (single-family residential) to City R-1A (single-family residential)

Case PB 07-43 2405 Tommy Avenue - continued

(Public Hearing)

Ms. Banks advised that this case is another one that has been pending quite sometime, due to the State moratorium, and that services have been provided due to a failing well for this single-family residence.

(Regular Meeting)

Motion made by Earl Wallace to approve the request to annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Reserve to City Low Density Residential, and rezone from County R-1A to City R-1A (single-family residential) for case 07-43. Seconded by Randy Braddy. All members present voted affirmative. Motion carried.

Motion made by Randy Braddy for adjournment at 4:39 pm. Seconded by Zachary Landis. All present voted affirmative. Motion carried.

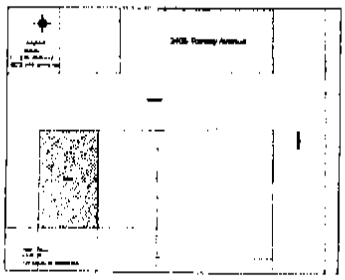
NOTICE OF ANNEXATION

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at the next regular meeting to be held at 6:00 p.m. on the 27th day of August, 2009, at City Hall, Palatka, Florida, will consider the enactment of Ordinance No. 09-27 annexing 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. The property is described as approximately .19 acres of improved property in Section 13, Township 10 South, Range 26 East, located at **2405 Tommy Avenue**, Palatka, Putnam County. A map is attached hereto and 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.

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



Ord. #09-27

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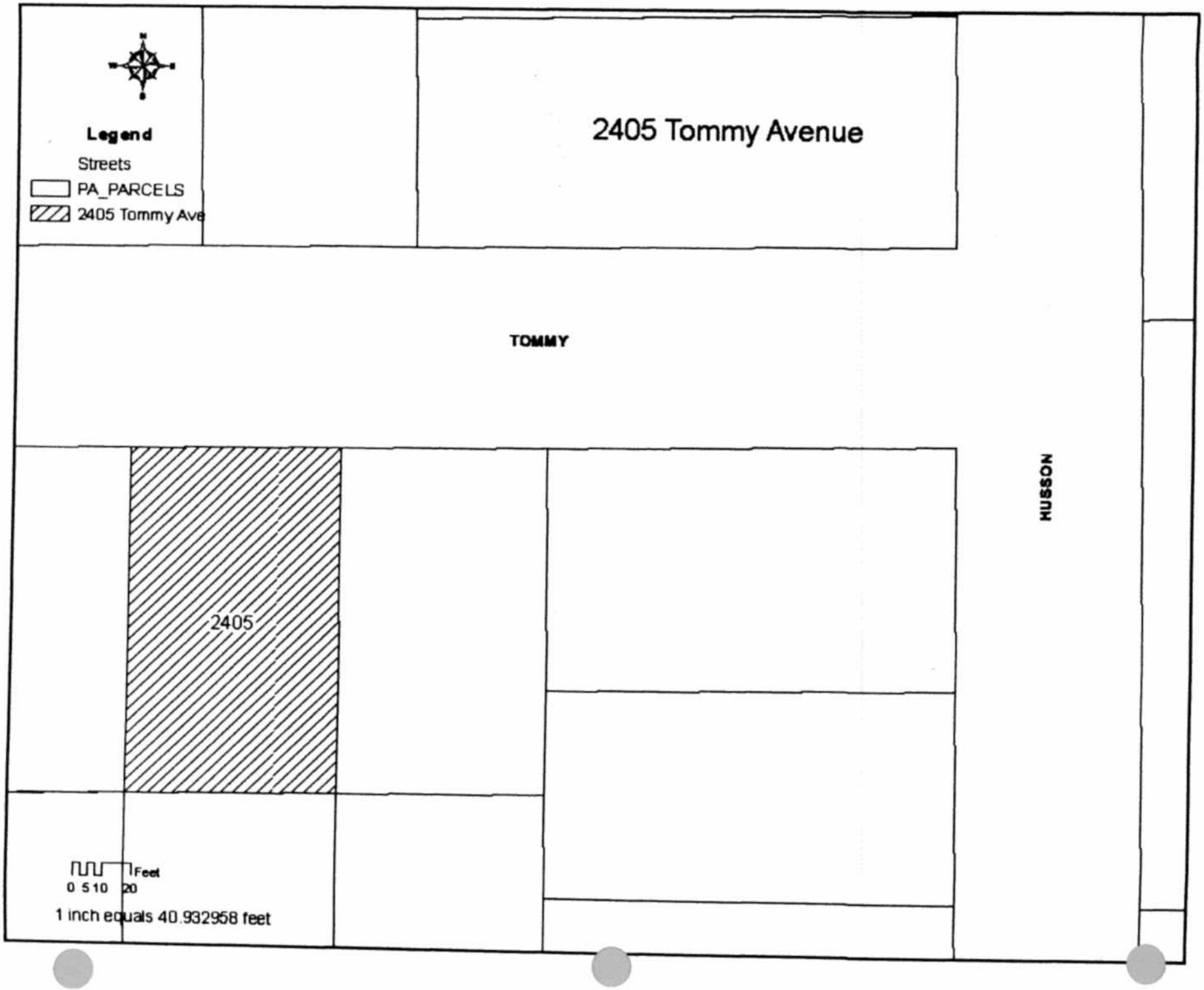
PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS
CITY CLERK

DISPLAY ADVERTISEMENT – 2 x 6 – run w/ map on file
Run Dates: 08/14/09 and 08/21/09
PROOF OF ADVERTISEMENT REQUESTED
Betsy J. Driggers
City of Palatka
201 N. 2nd Street
Palatka FL 32177
phone 386-329-0100
fax 386-329-0106


Legend
Streets
PA_PARCELS
2405 Tommy Ave
2405 Tommy Avenue
TOMMY
HUSSON
2405
Feet
0 5 10 20
1 inch equals 40.932958 feet

Agenda Item

6b

This instrument prepared by:
Jim Lee
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 09 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP AND FUTURE LAND USE ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO ONE PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE) IN SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST FROM COUNTY URBAN RESERVE TO CITY LOW DENSITY RESIDENTIAL, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides that any local government comprehensive plan amendments directly related to proposed small scale development activities may be approved without regard to statutory limits on the frequency of consideration of amendments to the local comprehensive plan, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides that a local government may amend its adopted comprehensive plan to change the land uses of up to 80 acres by small scale amendments annually, and

WHEREAS, the Planning Board conducted a public hearing on April 7, 2009, and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission conducted a public hearing on this amendment on August 27, 2009,

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

Section 1. Adopted Small Scale Amendment

That the Future Land Use Element and Future Land Use Map of the adopted comprehensive plan of the City of Palatka is hereby amended to provide that the land uses of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes in land use.

TABLE 1
ADOPTED SMALL SCALE AMENDMENTS

Property Tax Number	Acreage	Current Land Use	Amended Land Use
13-10-26-6790-0000-0160	0.19	County Urban Reserve	City Low Density Residential

DESCRIPTION OF PROPERTY:

ORMAN LEIGH LEIGH ESTATES MB 4 P157 LOT 16 (All Book and Page references are to the public records of Putnam County, Florida)

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 its final passage by the City Commission of the City of Palatka, Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 27th day of August, 2009.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

_____
City Clerk

Agenda Item

6c

This instrument prepared by:
Jim Lee
205 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY R1-A (SINGLE FAMILY RESIDENTIAL) TO CITY R-1A (SINGLE FAMILY RESIDENTIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owner, Rhoda Harris to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on April 7, 2009,and two public hearings before the City Commission of the City of Palatka on August 27,2009, and September 10,2009, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of County R-1A (Single Family Residential) to City R-1A(Single Family Residential).

DESCRIPTION OF PROPERTY:

ORMAN LEIGH ESTATES MB4 P157 LOT 16. (All Book and Page references are to the public records of Putnam County, Florida)

(Being tax parcel#13-10-26-6790-0000-0160)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of September, 2009.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

PLANNING AND ZONING STAFF REPORT

April 7, 2009

APPLICATION: PB 07-43 – Annexation, Small-Scale Future Land Use Map Amendment to change the Future Land Use designation from County Urban Reserve to City Low Density Residential and Rezone from County R-1A to City R-1A.

APPLICANT: Rhoda Harris

LOCATION: 2405 Tommy Avenue

Parcel #: 13-10-26-6790-0000-0160

REQUEST: The applicant is requesting to annex into the City limits, amend the City's Future Land Use Map for .19 acres of property from County Urban Reserve to City Low Density Residential and Rezone from County R1-A to City R-1A.

BACKGROUND & ANALYSIS: The applicant applied to annex into the city limits, amend the future land use map and rezone this parcel on September 7, 2007. This property is contiguous to the City limits along the eastern property line and annexation is a requirement to obtain City services. Since the City was not allowed to process annexations and Future Land Use amendments until it's Comprehensive Plan was in compliance, the applicant was allowed to connect to water prior to approval by the City Commission. The property's main access is off of Tommy Avenue which connects to Husson Avenue.

Surrounding properties have future land use designations of County Urban Reserve north, south and west of the subject property and City Low Density Residential to the east. The zoning pattern of the site and surrounding area is County R1-A to the north, south and west with City R1-A to east.. The existing land use pattern in the area is primarily single-family residential with one parcel of multi-family residential to the southeast and one parcel of commercial to the northeast.

SURROUNDING LAND USE AND ZONING:

	Future Land Use Designation	Zoning	Current Land Uses
North	Urban Reserve	R1A (Putnam)	Residence
South	Urban Reserve	R1A (Putnam)	Residence
East	Low Density Residential	R1A (City)	Residence
West	Urban Reserve	R1A (Putnam)	Residence

B. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex .19 acres into the City. The subject property is located on Tommy Avenue off of Husson Avenue. Directly north, south, and west of the site is County property.

The proposed annexation does not create an enclave and meets the criteria identified in Section 171.043, Florida Statutes. This includes being contiguous to the City's boundaries at this time, is reasonably compact, is not included within the boundary of

another incorporated municipality, and is intended to be developed for urban purposes because of the availability of City sewer and water lines that are contiguous to the property.

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

STAFF RECOMMENDATION: Approval of the annexation request.

C. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

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

The Proposed Land Use Designation:

Policy A.1.9.3.A.1 (9J-5.006(3)(c)7)
Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types. Low Density (1730 acres) - provides for a range of densities up to 5 units per acre.

Future Land Use Element

Objective A.1.1 (9J-5.006(3)(b)1; F.S. 187-201 (161)(1)(5)
Upon Plan adoption, the City shall coordinate future land uses with the appropriate topography, adjacent land uses, soil conditions, and the availability of facilities and services.

Policy A.1.1.3 (9J-5.006(3) (c) 3)
The City shall as a condition of issuing a building permit or other development order, require proposed developments to hook up to the City central sewer systems in accordance with the revised City zoning code and subdivision regulations based upon Chapter 381, F.S. and Division 64E, FAC.

STAFF ANALYSIS: The site is built out as a single-family residence which is consistent with the residential uses on Tommy Avenue. City water lines have been run to the property and there is sufficient capacity to maintain existing level of service standards. In the Traffic Circulation Element, Public Facilities Element, Recreation and Open Space Element and Public Schools Facilities Element sections of this staff report we will evaluate each adopted level of service standard for this site related to a maximum density of up to 5 dwelling units per acre.

Traffic Circulation Element

Objective B.1.1 (9J-5.007(3)(b)1)
Upon plan adoption, the City shall provide for a safe, convenient and efficient motorized and non motorized transportation system by correcting, to the maximum extent feasible, all existing roadway deficiencies identified in this plan and maintain acceptable operating conditions in the future on a priority basis.

Policy B.1.1.1 (9J-5.007(3)(01))
The State-wide minimum acceptable operating Level of Service (LOS) standards for the State Highway System and City Street System shall be the base LOS standards listed herein, except for those conditions provided in Policies 1.1.1.A. and 1.1.1.B.

STAFF ANALYSIS: Tommy Avenue is maintained by the County and is classified as a local street. Since this house already exists, there will be no added impact to the street.

Public Facilities Element

Objective D.1.1 (9J-5.011(2)(b)2)
Upon Plan adoption, the City of Palatka shall enforce adopted Concurrency Management System procedures to ensure that at the time a building permit or other development order is issued, infrastructure facility capacity is available to meet the demand of development without lowering adopted Levels of Service Standards (LOSS).

Policy D.1.1.1 (9J-5.011(2) (c)2)
The following level of service standards shall be the basis for determining the availability of facility capacity against the demand generated by development.
A1. Potable Water, Residential: 130 gallons per capita per day
B1. Central Sanitary Sewer System, Residential: 125 gallons per capita per day
C. Solid Waste: 6.4 lbs/person/day
D. Drainage Facilities: City of Palatka and Ravine State gardens Stormwater Quality Master Plan and minimum requirements of the St. Johns River Water Management District.

Policy D.1.1.2 (9J-5.011 (2)(c)2)
All improvements for replacement, expansion, or increase in capacity of facilities shall be compatible with the adopted level of service standards for the facilities and that distribution of these facilities/services is consistent with the Future Land Use Map.

STAFF ANALYSIS: This is an existing single-family dwelling that will not exceed the level of service standards.
- Potable Water: 325 gallons per day multiplied by 2.5 persons per unit is 812.50 gallons per day. A new water plant will be going on line in January 2009 with a capacity of 6 million gallons per day. Current peak usage is approximately 3,200,000 gallons per day. Capacity exists for this home.
- Central Sanitary Sewer System, Residential: 125 gallons per capita per day multiplied by 2.5 person per unit = 312.50 gallons per day. Capacity exists for this home.
- Solid Waste – 6.4 lbs multiplied by 2.5 persons per unit is 16 lbs per day. Capacity exists for this home.

- Drainage: This house was constructed in the County. All drainage issues would have been handled through their permitting process.

Recreation And Open Space Element

Objective F.1.1 (9J-5.0143(3)(b)1
Upon plan adoption, the City shall implement the following policies to ensure public access to all identified recreational facilities.

Policy F.1.1.2 (9J-5.014(3)(c)3
The City shall adopt the following Level of Service Standards: Regional Park/ 1 acre per 50, Community Park/ 1 acre per 500, Neighborhood Park/ 1 acre per 500, Equipped Play and Tot Lot/ 1 Per 2,000, Baseball/Softball Fields/ 1 per 5,000, Football/Soccer Fields/ 1 per 6,000, Equipped Play area/ 1 play area per 10,000, Basketball Courts/ 1 per 5,000, Boat Ramp (Lanes)/ 1 lane per 5,000, Tennis Court/ 1 court per 2,000, Swimming Pools/1 pool per 25,000, Hiking (miles)/ 1 Mile per 6,750, and Picnic Areas (Tables) 1 Table per 6,000.

STAFF ANALYSIS: This house will generate an additional 2.5 people (2.5 persons per unit multiplied by 21 units). Capacity exists for all recreational Level of Service Standards for this additional population.

Public Schools Facilities Element

Objective 1.1.1 (9J-5.025(3)(b)1
The City of Palatka shall ensure the correction of existing school facility deficiencies to provide adequate student capacity, which shall not exceed the adopted level of service standards within the Putnam County School District and which will meet future capacity needs.

Policy 1.1.1.1 (9J-5.025(3)(c)7
The City of Palatka hereby adopts LOSS for Schools of 100% based on permanent FISH capacity for all school types (Elementary, Middle and High)

STAFF ANALYSIS: Phil Leary, the consultant for the Putnam County School District has indicated this single family already exists and will not need to be analyzed for concurrency.

STAFF RECOMMENDATION: Staff recommends approval to change the Future Land Use designation from County Urban Reserve to City Low Density Residential.

D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

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

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

STAFF ANALYSIS: The applicant requests rezoning to City R-1A (Single family residential district) from County R1-A (Single family residential district.) The proposed change is in conformance with the comprehensive plan as stated in the above comp plan review and is consistent with both the City and County land use designations for single family dwellings.
This zoning category is consistent with the requested Low Density Residential Future Land Use Map designation. The current land use designation is Putnam County Urban Reserve.

b. The existing land use pattern.

STAFF ANALYSIS: This rezoning request to City R-1A (Single family residential district) is consistent with the existing land use pattern in the area which is residential development along Tommy Avenue. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request.

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

STAFF ANALYSIS: This rezoning request will not create an isolated district since the City and County have adjacent parcels with residential zoning that allow residential uses. The County's setbacks are similar to the City's but are slightly more restrictive.

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

STAFF ANALYSIS: This parcel is built out as a single-family residence and will not overtax public services.

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

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

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

STAFF ANALYSIS: In order to obtain water services, the applicant was required to annex, amend the Future Land Use map and rezone since the property is contiguous to the city limits. The proposed amendment is necessary to comply with these requirements.

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

STAFF ANALYSIS: This change is consistent with the existing conditions of the neighborhood.

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

STAFF ANALYSIS: This site is already developed as a single-family residence. Tommy Avenue is not in the City and classified by the County as a local street. The traffic created by the existing single-family residence has been included in the County's traffic counts that are the basis for the existing LOSS.

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

STAFF ANALYSIS: This site is built out as a single-family residence. If any additions are made, drainage will be addressed in plan review.

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

STAFF ANALYSIS: This site is built out.

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

STAFF ANALYSIS: It is not anticipated that this rezoning request will adversely affect property values.

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

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

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

STAFF ANALYSIS: This rezoning request does not constitute a grant of special privilege.

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

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

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

STAFF ANALYSIS: This change is not out of scale with the needs of the neighborhood or City.

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

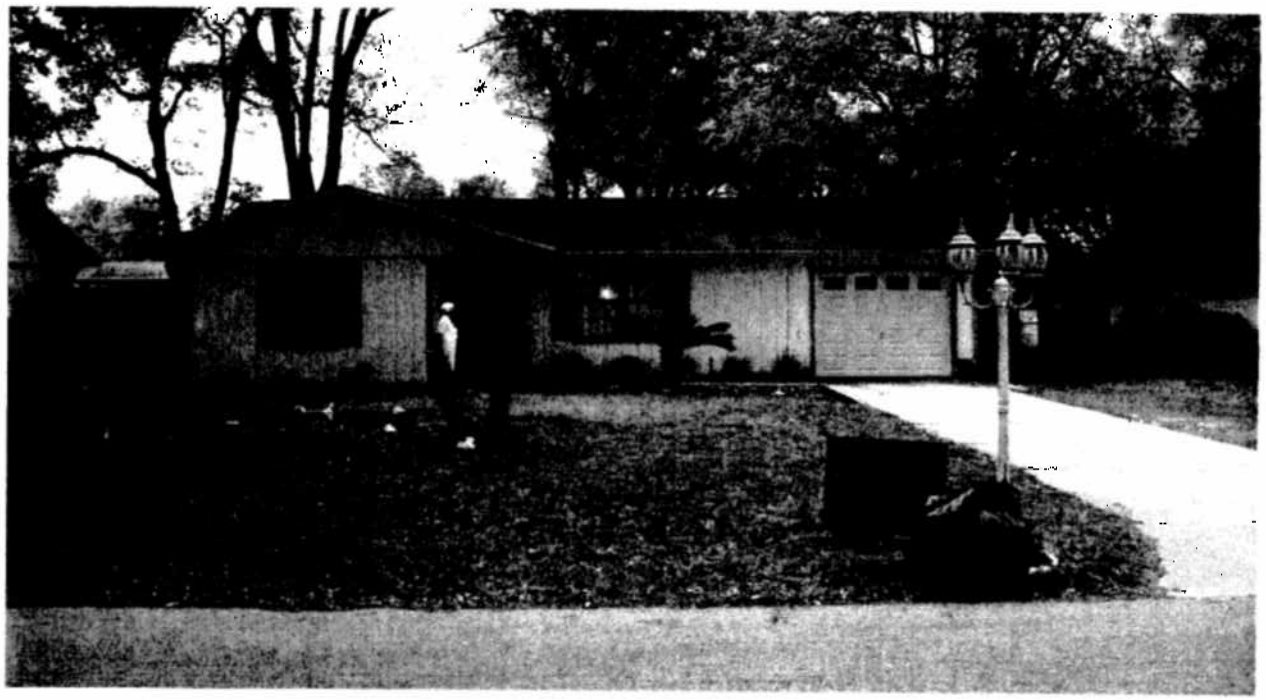
STAFF ANALYSIS: There may be other sites in the City that could accommodate the projected use however, this site is already developed as a residence and the annexation along with the future land use amendment and zoning change is required in order to obtain sewer service.

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

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

STAFF RECOMMENDATION: Staff recommends approval of the requested zoning change from County R1-A (Single family residential district) to City R-1A (Single family residential district). The request complies with the rezoning criteria provided in the Palatka Municipal Code.

Photographs



Application for Annexation

Application Number: PB - 07-43
Date Received: 9-17-07
Hearing date: _____

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

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

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

TO BE COMPLETED BY APPLICANT

1. Property Address:	2. Parcel Number:	3. Current Property Use:
2405 Tommy Ave	13-10-26-6790-0000 01100 · Res ·	

4. Current Land Use Designation:	5. Requested Land Use Designation:	6. Required Attachments:
RES - SF	SAME	☐ Legal Description ☐ Letter of Authorization* ☐ Copy of Recorded Deed ☐ Fees ☐ Project Narrative** ☐ Supplementary Information*** ☐ Site Map for display ad**** ☐ Site Plan***** ☐ Survey
7. Current Zoning Designation:	**8. Requested Zoning Designation:**	
County R1A	APPROPRIATE City R-1A	
9. Acreage to be considered for request:	**10. Number, types & square footage of structures on property:**	
.19	1 - Res	

Reason for annexation request: in need of Water, Well Failure

Rhoda Harris	
Owner Name	**Agent Name**
2405 Tommy Ave	
Owner Address	**Agent Address**
Palatka, FL 32177	
386-325-7346	
Phone Number	**Phone Number**

* Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

** Project Narrative: Explain present and future use of the property in detail.

*** Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.

**** Site map for ad to be to be in black & white, no larger than 2 ½" x 3" with nearest intersecting streets shown and named.

***** Site Plan: Detailed project drawing

Application Number: PB - _____

Hearing date: _____

10. This application submitted by:

Signature of owner(s): Rhoda Harris _____

Print owner(s) names(s): Rhoda Harris _____

Signature of Agent(s): _____ _____

Print Agent(s) names: _____ _____

STATE OF Florida

County of Putnam

Before me this day personally appeared Rhoda Harris who executed the foregoing application and acknowledged to and before me that she executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 17th day of September A.D. 2007.

Karen M. Venables
Commission # DD533981
Expires March 28, 2010
Bonded Troy Fain - Insurance, Inc 800-385-7019

Karen M Venables
Notary Public

My commission expires: 3-28-2010 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:
7. Sign(s) Posted Date: By:	8. Surrounding property owners notices sent; Date: By:	9. Legal Ad Ran: Date: Date:	10. Attachments Reviewed: ❑ Letter of Authorization* ❑ Legal Description ❑ Copy of Recorded Deed ❑ Fees ❑ Project Narrative** ❑ Supplementary Information*** ❑ Site Map for display ad**** ❑ Site Plan***** ❑ Survey	
City Commission Hearing Date:				

9-17-07

I, Rhonda Marks
is asking for Help. Because my well
~~went~~ went out AND I Been with out
water since 9.11-07,
thank you.

Application Number: PB - 07-43
Date Received: 9/12/07
Hearing date: _____

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

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

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

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

TO BE COMPLETED BY APPLICANT

1. Property Address:	2. Parcel Number:	3. Current Property Use:
2405 Tommy Ave	13-10-26-6790-0000-0160	Res.

4. Current Land Use Designation:	5. Requested Land Use Designation:	6. Required Attachments:
Res, SF	SAME	☐ Letter of Authorization* ☐ Legal Description ☐ Copy of Recorded Deed ☐ Fees ☐ Project Narrative** ☐ Supplementary Information*** ☐ Site Map for display ad**** ☐ Site Plan*****
7. Current Zoning Designation:	**8. Requested Zoning Designation:**	
R1A		
9. Lot size/acreage:	**10. Number, types & square footage of structures on property:**	
.19		
11. Proposed Number, types & square footage of structures on property: Attach plan	1 Res.	

8. **Owner Name:** Shuela Harris
Owner Address: 2405 Tommy Ave
Palatka Fla. 32177
Phone Number: 386-328-7346

9. **Agent Name:** _____
Agent Address: _____
_____
Phone Number: _____

* Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

**Project Narrative: Explain present and future use of the property in detail.

***Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.

****Site map for ad to be to be in black & white, no larger than 2 ½" x 3" with nearest intersecting streets shown and named.

*****Site Plan: Detailed project drawing

Application Number: PB - _____
Hearing date: _____

10. This application submitted by:

Signature of owner(s): Rhoda Harris _____

Print owner(s) names(s): Rhoda Harris _____

Signature of Agent(s): _____ _____

Print Agent(s) names: _____ _____

STATE OF Florida

County of Putnam

Before me this day personally appeared Rhoda Harris who executed the foregoing application and acknowledged to and before me that she executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 17th day of September A.D. 2007.

Karen M. Venables
Commission # DD533981
Expires March 28, 2010
Bonded Troy Fain - Insurance, Inc 800-385-7019

Karen M Venables
Notary Public

My commission expires: 3-28-2010 State of Florida at Large

FOR OFFICIAL USE ONLY				
1. Date Submitted	2. Received By:	3. Current Zoning:	4. Requested Zoning:	5. Preliminary review by:

7. Sign(s) Posted	8. Surrounding property owners	9. Legal Ad Ran:	10. Attachments Reviewed:
Date:	notices sent:	Date:	☐ Letter of Authorization*
By:	Date:		☐ Legal Description
	By:		☐ Copy of Recorded Deed
			☐ Fees
			☐ Project Narrative**
			☐ Supplementary Information***
			☐ Site Map for display ad****
			☐ Site Plan*****

City Commission Hearing Date:

STATE OF FLORIDA

County of Putnam

The undersigned personally appeared before me, a Notary Public for the State of Florida, and deposes that the Palatka Daily News is a daily newspaper of general circulation, printed in the English language and published in the City of Palatka in said County and State; and that the attached order, notice, publication and/or advertisement:

Notice is hereby given that t

Was published in said newspaper 1 time(s) with said publication being made on the following dates:

03/21/2009

PUBLIC NOTICE

Notice is hereby given that the CITY OF PALATKA PLANNING BOARD will hold a public hearing on April 7, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the city limits of Palatka, Amend the Future Land Use Map from County Urban Reserve to City Low Density Residential and Rezone from County R1-A to City R1-A. Case: PB 07-43

Owner: Rhoda Harris

Location: 2405 Tommy Avenue

Parcel #: 13-10-26-6790-0000-0160 (.19 acres)

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING & ZONING DEPARTMENT AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

Legal No. 04542920
03/21/2009

The Palatka Daily News has been continuously published as a daily newspaper, and has been entered as second class matter at the post office at the City of Palatka, Putnam County, Florida, each for a period of more than one year next preceding the date of the first publication of the above described order, notice and/or advertisement.

Jeannette Eveland

Sworn to and subscribed to before me this 23rd day of March, 2009 by Jeannette Eveland, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

MaryKayeWells

Mary Kaye Wells, Notary Public
My commission expires July 22, 2011

Notary Seal
Seal of Office:

MARY KAYE WELLS
MY COMMISSION # DD 654041
EXPIRES: July 22, 2011
Bonded Thru Notary Public Underwriters

____ Personally known to me, or
____ Produced identification:
____ Did take an oath

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

As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

PUBLIC NOTICE

Notice is hereby given that the **CITY OF PALATKA PLANNING BOARD** will hold a public hearing on April 7, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex, Amend the Future Land Use Map from County Urban Service to City Low Density Residential and Rezone from County R1-A to City R1-A. Case: PB 07-43

Owner: Rhoda Harris

Location: 2405 Tommy Avenue

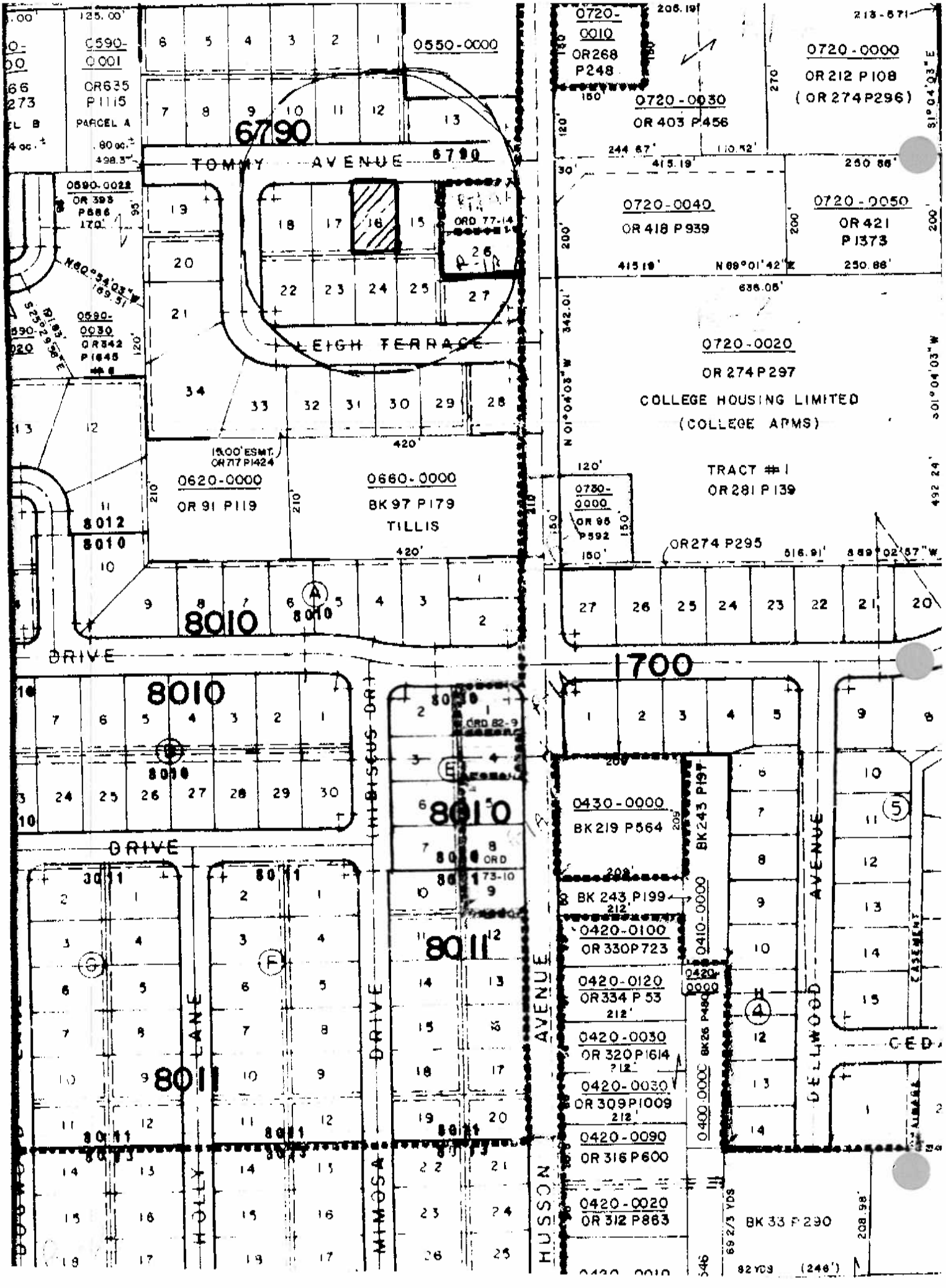
Parcel #: 13-10-26-6790-0000-0160

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING & ZONING DEPARTMENT AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.



0550-0000
0590-0001
OR635 P1115
PARCEL A
6790
TOMMY AVENUE
0590-0022
OR 393 P586
0590-0030
OR342 P1645
LEIGH TERRACE
ORD 77-14
0620-0000
OR 91 P119
15.00' ESMT. OR717 P1424
0660-0000
BK 97 P179
TILLIS
8012
8010
DRIVE
8010
8010
8011
8011
HIBISCUS DR
MIMOSA DRIVE
HOLLY LANE
HUSSON AVENUE
0720-0010
OR268 P248
0720-0030
OR 403 P456
0720-0000
OR 212 P108
(OR 274 P296)
0720-0040
OR 418 P939
0720-0050
OR 421 P1373
0720-0020
OR 274 P297
COLLEGE HOUSING LIMITED
(COLLEGE ARMS)
TRACT #1
OR 281 P139
0730-0000
OR 95 P592
OR274 P295
1700
0430-0000
BK 219 P564
BK 243 P197
BK 243 P199
0410-0000
0420-0100
OR 330 P723
0420-0120
OR 334 P 53
0420-0000
0420-0030
OR 320 P1614
0420-0030
OR 309 P1009
0400-0000
0420-0090
OR 316 P600
0420-0020
OR 312 P863
BK 33 P290
DELLWOOD AVENUE
CEDAR
EASEMENT

Detail Information for Parcel: 13-10-26-6790-0000-0160			Tax Collector Info
Just Value of Land:	$5093	Property Use:	Single Family Residential
Improvement Value:	$54361	Structures:	1
Market Value:	$59454	Mobile Homes: [?]	0
Market Classified:	$0	MH Unextended:	0
Classified: [?]	$0	Census Tract:	950900
Assessed Value:	$59454	Census Block:	5007
SOH Limitation:	$49486	Total Acreage:	0.19
School Exempt:	$25000	Exemptions: [?]	HX [?]
School Taxable:	$24486	Location:	Putnam County

Parcel 911 Addresses

2405 Tommy Av, Palatka (MapQuest map)

Property Legal Description

ORMAN LEIGH ESTATES MB4 P157 LOT 16

Parcel Sales Data

Book	Page	Instrument	Month	Year	QSCD	Price
1073	1589	Marriage Certificate	December	2005	01 I	$0
0798	1845	Warranty Deed	August	1999	00 I	$58000
0685	0796	Warranty Deed	October	1995	00 I	$50900
0425	0069	Warranty Deed	October	1982	01	$42000

Land Data

Units	Descriptions
70.00	Residential Front Feet

Zoning Data

Department	Code	Descriptions
Putnam County	R-1A	Residential, Single-Family

Future Land Use Map (FLUM)

Code	Acreage	Descriptions
UR	0.20	Urban Reserve

Structure Data

Type	Year	Area	Square Feet
Single Family	1982	BASE	1076
		GRF	312
		OPF	169
		OPU	32

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 Appraisers office

Click **here** to do another search or use your browser's back button to return to previous search results.

10/10/07

Departmental Review Request

Address: 2405 Tommy Ave. **Case #: 07-43**

Parcel # 13-10-26-6790-0000--0160

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other
Meeting Date:	**Response Deadline: 10-26-07**
Date submitted by applicant: 9-17-07	**Date forwarded to Departments for review: 10-2-07**

Submitted to: Rhett

☒ Water/Sewer/Streets/Sanitation	☐ Sewer Plant	☐ Cemetery
☐ Police	☐ Water Plant	☐ Golf
☐ Fire	☐ Parks	☐ Airport
☐ Chief Building Official	☐ Weed & Seed	

Current Property Use: Residential	**Proposed Property Use:** Residential
Property Address: 2405 Tommy Ave.	**Parcel Number:** 13-10-26-6790-0000-0160
Current Land Use Designation:	**Requested Land Use Designation:**
Current Zoning Classification:	**Requested Zoning Classification:**
Acreage: .19	**# of Units**

Rhoda Harris
Owner/Applicant Name

Agent Name

2405 Tommy Avenue
Owner/Applicant Address

Agent Address

Palatka/FL/32177
City/State/Zip

City/State/Zip

386-328-7346
Phone Number

Phone Number

Comments: Already connect to City water. Annexation to occur as soon as we can move business forward. Thank you! Rhoda

Comments attached _____

No comments ✓

Rhett H. McGauley
Dept. Head Signature

Departmental Review Request

RECEIVED OCT 0 2 2007

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Parcel # 13-10-26-6790-0000--0160

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Submitted to:

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[ ] Fire	[ ] Parks	[ ] Airport
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Comments: Already connect to City water. Annexation to occur as soon as we can move business forward. Thank you! Debbie

Comments attached _____

No comments X

Dept. Head Signature

\\Palatkapdc\public\B&ZShared\Planning Board\PB 07-43\PB07-43 2405 Tommy Ave Dept Rev Req.doc

10/10/1

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Phone Number

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No comments ✓

Dept. Head Signature

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RECEIVED OCT 02 2007

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Comments attached ____

No comments ✓

Dept. Head Signature CBO

\\Palatkapde\public\B&ZShared\Planning Board\PB 07-43\PB07-43 2405 Tommy Ave Dept Rev Req.doc

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386-328-7346
Phone Number

Phone Number

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Comments attached ____

No comments ✓

Matthew Lyons Fire Marshal
Dept. Head Signature

Agenda Item

7a

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Adoption of an ordinance annexing 3323 and 3403 St. Johns Avenue into the City, adoption of a related ordinance changing the future land use designation from Putnam County Urban Service to City of Palatka Commercial, and the first reading of an ordinance changing the zoning from Putnam County CPO (Commercial, Professional Office) and R1-A (Single Family Residential) to City of Palatka C-1A (Commercial Neighborhood District).

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS

1. An Ordinance of the City of Palatka annexing 3323 and 3403 St. Johns Avenue
2. An Ordinance of the City of Palatka amending the future land use designation from Putnam County Urban Service to City of Palatka Commercial.
3. An Ordinance of the City of Palatka changing the zoning from Putnam County CPO (Commercial, Professional Office) and R1-A (Single Family Residential) to City of Palatka C-1A (Commercial Neighborhood District).
4. June 2, 2009, Planning Board Minutes.
5. June 2, 2009, Planning Board Packet.

DATE: August 27, 2009

SUMMARY HIGHLIGHTS:

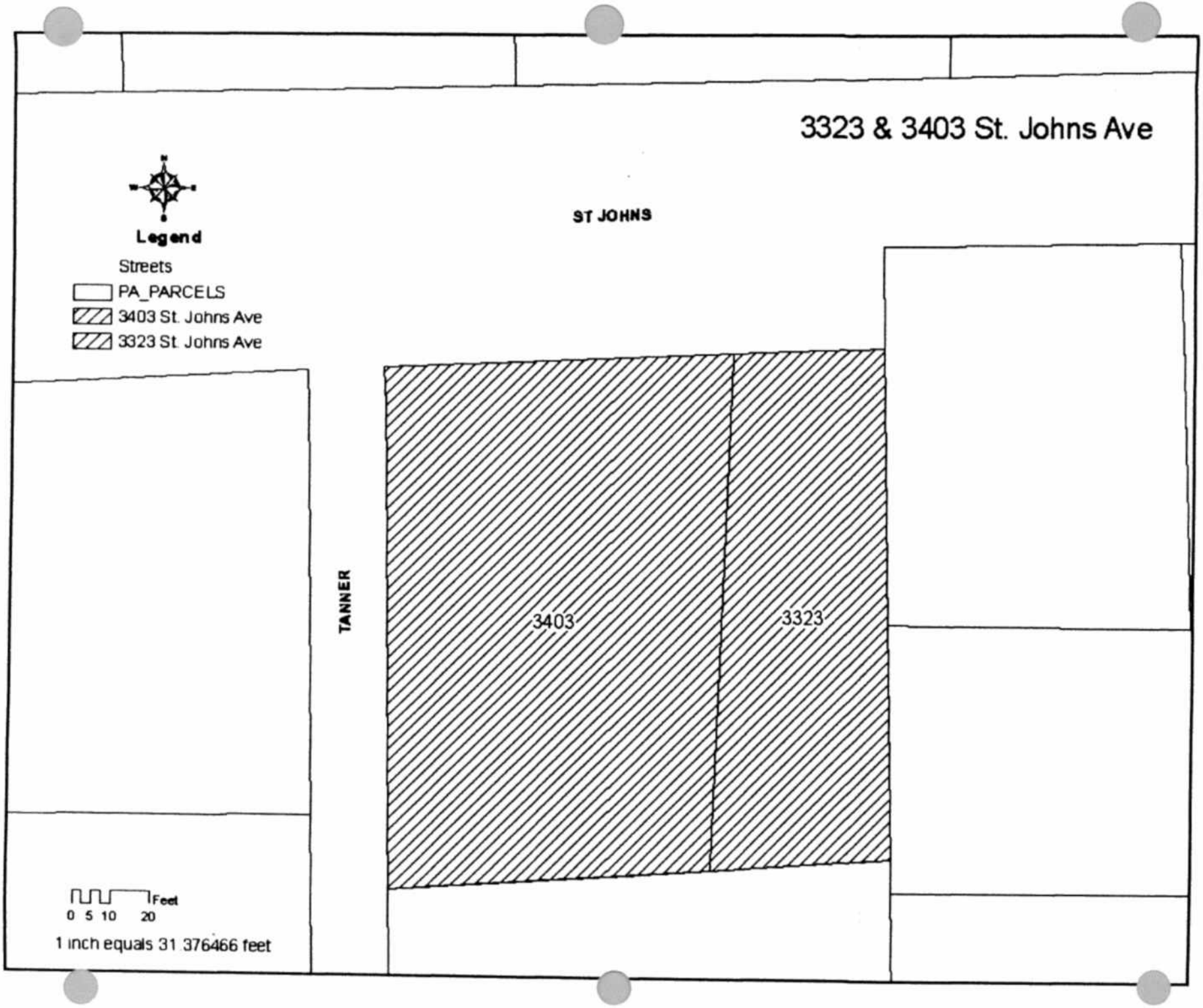
The identified purpose of these three applications is to allow City water and sewer services due to failure of their septic tank. These parcel of land are .23 and .24 of an acre.

A public hearing was held by the Planning Board on June 2, 2009, at the applicant's request for annexation, change of future land use from County Urban Service to City Commercial, and rezoning from Putnam County CPO (Commercial, Professional Office) and R1-A (Single Family Residential) to City of Palatka C-1A (Commercial Neighborhood District). There was no public testimony. The Planning Board voted to recommend approval of the three requests.

RECOMMENDED ACTION:

Staff recommends approval of the attached annexation and future land use ordinances, and conducting the first public hearing on the related zoning ordinance. The second public hearing for the zoning ordinance is scheduled for September 10, 2009.

AGENDA ITEM NUMBER: AGENDA PAGE NUMBER:


3323 & 3403 St. Johns Ave
ST JOHNS
Legend
Streets
PA_PARCELS
3403 St. Johns Ave
3323 St. Johns Ave
TANNER
3403
3323
Feet
0 5 10 20
1 inch equals 31.376466 feet

This instrument prepared by:
Jim Lee
City of Palatka
201 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09 - 28

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

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

Section 1.

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

A Women's Resource Center

WHEREAS, Chapter 171.044, Florida Statutes, permits the 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 PROPERTY:

A part of the East ½ of the Northwest ¼ of the Northeast ¼ of the

Northeast ¼ of Section 11, Township 10 South, Range 26 East, more particularly described as follows:
From a point in the East Line of the East ½ of the Northwest ¼ of the Northeast ¼ of the Northeast ¼ (this being the East line of lands described in Deed Book 173, page 293) where the South Line of Lemon Street as described in that certain final Judgment recorded in minutes of Circuit Court Book 15, page 258 intersect said East Line of the East ½ of the Northwest ¼ of the Northeast ¼ of the Northeast ¼ and run West along said South Line of Lemon Street as described above for a distance of 75 Feet to the Northwest corner of those lands as described in Official Records Book 198, page 315 and the point of beginning of this description. (1) Continue West along the South Line of said Lemon Street a distance of 70 Feet more or less to the East Line of those lands as described in Official Records Book 394, page 1120. Return to the point of Beginning and (2) run South and along the West Line of said lands as described in Official Records Book 198, page 315, a distance of 140 feet to a point on the North Line of lands described in Official Records Book 291, page 1902; (3) run thence West and along the North Line of said lands described in Official Records Book 291, page 1902, a distance of 70 Feet more or less to the West Line of said lands described in Official Records Book 394, page 1120; (4) thence run North and along the East Line of said lands described in Official Records Book 394 page 1120 a distance of 140 feet to the Westerly end of Call (1) above and to close.
All Book and page references are to the Public Records of Putnam County, Florida.

(Being tax parcel #11-10-26-0000-0120-0120) and

A part of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ of Section 11, Township 10 South, range 26 East, more particularly described as follows: Begin at the intersection of the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ of Section 11, Township 10 South, Range 26 East, with the Southerly right of way Line of Lemon Street extension Section 76631, run thence Westerly, along the South Line of Lemon Street extension for a distance of 75 Feet, run thence South, parallel with the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ for a distance of 140 Feet, run thence East, parallel with the North Line of Section 11 for a distance of 75 Feet, more or less, to the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ , run thence North, along the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ for a distance of 140 Feet more or less to the point of beginning to close.

(Being tax parcel #11-10-26-0000-0122-0000)

Section 3. The property hereby annexed shall remain subject to the 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 27th day of August, 2009.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

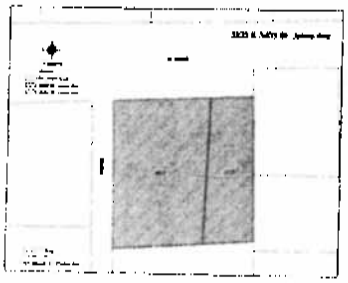
NOTICE OF ANNEXATION

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at the next regular meeting to be held at 6:00 p.m. on the 27th day of August, 2009, at City Hall, Palatka, Florida, will consider the enactment of Ordinance No. 09-28 annexing 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. The property is described as approximately .23 & .24 acres of improved property in Section 11, Township 10 South, Range 26 East, located at **3403 & 3323 St Johns Avenue**, Palatka, Putnam County. A map is attached hereto and 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.

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



Ord. # 09-28

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PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS
CITY CLERK

DISPLAY ADVERTISEMENT – 2 x 6 -- run w/ map on file
Run Dates: 08/14/09 and 08/21/09
PROOF OF ADVERTISEMENT REQUESTED
Betsy J. Driggers
City of Palatka
201 N. 2nd Street
Palatka FL 32177
phone 386-329-0100
fax 386-329-0106

Agenda Item

7b

This instrument prepared by:
Jim Lee
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 09 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP AND FUTURE LAND USE ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO TWO PARCELS OF LAND (LESS THAN 10 ACRES IN SIZE) IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST FROM COUNTY URBAN SERVICE TO CITY COMMERCIAL, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides that any local government comprehensive plan amendments directly related to proposed small scale development activities may be approved without regard to statutory limits on the frequency of consideration of amendments to the local comprehensive plan, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides that a local government may amend its adopted comprehensive plan to change the land uses of up to 80 acres by small scale amendments annually, and

WHEREAS, the Planning Board conducted a public hearing on June 2, 2009, and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission conducted a public hearing on this amendment on August 27, 2009,

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

Section 1. Adopted Small Scale Amendment

That the Future Land Use Element and Future Land Use Map of the adopted comprehensive plan of the City of Palatka is hereby amended to provide that the land uses of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes in land use.

TABLE 1
ADOPTED SMALL SCALE AMENDMENTS

Property Tax Number	Acreage	Current Land Use	Amended Land Use
11-10-26-0000-0120-0120	0.23	County Urban Service	City Commercial
11-10-26-0000-0122-0000	0.24	County Urban Service	City Commercial

DESCRIPTION OF PROPERTY:

Exhibit "A"
A part of the East ½ of the Northwest ¼ of the Northeast ¼ of the Northeast ¼ of Section 11, Township 10 South, Range 26 East, more particularly described as follows:

From a point in the East Line of the East ½ of the Northwest ¼ of the Northeast ¼ of the Northeast ¼ (this being the East line of lands described in Deed Book 173, page 293) where the South Line of Lemon Street as described in that certain final Judgment recorded in minutes of Circuit Court Book 15, page 258 intersect said East Line of the East ½ of the Northwest ¼ of the Northeast ¼ of the Northeast ¼ and run West along said South Line of Lemon Street as described above for a distance of 75 Feet to the Northwest corner of those lands as described in Official Records Book 198, page 315 and the point of beginning of this description. (1) Continue West along the South Line of said Lemon Street a distance of 70 Feet more or less to the East Line of those lands as described in Official Records Book 394, page 1120. Return to the point of Beginning and (2) run South and along the West Line of said lands as described in Official Records Book 198, page 315, a distance of 140 feet to a point on the North Line of lands described in Official Records Book 291, page 1902; (3) run thence West and along the North Line of said lands described in Official Records Book 291, page 1902, a distance of 70 Feet more or less to the West Line of said lands described in Official Records Book 394, page 1120; (4) thence run North and along the East Line of said lands described in Official Records Book 394 page 1120 a distance of 140 feet to the Westerly end of Call (1) above and to close.
All Book and page references are to the Public Records of Putnam County, Florida.

(Being tax parcel #11-10-26-0000-0120-0120) and

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Feet, run thence South, parallel with the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ for a distance of 140 Feet, run thence East, parallel with the North Line of Section 11 for a distance of 75 Feet, more or less, to the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ , run thence North, along the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ for a distance of 140 Feet more or less to the point of beginning to close.

(Being tax parcel #11-10-26-0000-0122-0000)

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 its final passage by the City Commission of the City of Palatka, Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 27th day of August, 2009.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

_____
City Clerk

Agenda Item

7c

This instrument prepared by:
Jim Lee
205 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09-____

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 TWO PROPERTIES IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY CPO (COMMERCIAL PROFESSIONAL OFFICE) AND R1-A (SINGLE FAMILY RESIDENTIAL) TO CITY C-1A (COMMERCIAL NEIGHORHOOD DISTRICT); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owner, A Women's Resource Center to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on June 2,2009,and two public hearings before the City Commission of the City of Palatka on August 27,2009, and September 10,2009, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of County CPO (Commercial Professional Office) and R1-A (single Family Residential) to City C-1A(Commercial Neighborhood District).

DESCRIPTION OF PROPERTY:

A part of the East ½ of the Northwest ¼ of the Northeast ¼ of the Northeast ¼ of Section 11, Township 10 South, Range 26 East, more particularly described as follows:

From a point in the East Line of the East ½ of the Northwest ¼ of the Northeast ¼ of the Northeast ¼

(this being the East line of lands described in Deed Book 173, page 293) where the South Line of Lemon Street as described in that certain final Judgment recorded in minutes of Circuit Court Book 15, page 258 intersect said East Line of the East ½ of the Northwest ¼ of the Northeast ¼ of the Northeast ¼ and run West along said South Line of Lemon Street as described above for a distance of 75 Feet to the Northwest corner of those lands as described in Official Records Book 198, page 315 and the point of beginning of this description. (1) Continue West along the South Line of said Lemon Street a distance of 70 Feet more or less to the East Line of those lands as described in Official Records Book 394, page 1120. Return to the point of Beginning and (2) run South and along the West Line of said lands as described in Official Records Book 198, page 315, a distance of 140 feet to a point on the North Line of lands described in Official Records Book 291, page 1902; (3) run thence West and along the North Line of said lands described in Official Records Book 291, page 1902, a distance of 70 Feet more or less to the West Line of said lands described in Official Records Book 394, page 1120; (4) thence run North and along the East Line of said lands described in Official Records Book 394 page 1120 a distance of 140 feet to the Westerly end of Call (1) above and to close.

All Book and page references are to the Public Records of Putnam County, Florida.

(Being tax parcel #11-10-26-0000-0120-0120) and

A part of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ of Section 11, Township 10 South, range 26 East, more particularly described as follows: Begin at the intersection of the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ of Section 11, Township 10 South, Range 26 East, with the Southerly right of way Line of Lemon Street extension Section 76631, run thence Westerly, along the South Line of Lemon Street extension for a distance of 75 Feet, run thence South, parallel with the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ for a distance of 140 Feet, run thence East, parallel with the North Line of Section 11 for a distance of 75 Feet, more or less, to the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ , run thence North, along the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ for a distance of 140 Feet more or less to the point of beginning to close.

(Being tax parcel #11-10-26-0000-0122-0000)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of September, 2009.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

Case PB 07-32 3895, 4001, 4003 & 4005 Reid Street – continued.

Ms. Banks advised that this option would require a re-advertisement.

Motion made by Randy Brandy to table this case to allow staff time to do a PUD staff review and report and re-advertise. Seconded by Earl Wallace. All members present voted affirmative. Motion carried.

NEW BUSINESS

Case PB 09-10

Address: 3323 and 3403 St Johns Avenue
Parcel(s): 11-10-26-0000-0120-0120- and 11-10-26-0000-0122-0000
Applicant: A Women's Resource Center

Request: To annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Service to City Commercial and rezone from County Commercial, Professional Office (CPO) and Single-family Residential (R1-A) to City Commercial Neighborhood District (C1-A).

(Public Hearing)

Ms. Banks advised that this case is part of the backlog. That water and sewer services have been afforded the property owners. She stated that there were no comments received regarding the public notices sent out or the advertisement and that no comments were received from the inter-departmental reviews.

(Regular Meeting)

Motion made by Randy Braddy to forward recommendation of approval to the City Commission to annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Service to City Commercial and rezone from County Commercial, Professional Office (CPO) and Single-family Residential (R1-A) to City Commercial Neighborhood District (C1-A). Seconded by Earl Wallace. All members present voted affirmative. Motion carried.

Case PB 09-15

Address: 200 S State Road 19
Parcel(s): 11-10-26-0000-0143-0000
Applicant: Kinko Foods, Inc.

Request: For a conditional use to sell alcohol within 300 feet of another established licensed premise selling alcohol.

(Public Hearing)

Ms. Banks advised that K-mart, Publix, and CVS are existing off-premise alcohol sales establishments, in close proximity of this request. That staff's findings, under the Conditional Use review process, did not determine any issues with items A – K. No comments were received from the notices sent out regarding this request. Staff recommended approval.

The owner was present and stated that they were hoping to open within 3 weeks.

PLANNING AND ZONING STAFF REPORT

June 2, 2009

APPLICATION: PB 09-10 – Annexation, Small-Scale Future Land Use Map Amendment to change the Future Land Use designation from County Urban Service to City Commercial and Rezone from County Commercial, Professional Office (CPO) and Single Family Residential (R1-A) to City Commercial Neighborhood District (C1-A).

APPLICANT: A Women's Resource Center

LOCATION: 3323 and 3403 St. Johns Avenue

Parcel #: 11-10-26-0000-0120-0120 and 11-10-26-0000-0122-0000

A. BACKGROUND & ANALYSIS: On March 11, 2009 the applicant had requested City sewer due to the failure of their septic tank. They already had City water. Since this property is contiguous to the City limits to the north across St. Johns Avenue and to the west across Tanner Terrace, they are able to annex in order to obtain this service. Since the City has been working through the backlog of cases as a result of the Comprehensive Plan being out of compliance, the applicant was allowed to connect to sewer prior to approval by the Planning Board and City Commission. The property's main access off St. Johns Avenue. Departmental Review Requests were sent to all departments. The Public Works Director, Police Chief, and Water & Sewer Superintendent responded with "No Comment."

Surrounding properties have future land use designations of County Urban Service north, south, east and west of the subject property. The zoning pattern of the site and surrounding area is County R1-A to the north, south east and west; City R1-A to North and west; and county C-1 to the west. The existing land use pattern in the area is mixed commercial and single family residential.

SURROUNDING LAND USE AND ZONING:

	Future Land Use Designation	Zoning	Current Land Uses
North	Urban Service	R1A (Putnam) R1A (City)	Single Family Residence
South	Urban Service	R1A (Putnam)	Single Family Residence
East	Urban Service	R-1A	Single Family Residence
West	Urban Service City Low Density Residential	C-1 (Putnam) R-1 (City)	Ralph's Hair Care Single Family Residence

B. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex .a .23 and a .24 acre parcel into the City. The subject property is located at 3323 & 3403 St. Johns Avenue. Properties directly north, east, and west of the site is County with City parcels to the north and west.

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

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

STAFF RECOMMENDATION: Approval of the annexation request.

C. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

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

The Proposed Land Use Designation:

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.

Future Land Use Element

Objective A.1.1 (9J-5.006(3)(b)1; F.S. 187-201 (161)(1)(5)
Upon Plan adoption, the City shall coordinate future land uses with the appropriate topography, adjacent land uses, soil conditions, and the availability of facilities and services.

Policy A.1.1.3 (9J-5.006(3) (c) 3)
The City shall as a condition of issuing a building permit or other development order, require proposed developments to hook up to the City central sewer systems in

accordance with the revised City zoning code and subdivision regulations based upon Chapter 381, F.S. and Division 64E, FAC.

STAFF ANALYSIS: Theses sites were built as single-family residences but have been allowed to convert to commercial in the County. This use is consistent with both the residential and commercial uses of surrounding parcels. City water & sewer lines have been run to the properties and there is sufficient capacity to maintain existing level of service standards. In the Traffic Circulation Element and Public Facilities Element sections of this staff report we will evaluate each adopted level of service standard for this site.

Traffic Circulation Element

Objective B.1.1 (9J-5.007(3)(b)1)
Upon plan adoption, the City shall provide for a safe, convenient and efficient motorized and non motorized transportation system by correcting, to the maximum extent feasible, all existing roadway deficiencies identified in this plan and maintain acceptable operating conditions in the future on a priority basis.

Policy B.1.1.1 (9J-5.007(3)(01))
The State-wide minimum acceptable operating Level of Service (LOS) standards for the State Highway System and City Street System shall be the base LOS standards listed herein, except for those conditions provided in Policies 1.1.1.A. and 1.1.1.B.

STAFF ANALYSIS: This segment of St. Johns Avenue is a City maintained road that serves as a collector with an adopted level of service of D.

Public Facilities Element

Objective D.1.1 (9J-5.011(2)(b)2)
Upon Plan adoption, the City of Palatka shall enforce adopted Concurrency Management System procedures to ensure that at the time a building permit or other development order is issued, infrastructure facility capacity is available to meet the demand of development without lowering adopted Levels of Service Standards (LOSS).

Policy D.1.1.1 (9J-5.011(2) (c)2)
The following level of service standards shall be as the basis for determining the availability of facility capacity against the demand generated by development.

1. Central Water System

Commercial/Industrial: 110 gallons per acre per day (GAD)

D. Drainage Facilities: City of Palatka and Ravine State Gardens Stormwater Quality Master Plan and minimum requirements of the St. Johns River Water Management District.

Policy D.1.1.2 (9J-5.011 (2)(c)2)
All improvements for replacement, expansion, or increase in capacity of facilities shall be compatible with the adopted level of service standards for the facilities and that distribution of these facilities/services is consistent with the Future Land Use Map.

STAFF ANALYSIS: This is an existing commercial use constructed as a single-family dwelling that will not exceed the level of service standards.

- Potable Water: 110 gallons per acre per day multiplied by .47 acres is 51.7 gallons per acre per day. A new water plant will be going on line in 2009 with a capacity of 6 million gallons per day. Current peak usage is approximately 3,200,000 gallons per day. Capacity exists for these parcels..

- Central Sanitary Sewer System, Residential: 125 gallons per acre per day (GAD) multiplied by .47 = 58.50 gallons per acre per day. Capacity exists for these parcels.

- Solid Waste – 6.4 lbs multiplied by 2.5 persons per unit is 16 lbs per day. Capacity exists for this location. Please note these figures are for residential not commercial. There are no calculations either on the City or County level for solid waste for commercial.

- Drainage: These houses were constructed in the County. All drainage issues would have been handled through their permitting process.

STAFF RECOMMENDATION: Staff recommends approval to change the Future Land Use designation from County Urban Service to City Commercial Neighborhood District.

D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

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

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

STAFF ANALYSIS: The applicant requests rezoning to City C-1A (Commercial Neighborhood District) from County Commercial, Professional Office (CPO) and Single-family residential district (R1-A) The proposed change is in conformance with the comprehensive plan as stated in the above comp plan review and is consistent with both the City and County land use designations for commercial neighborhood districts.
This zoning category is consistent with the requested Commercial Future Land Use designation. The current land use designation is Putnam County Urban Service.

b. The existing land use pattern.

STAFF ANALYSIS: This rezoning request to City C-1A (Commercial Neighborhood District) is consistent with the existing land use pattern in the area which is mixed commercial and residential development. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request.

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

STAFF ANALYSIS: This rezoning request will not create an isolated district since the City and County have adjacent parcels with commercial zoning that allow commercial uses. The County's setbacks are similar to the City's but are slightly more restrictive.

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

STAFF ANALYSIS: This parcel is built out and will not overtax public services.

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

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

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

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

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

STAFF ANALYSIS: This change is consistent with the existing conditions of the area.

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

STAFF ANALYSIS: This site is already developed as a commercial use and has not created or caused the LOSS to be exceeded for this portion of St. Johns Avenue which is designated as a collector with an adopted level of service D.

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

STAFF ANALYSIS: This site is built out and no drainage problems have been noted. If any additions are made, drainage will be addressed in plan review.

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

STAFF ANALYSIS: This site is built out.

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

STAFF ANALYSIS: It is not anticipated that this rezoning request will adversely affect property values.

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

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

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

STAFF ANALYSIS: This rezoning request does not constitute a grant of special privilege.

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

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

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

STAFF ANALYSIS: This change is not out of scale with the needs of the neighborhood or City.

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

STAFF ANALYSIS: There may be other sites in the City that could accommodate the projected use however, this site is already developed and the annexation along with the future land use amendment and zoning change is required in order to obtain sewer service.

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

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

STAFF RECOMMENDATION: Staff recommends approval of the requested zoning change from County Commercial, Professional Office (CPO) and Single Family Residential (R1-A) to City Commercial Neighborhood District (C1-A). The request complies with the rezoning criteria provided in the Palatka Municipal Code.

View facing east toward 3323 St. Johns.

View facing west toward 3403 St. Johns.

View facing west.

Application for Annexation

Application Number: PB - 09-10
Date Received: 3/11/09
Hearing date: 5/5/09

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

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

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

TO BE COMPLETED BY APPLICANT

1. Property Address:	2. Parcel Number:	3. Current Property Use:
3403 St Johns Ave (A) 3323 St Johns Ave (B)	11-10-26-0000-0120-0120 (A) 11-10-26-0000-0122-0000 (B)	A Women's Resource Center
4. Current Land Use Designation:	**5. Requested Land Use Designation:**	**6. Required Attachments:**
Commercial residential	Commercial	☐ Legal Description ☐ Letter of Authorization* ☐ Copy of Recorded Deed ☐ Fees ☐ Project Narrative** ☐ Supplementary Information*** ☐ Site Map for display ad**** ☐ Site Plan***** ☐ Survey
7. Current Zoning Designation:	**8. Requested Zoning Designation:**	
County CPO County R-1A	C1-A	
9. Acreage to be considered for request:	**10. Number, types & square footage of structures on property:**	
(A) .23 Acres (B) .24 Acres	2 buildings 1160 sq. ft and 900 sq. ft	

Reason for annexation request: to apply for city sewer services

A Women's Resource Center **Owner Name**	Linda Faw **Agent Name**
PO Box 811 **Owner Address**	**Agent Address**
Palatka Fl. 32178	
Phone Number	**Phone Number**
386-328-9394	

* Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

** Project Narrative: Explain present and future use of the property in detail.

*** Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.

**** Site map for ad to be to be in black & white, no larger than 2 ½" x 3" with nearest intersecting streets shown and named.

***** Site Plan: Detailed project drawing

Application Number: PB -_____

Hearing date: _____

10. This application submitted by:

Signature of owner(s): Linda Faw _____

Print owner(s) names(s): Linda Faw _____

Signature of Agent(s): _____ _____

Print Agent(s) names: _____ _____

STATE OF Florida

County of Putnam

FLDLF000535252-701

Before me this day personally appeared Linda Faw who executed the foregoing application and acknowledged to and before me that She executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 11th day of March A.D. 2009.

NOTARY PUBLIC STATE OF FLORIDA Betsy Jordan Driggers Commission # DD529226 Expires March 15, 2010 Bonded Troy Fain - Insurance, Inc 800-385-7019

Betsy Jordan Driggers
Notary Public

My commission expires: 3-15-10 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:

7. Sign(s) Posted	8. Surrounding property owners notices sent:	9. Legal Ad Ran:	10. Attachments Reviewed:
Date:	Date:	Date:	❑ Letter of Authorization*
By:	By:	Date:	❑ Legal Description ❑ Copy of Recorded Deed ❑ Fees ❑ Project Narrative** ❑ Supplementary Information*** ❑ Site Map for display ad**** ❑ Site Plan***** ❑ Survey

City Commission Hearing Date:

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

Application Number: PB - 09-10
Date Received: 3/11/09
Hearing date: 5/5/09

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

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

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

TO BE COMPLETED BY APPLICANT

1. Property Address:	2. Parcel Number:	3. Current Property Use:
3403 St Johns Ave 3323 St Johns Ave		Women's Resource Center
4. Current Land Use Designation:	**5. Requested Land Use Designation:**	**6. Required Attachments:**
County US		☐ Letter of Authorization* ☐ Legal Description ☐ Copy of Recorded Deed ☐ Fees ☐ Project Narrative** ☐ Supplementary Information*** ☐ Site Map for display ad**** ☐ Site Plan*****
7. Current Zoning Designation:	**8. Requested Zoning Designation:**	
Commercial residential	Commercial	
9. Lot size/acreage:	**10. Number, types & square footage of structures on property:**	
11. Proposed Number, types & square footage of structures on property: Attach plan	2 buildings - 900 sq.ft. 1100 sq.ft	

8. **Owner Name:** Women's Resource Center

Owner Address: PO Box 811
Palatka, FL. 32178

Phone Number: 386-328-9394

9. **Agent Name:** _____

Agent Address: _____

_____

Phone Number: _____

* Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

**Project Narrative: Explain present and future use of the property in detail.

***Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife: Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.

****Site map for ad to be to be in black & white, no larger than 2 ½" x 3" with nearest intersecting streets shown and named.

*****Site Plan: Detailed project drawing

Application Number: PB - _____

Hearing date: _____

10. This application submitted by:

Signature of owner(s): Linda Faw

Print owner(s) names(s): Linda Faw

Signature of Agent(s): _____

Print Agent(s) names: _____

STATE OF Florida

County of Putnam

Before me this day personally appeared Linda Faw FLDL# F000-535-52-707 who executed the foregoing application and acknowledged to and before me that she executed this document for the purposes therein expressed.

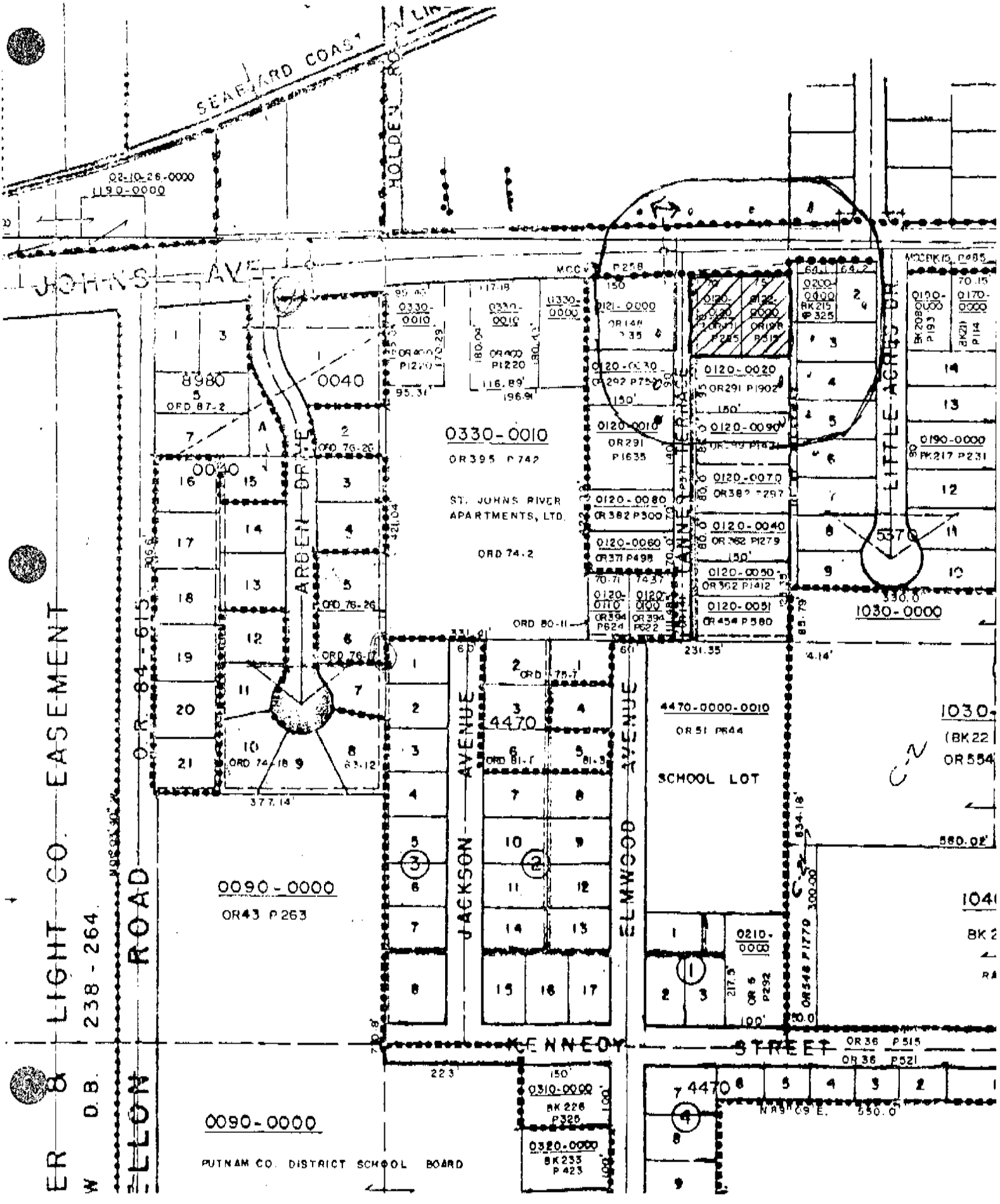
WITNESS my hand and official seal, this 11th day of March A.D. 2009

NOTARY PUBLIC STATE OF FLORIDA Betsy Jordan Driggers Commission # DD529226 Expires March 15, 2010 Bonded Troy Fain - Insurance, Inc 800-385-7019

Betsy Jordan Driggers
Notary Public

My commission expires: 3-15-10 State of Florida at Large

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



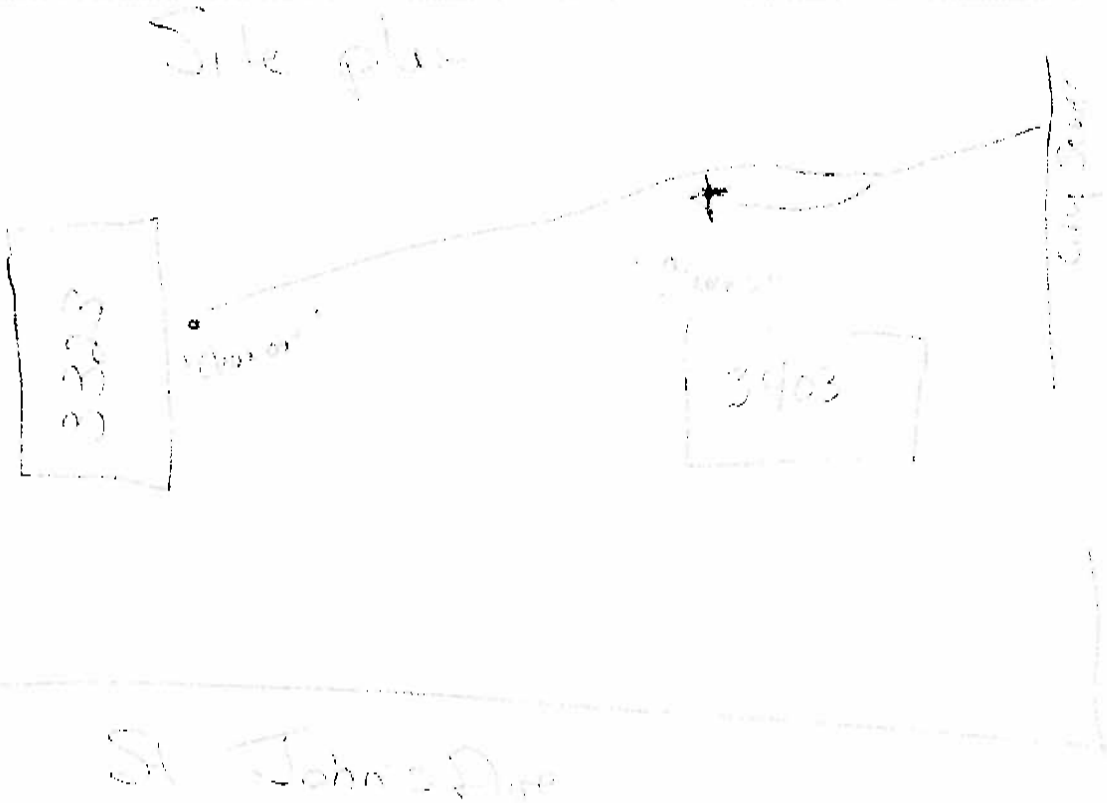
SEABOARD COAST LINE
HOLDEN ROAD
JOHNS AVE
ARDEN DRIVE
LITTLE ACRES DR
JACKSON AVENUE
ELMWOOD AVENUE
KENNEDY STREET
ELLON ROAD
LIGHT CO. EASEMENT
D.B. 238-264
0330-0010
OR395 P742
ST. JOHNS RIVER APARTMENTS, LTD.
ORD 74-2
4470-0000-0010
OR51 P644
SCHOOL LOT
0090-0000
OR43 P263
0090-0000
PUTNAM CO. DISTRICT SCHOOL BOARD
0310-0000
BK226 P325
0320-0000
BK233 P423
1030-0000

a Women's Resource Center

P.O. Box 811
Palatka, Florida 32178
Phone: 386-328-9394
Email: positivedecision@bellsouth.net

PROJECT NARRATIVE

Please accept the attached fact sheet for our organization, A Women's Resource Center as an explanation of the present and future use of this property in detail.



FACT SHEET

A Women's Resource Center is an interdenominational evangelical ministry that serves women and men in unplanned pregnancies; shares the love and hope of salvation through Jesus Christ; promotes Adoption as a viable option; provides peer counseling and Bible Study for post-abortive women; provides material services for people in need through the Earn While You Learn Program; offers abstinence programs and events for area youth and communication training for parents of adolescents.

ALL SERVICES ARE FREE AND CONFIDENTIAL!!!

AWRC opened on May 1, 2001 and has seen God work in many situations:

- Over 1800 men and women have received free pregnancy tests and/or peer counseling regarding choosing life for their unborn babies and the importance of committing to abstinence until marriage.
- Over 80% of all tests including abortion-minded or abortion-vulnerable, pregnant women have chosen LIFE for their unborn babies!!!
- Approximately 100 Ultrasounds have been given for women to come face to face with THEIR unborn child and 100% of them have CHOSEN LIFE!!!
- 6 babies have been successfully placed for adoption.
- Thirty-five mothers and dads are currently enrolled in a curriculum based material services program titled "Earn While You Learn."
- Over 100 men, women and teens have received Christ during counseling sessions, Bible studies, and events sponsored by AWRC.
- Over 500 teens have committed to sexual abstinence until marriage during the True Love Waits rallies, chaired by AWRC.
- Approximately 50 parents have been trained to communicate with their adolescents regarding God's plan for abstinence in their lives!
- Many women have participated in a 10 week post abortion Bible study.
- AWRC has provided Thanksgiving and Christmas baskets for 6 years for over 50 families.

A Women's Resource Center is supported solely through churches, private donations and fund raisers. AWRC is a private, not for profit, 501c3 interdenominational corporation.

a Women's Resource Center

...Serving God by loving His creation

PUBLIC NOTICE

Notice is hereby given that the City of Palatka PLANNING BOARD will hold a public hearing at their regular meeting on Tuesday, June 2, 2009 at 4:00PM at City of Palatka City Hall, 201 North 2nd Street, for the purpose of hearing a:

Request to annex into the Palatka city limits, amend the Future Land Use Map from County Urban Service to City Commercial, and rezone from County Commercial, Professional Office (CPO) and single Family residential (R1-A)to City Commercial Neighborhood District (C-1-A)

Location: 3323 and 3403 St. Johns Avenue
Parcel #:
11-10-26-0000-0120-0120 &
11-10-26-0000-0122-0000
Requested by: A Women's Resource Center
Agent: Linda Faw

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE THE CITY COMMISSION WILL REQUIRE A VERBATIM TRANSCRIPT BE MADE AT THE EXPENSE OF THE APPELLANT THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED F.S. 286.0105.

PERSONS WITH DISABILITIES INTERESTED IN ATTENDING THIS MEETING AND REQUIRING ACCOMMODATIONS, SHOULD CONTACT THE CITY BUILDING DEPARTMENT AT 329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

Legal No. 04643521
05/20/2009

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

As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

PUBLIC NOTICE

Notice is hereby given that the City of Palatka PLANNING BOARD will hold a public hearing at their regular meeting on Tuesday, June 2, 2009 at 4:00PM at City of Palatka City Hall, 201 North 2nd Street, for the purpose of hearing a:

Request to annex into the Palatka city limits, amend the Future Land Use Map from County Urban Service to City Commercial, and rezone from County Commercial, Professional Office (CPO) and single Family residential (R1-A)to City Commercial Neighborhood District (C-1-A)

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Assistant Planning Director

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02-10-26-0000-0880-0000 and 0890-0000
WATTS WESLEY
1813 REID ST
PALATKA FL 32177
PB 09-10

02-10-26-0000-0900-0000
SELLERS MILDRED L
3400 ST JOHNS AVE
PALATKA FL 32177
PB 09-10

02-10-26-8020-0010-0010
JANISZEWSKI JOHN J + LINDA D
100 GREEN DRIVE
PALATKA FL 32177
PB 09-10

11-10-26-5370-0000-0020
MCCOLM VIRGINIA (E)
622 RIVER ST
PALATKA FL 32177
PB 09-10

11-10-26-0000-0200-0000
BAYLESS MONA L
3313 ST JOHNS AVE
PALATKA FL 32177
PB 09-10

11-10-26-5370-0000-0030
CATERSON MARGARET B + VINCENT L H/W
3110 KENTUCKY AVE
FT PIERCE FL 34947
PB 09-10

11-10-26-5370-0000-0040
BENNETT JULEE N
106 LITTLE ACRES DR
PALATKA FL 32177
PB 09-10

11-10-26-5370-0000-0050
CONNER JAMES L + DIANA L H/W
131 TWIN LAKE GROVE DR
INTERLACHEN FL 32148
PB 09-10

11-10-26-5370-0000-0060
RESCHMEIER FAMILY REVOCABLE TRUST
260 CYPRESS DR
ST AUGUSTINE FL 32086
PB 09-10

11-10-26-0000-0120-0020
MULLINS TOMMY J
115 TANNER TERR
PALATKA FL 32177
PB 09-10

11-10-26-0000-0120-0090
KEY JOHN + ALYSSA J+CHRISTIANA KEY
119 TANNER TERRACE
PALATKA FL 32177
PB 09-10

11-10-26-0000-0120-0010
SHERAR CRAIG Z + JESSICA H/W
147 PINE TREE RD
E PALATKA FL 32131
PB 09-10

11-10-26-0000-0120-0030
LAIBL-CROWE LOIS DARLENE
114 TANNER TERR
PALATKA FL 32177
PB 09-10

11-10-26-0000-0121-0000
WILLIS RALPH C
103 OAK LEAF PT
PALATKA FL 32177
PB 09-10

Re 5/7/09

Departmental Review Request

Address: 3323/3403 St. Johns Ave. **Case #: 09-10**
Parcel # 11-10-26-0000-0120-0120 & 0122-0000

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other
Meeting Date: 05/0/09	**Response Deadline: 4-18-09**
Date submitted by applicant: 04/08/09	**Date forwarded to Departments for review: 5-6-09**

Submitted to:

- ☑ Water/Sewer/Streets/Sanitation (Public Works Boynton Mgr)
- ☐ Police
- ☐ Fire
- ☐ Chief Building Official
- ☐ Sewer Plant
- ☐ Water Plant
- ☐ Parks
- ☐ Weed & Seed
- ☐ Cemetery
- ☐ Golf
- ☐ Airport

Current Property Use: Commercial	**Proposed Property Use:** office
Current Land Use Designation: Urban Service	**Requested Land Use Designation: Commercial**
Current Zoning Classification: County - CPO Commercia, Professional Office and R-1A Single Family Residential	**Requested Zoning Classification: C1-A Commercial Neighborhood District**
Acreage: .23 and .24	**# of Units 2 buildings**
A Women's Resource Center **Owner/Applicant Name** P. O. Box 811 **Owner/Applicant Address** Palatka, FL 32178-0811 **City/State/Zip** (386) 328-9394 **Phone Number**	Linda Faw **Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: Request to annex, amend the future land use map and rezone as required by code for sewer service. Services have been provided pending the city's ability to annex.

Thank you,

☒ No Comments
☐ Comments Attached

Reviewed by: [signature]

Title: P/Works Dir.

5/11/09

Departmental Review Request

Address: 3323/3403 St. Johns Ave. **Case #: 09-10**
Parcel # 11-10-26-0000-0120-0120 & 0122-0000

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☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
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Meeting Date: 05/0/09	**Response Deadline: 4-18-09**
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- ☐ Water/Sewer/Streets/Sanitation
- ☑ Police
- ☐ Fire
- ☐ Chief Building Official
- ☐ Sewer Plant
- ☐ Water Plant
- ☐ Parks
- ☐ Weed & Seed
- ☐ Cemetery
- ☐ Golf
- ☐ Airport

Current Property Use: Commercial	Proposed Property Use: office
Current Land Use Designation: Urban Service	Requested Land Use Designation: Commercial
Current Zoning Classification: County - CPO Commercia, Professional Office and R-1A Single Family Residential	Requested Zoning Classification: C1-A Commercial Neighborhood District
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Planning Dept. Comments: Request to annex, amend the future land use map and rezone as required by code for sewer service. Services have been provided pending the city's ability to annex.

Thank you,

☑ No Comments
☐ Comments Attached

Reviewed by: Tony S. Mitchell

Title: Chief of Police

\\Chdatade\public\B&Z\Shared\Planning Board\Case Files 2009\09-10 St Johns Av, 3323 & 3403 Annex FLUMss&Rezone\Departmental Review Request 09-10.dot

Departmental Review Request

Address: 3323/3403 St. Johns Ave. **Case #: 09-10**
Parcel # 11-10-26-0000-0120-0120 & 0122-0000

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☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
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Meeting Date: 05/0/09	**Response Deadline: 4-18-09**
Date submitted by applicant: 04/08/09	Date forwarded to Departments for review: 5-6-09

Submitted to:

☒ Water/Sewer/Streets/Sanitation Rhett	☐ Sewer Plant	☐ Cemetery
☐ Police	☐ Water Plant	☐ Golf
☐ Fire	☐ Parks	☐ Airport
☐ Chief Building Official	☐ Weed & Seed	

Current Property Use: Commercial	Proposed Property Use: office
Current Land Use Designation: Urban Service	Requested Land Use Designation: Commercial
Current Zoning Classification: County - CPO Commercia, Professional Office and R-1A Single Family Residential	Requested Zoning Classification: C1-A Commercial Neighborhood District
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Planning Dept. Comments: Request to annex, amend the future land use map and rezone as required by code for sewer service. Services have been provided pending the city's ability to annex.

Thank you,

☒ No Comments
☐ Comments Attached

Reviewed by: Rhett H. McEmey

Title: Superintendent W&S

Agenda Item

8a

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Adoption of an ordinance annexing 3832 Reid Street into the City, adoption of a related ordinance changing the future land use designation from Putnam County Urban Service to City of Palatka Commercial, and the first reading of an ordinance changing the zoning from Putnam County C-2 (Commercial) and AG (Agricultural) to City of Palatka C-2 (Intensive Commercial).

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS

1. An Ordinance of the City of Palatka annexing 3832 Reid Street
2. An Ordinance of the City of Palatka amending the future land use designation from Putnam County Urban Service to City of Palatka Commercial.
3. An Ordinance of the City of Palatka changing the zoning from Putnam County C-2 (Commercial) and AG (Agricultural) to City of Palatka C-2 (Intensive Commercial).
4. May 5, 2009, Planning Board Minutes.
5. May 5, 2009, Planning Board Packet.

DATE: August 27, 2009

SUMMARY HIGHLIGHTS:

The identified purpose of these three applications is to allow City water and sewer services due to failure of the sewer system. This is a 7.35+/- acre parcel of land.

A public hearing was held by the Planning Board on May 5, 2009, at the applicant's request for annexation, change of future land use from County Urban Service to City Commercial, and rezoning from Putnam County C-2 (Commercial) and AG (Agricultural) to City of Palatka C-2 (Intensive Commercial). There was no public testimony. The Planning Board voted to recommend approval of the three requests.

RECOMMENDED ACTION:

Staff recommends approval of the attached annexation and future land use ordinances, and conducting the first public hearing on the related zoning ordinance. The second public hearing for the zoning ordinance is scheduled for September 10, 2009.

AGENDA ITEM NUMBER: AGENDA PAGE NUMBER:

This instrument prepared by:
Jim Lee
City of Palatka
201 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09 - 29

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY 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:

Putnam Lanes, Inc.

WHEREAS, Chapter 171.044, Florida Statutes, permits the 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 PROPERTY:

A part of the East 1/2 of the Northwest 1/4 of Section 2, Township 10 South, Range 26 East, Putnam County, Florida, also being a part of the lands described in Official Records Book 453, page 1733 and Official Records Book 453, page 1735, all of the Public Records of said county being more particularly described as follows:

For a Point of Beginning commence at the southwesterly corner of said lands described in Official Records Book 453, page 1733, said point being on the northerly right of way line of State Road No. 100; thence N 21 degrees 37 minutes 41 seconds East, along the westerly line of said lands described in Official Records Book 453, page 1733, a distance of 166.87 feet; thence North, continuing along said westerly line of the lands described in Official Records Book 453, page 1733, a distance of 560.00 feet; thence East, a distance of 412.55 feet to the easterly line of said lands described in Official Records Book 453, page 1735; thence South, along said easterly line of the lands described in Official Records Book 453, page 1735, a distance of 903.08 feet to the southeasterly corner of said lands described in Official Records Book 453, page 1735, said point being on said northerly right of way line of State Road No. 100; thence N 68 degrees 22

minutes 19 seconds West, along said northerly right of way line of State Road No. 100, a distance of 509.96 feet to the Point of Beginning, excepting there from the right of way of the Georgia Southern and Florida Railway Company.

Containing 7.35 acres more or less.

(Being a portion of tax parcel #02-10-26-0000-0590-0030)

Section 3. The property hereby annexed shall remain subject to the 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 27th day of August, 2009.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

NEW BUSINESS

Case PB 09-08

Address: 3832 Reid Street
Applicant: Putnam Lanes Inc.

Request: To annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Service to City Commercial and rezone from County Commercial (C-2) and Agricultural (AG) to City Intensive Commercial (C-2)

(Public Hearing)

Earl Wallace recused himself from the case.

Ms. Banks advised that the City has been working with the owners to obtain a Community Development Block Grant to fund city water and sewer services under Reid St. She stated that annexation is required to get sewer. That this case had been properly advertised, no comments had been received of the public notices and that the Department heads had no issues with the request.

(Regular Meeting)

Motion made by Randy Braddy to forward recommendation of approval to the City Commission to annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Service to City Commercial and rezone from County Commercial (C-2) and Agricultural (AG) to City Intensive Commercial (C-2). Seconded by Phil Leary. All members present voted affirmative. Motion carried.

Case PB 09-11

Address: 1024 State Road 19 South
Parcel(s): 10-10-26-0000-0210-0000
Applicant: Wal Mart
Agent: Edna E Gertz/TNT Fireworks

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

(Public Hearing)

Ms. Banks forwarded a letter from the applicant stating that due to illness she could not be here today. She further advised that this is the same type of request they have made for the past several years. Staff recommended approval with conditions, as listed in the staff report.

(Regular Meeting)

Motion made by Sue Roskosh to approve. Seconded by Earl Wallace. All present voted, motion carried.

Motion made by Randy Braddy for adjournment at 4:39 pm. Seconded by Phil Leary. All present voted affirmative. Motion carried.

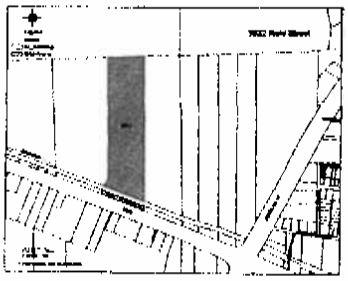
NOTICE OF ANNEXATION

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at the next regular meeting to be held at 6:00 p.m. on the 27th day of August, 2009, at City Hall, Palatka, Florida, will consider the enactment of Ordinance No. 09-29 annexing 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. The property is described as approximately 6.80 acres of improved property in Section 02, Township 10 South, Range 26 East, located at **3832 Reid Street**, Palatka, Putnam County. A map is attached hereto and 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.

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



Ord. #09-29

NOTICE OF ANNEXATION

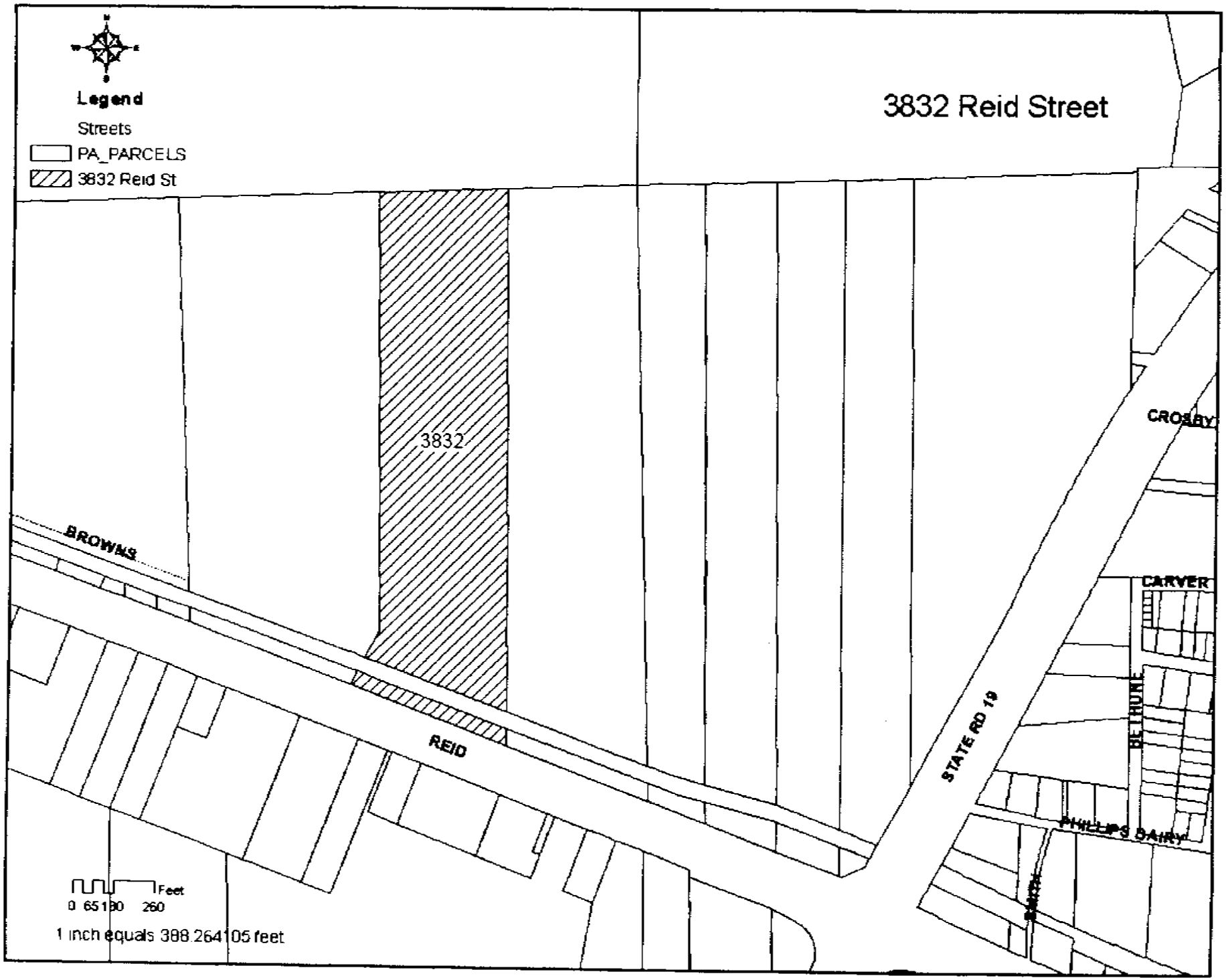
NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at the next regular meeting to be held at 6:00 p.m. on the 27th day of August, 2009, at City Hall, Palatka, Florida, will consider the enactment of Ordinance No. 09-29 annexing the following described property into the corporate limits of the City and redefining the boundary lines of the City of Palatka to include said property. The property is described as approximately 6.80 acres of improved property in Section 02, Township 10 South, Range 26 East, located at **3832 Reid Street,** Palatka, Putnam County. A map is attached hereto and 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.

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 – 2 x 6 – run w/ map on file
Run Dates: 08/14/09 and 08/21/09
PROOF OF ADVERTISEMENT REQUESTED
Betsy J. Driggers
City of Palatka
201 N. 2nd Street
Palatka FL 32177
phone 386-329-0100
fax 386-329-0106


Legend
Streets
PA_PARCELS
3832 Reid St
3832 Reid Street
3832
BROWNS
REID
CROSBY
CARVER
BETHUNE
STATE RD 19
PHILLIPS DAIRY
Feet
0 65 130 260
1 inch equals 388.264105 feet

Agenda Item

8b

This instrument prepared by:
Jim Lee
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 09 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP AND FUTURE LAND USE ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO ONE PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE) IN SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST FROM COUNTY URBAN RESERVE TO CITY COMMERCIAL, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides that any local government comprehensive plan amendments directly related to proposed small scale development activities may be approved without regard to statutory limits on the frequency of consideration of amendments to the local comprehensive plan, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides that a local government may amend its adopted comprehensive plan to change the land uses of up to 80 acres by small scale amendments annually, and

WHEREAS, the Planning Board conducted a public hearing on May 5, 2009, and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission conducted a public hearing on this amendment on August 27, 2009,

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

Section 1. Adopted Small Scale Amendment

That the Future Land Use Element and Future Land Use Map of the adopted comprehensive plan of the City of Palatka is hereby amended to provide that the land uses of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes in land use.

TABLE 1
ADOPTED SMALL SCALE AMENDMENTS

Property Tax Number	Acreage	Current Land Use	Amended Land Use
02-10-26-0000-0590-0030	7.35	County Urban Service	City Commercial

DESCRIPTION OF PROPERTY:

A part of the East 1/2 of the Northwest 1/4 of Section 2, Township 10 South, Range 26 East, Putnam County, Florida, also being a part of the lands described in Official Records Book 453, page 1733 and Official Records Book 453, page 1735, all of the Public Records of said county being more particularly described as follows:

For a Point of Beginning commence at the southwesterly corner of said lands described in Official Records Book 453, page 1733, said point being on the northerly right of way line of State Road No. 100; thence N 21 degrees 37 minutes 41 seconds East, along the westerly line of said lands described in Official Records Book 453, page 1733, a distance of 166.87 feet; thence North, continuing along said westerly line of the lands described in Official Records Book 453, page 1733, a distance of 560.00 feet; thence East, a distance of 412.55 feet to the easterly line of said lands described in Official Records Book 453, page 1735; thence South, along said easterly line of the lands described in Official Records Book 453, page 1735, a distance of 903.08 feet to the southeasterly corner of said lands described in Official Records Book 453, page 1735, said point being on said northerly right of way line of State Road No. 100; thence N 68 degrees 22 minutes 19 seconds West, along said northerly right of way line of State Road No. 100, a distance of 509.96 feet to the Point of Beginning, excepting therefrom the right of way of the Georgia Southern and Florida Railway Company.

Containing 7.35 acres more or less.

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 its final passage by the City Commission of the City of Palatka, Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 27th day of August, 2009.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

_____
City Clerk

Agenda Item

8c

This instrument prepared by:
Jim Lee
205 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY C-2 (COMMERCIAL) AND AG(AGRICULTURAL) TO CITY C-2 (INTENSIVE COMMERCIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owners, Putnam Lanes, Inc. to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on May 5, 2009,and two public hearings before the City Commission of the City of Palatka on August 27,2009, and September 10,2009, and

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

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

DESCRIPTION OF PROPERTY:

A part of the East 1/2 of the Northwest 1/4 of Section 2, Township 10 South, Range 26 East, Putnam County, Florida, also being a part of the lands described in Official Records Book 453, page 1733 and Official Records Book 453, page 1735, all of the Public Records of said county being more particularly described as follows:

For a Point of Beginning commence at the southwesterly corner of said lands described in Official Records Book 453, page 1733, said point being on the northerly right of way

line of State Road No. 100; thence N 21 degrees 37 minutes 41 seconds East, along the westerly line of said lands described in Official Records Book 453, page 1733, a distance of 166.87 feet; thence North, continuing along said westerly line of the lands described in Official Records Book 453, page 1733, a distance of 560.00 feet; thence East, a distance of 412.55 feet to the easterly line of said lands described in Official Records Book 453, page 1735; thence South, along said easterly line of the lands described in Official Records Book 453, page 1735, a distance of 903.08 feet to the southeasterly corner of said lands described in Official Records Book 453, page 1735, said point being on said northerly right of way line of State Road No. 100; thence N 68 degrees 22 minutes 19 seconds West, along said northerly right of way line of State Road No. 100, a distance of 509.96 feet to the Point of Beginning, excepting there from the right of way of the Georgia Southern and Florida Railway Company.

Containing 7.35 acres more or less.

(Being tax parcel#02-10-26-0000-0590-0030)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of September, 2009.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

PLANNING BOARD REPORT
May 5, 2009 Regular Meeting

SUBJECT: CASE # 09-08 –3832 REID STREET
Parcel #: 02-10-26-0000-0590-0030

OWNER: Putnam Lanes Inc.

A. REQUEST:
Request to annex, amend the Future Land Use Map (Small Scale) from County Urban Service to City Commercial and rezone from County Commercial (C-2) and Agricultural (AG) to City Intensive Commercial (C-2). for approximately 6.80 acres

B. BACKGROUND:
The applicant applied to annex into the city limits, amend the future land use map and rezone this parcel on November 7, 2008. This property is contiguous to the City limits in two sections along the southern property line and annexation is a requirement to obtain City services. The property's main access is off of Reid Street. This property is developed with as a 35,375.25 square foot bowling center.

Departmental Review Requests were forwarded to the Water Plant Superintendent, Sewer Plant Manager, Public Works Director, Chief Building Official, Police and Fire Chiefs on 4-7-09. Water Plant Superintendent Melvin Register had no comments; Public Works Director/City Manager Woody Boynton responded that water and sewer are being designed by the City through an Economic Development Community Development Block grant and that he had no issues with the applicant's request; Chief Building Official Joff Filion responded with no comments; Chief of Police Gary Getchell's comments are attached stating there would be little or no impact to the City.

Surrounding properties have future land use designations of County Urban Service to the north and County Urban Service and Commercial to the east, south and west of the subject property. The zoning pattern of the site and surrounding area is County light commercial to the east and west, County agricultural to the north and City and County commercial to the south. The existing land use pattern in the area is commercial to light industrial.

ADJACENT DEVELOPMENT:

DIRECTION:	ZONING:	FLUM:	CURRENT USE:
North	County Agriculture	Urban Service (US)	Silviculture(GP)
East	County Light Commercial (C-2); Agriculture (Ag)	County Urban Service and Commercial	Silviculture (FPL)
South	City C-2; County C-2	City Commercial and	Stage Coach Sauces;

	and C-4	County Urban Service	High Level Bar & Lowe's
West	Commercial (C-2); Agriculture (Ag)	County Urban Service and Commercial	Pepsi Bottlers

C. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex 6.80 acres into the City. The subject property is located on Reid Street (SR 100) adjacent to City property to the south which is the Lowe's. Directly north, east and west of the site is County property.

The proposed annexation does not create an enclave and meets the criteria identified in Section 171.043, Florida Statutes. This includes being contiguous to the City's boundaries at this time, is reasonably compact, is not included within the boundary of another incorporated municipality, and is intended to be developed for urban purposes via a grant obtained to install City sewer and water lines to the property.

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

STAFF RECOMMENDATION: Approval of the annexation request.

D. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

The Existing Land Use Designation: The existing Future Land Use is County Urban Service which allows for a variety of residential, agriculture as a holding use, commercial, industrial and public facilities uses per their Comprehensive Plan.

The Proposed Land Use Designation: Policy A.1.9.3.A.2 of the Future Land Use Element states that the 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.

Future Land Use Element

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

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

Policy A.1.6.2 (9J-5.006(3)(c)3)
Minimize scattered and highway strip commercial by directing commercial development to occur in a planned and compact manner through in-filling within already developed commercial areas as identified on the Future Land Use Map.

Staff Analysis: This site is already developed as a bowling center measuring approximately 35,375.25 square feet with a paved asphalt parking lot directly in front of the building. To the west is Pepsi Cola Bottling, to the south Lowe's, High Level Bar, and Stage Coach Sauces, to the north and east is undeveloped vacant land. Other properties in the area are developed for commercial uses or in a County land use designation that allows a variety of intensities of commercial zoning districts. City commercial land use designations are located south of the site. This land use change provides a continuity of commercial land use in a corridor that is being developed for such purposes.

Policy A.1.7.2 (9J-5.006(3)(c)3)
Commercial development adjacent to major and minor arterial roads shall provide sufficient depth to allow adequate set back distance and clearance to accommodate FDOT near and long range roadway improvements.

Staff Analysis: This request is located adjacent to Reid Street (SR 100) a four-lane facility classified by the FDOT as a principal arterial. This development was constructed in the County and would have had to comply with FDOT requirements.

Policy A.1.11.4 (9J-5.006(3)(c)6)
Applications by landowners for a land use amendment to the Comprehensive Plan shall, as part of filing procedures, require the payment of a fee and provisions by the land owner of topographic, soil condition, flood hazard zone and wetland zone and wetland information on all land surveys filed in support of a land use amendment, zoning change or land subdivision. The City on a case-by-case basis may make exceptions for small-scale amendments when the property in question is (1) already developed or (2) is of a size, shape, and location that the normal permitting processes are sufficient.

Staff Analysis: This site is already developed, is a small-scale amendment and would have had to comply with all County and State regulations at time of construction.

Traffic Circulation Element

Objective B.1.1 (9J-5.007(3)(b)1)
Upon plan adoption, the City shall provide for a safe, convenient and efficient motorized and non motorized transportation system by correcting, to the maximum extent feasible, all existing roadway deficiencies identified in this plan and maintain acceptable operating conditions in the future on a priority basis.

Policy B.1.1.1 (9J-5.007(3)(01))
The State-wide minimum acceptable operating Level of Service (LOS) standards for the
State Highway System and City Street System shall be the base LOS standards listed herein, except for those conditions provided in Policies 1.1.1.A. and 1.1.1.B.

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

- principal arterials - LOS C
- collectors and minor arterials -LOS D

Staff Analysis: The property has direct access to Reid Street (SR 100). The Florida Department of Transportation classifies this section of SR 100 as a minor arterial with an adopted Level of Service Standard (LOSS) C. This section of SR 100 is currently operating at a LOSS A.

Public Facilities Element

Objective D.1.1 (9J-5.011(2)(b)2)
Upon Plan adoption, the City of Palatka shall enforce adopted Concurrency Management System procedures to ensure that at the time a building permit or other development order is issued, infrastructure facility capacity is available to meet the demand of development without lowering adopted Levels of Service Standards (LOSS).

Policy D.1.1.2 (9J-5.011 (2)(c)2)
All improvements for replacement, expansion, or increase in capacity of facilities shall be compatible with the adopted level of service standards for the facilities and that distribution of these facilities/services is consistent with the Future Land Use Map.

Staff Analysis: The portion of Reid Street (SR 100) adjacent to the site is operating at LOSS A. Sewer and water lines will be run along the front of the site adjacent to Reid Street, and there is available capacity at the sewer and water plants that will not lower the City's Level of Service Standards (LOSS).

Objective D.1.2 (9J-5.011(2)(b)2)
In order to preserve adopted Level of Service Standards (LOSS), the City of Palatka, upon Plan adoption, shall continue to coordinate the extension of, or increase of, facilities to meet future needs, through implementing the following policies:

Policy D.1.2.1
The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the city; however, the distribution of potable water for areas

outside of City limits is conditioned upon annexation only when those properties become contiguous.

Staff Analysis: This property is contiguous to the City making annexation a requirement to obtain sewer and water services. The City has obtained a grant to run water and sewer lines under Reid Street and work is ongoing on this project.

Objective G.1.5 (9J-5.015(3)(b)3)

The City shall ensure that public facilities are planned and allocated equitably, through effective coordination with the appropriate Federal, State and Local government departments and regulatory agencies.

Policy G.1.5.2

The City shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Properties serviced by City water shall annex into the City when they become sufficiently contiguous. Properties serviced by septic shall be annexed into the City.

Staff Analysis: The City and County are continuing to improve their coordinating relationships as it relates to future development along the existing City boundaries. This includes recent success with School Concurrency and the sharing of information relating to future development in the City and County.

STAFF RECOMMENDATION: Staff recommends approval of this request to amend the future land use map from County Urban Service to City Commercial.

E. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

Rezoning requirements

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

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

   Policy A.1.9.3 of the City of Palatka Comprehensive Plan states:
   "Land designated for commercial use is intended for activities that are predominantly associated with the sale, rental, and distribution of products or the performance of service."

   Staff Analysis: The applicant requests rezoning to the C-2 (Intensive commercial) district from Putnam County C-2 (Commercial) and Ag (Agricultural). This zoning category is consistent with the requested Commercial Future Land Use Map designation. The current land use

designation is Putnam County Urban Service, which anticipates the extension of City utilities to this parcel.

b. The existing land use pattern.

Staff Analysis: This rezoning request to C-2 (Intensive commercial) is consistent with the existing land use pattern in the area which is commercial development. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request.

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

Staff Analysis: This rezoning request will not create an isolated district since the City and County have adjacent parcels with commercial zoning that allow a variety of compatible commercial uses.

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

Staff Analysis: This site has already been developed.

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

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

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

Staff Analysis: This development makes this request consistent with a changing commercial development pattern in the area since there are other commercial facilities adjacent to across from this parcel.

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

Staff Analysis: This is not applicable since this parcel is not a part of an established neighborhood and is adjacent to a four-lane highway.

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

STAFF ANALYSIS: This site is already developed.

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

STAFF ANALYSIS: New development (if any) associated with this request will be required to retain all stormwater on site as part of the St. Johns River Water Management District permitting process.

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

STAFF ANALYSIS: This site is already developed.

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

STAFF ANALYSIS: It is not anticipated that this rezoning request will adversely affect property values.

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

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

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

STAFF ANALYSIS: This rezoning request does not constitute a grant of special privilege.

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

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

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

Staff Analysis: This change is not out of scale with the needs of the neighborhood or City.

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

Staff Analysis: This site is already developed.

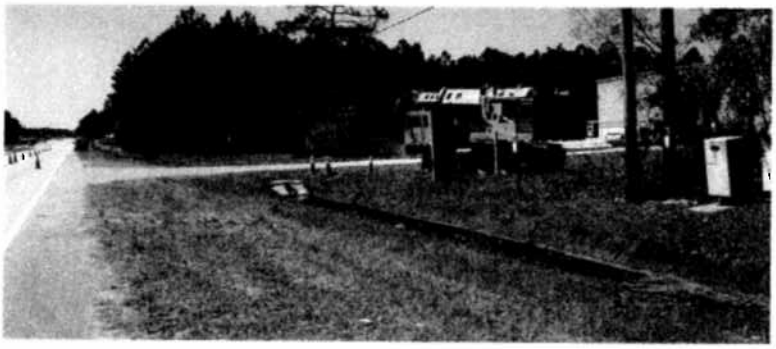
q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.

Staff Analysis: This parcel is not located in a Historic District.

STAFF RECOMMENDATION: Staff recommends approval of the requested zoning change from County Commercial (C-2) and Agricultural (AG) to City Intensive Commercial (C-2). The request complies with the rezoning criteria provided in the Palatka Municipal Code.

F. PHOTOGRAPHS

PHOTOS:



Facing west to entry of Putnam Lanes

Facing east toward State Rd. 19

Application for Annexation

Application Number: PB - 09-02
Date Received: 11/7/08
Hearing date: 5/9/09

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

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

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

TO BE COMPLETED BY APPLICANT

1. Property Address: 3832 Reid St.	**2. Parcel Number:** 02-10-26-0000-0590-0030	**3. Current Property Use:** Closed bowling alley
4. Current Land Use Designation: County Urban Service (US) and Commercial (CR)	**5.Requested Land Use Designation:** Commercial - COM	**6. Required Attachments:** ☐ Legal Description ☐ Letter of Authorization* ☑ Copy of Recorded Deed ☑ Fees ☐ Project Narrative** ☐ Supplementary Information*** ☐ Site Map for display ad**** ☐ Site Plan***** ☐ Survey
7. Current Zoning Designation: County Commercial - C-2 and Agricultural - AG	**8. Requested Zoning Designation:** C-2 - Commercial	
9. Acreage to be considered for request: 6.80 acres	**10. Number, types & square footage of structures on property:** 1 structure - 35,350 sq. ft.	

Reason for annexation request: to obtain water and sewer service

Owner Name	**Agent Name**
Putnam Lanes Inc./Samy and Hanaa Bishai	Jeff Norton
Owner Address	**Agent Address**
4040 Vaill Point Terrace St. Augustine, FL 32086	201 N 2nd St. Palatka, FL 32177
Phone Number 904-347-1244	**Phone Number** 386-329-0100

* Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

** Project Narrative: Explain present and future use of the property in detail.

*** Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.

**** Site map for ad to be to be in black & white, no larger than 2 ½" x 3" with nearest intersecting streets shown and named.

***** Site Plan: Detailed project drawing

Application Number: PB - 09-08

Hearing date: _____

10. This application submitted by:

Signature of owner(s): _____ _____

Print owner(s) names(s): Samy F. Bishai Hanaa Bishai

Signature of Agent(s): _____ _____

Print Agent(s) names: _____ _____

STATE OF Florida

County of Putnam

Before me this day personally appeared Samy F. and Hanaa Bishai who executed the foregoing application and acknowledged to and before me that they executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 7th day of Nov. A.D. 2008.

Notary Public State of Florida
Ruby M Williams
My Commission DD692458
Expires 09/26/2011

Ruby M. Williams
Notary Public

My commission expires: 9/26/2011 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:
7. Sign(s) Posted Date: By:	8. Surrounding property owners notices sent; Date: By:	9. Legal Ad Ran: Date: Date:	10. Attachments Reviewed: ❑ Letter of Authorization* ❑ Legal Description ❑ Copy of Recorded Deed ❑ Fees ❑ Project Narrative** ❑ Supplementary Information*** ❑ Site Map for display ad**** ❑ Site Plan***** ❑ Survey	
City Commission Hearing Date:				

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

Application Number: PB - 04-08
Date Received: 11/7/08
Hearing date: 05/5/09

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

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

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

TO BE COMPLETED BY APPLICANT

1. Property Address:	2. Parcel Number:	3. Current Property Use:
3832 Reid St	02-10-24-0000-0590-0030	closed bowling center

4. Current Land Use Designation:	5. Requested Land Use Designation:	6. Required Attachments:
Co. Urban Service + " Commercial	Commercial - com	☐ Letter of Authorization* ☒ Legal Description ☒ Copy of Recorded Deed ☒ Fees ☐ Project Narrative** ☐ Supplementary Information*** ☒ Site Map for display ad**** ☐ Site Plan*****
7. Current Zoning Designation:	**8. Requested Zoning Designation:**	
Co. C-2A Ag (Commercial + Agriculture)	Commercial - C-2	
9. Lot size/acreage:	**10. Number, types & square footage of structures on property:**	
6.8 acres	1 - 35,350 sq. ft.	
11. Proposed Number, types & square footage of structures on property: Attach plan		

8. **Owner Name:** Putnam Lanes, Inc

Owner Address: 4040 Vaill Point Terrace
St. Augustine, FL 32084

Phone Number:

9. **Agent Name:** NA

Agent Address:

Phone Number:

* Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

**Project Narrative: Explain present and future use of the property in detail.

***Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.

****Site map for ad to be to be in black & white, no larger than 2 ½" x 3" with nearest intersecting streets shown and named.

*****Site Plan: Detailed project drawing

Application Number: PB - 09-08

Hearing date: _____

10. This application submitted by:

Signature of owner(s): _____ _____

Print owner(s) names(s): Samy F. Bishai Hanaa Bishai

Signature of Agent(s): _____ _____

Print Agent(s) names: _____ _____

STATE OF Florida

County of Putnam

Before me this day personally appeared Samy F. and Hanaa Bishai who executed the foregoing application and acknowledged to and before me that they executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 7th day of Nov. A.D. 2008.

Notary Public State of Florida
Ruby M Williams
My Commission DD692458
Expires 09/26/2011

Ruby M. Williams
Notary Public

My commission expires: 9/26/2011 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:

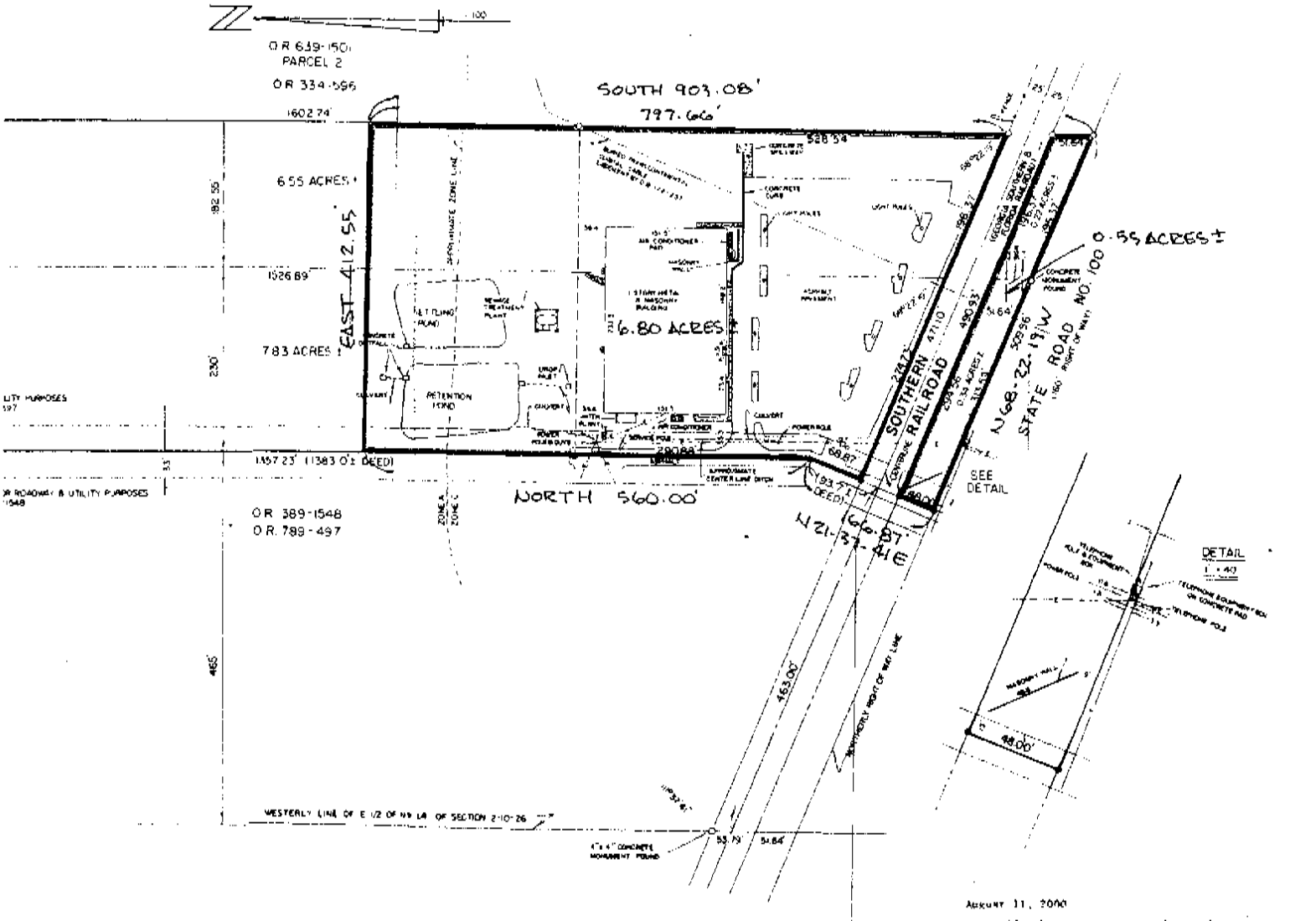
7. Sign(s) Posted	8. Surrounding property owners notices sent:	9. Legal Ad Ran:	10. Attachments Reviewed:
Date:	Date:	Date:	❑ Letter of Authorization*
By:	By:	Date:	❑ Legal Description ❑ Copy of Recorded Deed ❑ Fees ❑ Project Narrative** ❑ Supplementary Information*** ❑ Site Map for display ad**** ❑ Site Plan***** ❑ Survey

City Commission Hearing Date:

Records Book 389, page 2008

part of the East 1/2 of the NW 1/4 of Section 2, Township 10
right of way line of State Road No. 100, EXCEPTING THEREFR[illegible] that portion that lies within the limits of
e Georgia Southern and Florida Railroad and those portions described in Official Records Book 116,
and Official Records Book 389, page 1548 of the public records of Putnam County, Florida.

With an easement, 66.0 feet in width, for roadway and utility purposes, the centerline of which is described
as: Commencing at the intersection of the centerline of the Georgia Southern and Florida Railroad with the
of the East 1/2 of the NW 1/4 of Section 2, Township 10 South, Range 26 East and run thence Southeasterly,
centerline of said Railroad, a distance of 467.0 feet to the point of beginning of this description;
point of beginning (1) run thence Southwesterly, perpendicular to said Railroad, a distance of 33.0 feet
northerly right of way of State Road No. 100. Return to the point of beginning and (2) run thence Southeasterly,
Easterly projection of call 1), a distance of 91.2 feet, more or less, to a point 66.0 feet Easterly,
at right angles, from the West line of the East 1/2 of the NW 1/4 of the NW 1/4 of Section 2, (3) thence Northerly,
with said West line and at a distance of 465.0 feet Easterly therefrom, a distance of 33.0 feet, more or
the North line of the SW 1/4 of the NW 1/4 of Section 2 and the termination of this description. EXCEPTING
that part thereof that lies within the limits of the State Road No. 100 (Putnam County, Florida).



FOR INFORMATIONAL PURPOSES ONLY
THIS IS NOT A VALID SURVEY UNLESS
SIGNED BY AND EMBOSSED WITH THE
SEAL OF LAND SURVEYOR.

August 11, 2000

I certify that I have surveyed the above captioned parcel of land and that this survey meets the minimum technical standards set forth by the Florida Board of Professional Land Surveyors.

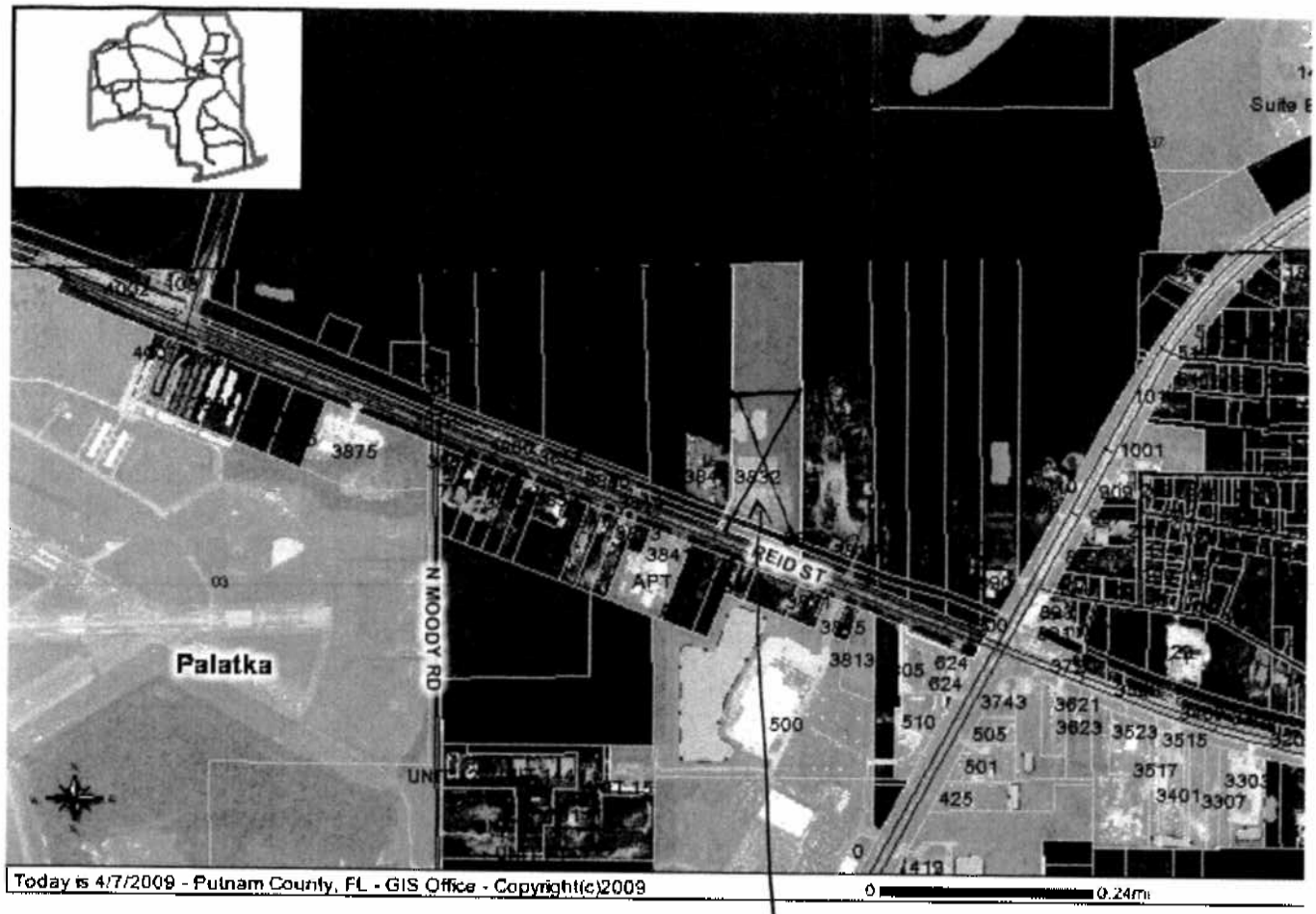
H. Earl Wallace, II
Registered Land Surveyor No. 3160 State of Florida
[illegible] N. Orff Street
Palatka, Florida [illegible]

Reduced portion of survey
DB

A part of the East 1/2 of the Northwest 1/4 of Secton 2, Township 10 South, Range 26 East, Putnam County, Florida, also being a part of the lands described in Official Records Book 453, page 1733 and Official Records Book 453, page 1735, all of the Public Records of said county being more particularly described as follows:

For a Point of Beginning commence at the southwesterly corner of said lands described in Official Records Book 453, page 1733, said point being on the northerly right of way line of State Road No. 100; thence N 21 degrees 37 minutes 41 seconds East, along the westerly line of said lands described in Official Records Book 453, page 1733, a distance of 166.87 feet; thence North, continuing along said westerly line of the lands described in Official Records Book 453, page 1733, a distance of 560.00 feet; thence East, a distance of 412.55 feet to the easterly line of said lands described in Official Records Book 453, page 1735; thence South, along said easterly line of the lands described in Official Records Book 453, page 1735, a distance of 903.08 feet to the southeasterly corner of said lands described in Official Records Book 453, page 1735, said point being on said northerly right of way line of State Road No. 100; thence N 68 degrees 22 minutes 19 seconds West, along said northerly right of way line of State Road No. 100, a distance of 509.96 feet to the Point of Beginning, excepting therefrom the right of way of the Georgia Southern and Florida Railway Company.

Containing 7.35 acres more or less.



Subject parcel

2009 Interim Property Information for Parcel: 02-10-26-0000-0590-0030

2008 Certified Tax Collector Information

Putnam Lanes Inc

4040 Vaill Point Terr
St Augustine Fl 32086-7184 (**Putnam County GIS Interactive Mapping**)

Parcel 911 Addresses

3832 Reid St, Palatka (**MapQuest map**)

Detail Information for Parcel: 02-10-26-0000-0590-0030

Property Use:	Bowling Alleys, Skating Rinks, Pool Halls, Enclosed Arenas	Structures:	1
Mobile Homes:	0	MH Unextended:	0
Census Tract:	950600	Census Block:	1004
Total Acreage:	14.82	Location:	Putnam County

Property Legal Description

E1/2 OF NW1/4 LYING N OF SR100 OR278 P205(EX OR334 P596 OR389 P1548)

Parcel Sales Data

Book	Page	Instrument	Month	Year	QSCD	Price
0592	0169	Quit Claim Deed	November	1991	01	$3000
0453	1733	Warranty Deed	August	1984	01	$325000
0425	0723	Warranty Deed	October	1982	01	$45500
0420	0395	Warranty Deed	June	1982	00 I	$67750
0420	0397	Warranty Deed	June	1982	00 V	$27000
0325	1976	Warranty Deed	November	1975		$90000
0318	1526	Certificate of Title	April	1975		$75000
0213	0443	Warranty Deed	January	1969		$30000

Land Data

Units	Descriptions
4.80	Commercial Acres
10.02	Commercial Acres

Zoning Data

Department	Code	Descriptions
Putnam County	AG	Agriculture
Putnam County	C-2	Commercial, General, Light

Future Land Use Map (FLUM)

Code	Descriptions
US	Urban Service
CR	Commercial

Structure Data

Type	Year	Area	Square Feet
Butler Type/Retail-Wholesale	1982	BASE	9870
		LOUNGE	2865
		SNKBAR	187
		OFFICE	682
		NURSE	649
		SPN	504
		ALLEY	25850

40,607 ft

Notice:

NOTICE - This is an interim Putnam County file. Property assessment information will not be displayed until it is certified in October.

Click **here** to do another search or use your browser's back button to return to previous search results.

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

As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

PUBLIC NOTICE

Notice is hereby given that the City of Palatka PLANNING BOARD will hold a public hearing at their regular meeting on Tuesday, May 5, 2009 at 4:00PM at City of Palatka City Hall, 201 North 2nd Street, for the purpose of hearing a:

Request to annex into the Palatka city limits, amend the Future Land Use Map from County Urban Service to City Commercial, and rezone from county Commercial (C-2) and Agricultural (AG) to City Intensive Commercial (C-2)

Location:	3832 Reid Street
Parcel #:	02-10-26-0000-0590-0030
Requested by:	Putnam Lanes, Inc.
Agent:	Jeff Norton

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE THE CITY COMMISSION WILL REQUIRE A VERBATIM TRANSCRIPT BE MADE AT THE EXPENSE OF THE APPELLANT THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED F.S. 286.0105.

PERSONS WITH DISABILITIES INTERESTED IN ATTENDING THIS MEETING AND REQUIRING ACCOMMODATIONS, SHOULD CONTACT THE CITY BUILDING DEPARTMENT AT 329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

CHARLES E ALFORD SR REVOC TRUST AGR
3816 REID STREET
PALATKA FL 32177

PB 09-08

BOTTLING GROUP LLC
PO BOX 743185
DALLAS TX 75374

PB 09-08

GEORGIA-PACIFIC CONSUMER OPER LLC
PO BOX 105681
ATLANTA GA 30348

PB 09-08

Departmental Review Request

Address: 3832 Reid Street
Parcel # 02-10-26-0000-0590-0030

Case #: 09-08

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other
Meeting Date: 05/05/09	**Response Deadline: 4-18-09**
Date submitted by applicant: 11-07-08	Date forwarded to Departments for review: 4-7-09

Submitted to:

- ☒ Water/Sewer/Streets/Sanitation Woody
- ☐ Police
- ☐ Fire
- ☐ Chief Building Official
- ☐ Sewer Plant
- ☐ Water Plant
- ☐ Parks
- ☐ Weed & Seed
- ☐ Cemetery
- ☐ Golf
- ☐ Airport

Current Property Use: Bowling Facility	Proposed Property Use: Bowling Facility
Current Land Use Designation: County Commercial and Agricultural	Requested Land Use Designation: City Commercial
Current Zoning Classification: County C-2 and AG	Requested Zoning Classification: C-2 Intensive Commercial
Acreage: 6.8	# of Units
Putnam Lanes Inc. **Owner/Applicant Name** 4040 Vaill Point Terrace **Owner/Applicant Address** St. Augustine FL 32086 **City/State/Zip** 904-347-1244 **Phone Number**	Jeff Norton **Agent Name** **Agent Address** **City/State/Zip** **329-0100** **Phone Number**

Planning Dept. Comments: Applicant wishes to obtain City water and sewer. Annexation is required.
Thank you!

- ☐ No Comments
- ☒ Comments Attached

Reviewed by: _____

Title: Public Works Dir.

WATER and Sewer being designed by City through Economic Development CDBG grant. No issues with applicant request.

4/10/09 DE

Departmental Review Request

Address: 3832 Reid Street
Parcel # 02-10-26-0000-0590-0030

Case #: 09-08

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other

Meeting Date: 05/05/09	**Response Deadline: 4-18-09**
Date submitted by applicant: 11-07-08	Date forwarded to Departments for review: 4-7-09
Submitted to: ☐ Water/Sewer/Streets/Sanitation ☐ Police ☐ Fire ☐ Chief Building Official	☐ Sewer Plant ☑ Water Plant ☐ Parks ☐ Weed & Seed ☐ Cemetery ☐ Golf ☐ Airport
Current Property Use: Bowling Facility	Proposed Property Use: Bowling Facility
Current Land Use Designation: County Commercial and Agricultural	Requested Land Use Designation: City Commercial
Current Zoning Classification: County C-2 and AG	Requested Zoning Classification: C-2 Intensive Commercial
Acreage: 6.8	# of Units
Putnam Lanes Inc. Owner/Applicant Name 4040 Vaill Point Terrace Owner/Applicant Address St. Augustine FL 32086 City/State/Zip 904-347-1244 Phone Number	Jeff Norton Agent Name Agent Address City/State/Zip 329-0100 Phone Number

Planning Dept. Comments: Applicant wishes to obtain City water and sewer. Annexation is required.

Thank you!

Debbie

☑ No Comments
☐ Comments Attached

Reviewed by: Melvin L. Degraff

Title: Water Plant Superintendent

Departmental Review Request

Address: 3832 Reid Street
Parcel # 02-10-26-0000-0590-0030

Case #: 09-08

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other
Meeting Date: 05/05/09	**Response Deadline: 4-18-09**
Date submitted by applicant: 11-07-08	Date forwarded to Departments for review: 4-7-09

Submitted to:

- ☐ Water/Sewer/Streets/Sanitation
- ☐ Police
- ☐ Fire
- ☐ Chief Building Official
- ☐ Sewer Plant
- ☐ Water Plant
- ☐ Parks
- ☐ Weed & Seed
- ☐ Cemetery
- ☐ Golf
- ☐ Airport

Current Property Use: Bowling Facility	Proposed Property Use: Bowling Facility
Current Land Use Designation: County Commercial and Agricultural	Requested Land Use Designation: City Commercial
Current Zoning Classification: County C-2 and AG	Requested Zoning Classification: C-2 Intensive Commercial
Acreage: 6.8	# of Units
Putnam Lanes Inc. **Owner/Applicant Name** 4040 Vaill Point Terrace **Owner/Applicant Address** St. Augustine FL 32086 **City/State/Zip** 904-347-1244 **Phone Number**	Jeff Norton **Agent Name** **Agent Address** **City/State/Zip** 329-0100 **Phone Number**

Planning Dept. Comments: Applicant wishes to obtain City water and sewer. Annexation is required.
Thank you!

- ☑ No Comments
- ☐ Comments Attached

Reviewed by: _____

Title: CBO

Departmental Review Request

Rec 4/2-09 DB

4/13/09

Address: 3832 Reid Street
Parcel # 02-10-26-0000-0590-0030

Case #: 09-08

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.	
☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other
Meeting Date: 05/05/09	**Response Deadline: 4-18-09**
Date submitted by applicant: 11-07-08	Date forwarded to Departments for review: 4-7-09
Submitted to: ☐ Water/Sewer/Streets/Sanitation ☑ Police ☐ Fire ☐ Chief Building Official	☐ Sewer Plant ☐ Water Plant ☐ Parks ☐ Weed & Seed ☐ Cemetery ☐ Golf ☐ Airport
Current Property Use: Bowling Facility	Proposed Property Use: Bowling Facility
Current Land Use Designation: County Commercial and Agricultural	Requested Land Use Designation: City Commercial
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Acreage: 6.8	# of Units
Putnam Lanes Inc. Owner/Applicant Name 4040 Vaill Point Terrace Owner/Applicant Address St. Augustine FL 32086 City/State/Zip 904-347-1244 Phone Number	Jeff Norton Agent Name Agent Address City/State/Zip 329-0100 Phone Number
Planning Dept. Comments: Applicant wishes to obtain City water and sewer. Annexation is required. Thank you!	
☐ No Comments ☑ Comments Attached	Reviewed by: [signature] Title: Chief of Police

Palatka Police Department
110 North 11th Street

Memorandum

Date: April 16, 2009

To: Debbie Banks

From: Gary S. Getchell, Chief of Police

Subject: Departmental Review Request

Based on our findings the proposed annexation and rezoning of 3832 Reid Street would have little or no impact to the City.

Cc;

Putnam Lanes, 3832 Reid St.
Palatka, FL

3/31/2008

The information contained in this report is in regards to **3832 Reid St (Putnam Lanes),** Putnam County, Florida.

Due to the business, not consistently open, the highest years CFS in the past 7 1/2 years was used to depicted a worse case scenario from the limited data. That year was **2003**. There were **29 CFS** in that year. This did not include CFS that occurred on Reid St. in front of the business.

- The Average Time Consumed per Call: **00:11:22**
- The Total Time Consumed that Year: **05:29:33**

See Fig 1. for Event Types Information

Record Selection Formula:
*{EventRpt.Loc} like ["*bowling*", "*putnam lanes*", "3832 reid*"] and*
{EventRpt.ANIALITime} in DateTime (2003, 01, 01, 0, 0, 0) to DateTime (2003, 12, 31, 0, 0, 0) and
{@10cODES AND sIGNALS} <> "Traffic Stop"

Fig. 1	2003	Total
ABANDON VEHICLE	2	2
Assist Other Agency	1	1
Battery Or Assault	1	1
Discharging Firearm	1	1
DISTURBANCE INPROG.	1	1
ESCORT	1	1
Increased Patrol Assignment	9	9
Juvenile Report/Complaint	1	1
Open Door / Window	1	1
Property / Building Check	2	2
SUS. INCIDENT	1	1
SUS. PERSON	2	2
SUSPICIOUS	3	3
Vandalism/Criminal Mischief	2	2
WRECKLESS DRIVING	1	1
Total	29	29

Agenda Item

9

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Public hearing and consideration of an ordinance providing a preference to property owners within the designated Historic Districts for appointment to the Historic Preservation Board. Second reading.

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS:

1. An ordinance of the City of Palatka providing a preference to property owners within the designated Historic Districts for appointment to the Historic Preservation Board.
2. Draft May 28, 2009, City Commission Minutes

DATE: August 27, 2009

SUMMARY HIGHLIGHTS:

At the May 28, 2009 meeting the City Commission directed staff to prepare an ordinance amending Section 54-76(c) that would add the following, "with preference given to property owners within the designated Historic Districts".

At the July 9, 2009 public hearing there was no public comment. The second reading of this ordinance is scheduled for August 27, 2009.

RECOMMENDED ACTION:

Staff recommends approval of the attached ordinance.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

This instrument prepared by
Betsy J. Driggers
201 N. 2nd Street
Palatka FL 32177

ORDINANCE NO. 09 - _____

entitled

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, BY REVISING SECTION 54-76(c), ADDING A PREFERENCE GIVEN TO PROPERTY OWNERS WITHIN THE DESIGNATED HISTORIC DISTRICTS FOR APPOINTMENT TO THE HISTORIC PRESERVATION BOARD; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1. That Section 54-76(c) be amended , so that such Section shall read as follows:

(c) *Membership; compensation of members.* The board shall be composed of seven members and one alternate. Members shall be appointed by the city commission. 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.
(7) An attorney.
Members shall be selected on the basis of their interest in preserving historic districts, and they shall serve without compensation.

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 immediately upon its final passage by the City Commission of the City of Palatka, Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 27th day of August, 2009.

CITY OF PALATKA

BY:_____
Its MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
CITY ATTORNEY

EFFECTIVE DATE. Commissioner Norwood moved to adopt the ordinance on 2nd reading. Commissioner Brown seconded the motion. A roll-call vote was taken with the following results: Commissioner Norwood, Brown, Kitchens, Myers and Flagg, yes; Nays; none. Ordinance No. 09-22 was declared adopted.

7. **ORDINANCE – 114 Tanner Terrace** – Planning Board recommendation to Annex, Amend the Future Land Use Designation from County Urban Service to City Low Density Residential and Rezone from County R-1A to City R-1 – Lois Darlene Laibl Crowe, Applicant – 2nd Reading, Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST; REPEALING ANAY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE. Commissioner Kitchens moved to adopt the ordinance on 2nd reading. Commissioner Brown seconded the motion. A roll-call vote was taken with the following results; Commissioner Kitchens, Brown, Myers, Norwood and Flagg, yes. Nays, none. Ordinance No. 09-23 was declared adopted.

8. **ORDINANCE – 909 N. State Rd. 19** – Planning Board recommendation to Annex, Amend the Future Land Use Map (Small Scale) from County Commercial to City Commercial and Rezone from County C-2 (Commercial II) to City C-2 (Intensive Commercial for approximately .75 of an acre – Lawrence J. and Susan A. Masters, Applicant – 2nd Reading, Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST; REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE. Commissioner Myers moved to adopt the ordinance on 2nd reading. Commissioner Kitchens seconded the motion. A roll-call vote was taken with the following results; Commissioner Myers, Kitchens, Norwood, Brown and Flagg, yes. Nays, none. Ordinance No. 09-24 was declared adopted.

9. **ORDINANCE** amending the Historic Preservation Board membership provision to remove restrictions on the alternate member appointment – 2nd Reading, Adopt – The clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA BY REVISING SECTION 54-76(d), REMOVING RESTRICTIONS FOR THE ALTERNATE MEMBER QUALIFICATIONS FOR APPOINTMENT TO THE HISTORIC PRESERVATION BOARD; AND PROVIDING AN EFFECTIVE DATE. Mayor Flagg noted there were letters submitted from the North and South Historic Districts and asked they be read into the record.

Jim Lee noted this is a second reading of an ordinance removing the residency requirement for the one alternate position. Staff's recommendation to approve this ordinance is based upon consistency. No other position requires residency. He read off the seven full-time positions and qualifications for each. Mr. Lee said five of the seven current members are property owners in the historic districts. This is consistent with commission action in the past. He has discussed this with the City Manager and City Attorney, and would like to bring another ordinance to the Commission in July to insert language stating that whenever possible, North and/or South Historic District property owners be appointed. This ordinance can be advertised and brought for first reading in July. His recommendation is to adopt this ordinance based upon consistency, and to further adopt the recommended ordinance revision in July to give preference to property owners in the North and South historic districts. He also included a letter from Ms. Christy Sanford in their package (filed) in opposition to the passage of the ordinance. The Clerk read a letter, which was undated but received today at City Hall, from

Christy Sanford, President, South Historic District Neighborhood Association, and John Vogt, President, North Historic District Association, in opposition to the passage of the ordinance, into the record (filed).

Christy Sanford, 312 Dodge Street, said they brought this matter to the Neighborhood Associations and she was not advocating a position. Her neighborhood association strongly believes they should have a representative from the neighborhood. This is about people with a strong interest in their properties. They would like to be notified about these openings and they will provide applicants. They provided two applicants in the past two weeks.

Commissioner Kitchens said there are 195 property owners representing 257 different parcels in the South Historic District. She asked how many property owners attend these meetings. Ms. Sanford said they do not require quorums; everyone is invited to attend. They get new members every day due to a new program they've instituted. The owners of the nine houses that are being painted are required to be new members. Commissioner Kitchens asked how many people were present at this vote. Ms. Sanford said they don't require a quorum. She does not have that number. Commissioner Kitchens said she believes it is totally unfair and biased that only the alternate has to be a city resident. She has no objection to the proposed change, but there are two other districts proposing to form historic districts, and they should amend that proposed language to just read 'historic districts' and not specify what historic districts. Mr. Holmes said it should read, "designated historic districts." Commissioner Kitchens said she is pleased to see that people have come forward to serve on boards and hopes they continue to do that. She believes they should make this change because only the alternate is required to be a city resident. Commissioner Brown said they have a problem with keeping boards staffed and with quorums. They have always shown preference to city residents when making appointments to boards, and staff is well aware of that preference. She would like to leave the proposed ordinance as is. Giving preference to city residents should be sufficient. Commissioner Myers said, while preference should be given to the letter, he has looked at the requirements for appointment, and there are two seats where the requirement is to be a property owner in the respective districts; this does not state they have to be a resident. To be consistent, he supports the change with the caveat that the preference amendment is passed at a later date. They will always give preference to a resident.

Commissioner Norwood said he understands the requirement is being removed for the alternate, which is not an actual seated board member unless someone is absent. The members of this board won't always live in those districts, but those districts should be represented. Rather than just changing the ordinance, they should make sure they can get applicants to step up and volunteer. He was told at the last meeting they advertised this position, but no one stepped up at that time. They need to change ordinances for the right reasons, not to keep certain individuals on certain boards.

Commissioner Kitchens moved to adopt the ordinance on 2nd reading as read. Commissioner Myers seconded the motion. A roll-call vote was taken with the following results: Commissioner Kitchens, Myers, Norwood, Brown and Flagg; yes. Nays; none. The ordinance was declared adopted.

10. **NEIGHBORHOOD GARDENS** – Discussion & Request for authorization to hold community meeting - Vice Mayor Brown said she brought this to the attention of the Commission several months ago. Neighborhood Gardens will help to feed people during these tough economic times. People are losing jobs and retirement funds; this economy has put a burden on people. There are a number of vacant lots not being used to grow anything but weeds. She'd like permission to hold a town meeting to determine whether the community would be interested in

Agenda Item

10

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: The first reading of an ordinance changing the zoning from R-4 (Mobile home/conventional home residential) to R-1 (Single Family Residential)

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS
1. An Ordinance of the City of Palatka changing the zoning from R-4 (Mobile home/conventional home residential) to R-1 (Single Family Residential)
2. July 7, 2009, Planning Board Minutes.
3. July 7, 2009, Planning Board Packet.

DATE: August 27, 2009

SUMMARY HIGHLIGHTS:

The identified purpose of this application is to provide a more consistent zoning pattern for the single family residences located in this area.

A public hearing was held by the Planning Board on July 7, 2009, at the applicant's request to change the zoning from R-4 (Mobile home/conventional home residential) to R-1 (Single Family Residential). There was no public testimony. The Planning Board voted to recommend approval of this request.

RECOMMENDED ACTION:

Staff recommends approval of the first public hearing on the related zoning ordinance. The second public hearing for the zoning ordinance is scheduled for September 10, 2009.

AGENDA ITEM NUMBER: AGENDA PAGE NUMBER:

This instrument prepared by:
Jim Lee
205 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 10, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM-R-4 (MOBILE HOME/CONVEN-TIONAL HOME RESIDENTIAL) TO R-1 (SINGLE FAMILY RESIDENTIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owners, Kenneth M. and Susan M. Downs and Brooke and Jared Guy to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on July 7,2009,and two public hearings before the City Commission of the City of Palatka on August 27,2009, and September 10,2009, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of R-4 (Mobile Home/Conventional Home Residential District) to R-1 (Single Family Residential).

DESCRIPTION OF PROPERTY:

ASHBROOKE ESTATES MB6 P97 LOT 1 (SUBJECT TO 20 FT EASEMENT), AND ASHBROOKE ESTATES MB6 P97 LOTS 2, 3, AND 4 (All Book and Page references are to the public records of Putnam County, Florida)

(Being tax parcels 10-10-26-0085-0000-0010; 10-10-26-0085-0000-0020; 10-10-26-0085-0000-0030 and 10-10-26-0085-0000-0040)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of September, 2009.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

Case PB08-29 N 16th from Reid St. to St. Johns Ave. – continued

Mr. Sloan advised that he would be amenable to either option. He further shared that GM has asked that all dealership facilities meet new, more stringent, facility requirements with new dealer agreements that must be met within 12 months. Their challenge will be to bring the current facility up to full compliance by that time by redesigning the dealership and lot, in hopes not to have to relocate the facility. Mr. Sloan said that the request for a road closure, if approved, should allow them to be able meet the requirements they must be met, if they are not able to meet the requirements, the dealership facility will not be allowed to operate at the current location. So unless they can grow in some other direction, they will have to move the dealership.

Discussion continued.

Motion made by Phil Leary to recommend to the City Commission that the road be closed with the stipulation that the road be re-opened if the dealership fails. Motion failed for a lack of a second.

Motion by Zachary Landis to table this case to satisfy the end site plan and gain current traffic accident/incident reports for that portion of 16th Street. Seconded by Earl Wallace. Discussion: Mr. Leary suggested for time sake, maybe this request should be forwarded to the City Commission. Mr. Sloan stated that he had no problem providing the requested information. By a show of hands with 3 yeas and 1 nay, motion carried.

Ms. Holmes asked for clarity, what specific items the Board wanted to see as far as more information on the site plan.

Mr. Sloan advised that he had asked the Palatka Police Department for traffic reports for that portion of 16th Street and was told they could not provide that information. He said if the City could secure that information, he would love to have it as well. He also stated that he would forward a site plan that will be as envisioned in the end, with all the requirements met and the improvements done. It will include how the lot will transition, traffic flow, signage, parking, ingress/egress and fencing.

Mr. Landis stated that he wanted to see a completed plan, how it will look when all is said and done.

Motion made by Phil Leary to request that staff develop a road closing criteria or application. Seconded by Randy Braddy. All voting members voted affirmative. Motion carried.

NEW BUSINESS

Case PB 09-16 Address: Ashbrooke Estates
Parcel(s): 10-10-26-0000-0010; 0020; 0030; and 0040
Applicant: Kenneth M. & Susan M. Downs and Brooke D. & Jared Guy

Case PB 09-16 Ashbrooke Estates - continued

Request: To rezone from R-4 (Mobile home/conventional home residential district) to R-1 (Single-family residential) for three +/- acres.

(Public Hearing)

Mr. Downs explained that this portion of land should have been included when the original rezoning of Ashbrooke sub-division was submitted but he failed to include it. This is consistent with the Future Land Use map.

(Regular Meeting)

Motion made by Randy Braddy to recommend approval to the City Commission to rezone from R-4 (Mobile home/conventional home residential district) to R-1 (Single-family residential) for three +/- acres. Seconded by Phil Leary. All present voted, affirmative. Motion carried.

Meeting adjourned at 5:45 pm.

PLANNING BOARD REPORT
July 7, 2009 Regular Meeting

SUBJECT: CASE PB 09-16 Ashbrooke Estates

A. REQUEST:

Request to rezone from R-4 (Mobile home/conventional home residential district) to R-1 (Single Family Residential) for approximately 3 +/- acres.

B. BACKGROUND:

1. Owner: Kenneth M. & Susan M. Downs and Brooke & Jared Guy
2. Agent: NA
3. General Parcel Information:
   - a. Location: Ashbrooke Estates
   - b. Parcel #: 10-10-26-0085-0000-0010; 0020; 0030; 0040
   - c. Size: 3 +/- acres
   - d. Current Zoning: R-4
   - e. Requested Zoning: R-1
   - f. Current Land Use Map: Residential Medium Density
   - g. Requested Land Use Map: NA

C. ADJACENT DEVELOPMENT:

DIRECTION:	ZONING:	FLUM:	CURRENT USE:
North	R-1	RM – Residential Medium Density	Single-family homes
East	R-3	RH – Residential High Density	Church
South	R-1	RM – Residential Medium Density	Single-family homes
West	R-1	RM – Residential Medium Density	Single-family homes

D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE:

Rezoning requirements

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

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

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

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

A. Land Use Districts

1. Residential

Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types.

Medium Density - provides for a range of densities up to 10 units per acre.

The applicant requests rezoning to R-1 (Single-family residential) district. This zoning category is consistent with the Residential Medium Density Future Land Use designation.

b. The existing land use pattern.

This rezoning will not affect the existing land use pattern but will provide consistency with neighboring parcels to the north, south, and west and is compatible with the church's residential high density land use to the east.

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

This rezoning will not create an isolated district but will provide a consistency with the adjacent parcels zoned R-1 to the north, south and west.

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

Any building permits submitted will be reviewed for concurrency.

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

The existing district boundaries are not illogically drawn. With the approval of this request, the site's zoning will be consistent with the surrounding area.

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

While not necessary, the proposed rezoning will provide consistency of zoning with adjacent properties and remove the "island" of R-4 zoning of city annexed properties in this neighborhood.

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

This proposal will not adversely affect living conditions in the neighborhood.

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

No changes to traffic or public safety will be created. All concurrency reviews will be conducted at permit issuance if any are applied for in the future.

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

Applicant will have to comply with any requirements of the St. Johns River Water Management District as part of any permitting applied for in the future.

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

This change will not reduce light or air to adjacent areas; the existing setbacks and maximum impervious area limitations serve to prevent the reduction of light or air to adjacent areas.

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

It is not anticipated that this rezoning request will adversely affect property values.

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

This rezoning will not affect the improvement or development of residential uses on adjacent properties since those adjacent properties are also zoned residential.

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

This rezoning does not constitute a grant of special privilege.

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

The existing use and zoning are appropriate for residential development, however, rezoning will allow for consistency in zoning.

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

This change is not out of scale with the needs of the neighborhood but provides consistency in zoning for the residential area.

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

There are no other proposed uses for this site.

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.

This parcel is not located in a Historic District.

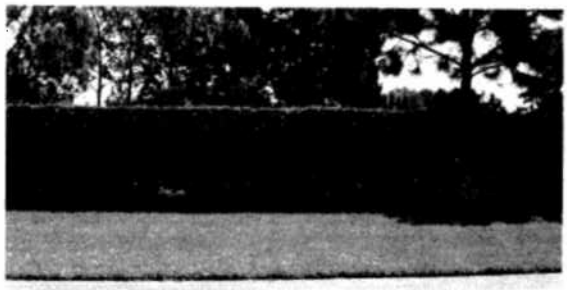
E. SUMMARY AND STAFF RECOMMENDATION:

R-1 (Single-family residential) is intended for areas of lower density residential. This rezoning would provide a more consistent zoning pattern and complies with the rezoning criteria provided in the Palatka Municipal Code.

Staff recommends approval.

F. PHOTOS

Posting on Viking St.



Posting on Viking Blvd.

Viking Blvd. facing College Rd.

Viking Blvd. Facing Viking St.

Viking St. facing north.

Viking St. facing south.

Application for Rezoning

Application Number: PB - 09-16
Date Received: 6/3/09
Hearing date: 7/7/09

This application must be **typed or printed in black ink** and submitted with any required attachments and application fee of $130 (Checks payable to the City of Palatka) to:

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

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

TO BE COMPLETED BY APPLICANT

1. Property Address:		2. Current Property Use:
See Attached		Residential
3. Parcel Number:	**4. Lot size/acreage:**	**5. Proposed Use:**
See Attached	8½ acres +/-	Residential
6. Current Zoning Designation:	**7. Requested Zoning Designation:**	**8. Required Attachments:**
R-4	R-1	☐ Letter of Authorization* ☐ Legal Description ☑ Copy of Recorded Deed ☐ Fees ☑ Project Narrative** ☐ If applicable, attach Small or Large Scale Future Land Use Amendment application
9. Square footage of any proposed structures:	**10. Number & types of structures on property:**	

8. **Owner Name:** _____

Owner Address: _____ 10-10-26-9130-0010-0001

_____

Phone Number: _____

9. **Agent Name:** Kenneth M. Downs

Agent Address: 2020 Ashbrooke Lane
Palatka, FL 32177

Phone Number: 386-328-3500

*Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

**Project Narrative: Explain present and future use of the property detailing project.

C-RMD

Application Number: PB - 09-16

Hearing date: 7/7/09

10. This application submitted by:

Signature of owner(s): See Attached

Print owner(s) names(s): _____

Signature of Agent(s): Kenneth M Downs

Print Agent(s) names: Kenneth M. Downs

STATE OF Florida

County of Putnam

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

WITNESS my hand and official seal, this 21st day of April A.D. 2008

VALERY E. LEONARD
Notary Public, State of Florida
My comm. exp. Nov. 22, 2008
Comm: No: DD 374213

Valery E. Leonard
Notary Public

My commission expires: 11/22/08 State of Florida at Large

FOR OFFICIAL USE ONLY

1. Date Submitted	2. Received By:	3. Current Zoning:	4. Requested Zoning:	5. Preliminary review by:
6/3	DB	R-4	R-1	DB

7. Sign(s) Posted	8. Surrounding property owners notices sent:	9. Legal Ad Ran:	10. Attachments Reviewed:
Date: By: 6/12 DB	Date: 6/12 By: DB	Date: 6/19	☐ Letter of Authorization* ☑ Legal Description ☐ Copy of Recorded Deed ☑ Fees ☐ Project Narrative** ☐ Supplementary Information*** ☐ Site Map for display ad**** ☐ Site Plan*****

City Commission Hearing Date:

STATE OF FLORIDA

County of Putnam

The undersigned personally appeared before me, a Notary Public for the State of Florida, and deposes that the Palatka Daily News is a daily newspaper of general circulation, printed in the English language and published in the City of Palatka in said County and State; and that the attached order, notice, publication and/or advertisement:

Notice is hereby given that t

Was published in said newspaper 1 time(s) with said publication being made on the following dates:

06/19/2009

The Palatka Daily News has been continuously published as a daily newspaper, and has been entered as second class matter at the post office at the City of Palatka, Putnam County, Florida, each for a period of more than one year next preceding the date of the first publication of the above described order, notice and/or advertisement.

Jeannette Eveland

Sworn to and subscribed to before me this 19th day of June, 2009 by Jeannette Eveland, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Mary Kaye Wells

Mary Kaye Wells, Notary Public
My commission expires July 22, 2011

Notary Seal
Seal of Office:

MARY KAYE WELLS
MY COMMISSION # DD 654041
EXPIRES: July 22, 2011
Bonded Thru Notary Public Underwriters

_____ Personally known to me, or
_____ Produced identification:
_____ Did take an oath

PUBLIC NOTICE

Notice is hereby given that the City of Palatka Planning Board will hold a public hearing at their regular meeting on Tuesday, July 7, 2009 at 4:00PM at City Hall, 201 North 2nd Street, for the purpose of hearing a request:

To rezone from R-4 (Mobile home/conventional home residential district) to R-1 (Single-family residential district) for three +/- acres. Case 09-16.

Location: Ashbrooke Estates
Parcel #: 10-10-26-0085-0000-0010; 0020; 0030; and 0040
Requested by: Kenneth M. & Susan M. Downs and Brooke D. & Jared Guy

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE THE CITY COMMISSION WILL REQUIRE A VERBATIM TRANSCRIPT BE MADE AT THE EXPENSE OF THE APPELLANT THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED F.S. 286.0105.

PERSONS WITH DISABILITIES INTERESTED IN ATTENDING THIS MEETING AND REQUIRING ACCOMMODATIONS, SHOULD CONTACT THE CITY BUILDING DEPARTMENT AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

Legal No. 04543930
06/19/09

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

As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

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Assistant Planning Director

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PB 09-16
COLLEGE ROAD CHURCH OF CHRIST INC
400 COLLEGE ROAD
PALATKA FL 32177

PB 09-16
PENNY LUCILE ANDERSON
6003 4TH MANOR E
PALATKA FL 32177

PB 09-16
MILES C + TERESA A ANDERSON
6005 4TH MANOR E
PALATKA FL 32177

RUTH T SHAVE PB 09-16
PO BOX 1185
PALATKA FL 32178

PB 09-16
JAMES N + BRIGETTE E DOHERTY
6102 3RD MANOR W
PALATKA FL 32177

PB 09-16
JACK MAYNARD+MARLIN SLEEMAN REV TRS
6101 3RD MANOR W
PALATKA FL 32177

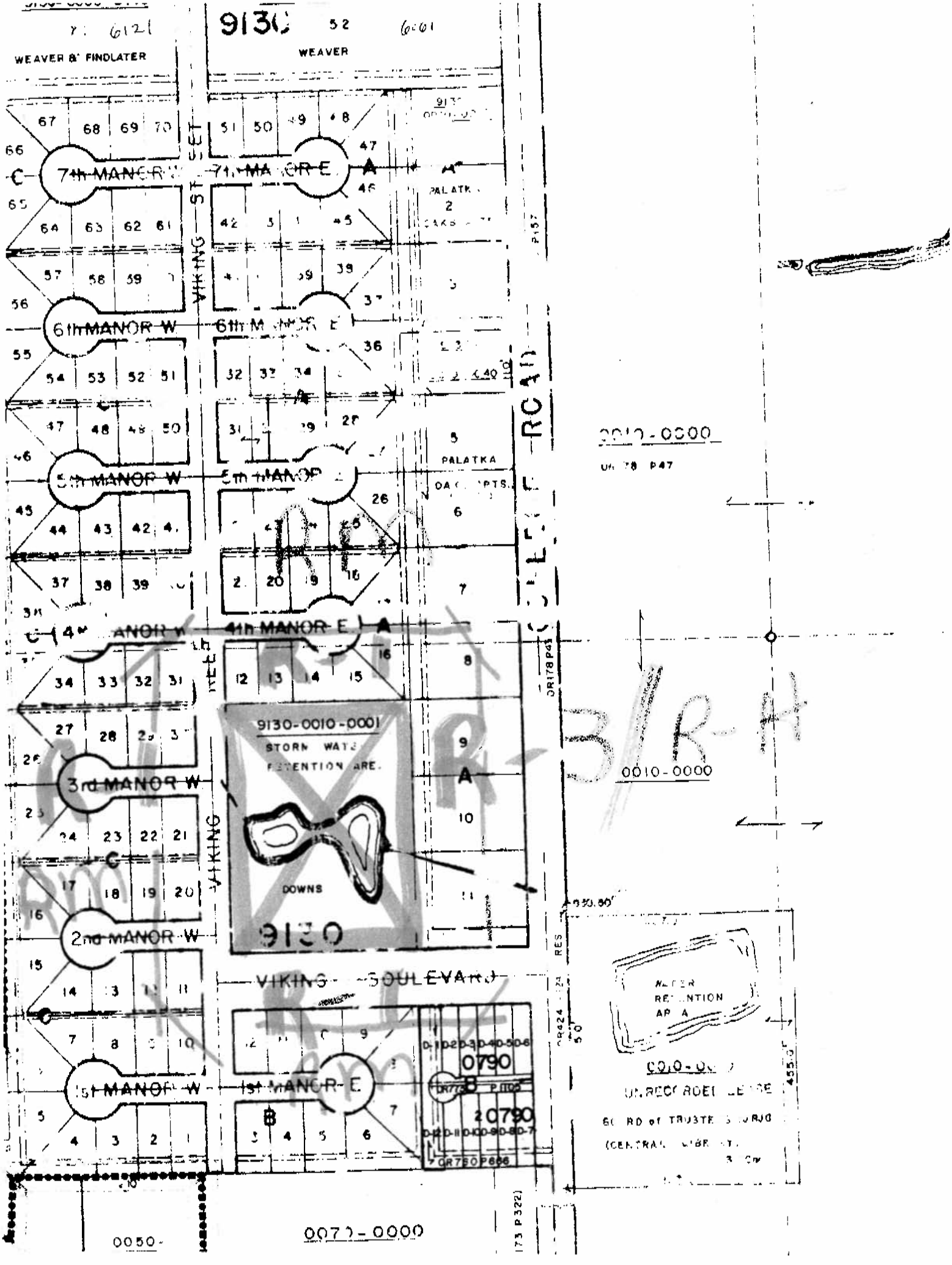
PB 09-16
THOMAS J + LAURA R WALL
6007 4TH MANOR E
PALATKA FL 32177

PB 09-16
DOROTHY M+JOHN KARL BURMESTER
6008 1ST MANOR E
PALATKA FL 32177

MARY ALMA WEAVER PB 09-16
6012 BROOKHAVENS LANE
PALATKA FL 32177

JULIA A BRADSHER PB 09-16
6008 BROOKEHAVEN LN
PALATKA FL 32177

CAROL A KEULER PB 09-16
6006 1ST MANOR E
PALATKA FL 32177



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VIKING SOULEVARD
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STORM WATER RETENTION AREA
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0070-0000
WATER RETENTION AREA
UNRECORDED LEASE

Agenda Item

11

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: 1406 Ocean Street (42-10-27-9110-0000-0140) code enforcement fine reduction

DEPARTMENT: Building & Zoning

AGENDA SECTION: Separate Agenda Item

ATTACHMENTS:

1. June 24, 2009 CEB minutes
2. May 27, 2009 Edinger letter
3. Finding of Fact, Conclusions of Law, and Order
4. June 26, 2008 Holmes letter
5. June 18, 2008 Banks email
6. Finding of Fact, Conclusions of Law, and Order
7. January 24, 2007 CEB minutes
8. January 16, 2006 Notice of Intent to File Lien
9. December 13, 2005 Certified letter
10. December 7, 2005 CEB minutes
11. Summary sheet 2005
12. September 29, 2005 Warning Notice

DATE: August 27, 2009

SUMMARY HIGHLIGHTS:

On June 24, 2009 the Code Enforcement Board voted to recommend a reduction of the $50 per day fine which had run 1,192 days for a total fine of $59,600 down to $15,000 inclusive of costs of prosecution. This equates to a $44,600 fine reduction exclusive of costs of prosecution. Separately, $12,980.43 would be the fine amount with costs of prosecution totaling $2,019.57 if a recorded lien order was not required or $2,070.45 if recording was necessary.

The property is in compliance at this time.

RECOMMENDED ACTION:

Staff recommends approval of the Code Enforcement Board's recommendation to reduce the accumulated fine to $15,000 inclusive of costs of prosecution.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

Meeting called to order at 4:00 p.m. by Chairman Kenny Downs. **Members present**: LaSandra Williams, Pat Wilson, Douglas Webb and Terrill Hill. **Members absent**: John Lyon and Ronald Becker. **Also present:** James Lee, Planning Director; Code Enforcement Supervisor, Debbie Banks; Code Enforcement Officer, Elizabeth Hearn; Recording Secretary Pam Sprouse and City Attorney, Donald Holmes.

Motion by LaSandra Williams and seconded by Douglas Webb to approve the minutes of the May 27th, 2009 meeting. All voting members were in favor. Motion carried.

Kenny Downs read "To Appeal Any Decision" and swore in all City staff testifying at the hearing.

CONSENT AGENDA

Case 08-161 **1318 Carr Street**
Daily Fine of $25 per day x 237 days - $5,925.00
Costs of Prosecution $290.32 or $341.40 – Hearn

Case 08-165 **Vacant Parcel on N 7th Street**
Daily Fine of $25 per day x 231 days - $5,775.00
Costs of Prosecution $340.32 or $391.40 – Hearn

Case 09-16 **219 S 10th Street (42-10-27-6850-0650-0040)**
Costs of Prosecution $175.32 or $226.40 - Hearn

Case 09-17 **Vacant Parcel on S 10th Street (42-10-27-6850-0650-0050)**
Costs of Prosecution $175.32 or $226.40 - Hearn

Motion made by Terrill Hill and seconded by LaSandra Williams, to accept the aforementioned consent agenda as presented. All voting members were in favor. Motion carried.

OLD BUSINESS

Case 05-417 **1406 Ocean Street**
Owner: M. Shelton Construction Co., Inc.
Daily Fine of $50.00 per day for 1192 days: $59,600.00
Costs of Prosecution $2019.57 or $2070.45
Request to address the Board – McArthur Shelton

Gary Edinger, 305 NE 1st Street, Gainesville, was present to represent the owner. He stated that the property is now in compliance and that they have filed a written motion to reduce the fine to a suggested $1,500.00 plus the costs of prosecution. He stated that the fine is quite significant for a modest piece of property and for the type of violation. Adding that, as not to minimize the fact that it was a violation of the Code and that it did go on for quite some time, but that he would respectfully request the Board give some consideration to nature of the violation into account when you consider our request.

Mr. Holmes advised that the case is still open in the Courts, essentially the case was held in abeyance just prior to the scheduled trial date, as the property came into compliance and that the case is currently at trial stage.

Discussion continued regarding fine reductions.

Case 05-417 1406 Ocean Street - continued

Motion made by Terrill Hill and seconded by Pat Wilson, to forward recommendation to the City Commission, to reduce the fine to $15,000 inclusive of the costs of prosecution. DISCUSSION: Mr. Hill stated that he felt with this motion we will have served our purpose in getting compliance and at the same time we have made Mr. Shelton take responsibility for his violations and still give him some leeway as it relates to the amount of fines given the time it took. He ended by saying that by no means is he advocating that it is proper to be 1,192 days in violation of the code, but he had difficulty with administering a $60,00 fine on a piece of property that is likely not even worth that much, as our goal is not to gain ownership of the property because we would likely find ourselves in a foreclosure situation and would like the outcome to be a benefit to everyone as a whole. All voting members were in favor, motion carried.

Case 07-384 **529 Kirby Street**
Owner: Steven and Lisa Pinder
Section 54-80 Historic District Property Maintenance/Repair
Required update per May 27, 2009 hearing

Ms. Hearn advised that Ms. Pinder advised that she had a medical appointment this afternoon and could nc be at the meeting. Additionally, she stated that she had suggested to Ms. Pinder that she apply for TIFF funds in an effort to get the rest of the painting completed. Ms. Hearn recommended tabling this case for 3(days.

Motion made by Terrill Hill and seconded by Douglas Webb to accept staff recommendation to table this request until the July 22, 2009 meeting at 4:00pm. DISCUSSION: Ms. Wilson stated that there have been many missed meetings for required updates and that we need to take some action, if she does not make the next meeting or send an agent, then we should not table this again. All voting members were in favor, motion carried.

Case 08-230 **622 River Street**
Owner: Virginia McColm
Section 54-80 Historic District Property Maintenance/Repair
Section 30-32 Weeds, Debris, Prohibited Conditions
Required update per May 27, 2009 hearing - Virginia McColm

Ms. Hearn advised that she received a call from Ms. McColm last week advising that she was going to be out of town with a family medical emergency, and would not be able to make the meeting today. She recommended tabling this case for 30 days.

Motion made by Terrill Hill and seconded by Douglas Webb to accept staff recommendation to table this request until the July 22, 2009 meeting at 4:00pm. All voting members were in favor, motion carried.

Case 06-214 **615 N 11th Street**
Owner: Heirs of Ellen P. Hill
Request for Nuisance Abatement Action/Update – Hearn

Ms. Hearn advised that at this time we are waiting on the County to move forward with the demolition.

Mr. Downs commented that he will work very closely with the County and City on this joint effort.

Gary S. Edinger & Associates, P.A.

Gary S. Edinger
GSEdinger@aol.com

Steve D. Tran
UF3323@aol.com

305 N.E. 1st Street • Gainesville, FL 32601 • Phone (352) 338-4440 • FAX (352) 337-0696

May 27, 2009

Palatka Code Enforcement Board
City of Palatka
201 N. 2nd Street
Palatka, Florida 32177

RE: Palatka (State of Florida) v. M. Shelton Construction Co.
Case No.: 05-417 (Code Enforcement Board)

Dear Clerk:

Please file the enclosed the Respondent's Motion to Reduce Code Enforcement Fine in the above-referenced case. The Respondent requests that this Motion be heard at the next regularly-scheduled meeting of the Board.

Thank you for your kind assistance.

Sincerely,

Gary S. Edinger

/gse
Enclosure
cc: McArthur Shelton

RECEIVED
MAY [illegible] 2009
BY: _____

CODE ENFORCEMENT BOARD OF THE CITY OF PALATKA, FLORIDA

CITY OF PALATKA, Petitioner, **COMPLAINT NO. 05-417**

vs

M. Shelton Construction Company Incorporated, Respondent(s)

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Board for public hearing on May 27, 2009, after due notice to the Respondent; and, the Board having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

a) The Respondent(s) is the owner of property described as 1406 Ocean Street, Putnam County Tax parcel number 42-10-27-9110-0000-0140, located within the City of Palatka, Putnam County, Florida.

b) Conditions at the property at issue constitute violations of Section 30-32 Weeds, Debris, Prohibited Conditions and Section 30-166 Minimum Maintenance Standards, of the Palatka Municipal Code.

IT IS ACCORDINGLY ORDERED THAT:

II. ORDER:

a) The $50.00 per day fine is hereby stopped on the above-described property effective April 13, 2009. Total daily fine assessed is $59,600.00.

b) Administrative costs are hereby assessed in the amount of $2070.45, as incurred in the prosecution of this case by the City of Palatka through the 27th day of May, 2009.

c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.

d) This Finding of Fact, Conclusions of Law and Order supersedes that Finding of Fact, Conclusions of Law and Order recorded in the official records, Book 1089, Page 785 dated April 3, 2006 in the Putnam County Clerk of Courts records.

DONE AND ORDERED this 27th day of May, 2009, at Palatka, Putnam County, Florida.

CODE ENFORCEMENT BOARD OF THE CITY OF PALATKA FLORIDA

BY Kenneth Downs
Kenneth Downs, Its Chairman

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by ☐Certified mail, ☐ Regular mail, to the Respondent and/or authorized representative at 2936 NE 19th Drive, #C, Gainesville, FL 32609, this ____ day of July, 2009.

Elizabeth A. Hearn
Elizabeth A. Hearn, Code Enforcement Officer

Prepared by:
Elizabeth A. Hearn, City of Palatka
201 N 2nd Street, Palatka, FL 32177

Law Office of
Donald E. Holmes, P.A.
Donald E. Holmes
Joe Boatwright
222 N. Third Street
Palatka, Florida 32177-3910
Telephone (386) 328-1111 Telecopier (386) 328-5003

RECEIVED
BY: _____

June 26, 2008

Mr. Steve D. Tran, Esquire
305 NE 1st St.
Gainesville, FL 32601

RE: State of Florida v. M. Shelton Construction Company, Inc.
Case No. 08-309-CA-53

Dear Mr. Tran,

I am in receipt of your letter of June 20, 2008. You are correct in understanding that my client often settles lien foreclosure cases in exchange for payment of " costs of investigation and prosecution" and relatively nominal fines. However, such settlements can only be discussed and negotiated after the code violation which led to the assessment of fines has been remedied. It is my understanding that the code violation which lead to the assessment of fines in the above-captioned case has not been remedied as of the writing of this letter.

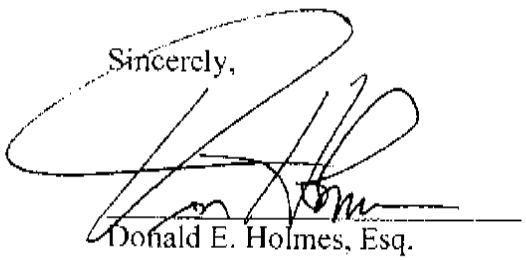
As is alleged in your letter of June 20, 2008, it is my understanding that your client in fact secured a permit for construction of a roof at some point in the past at the site of the code violations at issue. However, I know of no theory under which obtaining a roof construction permit could be asserted as excusing your client's compliance with the codes which he has allegedly violated.

The main goal of the Code Enforcement Department and Code Enforcement Board of the City of Palatka is to achieve code compliance at properties which, for a variety of reasons, have suffered long-standing code violations. It is not the goal of the Code Enforcement Department or Code Enforcement Board to force the sale of property through foreclosure proceedings. As a result, both my office and the Code Enforcement Department at the City of Palatka are more than willing to work with you and your client in an effort to resolve this matter in a fashion which occasions the least amount of legal expense and maneuvering as is possible. However, in order to pursue this course your client must take the first step by remedying the code violations which form the basis of the Order which lead to the imposition of a lien upon your client's property. While I am not aware of any code violations noted at your client's property other than those which form the basis of the code enforcement action captioned above, if there are presently other code violations existing at your client's property, these also must be remedied in order for your client to obtain a "clean bill of health" from the City Code Enforcement Department.

It is my suggestion that you contact Ms. Debbie Banks at 386-329-0103 for the purpose of discussing with her the action necessary to remedy the code violations discussed above. Perhaps a time table for achieving code compliance can then be agreed upon. As soon as code compliance has been achieved, I would then request that your client's case be brought back before the Code Enforcement Board for the purpose of considering a "fine reduction" and assessment of cost of prosecution. You and or your client would naturally be welcome to attend these proceedings. However, your attendance is not mandatory. If, as the Code Enforcement Board has consistently done in the past, it chooses to drastically reduce the accumulated fines which now encumber your client's property, then upon payment of the reduced fine amount and payment of costs of prosecution, the Code Enforcement lien attached to your client's property (and all other property which your client owns in Putnam County) would be satisfied by document recorded within the Official Records of Putnam County, Florida.

In the event you have any questions concerning this letter, please feel free to contact me at your convenience. As stated above, it is my hope that this matter can be resolved in the fashion described above and that your client's money can be spent in remedying the code violations at issue rather than in wrangling about this matter in court. However, in the event your client chooses not to proceed as described above, it will be my intent to notice this action for trial. I acknowledge that you have alleged that certain procedural defects should prevent the City of Palatka from prevailing in the above-captioned action. Unfortunately for your client, unless the property at issue is now in compliance with the City of Palatka's codes, or unless the court in the above-captioned action should issue your client some sort of blanket exemption from compliance with Palatka's codes, even if you prevail in the above-captioned action a new case will simply be initiated against your client alleging whatever code violations currently exist and we will then repeat the code enforcement process with the hope of eliminating any procedural defects which may have resulted in our not prevailing in the above-captioned case. It would accordingly seem to benefit your client to attempt to work with the City of Palatka at this point rather than against us. However, I will trust this decision to you and your client and will proceed accordingly.

Sincerely,



Donald E. Holmes, Esq.

c: Debbie Banks
djf

Debbie Banks

From: Debbie Banks [dbanks@gbso.net]
Sent: Wednesday, June 18, 2008 4:52 PM
To: Donald Holmes
Cc: Woody Boynton; Jim Lee
Subject: RE: Code Case- Shelton Construction

December 1, 2004 Roofing permit pulled but it expired due to lack of final inspection. This is the only permit on file. Roof still in violation.

June 2, 2005 - warning sent certified . Receipt signed for McArthur Shelton on 6-3-05

July 27, 2005 taken to CEB but Ms. Chandler advised the property was in compliance. (Probably establishing for repeat offender)

September 29, 2005 - warning sent certified. Receipt signed for by Audrey Boone.

December 7, 2005 - CEB assessed $50 per day fine

December 13, 2005 - Ms. Chandler sent CEB minutes and copy of Findings to be recorded via certified mail. Receipt signed for by Audrey Boone

January 16, 2006 - Ms. Chandler sent Notice of Intent to File Lien via certified mail but it came back unclaimed. She then sent it regular mail and did not receive it back.

The Findings were recorded and it states they were sent certified but I did not a receipt in the file.

August 4, 2006 - Ms Williams sent a warning certified. Receipt signed for by Audrey Boone.

I believe all notice were sent properly and certified with the exception of the recorded Findings of Fact, Conclusion of Law and Order. Ms. Chandler may have sent that certified but I cannot find it in the file.

Please let me know if I can be of further assistance or if it is your opinion we start over.

Thank you,
Debbie

-----Original Message-----
From: Donald Holmes [mailto:don@donholmeslaw.com]
Sent: Wednesday, June 18, 2008 2:18 PM
To: DEBBIE BANKS
Cc: Woody Boynton
Subject: Code Case- Shelton Construction

Debbie
I''m sending over an answer that I received on behalf of Shelton Construction to the lien foreclosure action I filed on behalf of the City. You will see from a reading of the answer that Shelton's attorney claims that Shelton had a construction permit (issued before the Notice of Violation) which excuses the code violation. Next, Shelton claims that the City didn't serve any orders or notices in this action by certified mail as required by Section 30-148(c) of the Palatka Municipal Code.

I'd appreciate you looking at Shelton's claims and advising me of your

thoughts. I guess the issue of certified mail is again on our radar. In order to eliminate any confusion (once and for all -- maybe), can you tell me exactly which Notices/Orders in a typical code enforcement case the city is sending by certified mail and which notices are going out by regular mail.
Thanks,
Don

--

TAX ADVICE DISCLOSURE: Pursuant to the requirements of Internal Revenue Service Circular 230, we advise you that any federal tax advice contained in this communication (including any attachments) is not intended or written to be used,and cannot be used, for the purpose of: (1) avoiding penalties that may be imposed under the Internal Revenue Code or (2) promoting, marketing or recommending to another party any transaction or matter addressed in this communication.

CONFIDENTIALITY NOTICE: The information and all attachments contained in this electronic communication are legally privileged and confidential information, subject to the attorney-client privilege and intended only for the use of intended recipients. If the reader of this message is not an intended recipient, you are hereby notified that any review, use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately of the error by return email and please permanently remove any copies of this message from your system and do not retain any copies, whether in electronic or physical form or otherwise.

Thank you.

Donald E. Holmes, P.A. (386) 328-1111

COK

CODE ENFORCEMENT BOARD OF THE CITY OF PALATKA, FLORIDA

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 05-417

vs

M Shelton Construction Co. Inc., Respondent(s)

* OFFICIAL RECORDS *
BK 1089 PG 785

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE came before the Board for costs of prosecution assessment on December 7, 2005 and the Board having been presented with supporting evidence and inspection reports there-upon issues its Findings of Fact, Conclusions of Law and Order as follows:

0000579211

I. FINDINGS OF FACT:

1. The Respondent(s) is the owner of property described as 1406 Ocean Street, parcel number 42-10-27-9110-0000-0140 of the City of Palatka, Putnam County, Florida.

2. The Respondent was properly notified that the above-described property needed to be brought into compliance within a given time, and has failed to make repairs to the roof and structure, or to paint the exterior of the residence, or to mow and maintain the property, or secure the property from access.

II. CONCLUSIONS OF LAW:

1. The Respondent was in violation of Section 30-34 Weeds, Debris, Prohibited Conditions and Section 30-166 Minimum Maintenance Standards.

III. ORDER

1. A $50.00 per day fine is hereby levied on the above-described property effective January 7, 2006 and shall continue until the violation is remedied.

2. Administrative costs will be assessed against the property at a later date.

DONE AND ORDERED this 7th day of December, 2005, at Palatka, Putnam County, Florida.

CODE ENFORCEMENT BOARD OF THE CITY OF PALATKA FLORIDA

TIM SMITH, PUTNAM CO. CLERK OF COURT
RCD: 04/03/2006 @ 09:12

BY Kenneth Downs
Kenneth Downs, Its Chairman

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by Certified mail to the Respondent and/or authorized counsel, M Shelton Construction Co. Inc., 2936 NE 19th Drive #C, Gainesville, FL 32609, this 7th day of December, 2005.

CLERK OF COURTS PUTNAM COUNTY, FLORIDA

Jeanne Chandler
Jeanne Chandler, Secretary to the Code Enforcement Board

Prepared by:
Jeanne Chandler
City of Palatka
201 N 2nd Street
Palatka, FL 32177

107 Madison Street continued

Discussion on liens, compliance, and fines continued. The main issue is that the exterior be brought into compliance.

Mr. Holmes said the City Commission could be asked that the lien be released if the fine is paid and property in compliance based on Mrs. Banks' inspection, and that she is able to report that to the Commission.

Motion by Mr. Carnes to recommend to the City Commission that all liens excluding costs of prosecution be removed from this property if the property is brought into compliance by the next City Commission meeting in February. Second by Mr. Lyon. Motion carried.

Mr. Carnes said the Board does not have the authority to remove the lien, that has to be done by the City Commission.

Mr. Smith said he would be in Washington DC on the second Thursday.

Mrs. Banks said she could present the case and explain the circumstances.

Case 01-379 Dunham between 19 & 20 ST (37-10-26-6850-3510-0110)
Owner: Carolyn Williamson/ Pastor Deese
Release of Lien filed after new deed presented – Banks

Mrs. Banks reported that the property has been transferred, the deed has been recorded, the property is in compliance and the case has been closed.

Case 05-417 1406 Ocean Street
Owner: M. Shelton Construction Co., Inc.
Foreclosure of lien – Banks

Mrs. Banks presented photo evidence and stated that: this case is from September 2005; the Board had voted to begin a daily fine on January 7, 2006; the costs of prosecution to date are $274.64; the $50 per day fine accrued as of today are $19,100 for a total of $19,374.64; and the taxes are current. She said the property appraiser assesses the value of the property at $65,322.00 and it is hoped that a foreclosure may force the owner into action. This used to be a very nice house, but now the roof is severely damaged, there has been a dumpster in the front of the house for years, and the yard is overgrown.

Motion by Mr. Carnes to foreclose on the City's lien. Second by Mr. Lyon. Motion carried.

Case 05-45 1404 St. Johns Avenue
Owners: Donald & Donnesha Hampton
Foreclosure of lien - Banks

Mrs. Banks reported this is a highly undesirable house in a highly visible area. The house is falling in and is very unsafe. Reports from surrounding property owners state that a neighboring property owner who is not the owner but is renting this property to a friend. The Board voted to begin a daily fine of $25 per day on April 26, 2005 which now totals $15,350.00; the costs of prosecution to date are $334.64 for a total of $15,680.64. Taxes are past due. The property appraiser has assessed the value of the property at $17,238.00 which, in in Mrs. Banks'opinion, is extremely overvalued. She requested this lien be foreclosed on to eliminate an unsafe eyesore.

Motion by Mr. Carnes to foreclose on the lien. Second by Mrs. Jones. Motion carried.

Case 03-282 1101 S Church Street (07-10-27-3550-0130-0031)
Owner: Michael Evans & Dawn Vickers

Mrs. Banks requested this case be tabled while she works on it with the Police Department.

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

NOTICE OF INTENT TO FILE LIEN

January 16, 2006

M. Shelton Construction Co. Inc.
2936 NE 19th Drive #C
Gainesville, FL 32609

Re: Case #05-417
1406 Ocean St

Dear Mr. Shelton:

The Code Enforcement Board of the City of Palatka met on December7, 2005 and determined that your property was in violation of certain codes adopted by the City of Palatka. **The Code Enforcement Board determined that if the violations were not corrected by January 7, 2006, a fine in the amount of $50.00 dollars per day would be assessed and would continue to accrue until the violations were corrected.** An inspection conducted by staff on January 13, 2006, revealed that the violation(s) cited by the Code Enforcement Board have not been corrected. Accordingly, **a fine in the amount of $50.00 dollars per day began to accrue on January 7, 2006. Documents will be filed within the Official Records of Putnam County, Florida fifteen days from the date of this letter and will constitute a lien on your property** which may affect your ability to sell your property or pledge your property as collateral for a loan.

YOU ARE HEREBY NOTIFIED that if you believe that the violations in which you were cited were corrected within the time allowed by the Code Enforcement Board and that no fine should be assessed against you, you may object to the filing of a lien against your property by requesting a hearing before the Code Enforcement Board. Your request must be made in writing and delivered to the City of Palatka Building Department within fifteen days of the date of this letter. The City of Palatka Building Department is located at 205 North 2nd Street, Palatka, FL 32177.

If you do not request a hearing, the City of Palatka will assume that you agree that the cited violation was not corrected within the allowed time and a lien will be filed against your property for the amount of the fine imposed by the Code Enforcement Board.

If you have any questions concerning this notice, please call Jeanne Chandler, Code Enforcement Board Secretary, at 386-329-0103.

Sincerely,

Jeanne Chandler

Jeanne Chandler
Code Enforcement Board Secretary

Attachment

City of Palatka

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

December 13, 2005

M Shelton Construction Co. Inc.
2936 NE 19th Drive #C
Gainesville, FL 32609

RE Case 05-417
1406 Ocean St

Dear Mr. Shelton:

Attached is a copy of the December 7, 2005 Code Enforcement Board meeting minutes and Findings of Fact. *These Findings will be recorded as a daily fine against this property if the property is not brought into compliance by January 7, 2006.* Liens against this property will extend to any other property you own in the county.

Please contact me when the property is in compliance so that I may make a final inspection. I can be reached at the above number if you have any questions.

Sincerely
Joanne Chandler

Attachment

SENDER: COMPLETE THIS SECTION

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

1. Article Addressed to:
M. Shelton Const Co. Inc
2936 NE 19 Street #C
Gainesville FL
32609

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X Audrey Boone ☐ Agent ☐ Addressee

B. Received by (Printed Name) C. Date of Delivery
Audrey Boone 12/16

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

3. Service Type
☑ Certified Mail ☐ Express Mail
☐ Registered ☑ Return Receipt for Merchandi
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number (Transfer from service label) 7005 1820 0002 5731 9105

102595-02-M-

Domestic Return Receipt

and no activity on the Building permit. Staff recommends a $25.00 a day fine be effective January 7, 2006 not in compliance.

Motion by Ms. Kitchens that the Board find that the code violations alleged by the Code Enforcement Officer in fact exist and that if the violations are not corrected by January 7, 2006 a fine in the amount of $25.00 per day be assessed. Seconded by Ms. Jones. All voted affirmative. Motion carried.

NEW BUSINESS

Case 05-417, 1406 Ocean St
Staff advised that a certified notice was sent on September 29, 2005 and signed for by Audrey Boone on October 3, 2005. Staff received a second complaint on the property on October 27, 2005. A re-inspection and pictures taken on November 2, 2005 noted no change. Pictures taken on November 28, 2005 showed no change. This property has been before the Board in 2004 and early this year. This is a repeat offender. Staff recommends a $50.00 a day fine be effective January 7, 2006 if not in compliance.

Motion by Ms. Kitchens that the Board find that the code violations alleged by the Code Enforcement Officer in fact exist and that if the violations are not corrected by January 7, 2006 a fine in the amount of $50.00 per day be assessed. Seconded by Mr. Carnes. All voted affirmative. Motion carried.

Case 05-436, 2011 Geary St
Staff advised that a certified notice was sent on September 30, 2005 and signed for by Nouri Alizy on October 3, 2005. A second inspection and pictures taken on November 2, 2005 noted no change. The owner's brother is living in the house and it appears he is trying to run a second hand business out of his home. Pictures taken on November 28, 2005 noted no change however, a trailer was parked on the right of way with additional furniture and items. Staff recommends a $25.00 a day fine be effective January 7, 2006 if not in compliance.

Motion by Ms. Kitchens that the Board find that the code violations alleged by the Code Enforcement Officer in fact exist and that if the violations are not corrected by January 7, 2006 a fine in the amount of $25.00 per day be assessed. Seconded by Mr. Carnes. All voted affirmative. Motion carried.

Case 05-443, 1507 Bronson St
Staff advised that the property is overgrown and the front windows are broken out. A certified notice was sent on October 5, 2005 and signed for by J. Jackson on October 7, 2005. A second inspection on November 8, 2005 noted no change. Pictures taken on November 28, 2005 showed no change. The property is vacant and the taxes have not been paid for the past five years. Staff recommends a $25.00 a day fine be effective January 7, 2006 if not in compliance.

Motion by Ms. Kitchens that the Board find that the code violations alleged by the Code Enforcement Officer in fact exist and that if the violations are not corrected by January 7, 2006 a fine in the amount of $25.00 per day be assessed. Seconded by Mr. Carnes. All voted affirmative. Motion carried.

Case 05-417
1406 Ocean St
M Shelton Construction Co. Inc.

Section 30-32 Weeds, Debris, Prohibited Conditions
Section 30-166 Minimum Maintenance Standards

Sept 27, 2005 – complaint confirmed – property overgrown blue tarp on roof – extensive roof damage – took pictures

Sept 29, 2005 – Notice of Violation sent

Oct 3, 2005 – Certified sign by Audrey Boone

Oct 27, 2005 - 2nd complaint regarding overgrown property

Nov 2, 2005 – re-inspected – took pictures – no change

Nov 28, 2005 – took pictures for CEB agenda – no change

Dec 7, 2005 –

This property was cited in June 2005 for same problem and in August 2004, and in October, 2003 - Staff recommends $50.00 per day fine effective Jan 7th 2006 if not in compliance -

CITY OF PALATKA
WARNING NOTICE OF CODE VIOLATION

WARNING NOTICE: YOU ARE IN VIOLATION OF CITY OF PALATKA MUNICIPAL CODE. SHOULD THE VIOLATION CONTINUE BEYOND THE TIME SPECIFIED FOR CORRECTION, OR SHOULD THE VIOLATION BE REPEATED, A CITATION MAY BE ISSUED TO YOU AND/OR YOUR CASE MAY B E PRESENTED TO THE PALATKA CODE ENFORCEMENT BOARD. THE ISSUANCE OF A CITATION WILL REQUIRE A FINE TO BE PAID OR REQUIRE YOUR APPEARANCE BEFORE THE COURT. FINDING OF A VIOLATION BY THE COURT MAY RESULT IN A FINE OF UP TO $500. ***THE CODE ENFORCEMENT BOARD MAY IMPOSE A FINE OF UP TO $250 FOR EACH DAY UNTIL THE VIOLATION IS CORRECTED. COSTS OF PROSECUTION WILL BE CHARGED IF YOUR CASE APPEARS ON THEIR AGENDA.*** **COSTS AND/OR FINES WILL BECOME A LIEN AGAINST YOUR PROPERTY IF LEFT UNPAID. APPEALS MUST BE MADE WITHIN 30 DAYS OF HEARING TO THE CIRCUIT COURT OF APPEALS.**

Date of Violation: September 29, 2005 Case Number: 05 – 417

Location of Violation: 1406 OCEAN STREET

Parcel Number: 42-10-27-9110-0000-0140

Responsible Person: M SHELTON CONSTRUCTION CO. INC.

Mailing Address: 2936 NE 19TH DRIVE #C, GAINESVILLE, FL 32609

IN ACCORDANCE WITH CITY OF PALATKA MUNICIPAL CODES YOU ARE HEREBY NOTIFIED THAT YOU ARE IN VIOLATION OF PALATKA CITY CODE:

Section 30-32 WEEDS, DEBRIS, PROHIBITED CONDITIONS
It shall be unlawful for any owner or owners of any lot, parcel, or tract of land within the city to:
(1) Permit weeds, grass or undergrowth to grow thereon to
from the ground.
(2) Permit rubbish, trash, debris, dead trees or other unsigh
thereon.

Violation Text: Lot to be mowed and maintained from lot li

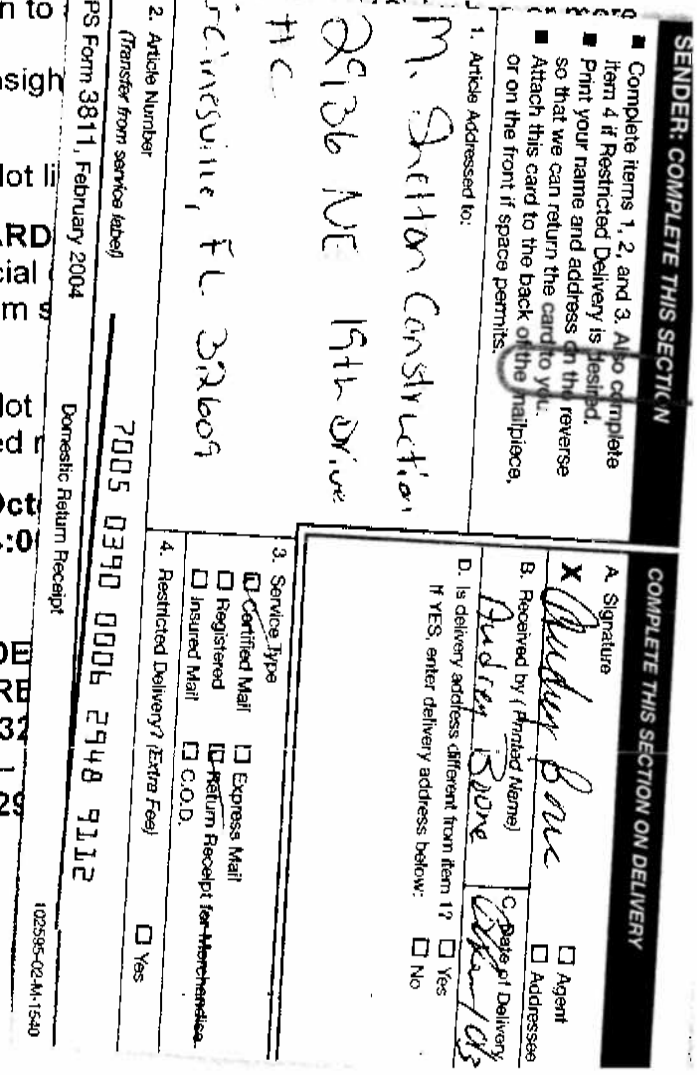
SECTION 30-166 MINIMUM MAINTENANCE STANDARD
It shall be unlawful for any owner or owners of commercial
to fail to maintain their property according to the minimum s
ordinance.

Violation Text: Lot to be mowed and maintained from lot
to be trimmed and the roof is to be repaired by a licensed r

**Text: As directed by officer. Failure to comply by Oct
Enforcement Board action on December 7, 2005 at 4:0
Palatka, FL 32177.** ***Please call with any questions.***

**BUILDING & ZONING DE
201 N 2ND STRE
PALATKA, FL 32
HOURS: 8:30AM –
MON-FRI (386)329**

Jeanne Chandler
JEANNE CHANDLER - ISSUING OFFICER



Agenda Item

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Agenda Item

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MEMORANDUM

DATE: August 18, 2009

TO: City of Palatka City Commission

FROM: Community Garden Committee

RE: Approval of Proposed Garden Sites

The Community Garden Committee is requesting approval for the following potential garden sites on city property.

Oakhill Park located on Westover Drive

Triangle property located at Carr Street

If these properties are approved, the University of Florida Agricultural Extension Office has agreed to assist by preparing the soil for planting by spraying for weeds, tilling and fertilizing. Once the soil is prepared, we will obtain commitments from individuals, business and organizations to adopt a plot. Those adopting a plot will be required to sign a release of liability, as well as a simple agreement of gardening rules. The produce from the gardens will be utilized by the gardener, may be traded with other gardeners, or donated to feed those in need within our community. No produce will be sold for profit, as stipulated in the garden rules.

Community gardens are a positive influence in neighborhoods; they stimulate community interactions, create beauty in open spaces, provide a place for recreation, exercise, and education, and produce nutritious food to reduce family food budgets. A 600 square foot garden can save the average family $500 per year, using an average of $2 per pound.

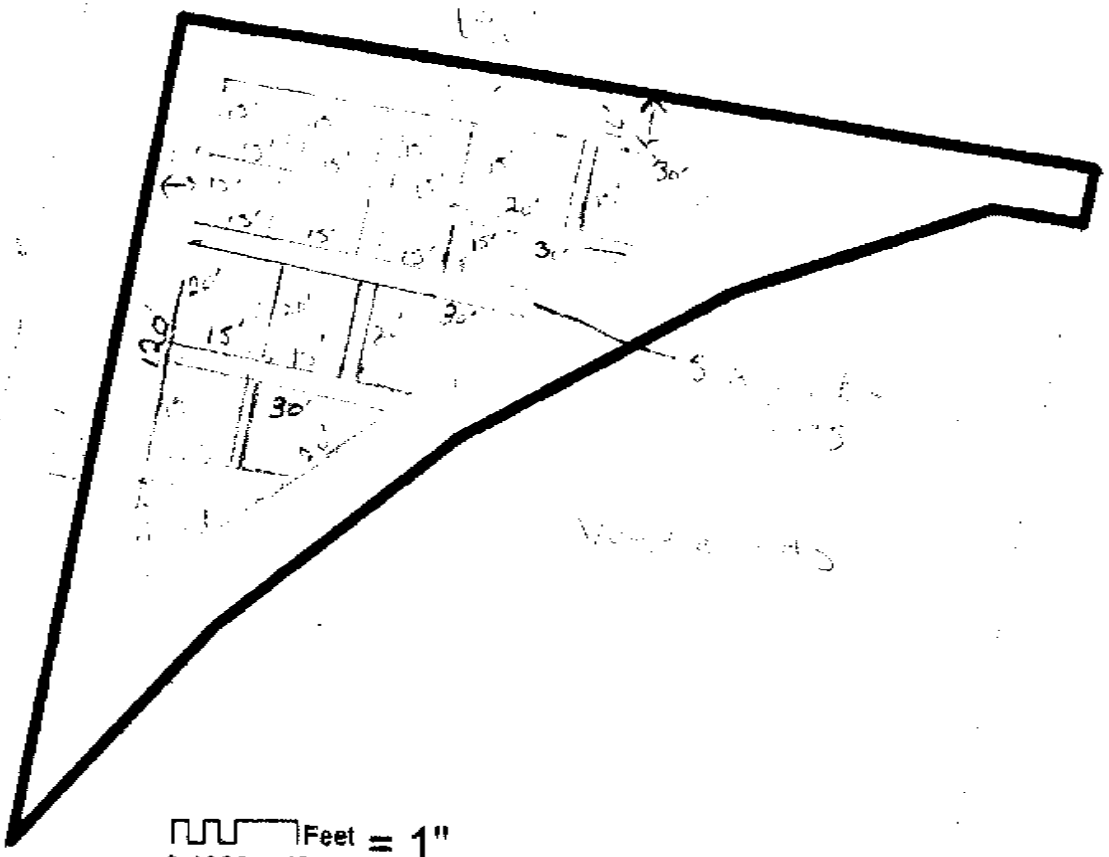
Once property is approved, local support will be solicited for additional needs such as seeds, fencing, tools, and a tool shed. Grant opportunities will also be explored. Mr. Breck Sloan from Beck's has agreed to donate seeds and possibly funding for a scholarship to a student pursuing a degree in the field of agriculture. Ace Hardware in East Palatka has also agreed to assist in some manner.

Attachments: Proposed site plans

Laurel Street
Proposed Community Garden

LAUREL ST

S 11TH ST

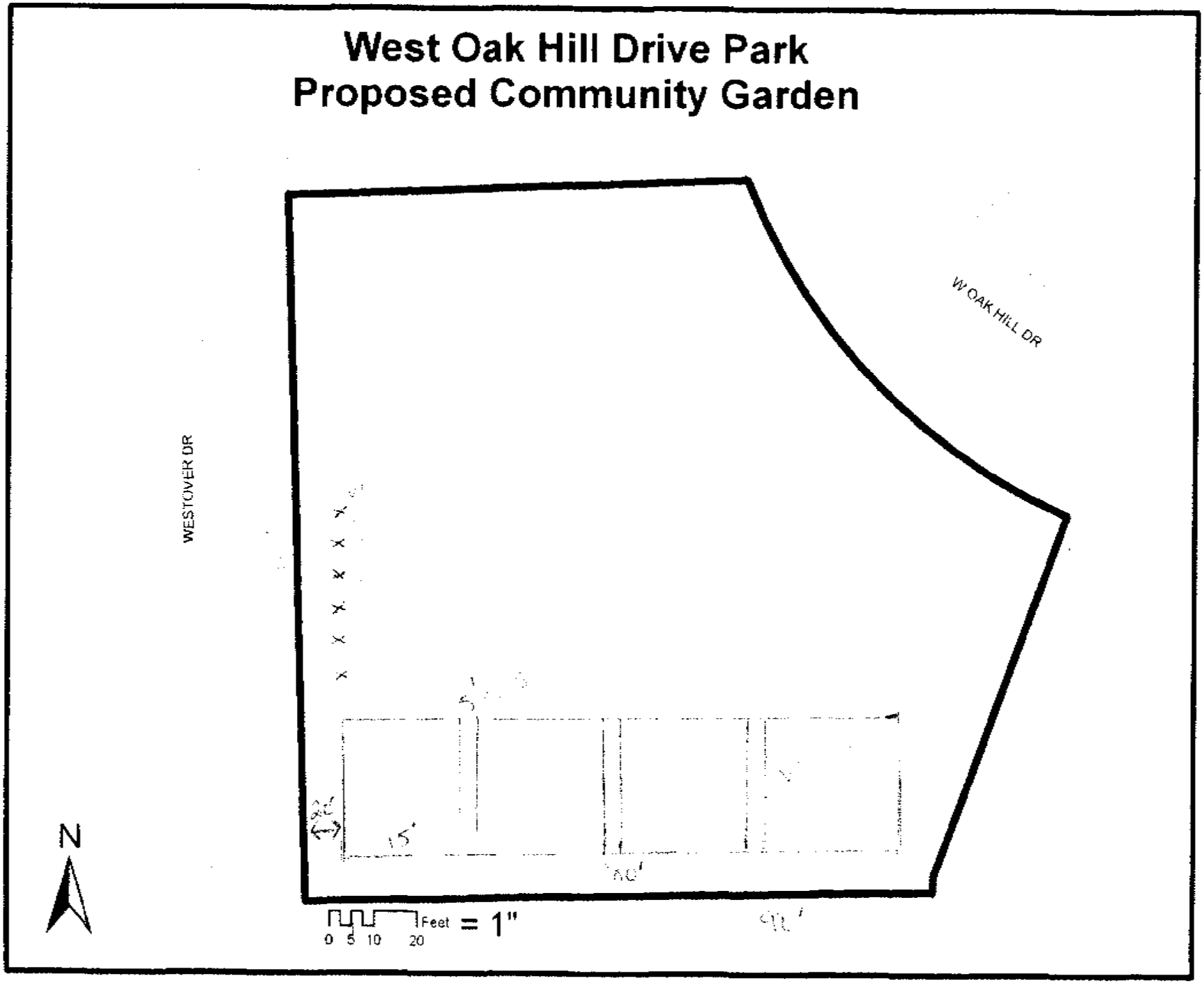


N

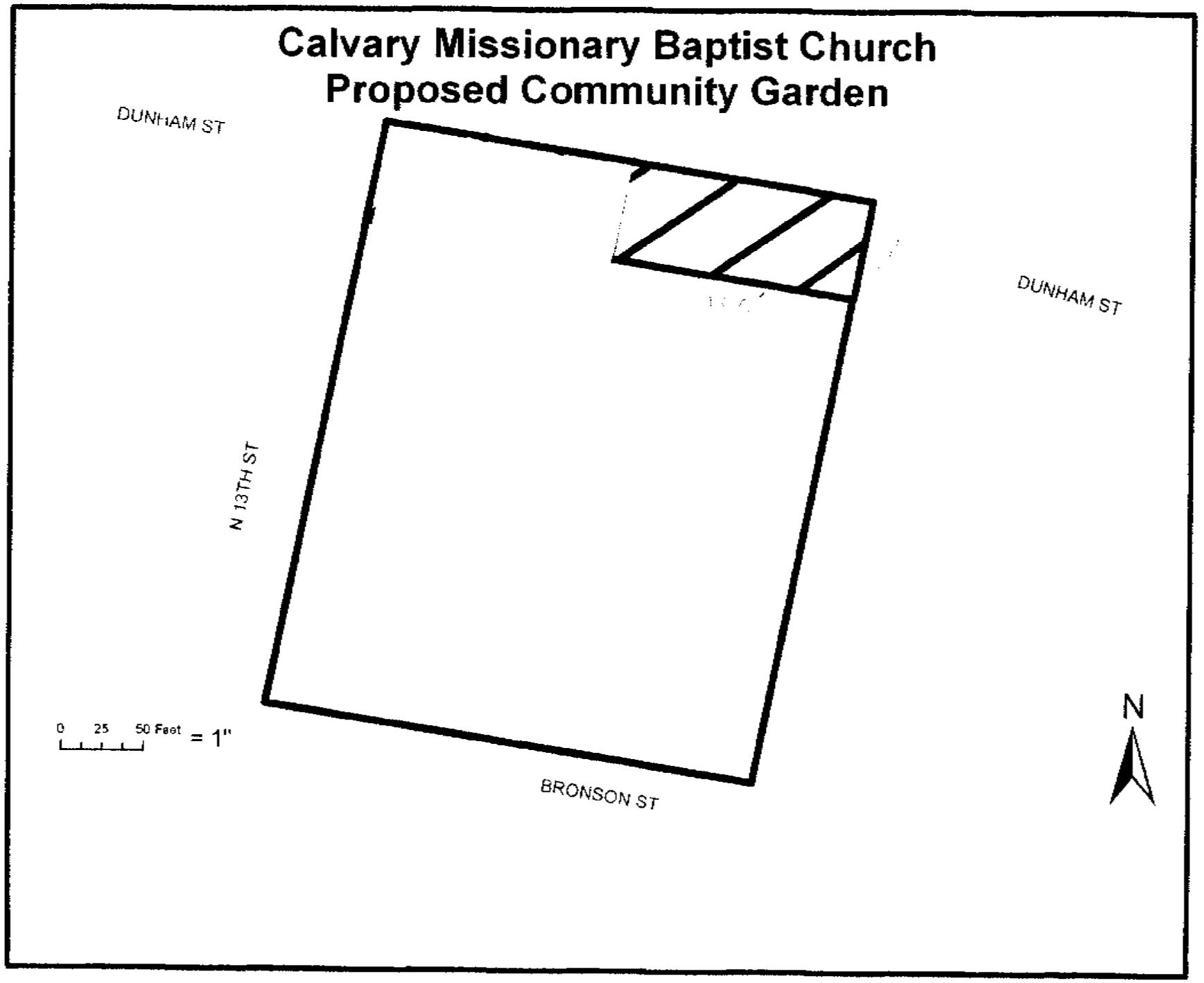
Feet = 1"
0 10 20 40

CARR ST

West Oak Hill Drive Park
Proposed Community Garden



Calvary Missionary Baptist Church
Proposed Community Garden



KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA

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

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

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

August 21, 2009

TO MESSRS: MARY LAWSON BROWN, ALLEGRA KITCHENS, VERNON MYERS, JAMES NORWOOD, BOB TRESCOTT AND SAM DEPUTY:

You are hereby notified that a meeting of the Community Redevelopment Agency is called to be held at the regular meeting place of the Palatka City Commission, 201 N. 2nd Street, Palatka, on Thursday, August 27, 2009 at 4:00 p.m.

The purpose of the meeting is to consider the following items:

1. Request to modify South Historic District Annual Plan ***
2. Update on land purchase for future parking needs
3. Palatka Main Street/City of Palatka/CRA Contract ***
4. Putnam County Chamber of Commerce/ CRA Contract ***
5. Presentation and adoption of CRA Plan Needs Assessment Report, including the Central Business District, North Historic District and South Historic District.

*** -- Staff Recommends Approval

/s/ Karl N. Flagg
Karl N. Flagg, MAYOR

We acknowledge receipt of a copy of the foregoing notice of a special meeting on the 21st day of August, 2009.

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Allegra Kitchens
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Vernon Myers
COMMISSIONER

/s/ Sam Deputy
PRESIDENT
DOWNTOWN PALATKA, Inc.

/s/ Bob Trescott
MAIN STREET MANAGER

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA

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

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CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

AGENDA
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
August 27, 2009; 4:00 p.m.

1. **CALL TO ORDER**
   a. Invocation
   b. Pledge of Allegiance
   c. Roll Call

2. **APPROVAL OF MINUTES** – 8/10/09

* 3. **REQUEST TO MODIFY** South Historic District Annual Plan – Roberta Correa, President, SHNA President – **Staff Recommends Approval**

4. **UPDATE on land** purchase for future parking needs – Woody Boynton

* 5. **DISCUSSION & RECOMMENDATION**
   *a. Palatka Main Street/City of Palatka/CRA Contract
   *b. Putnam County Chamber of Commerce/CRA Contract
   Staff recommends Approval

** 6. **PRESENTATION AND ADOPTION** of CRA Plan Needs Assessment Report, including the Central Business District (CBD), North Historic District (NHD) and South Historic District (SHD)

7. **REMARKS/COMMENTS**

8. **ADJOURN**

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THIS AGENCY 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.

Agenda Item

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Agenda Item

3

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

City of Palatka

Office of the City Manager

To: **CRA Board Members**

From: Woody Boynton, City Manager

Date: August 21, 2009

RE: Southside Historic Neighborhood Association Request to Allocate Money

---

The Southside Historic Neighborhood Association is requesting that $90,000.00 of monies previously indicated as reserve funds from the December 14, 2008 annual plan be allocated to various projects. The projects are listed in their June 14, 2009 memo (attached) and includes an additional $71,800.00 be allocated to their Home Improvement Grant program. In addition to the June 14th memo, the Association has provided an updated list of all properties completed and In-Progress through their Home Improvement Program. This is attached with the August 19, 2009 memo.

If the $71,800.00 is approved, a total of $211,800.00 will have been appropriated for their Home Improvement Program. This includes the original $80,000.00 that was assigned in December 2008; $60,000.00 that was reallocated on August 10, 2009 and the $71,800.00 currently being requested.

With the approval of this request, it is estimated that $50,000 +/- will still be set aside in reserves.

Southside Historic Neighborhood Association
PO Box 2507
Palatka, Florida 32178

June 14, 2009

Woody Boynton
Palatka City Manager
201 North 2nd Street
Palatka, FL 32177

Re: Southside TIF Funds Budget (June 2009-January 2010)

Dear Mr. Boynton:

The Southside Historic Neighborhood Association (SHNA) is requesting the use of $60,000.00 originally approved for the purchase of property at 420 Kirby Street to be reallocated to the Tax Increment Finance Fund/Home Improvement Program (TIF/HIP) per the SHNA minutes dated April 20, 2009. Also the anticipated Southside TIF expenditures through January, 2010 are listed below:

1. Completion of Tilghman House renovations> $200,000.00 (allocated previously)
2. Continuation of the TIF/HIP> $71,800.00 (additional funds)
3. Restoration/landscaping of Hammock Hall> $1,500.00
4. New Southside District signage/landscaping @Laurel & River Streets>$700.00
5. Purchase of historical bronze standing marker(location TBD)> $5,000.00
6. Mural on South side of Hammock Hall> $11,000.00

Balance of remaining unallocated funds> $50,000.00 + remainder of CD ($2,376.00) & CD interest

Sincerely,
Roberta Correa
Southside Historical Neighborhood Association
shna@shna.net

SOUTHSIDE HISTORICAL NEIGHBORHOOD ASSOCIATION

June 15, 2009

MINUTES: Volume 6

Call to order; The meeting was called to order by President Roberta Correa.

Secretary's minutes; Minutes from the May meeting were read and approved.

Treasurer's Report; Lucille Estes reports that we have $2,161.12 in our checking account and our $3,000. CD is still in place.

Old TIF Business :

It was reported that the Tilghman
House has old siding removed, termite treatment and structural repairs are underway.

Old TIF Business;
The subject of the Southside TIF budget through January 2010 was opened and many questions and answers were addressed. Ted McGibbons made the motion to approve the budget, motion was seconded and passed unanimously . Details of budgeted items specified in attached letter Dated June 14, do hereby become part of these minutes.

TIF/HIP; Five projects completed. Three in process. Six applications pending.

CRA; The final meeting scheduled for July 15, 2009, Hammock Hall at 6:30.

Old Business:
The roundabout at the intersection of Kirkland and River has been put on hold until Linda Crider returns in the fall.

Community Crime Prevention, The Crime Free Multifamily Housing Program is still in it's Infancy. Rodney or Barbara will contact Commander Fells, pertaining to becoming educated About the program.

Renting of Hammock Hall will be updated before our July meeting. We will have a calendar added to our website (www.shna.net) You or anyone may go to the calendar to check the scheduled dates the hall will be available. However only two people will be allowed to book dates and change the calendar. Currently It is Rodney Carnes and Jan Pettit.

Barbara Wayne 6/17/09
Secretary, Southside Historical Neighborhood Association

SIGN-IN SHEET SHNA MEETINGS

DATE June 15, 2009 **#PRESENT** 16

NAME **E-MAIL ADDRESS**

Joe MacGibbon
Robert Emmons
MIKE GAGNON
DARYL LEWIS
Roberta Correa
Rhonda Sharer
LUCY VISNAW
RODNEY CARNES
Lucille Estes
Barbara Wayne
Michael & Helen Parker
2 - Jeff & Susan Frank
Melanie Parker
Suzanne Jacob

Southside Historic Neighborhood Association
PO Box 2507
Palatka, Florida 32178

August 19, 2009

Woody Boynton
Palatka City Manager
201 North 2nd Street
Palatka, Florida 32177

Subject: TIFF/HIP additional allocation request

Dear Mr. Boynton:

The CRA and City Commission initially approved the Southside Historic Neighborhood Association (SHNA)'s request for $80,000.00 to begin implementation of the Tax Increment Finance Fund/Home Improvement Program (TIFF/HIP) on December 18, 2008. The program began in early 2009 and to date seven (7) properties have been completed, four (4) projects are in process and nine (9) applications are pending (see attached sheet for specifics). On August 11, 2009 the CRA and City Commission approved an additional $60,000.00 originally allocated for another purpose to the TIFF/HIP. SHNA had also submitted a budget for that meeting which included an additional allocation to the TIFF/HIP of $71,800.00 as well as some other anticipated expenditures specified in a letter to you dated June 14, 2009.
SHNA's total TIF expenditures will be significant this year. However the largest disbursement has gone towards the restoration of Tilghman House ($220,000.00). SHNA is in support of this worthwhile effort since Tilghman House serves as the gateway to both the South District and the Central Business District. By comparison, the TIFF/HIP will restore at least twenty (20) homes for the total funding requested to date ($211,800.00). The value this Program provides to the City and the South Historic District is an undeniable benefit of this investment!

Thank you for your continued support of our efforts,

Roberta Correa, President
Southside Historic Neighborhood Association

Attachments
TIFF/HIP Cost Summary
SHNA TIF Budget Letter dated June 14, 2009
SHNA Meeting Minutes dated June 15, 2009

SOUTHSIDE HISTORIC NEIGHBORHOOD ASSOCIATION

TIFF/HIP COST SUMMARY

ADDRESS	PROJECT COST
Completed Projects (7)	
114 Dodge Street* (exterior paint)	$17,641.00
506 Emmett Street*(exterior paint, new roof)	$13,591.00
512 Emmett Street (exterior paint)	$16,721.00
520 Emmett Street (exterior paint including metal roof)	$11,475.00
510 Emmett Street (exterior paint including metal roof)	$4,850.00
611 Crill Avenue (porch>structural repair & roof, exterior paint)	$12,563.00
413 Emmett Street (new roof, exterior paint)	$6,355.00
Total Paid> $82,336.00	
Issued Purchase Orders/In Progress (4)	
129 Kirkland Street*(exterior paint)	$6,365.00
120 Kirkland Street (structural repair, replace 10 leaking aluminum windows with wood & wood siding, replace porch columns, exterior paint)	$22,564.00
622 River Street* (exterior paint)	$6,395.00
621 Emmett Street (porch structural repair, baluster replacement, exterior paint including metal roof)	$12,587.00
Total Purchase Orders> $48,771.00	Total Paid & Committed Funds> $131,107.00
Total Funding Allocated/Approved by CRA & City Commission to Date> $140,000.00 Additional Amount Approved & Requested by SHNA to Continue Program> $71,800.00	Current Number of Pending Applications> 0

Agenda Item

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Agenda Item

3a

PALATKA
HOUSING
AUTHORITY

Serving Palatka's Housing Needs Since 1962

July 16, 2009

Mayor Karl N. Flagg
Palatka City Hall
201 N. 2nd St.
Palatka, FL 32177

Dear Honorable Mayor,

Attached for your review you will find the newly revised "Agreement for the Provision of Supplemental Police Services: between Palatka Housing Authority and the Palatka Police Department. Please review, execute, and return to our office for distribution.

If you have any questions, please contact me at jnelson@palatkaha.org or by phone at 386-329-0132, ext. 211. Thank you for your assistance.

Sincerely,

John Nelson Jr.

John Nelson, Jr.
Executive Director

400 North 15th Street • P.O. Box 1277 • Palatka, Florida 32178-1277
Office: 386-329-0132 • Fax: 386-329-0145 • Suncom: 860-0132 • Email: pha@leading.net

PALATKA HOUSING AUTHORITY – PALATKA POLICE DEPARTMENT AGREEMENT FOR THE PROVISION OF SUPPLEMENTAL POLICE SERVICES

This Agreement, made and entered into this ____ day of _____ 2009 by and between the Palatka Housing Authority (hereinafter called the "Authority") and the City of Palatka (hereinafter called the "City") is for the provision of specific police services associated with the Authority's crime reduction program.

WHEREAS, The Authority desires to contract with the City for additional police services to create a drug- and crime-free environment and to provide for the safety and protection of the residents in the public housing developments; and

WHEREAS, the City and the Palatka Police Department (hereinafter called the "Department") desire to assist in the effort by providing effective police services at the Authority locations;

NOW, THEREFORE, the Authority and the City agree as follows:

ARTICLE I – SERVICES PROVIDED BY THE DEPARTMENT

1. The Department agrees that the services rendered by the Assigned Personnel (police) under this Contract are in addition to baseline police services. The City agrees that it will not reduce its current level of police services to the public housing development, particularly in the areas of community policing, patrol, criminal investigations, records, dispatch and special operations.

The manner and method of performance of services is specified in Article V, Plan of Operations.

The duties and extent of services of the Assigned Personnel shall include, but shall not be limited to:

A. The Department will provide the number of police officers necessary to perform specialized patrols to enforce all state and local laws and the Housing Authority Rules specified in this contract. Sworn officers shall at all times remain part of, subject to and in direct relationship with the Police Department's chain of command and under police department rules, regulations and standard operating procedures.

B. The Department agrees to assign police officers to targeted area during specific periods of time as identified by the Authority and the Department as high crime or high workload periods to maintain a police patrol presence.

C. The Department will employ a community policing concept and the Department's personnel whose primary responsibility is to develop and maintain

communications with residents will assist in developing or enhancing crime prevention programs in the public housing community.

D. The Department agrees to collect and provide workload data in the public housing development.

E. It is further agreed that to the extent necessary, the Assigned Personnel will appear as witness in the Authority's administrative grievance procedure, civil dispossessory hearings, or other civil or court proceedings where the issue includes criminal or quasi-criminal conduct in or near public housing developments involving any resident, member of a resident's household, or any guest of a resident or household member.

F. Without limiting any of the foregoing, the Department agrees that with respect to the services to be performed by any police personnel in accordance with the Contract, the appropriate police department representative will meet with resident leadership and management representatives of the Authority for the purposes of reviewing the enforcement and prevention efforts and planing for the future changes or modifications anticipated by this contract. These meetings shall occur at least quarterly.

G. The Department agrees that a policy manual exists to regulate police officers' conduct and activities; all police officers have been provided a copy of the policy manual; the Department has a signed receipt from each officer that he/she has received and understands the contents of the manual; and personnel have been trained on the regulations and orders within the manual.

H. The Department agrees that it will provide the Assigned Personnel with such basic equipment as may be necessary and reasonable in order to allow the police officers to carry out the duties anticipated under this Agreement.

I. The Department will provide training on community relations and interpersonal communications skills to the extent possible.

J. The Department agrees to provide, criminal background checks of proposed applicants for public housing. This information will be provided in a manner consistent with all applicable National Crime Information Center or State laws and regulations.

K. The Department shall designate an officer as the Administrative Liaison Officer, who will work in concert with the Executive Director of the Authority, or the Director's designate.

The Administrative Liaison Officer will perform the following duties:

1. Coordinate the dissemination and processing of police and security reports, provide supervisory assistance, and coordinate in resolving problems or in carrying out the provisions of the Agreement;

2. Establish and maintain an ongoing line of communication with other police personnel;

3. Prepare progress reports and evaluations of services requested and provided under this agreement for review by the Executive Director and Police Chief.

4. Initiate and monitor ongoing lines of communication with resident leaders to effectively employ the community policing concept and to address in a timely manner concerns raised by community leaders.

5. Establish a clearly defined process for reporting non-emergency criminal activities.

L. The Department will at all times provide supervision, control and direction of work activities and assignments of police personnel, including disciplinary actions. It is expressly understood that the Department shall be responsible for the compensation of the officers and all employee benefits, as well as any injury to officers, their property, or the Department's property while on the Authority's property.

M. The Assigned Personnel shall possess maintain any State-mandated Certification.

N. The Department shall indemnify and hold harmless the Palatka Housing Authority and its employees from and against all claims for personal injury or property damage that may result from the performance or non-performance of Assigned Personnel.

ARTICLE II- SERVICES PROVIDED BY THE AUTHORITY

1. The Authority shall reserve the right to a reasonable request that the Department replace any assigned officer for the following conduct by the officer;

A. Neglect or non-performance of duties;

B. Disorderly conduct, use of abusive or offensive language, or fighting;

C. Criminal action;

D. Selling, consuming, possessing or being under the influence of intoxicants, including alcohol or illegal substances, while on assignment.

E. Inadequate punctuality or attendance.

F. Substantiated complaints from public housing residents or management.

2. The Authority will provide the Department with a Public Housing Activity Form for assigned officers to complete. These forms are not to replace police reports utilized by the Department, and are subject to approval by the Department.

3. The Authority will provide the Department with applicable Authority rules and regulations governing Authority residents.

ARTICLE III – ENFORCEMENT OF RULES REGULATIONS

1. The Department, through its police officers, is hereby empowered to enforce the following;

A. Unauthorized visitors in unoccupied structures of the Authority shall be removed.

B. Unauthorized visitors creating disturbance or otherwise interfering with the peaceful enjoyment of lessees on Authority property shall be removed.

C. Unauthorized visitors destroying, defacing or removing Authority property shall be subject to criminal enforcement actions.

With regard to the foregoing rules and regulations, the Department's officers are hereby authorized to give any criminal trespass warnings to any persons found in violation of said rules or regulations, i.e., to give notice to any violators that their entry on the property or premises is forbidden, and to arrest or cause the arrest and prosecution of any violators, when appropriate.

2. The Department, through its police officers, or in conjunction with the Department of Parking and Traffic, is hereby empowered to enforce the following Authority rule regulation:

"The tenant and any visitors to Authority property and premises shall refrain from, and shall cause their households to refrain from, parking vehicles in any area other than parking areas designated by Authority management."

With regard to the foregoing rule or regulation, the Department's officers are hereby authorized to have removed any and all vehicles found parked in violation of said rule or regulation, pursuant to established Department procedure for removing vehicles.

3. The Department, through its police officers, is hereby empowered to enforce such additional Authority rules and regulations and perform such other duties as shall be specified in any addenda agreed to by both parties in writing.

4. Nothing herein contained shall be constructed as permitting or authorizing police officers to use any method or to act in any manner in violation of law or of their sworn obligation as police officers.

13. Vehicle license number of suspicious persons

14. Weapons violations/seized.

B. Media Coordination: The Department will relay to the Executive Director, or his/her designee, information related to any major crime or incident that occurs on Authority property, preferably before the media is informed, or as soon as possible.

C. Evaluation: The Department and the Authority agree that any evaluation shall include:

1. Hours worked by police officers for:

   a. Foot patrol

   b. Bicycle patrol

   c. Motorized patrol

   d. Other (tactical)

2. Response times to targeted communities by Department-paid officers and Authority-paid officers by Priority I (emergency), and Priority II (non-emergency)

3. Arrests (to include drug violations)

4. Vehicles towed

5. Positive contacts

6. Referrals

7. Trespassers removed

8. All UCR or NIBRS Reports

9. Calls for service

10. Weapons seized

11. Property stolen/recovered

12. Community feedback

D. It is further agreed that the Department will provide comparable crime

information for the City as a whole to facilitate the evaluation to include what proportion of activities city wide occur on Authority property.

ARTICLE V – PLAN OF OPERATIONS

1. The Department and the Authority shall specify the manner and method of performance by which each of the services identified is to be administered. The plan of operations will minimally specify the following:

A. Service goals and minimum performance criteria (e.g., a definition of what is to be achieved and the expected benefits or outcomes that will be derived);

B. Staffing levels: two patrol officers

C. Hours of operation: not to exceed four (4) hours per day as determined by the Authority and Administrative Liaison Officer.

D. Days of operations: Not to exceed four (4) days each week as agreed upon by the Authority and Administrative Liaison Officer.

2. The plan of operations will be prepared for review and acceptance within five (5) days from the date of execution of this Agreement by both parties. It is understood that the Authority may request reasonable modification to the initial plan of operations as it deems appropriate. The Authority must approve the plan in order for payment to begin.

3. If during the term of this Agreement either party desires to amend the scope of the Plan of Operations, either party may request such an amendment via written notification. The Executive Director of the Authority and/or the Chief of Police shall provide final determinations regarding the establishment of an amendment to the plan of operations.

ARTICLE VI – TERM OF AGREEMENT

The term of this Agreement shall be for twelve (12) months beginning on _____, 2009 and ending on _____, 2010 with the option to be renewed annually.

ARTICLE VII – COMPENSATION OF THE DEPARTMENT

1. All compensation to the city will be made on a cost approval basis. The Authority will reimburse the City for services specified in this Agreement at the average rate of $21.00 per hour per officer in a total amount not to exceed $15,000 in the term of this Agreement.

2. The Authority shall reimburse the City on a bi-weekly basis, upon receipt of performance of the proposed services and evidence of authorized expenditures.

3. The Department shall provide the following documentation in requesting reimbursement:

A. Copies of payroll time reports certified to by the Department documenting names, employee identification, hours worked in public housing developments, and supervisory approval of the report.

4. All requests for payment are subject to the approval of the Executive Director, or his/her designee, and the Authority shall thereafter make payment of the approved amount within five (5) days of receipt of the request for payment

ARTICLE VIII- TERMINATION

1. Either party may terminate this Agreement without cause upon the provision of thirty (30) days written notice to the other. Such notice shall be delivered by Certified Mail, Return Receipt Requested to the address specified in this Agreement.

2. The City shall be paid for all services provided prior to termination of this Agreement.

3. Any notices required pursuant to the terms of this Agreement shall be construed in accordance with the laws of the State of Florida.

Authority:
Executive Director
Palatka Housing Authority
400 N. 15th
P.O. Box 1277
Palatka, FL 32178

City:
Chief of Police
Palatka Police Department
110 11th St.
Palatka, FL 32177

ARTICLE IX – CONSTRUCTION OF LAWS

This Agreement is made and entered into by the Palatka Housing Authority and the City of Palatka. Any and all questions of law arising hereunder shall be construed in accordance with the laws of the State of Florida.

ARTICLE X – ENTIRE CONTRACT

This Agreement sets forth the entire agreement between the parties and supersedes all other oral or written provisions. The Agreement may be modified only by a written agreement signed by the parties hereto.

ARTICLE XI MISCELLANEOUS

1. The captions and headings of any of the various sections or paragraphs of this Agreement are for convenience only and not to be construed as confining or limiting in any way the scope or intent of a provision hereof. Whenever the context requires or permits, the singular shall include the plural, the plural shall include the singular, and the masculine, feminine, and neuter shall be freely interchangeable.

2. The enforceability or invalidity of any provision or provisions hereof shall not render any other provision or provisions herein contained unenforceable or invalid.

PALATKA HOUSING AUTHORITY

BY _____
John Nelson Jr., Executive Director

CITY OF PALATKA

BY _____
Mayor

BY _____
Chief of Police

Attest:

_____
City Clerk

Agenda Item

5a

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

City of Palatka

Office of the City Manager

To: **CRA Board Members**

From: Woody Boynton, City Manager

Date: August 21, 2009

RE: CRA/City of Palatka/Main Street Contract and the CRA/Chamber of Commerce Agreement

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Attached for approval is a Contract between the CRA, the City of Palatka and the Palatka Main Street as well as an Agreement between the CRA and the Chamber of Commerce. The City Attorney Don Holmes has reviewed and made the necessary changes to the Contract between the CRA, the City of Palatka Agreement. These changes include incorporating the City of Palatka as a party to the contract and more clearly stating the relationship of the Main Street Manager to each party. No changes were made to the Agreement between the CRA and the Chamber of Commerce .

We are recommending approval of both contracts and request the Mayor be authorized to sign both as presented.

CONTRACT FOR SERVICES PALATKA MAIN STREET

THIS CONTRACT, made and entered into this __day of _____2009, by and between the Community Redevelopment Agency the "CRA"), a political subdivision of the State of Florida, the City of Palatka by and through its City Commission (the "City") and the Palatka Main Street Inc., a Florida non-profit corporation (the "Organization").

WITNESSETH: That the CRA, City, and the Organization, for and in consideration of the mutual covenants herein made and the benefits flowing from each party to the other, do hereby agree as follows:

A. The Organization shall serve as the lead organization for coordination of the Palatka Main Street program which shall be a stand-alone program contracted to provide the following services in addition to other Main Street duties:

1. Implement the CRA's Central Business District's (CBD) annual plan following the critical elements listed in the plan. CBD group approval is required prior to expending funds unless indicated in the annual plan. Major initiatives may also require CRA and City approval before expending funds. City purchasing procedures must be followed for any expenditure of funds.

2. In addition to the CBD's annual plan, develop goals and objectives in the following manner:

   a. Develop and implement an economic restructuring plan to identify and pursue potential businesses and to identify the needs of existing business owners and research solutions to their problems. A committee list, and goals and objectives, are to be provided annually to the CRA.
   b. Develop a design strategy in conjunction with other groups, to develop a theme for downtown, maintain grant programs; and to develop design guidelines for signage, etc. A committee list, and goals and objectives, are to be provided annually to the CRA.
   c. Develop a calendar for promotions in conjunction with other groups that will include all levels of events from in-store to festivals. Work with other organizers to coordinate all events to be held downtown. A committee list, calendar, and goals and objectives, are to be provided annually to the CRA.

3. Maintain networking relationships with Florida Main Street, Visit Florida, economic development agencies, tourism agencies, and other Main Street organizations.
4. Research and pursue grant opportunities as a 501C-3 tax exempt organization for any project where grants may be available.
5. Maintain financial records and reports relating to utilization of all funds provided to the organization by the CRA and provide copies of budgets and annual financial reports to the City Manager.
6. Retain all books, records, documents and other evidence reflective of all income and expenditures for three (3) years after final payment under this Contract.
7. Furnish the CRA with quarterly written reports on CBD activities and a final written report at the end of each calendar year incorporating results as it relates to the stated goals and objectives.

B. RETURN OF FUNDS

Any CRA funds not expended for the services set forth herein shall be returned to the CRA.

C. ASSIGNMENT

The organization shall not assign, convey, pledge, or otherwise dispose of any interest in this Contract or the funds provided by the CRA or transfer any interest in same.

D. MAIN STREET MANAGER

1. The Chief Administrator of the Main Street Organization shall be known as the Main Street Manager. The Main Street Manager shall be an employee of the City of Palatka and shall receive a salary and benefit package under the City's employee salary and benefit program. However, with regard to routine and day-to-day operations, the Main Street Manager shall be directly supervised by and shall answer directly to the Board of Directors of the Palatka Main Street, Inc., a Florida not-for-profit corporation. Since the Main Street Manager shall be an employee of the City of Palatka, the City of Palatka does, however, reserve and retain the ultimate responsibility for supervision of the Main Street Manager, including the ultimate decision of employee discipline, up to and including termination. The parties agree that the City of Palatka should not delegate ultimate responsibility for supervision of a City employee to any non-city organization or entity. However, before taking any action with regard to the Main Street Manager, the City of Palatka, by and through its authorized representatives, shall consult with the Board of Directors of Palatka Main Street, Inc., and to the extent possible, shall give great weight to their recommendation.

2. The City of Palatka shall provide a salary and benefit package to the Main Street Manager in recognition of his status as a City employee. The salary and benefit package of the Palatka Main Street Manager shall be determined annually by the City of Palatka after consultation with the Palatka Main Street, Inc., Board of Directors, and after consideration of factors, including but not limited to the performance of the Main Street Manager during the preceding year in implementing the goals and programs of Palatka Main Street, Inc.

E. OTHER FUNDING

Upon request to the Central Business District committee and after approval by the CRA, other funding as allowed by F.S. 163 may be provided.

F. TERM

The initial term of this Contract shall be _____, 2009 through _____ 2010. Thereafter, this Contract shall automatically renew annually unless either party gives written notice to the other of its desire to terminate the Contract. Such notice shall be given no less than 30 days prior to _____ of each year.

G. INCLUSIVE TERMS AND CONDITIONS

This Contract contains all the terms and conditions agreed upon by the parties. No other contracts oral or otherwise regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

H. TERMINATION WITH OR WITHOUT CAUSE

The Contract shall remain in full force and effect until and unless either party shall give written notice to the other party of its desire to terminate this Contract with or without cause, on a specified time and date thereafter. Such written notice to terminate this Contract shall be given no less than thirty (30) days prior to the date this Contact shall be so terminated, with prompt notice in the event funds become unavailable to any party for any reason whatsoever. The City and CRA shall be the final authority as to the availability of funds. In the event of such termination the Organization shall be paid by the City/CRA for all services previously authorized by the City/CRA and actually, timely and faithfully render up to receipt of the termination notice, and for all other services authorized by the City/CRA.

IN WITNESS WHEREOF, the parties have executed this Contract at Palatka, Putnam County, Florida, this ____ day of_____ 2009.

PALATKA COMMUNITY REDEVELOPMENT AGENCY

ATTEST

_____ **By:**_____

Betsy J. Driggers, City Clerk Karl N. Flagg, CRA Chairman

PALATKA MAIN STREET ORGANIZATION

_____ By:_____

Witness

Its _____

_____

Witness

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY, that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, to me personally known or who has presented a driver's license as identification and reported to be the person described in and who executed the foregoing lease, and he acknowledged before me that he executed the same for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Palatka, said County and State, this ____ day of _____, 2009.

_____
Notary Public

My commission expires:

CITY OF PALATKA

_____
Witness

By:_____
Karl N. Flagg, It's Mayor

_____
Witness

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY, that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, to me personally known or who has presented a driver's license as identification and reported to be the person described in and who executed the foregoing lease, and he acknowledged before me that he executed the same for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Palatka, said County and State, this ____ day of _____, 2009.

_____
Notary Public

My commission expires:

Agenda Item

5b

AGREEMENT

This Agreement is made and entered into this _____ day of _____ 2009, by and between the Palatka Community Redevelopment Agency (CRA) and the Putnam County Chamber of Commerce, Inc. (Chamber) for the provision of office space and support services for the Main Street Program Manager.

The CRA agrees to pay the Chamber $450.00 per month in exchange for the following:

A. OFFICE SPACE

The Chamber agrees to provide office space including utilities for the Palatka Main Street Manager.

B. OFFICE SERVICES

The Chamber agrees to provide support services to the Main Street Manager to include receptionist services. (i.e. answer telephone and assist visitors)

C. OTHER

The Chamber will provide necessary office supplies and use of office equipment. A copy allowance of 100 copies per month is included in the monthly fee. Bulk copy jobs to be made at City Hall.

D. ASSIGNMENT

This Agreement is not assignable.

E. TERMS

The initial term of this Agreement shall be _____, 2009 through _____, 2010. Thereafter this contract shall renew annually unless either party gives written notice to the other of its desire to terminate the Agreement.

F. INCLUSIVE TERMS AND CONDITIONS

This Agreement shall remain in full force and effect until and unless either party shall give written notice to the other party of its desire to terminate this Agreement with or without cause, on a specified time and date thereafter. Such notice shall be given no less than 30 (thirty) days prior to the date of termination.

IN WITNESS WHEREOF, the parties have executed this Contract at Palatka, Putnam County, Florida, this _____ day of _____ 2009.

PALATKA COMMUNITY REDEVELOPMENT AGENCY

ATTEST

_____ By:_____

Betsy J. Driggers, City Clerk Karl N. Flagg, CRA Chairman

PUTNAM COUNTY CHAMBER OF COMMERCE

_____ By:_____

Witness Diane Northrip, Chairman

_____

Witness

STATE OF FLORIDA

COUNTY OF PUTNAM

I HEREBY CERTIFY, that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, to me personally known or who has presented a driver's license as identification and reported to be the person described in and who executed the foregoing lease, and he acknowledged before me that he executed the same for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Palatka, said County and State, this _____ day of _____ 2009.

_____

Notary Public

My commission expires:

FLORIDA'S
CHAMBER OF COMMERCE

July 22, 2009

Mr. Karl Flagg, Mayor
City of Palatka
201 North 2nd Street
Palatka, Florida 32177

Dear Mayor Flagg:

This is to advise that the Palatka Main Street Steering Committee and the Board of Directors of the Putnam County Chamber of Commerce have concurred with the proposed **Contract for Services – Palatka Main Street** by and between the Community Redevelopment Agency, by and through the City Commission and the Palatka Main Street organization.

If approved by the City of Palatka, it is our understanding that this would result in the termination of the previous Palatka Main Street organization agreement/contract between the City of Palatka and the Putnam County Chamber of Commerce effective the date that the new **Contract for Services – Palatka Main Street** is approved by the City of Palatka.

FACP
Florida Association of Chamber Professionals
CERTIFIED CHAMBER OF COMMERCE

P.O. Box 550 • Palatka, Florida 32178-0550
Phone: (386) 328-1503 • Fax: (386) 328-7076
E-Mail: pcccfla@bellsouth.net
Website: http://www.putnamcountychamber.org

ACCREDITED

At the City's request some two years ago, the Chamber undertook to restore the Palatka Main Street organizational structure, attract volunteer participants, and initiate an ongoing program of action. We believe we have accomplished that task and are pleased to see the program returning to the City's administrative control. It has been a pleasure working with the City on this important downtown redevelopment program.

On the second draft **Agreement** between the Palatka Community Redevelopment Agency and the Putnam County Chamber of Commerce; the Chamber agrees with the proposed draft with a few minor changes in paragraph C., **Other.** It is requested that the paragraph be changed to read: "The Chamber will provide general minor office supplies and the use of office equipment. A copy allowance of 100 copies per month is included in the monthly fee. Bulk copies will be made at City Hall. The City of Palatka will also reimburse the Putnam County Chamber of Commerce for recurring expenses, i.e., monthly telephone line, etc."

Sincerely,

Diane Northrip
Chairman

Copy to:
Mr. John Browning, Palatka Main Street, Inc.

AGREEMENT FOR SERVICES
FOR THE ADMINISTRATION OF
THE PALATKA MAIN STREET PROGRAM

THIS AGREEMENT, made and entered into this 1st day of June 2007, by and between the **City of Palatka,** a political subdivision of the State of Florida, by and through its City Commission (the "city"), and the **Putnam County Chamber of Commerce** (the "Main Street Agency").

WITNESSETH: That the **City** and the **Main Street Agency,** for and in consideration of the mutual covenants herein made and the benefits flowing from each party to the other, do hereby agree as follows:

A. The **Main Street Agency** shall serve as the lead organization for coordination of the Palatka Main Street program services as herein described with the boundaries of the City, and provide the following services.

1. Implement the National Main Street approach to downtown revitalization. The methodological components of a successful Main Street are organization, promotion, and design, and economic restructuring.

2. Develop a business plan incorporating goals and objectives for the four components of the Main Street methodology.

3. Hire a properly qualified Main Street Manager, or provide training for an individual qualified to serve as a project manager, for the Main Street program who will be a member of the Putnam County Chamber of Commerce staff. The Main Street Manager will also serve as the Community Redevelopment Agency Director for the City of Palatka, but shall only report to, and be responsible only to, the President of the Putnam County Chamber of Commerce who has the sole authority to hire and terminate all Chamber employees including the Main Street Manager.

4. Develop an organizational strategy that will provide a coordinated and structured approach to revitalization of downtown, recognizing that the Main Street program, while focused on downtown, is working to improve the economic health of the entire community.

5. Support a design approach that will drive getting Palatka's Main Street(s) into top physical condition – inviting atmosphere and building improvements – to convey a positive visual message about the commercial district and what it has to offer residents and visitors. In the process, the Main Street program recognizes three treatments that may be appropriate to our community – restoration, major rehabilitation of historic buildings, conservation rehabilitation, along with new construction, and long-term planning.

6. Prepare and carry out a downtown promotional program that will work toward developing and promoting a positive image for downtown Palatka marketing the unique characteristics to residents, investors, business concerns, and visitors "selling the positive image of the commercial district."

7. Work with appropriate agencies to promote strengthening existing economic assets while expanding and diversifying downtown's economic base. The economic development restructuring effort/initiative of downtown will take into consideration housing options, variety of goods and services available in the downtown area, and the preparation of a "benchmark" or some other type of measuring device to evaluate success.

8. Maintain an inventory of all buildings (with photographs) and contact information on their owners, in a defined downtown area.

9. Maintain a record of available electrical, water, sewer and natural gas services and provide potential users with a cost analysis based upon needs of the specific user.

10. Maintain a demographic picture of the potential area consumers to include its economic profile along with other appropriate characteristics.

11. Coordinate prospect visits and serve as their liaison with governmental entities and other agencies as appropriate.

12. Maintain working relationships with Florida Mainstreet, Visit Florida, Cornerstone, utilities, and other economic development agencies, tourism, and other main street organizations to generate potential business for the downtown area.

13. Coordinate efforts to obtain grants monies for appropriate projects, where available.

14. Maintain financial records and reports relating to the utilization of all funds provided to the Main Street Agency by the City of Palatka and provide the City of Palatka through the City Manager copies of its annual financial review.

15. Submit monthly expenditure statements to the City Manager for reimbursement for services rendered pursuant hereto.

16. Maintain books, records, documents and other evidence that reflect all costs of any nature related to Main Street activities and programs.

17. Retain all books, records, and other documents relative to this Agreement for three (3) years after final payment under this Agreement.

18. Furnish the City with quarterly written reports on Main Street activities and a final written report at the end of each calendar year.

B. <u>RETURN OF FUNDS.</u>

Any City funds not expended for the services set forth herein shall be returned to the City.

C. **ASSIGNMENT.**

The **Main Street Agency** shall not assign, convey, pledge, or otherwise dispose of any interest in this Agreement or the funds provided by the **City**, and shall not transfer any interest in the same.

D. **FUNDING.**

The **City** agrees to provide to the Chamber of Commerce a budget for operating the Main Street program in an annual lump sum to be mutually determined, once per year for the performance of services provided herein. The **City** will also pay the Chamber 10 percent of the total budget to reimburse the Chamber for overhead.

E. **USE OF FUNDING.**

Funds provided by the **City** shall be used for the payment of salaries, fringe benefits of the **Main Street Agency** employees, office expenses, office machinery and equipment, books, dues and subscriptions, research and data development, conference and travel, and printing and advertising to operate the Main Street program. In addition, The **City** of Palatka shall provide necessary office furniture, filing cabinets, etc., to equip the Palatka Main Street Managers office. The **City** of Palatka will also reimburse the Chamber for the costs associated with the installation of necessary telecommunication facilities.

F. **TERM.**

The initial term of this Agreement shall be 3/22, 2007, through 3/22 2008, Thereafter, this agreement shall automatically renew annually unless either party gives written notice to the other of its desire to terminate the Agreement. Such notice shall be given no less than 30 days prior to 3/22 of each year.

G. **INCLUSIVE TERMS AND CONDITIONS.**

This Agreement contains all the terms and conditions agreed upon by the parties. No other agreements oral or otherwise regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

H. TERMINATION WITH OR WITHOUT CAUSE.

The Agreement shall continue and remain in full force and effect until and unless either party shall give written notice to the other party of its desire to terminate this Agreement, with or without cause, on a specified time and date thereafter. Such written notice to terminate this Agreement shall be given no less the thirty (30) days prior to the date this Agreement shall be so terminated, with prompt notice in the event funds become unavailable to any party for any reason whatsoever. The **City** shall be the sole and final authority as to the availability of funds. In the event of such termination, the **Main Street Agency** shall be paid by the **City** for all services previously authorized by the **City** and actually, timely, and faithfully rendered up to *receipt of the notice of termination*, and for all other services authorized in writing by the **City**.

IN WITNESS WHEREOF, the City Commission of the City of Palatka, Florida has made and executed this Agreement on behalf of the **CITY,** and **MAIN STREET AGENCY** has hereunto set his/her hand as of the day and year first above written.

ATTEST:

Betsy J. Driggers

Betsy J. Driggers, CITY CLERK

PALATKA CITY COMMISSION

BY: Karl N. Flagg

Karl N. Flagg, MAYOR

WITNESSES:

Dana Flinn

SIGNATURE

SIGNATURE

PUTNAM COUNTY CHAMBER OF COMMERCE (MAIN STREET AGENCY)

By: Wes Larson

Wes Larson, PRESIDENT

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

CITY ATTORNEY

Agenda Item

6

See Separate
CRA Attachment

Agenda Item

3b

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

City of Palatka

Office of the City Manager

To: **Mayor Flagg, Commissioners**

From: Woody Boynton, City Manager

Date: September 2, 2009

RE: Amendment #1 SJRWMD Cost-Share Agreement - Reuse

Attached is Amendment #1 to the City's Cost-Share Agreement with the SJRWMD. This Agreement was initially entered into in June 2008 to assist the City in extending its reuse options to other areas of the City. The original Agreement for $3,143,500 would fund 50% of the construction costs. At the time the City had also received $1,450,000 in funding from the FDEP State Appropriations and it was the City's belief that additional funding would be received from the FDEP in future years. However, due to funding shortfalls at the State level this funding was not available and left the City needing approximately $600,000 in additional funding to meet its goal of zero discharge. This Amendment will provide the additional $600,000.

As you know the recently completed project allowed the City to construct a new pump station and install several miles of reuse piping from the golf course to the intersection of St. Johns Avenue and Zeagler Drive. This project alone provides the City with the ability to remove nearly 1.85 mgd of effluent from the St. Johns River. With this additional funding the City will be able to extend this line further west to the Babe Ruth ballfields off of St. Johns Ave as well as to extend the line north to the SJRWMD including spray irrigation at the airport. These two projects should allow the City to remove an additional 1.25 mgd of effluent from the St. Johns River. In addition, over $2 million worth of improvements will take place at the WWTP to assist in treating up to 3.0 mgd of effluent from the WWTP.

We are on schedule to complete each of these projects by the end of next year.

This amendment does however require the City to adopt a landscape irrigation ordinance that fully implements the landscape irrigation provisions in District Rule 40C-2.042(2) within 180 days of the effective date the Amendment is signed. If this is approved, the Planning Department will be tasked with drafting this ordinance and presenting at a future meeting.

Even with the landscape irrigation ordinance requirement, we are recommending approval of the Amendment. These projects are necessary as the City continues to meet its environmental obligations to its citizens. Should you have any questions, please do not hesitate to call.

AMENDMENT #1 TO THE AGREEMENT BETWEEN THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICTAND THE CITY OF PALATKA FOR THE LOWER ST. JOHNS RIVER BASIN REUSE AND TREATMENT COST-SHARE PROJECT

THIS AMENDMENT is entered into by and between the GOVERNING BOARD of the ST. JOHNS RIVER WATER MANAGEMENT DISTRICT ("the District"), whose mailing address is 4049 Reid Street, Palatka, Florida 32177, and CITY OF PALATKA ("City"), whose address is 201 North Second Street, Palatka, Florida 32177 and is effective on the date the last party has executed same.

WHEREAS, the District and City entered into Agreement #24924 on June 12, 2008, for the City of Palatka Cost-Share Agreement, Lower St. Johns River Basin Reuse and Treatment Project; and

WHEREAS, the District and City desire to modify the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the District and City, hereby agree to the following amendments:

1. **Exhibit A-1 Revised Statement of Work shall replace Exhibit A Statement of Work.**

Exhibit A Statement of Work shall be deleted and replaced with Exhibit A-1 Revised Statement of Work attached hereto and made part thereof. All references to Exhibit A, Statement of Work shall be deleted and replaced with Exhbit A-1, Revised Statement of Work.

2. **ITEM 4 – Amount of Funding:** Paragraph shall be deleted and replaced with the following:

"4. **Amount of Funding**. For satisfactory performance of the Work, the District agrees to pay Recipient one-half (50%) of the construction costs, but not to exceed $3,743,500, for the reuse projects described in Exhibit A-1. Recipient shall be responsible for payment of one-half of costs necessary to ensure completion of the Work. If Recipient's cost share for the Work exceeds 50% of the estimated cost, Recipient may elect to complete the Work at its expense or discontinue the Work and return all funds provided by the District in accordance with paragraph 19. For the purpose of this Agreement, a "Fiscal Year" is defined as the period beginning October 1 and ending September 30."

3. **ITEM 14 – PAYMENT OF FUNDS:** All language shall be deleted and replaced with the following:

(a) Contractor shall submit quarterly monthly itemized invoices by one of the following two methods: (1) by mail to the St. Johns River Water Management District, Director, Division of Financial **Management, 4049 Reid Street, Palatka, Florida 32177, or (2) by e-mail to acctpay@sjrwmd.com**. Each invoice shall be submitted in detail sufficient for proper pre-audit and post-audit review. If necessary for audit purposes, the District may require and Contractor shall provide additional supporting information to document invoices. **The final invoice must be submitted no later than 45 days after the Completion Date; provided, however, that when the Completion Date corresponds with the end of the District's fiscal year (September 30), the final invoice must be submitted no later than 30 days after the Completion Date. Final invoices that are submitted after the requisite date shall be subject to a penalty of 10 percent of the invoice. This penalty may be waived by the District, in its sole judgment and discretion, upon a showing of special**

circumstances that prevent the timely submittal of the final invoice. Contractor must request approval for delayed submittal of the final invoice not later than ten (10) days prior to the due date and state the basis for the delay.

(b) All invoices shall include the following information: (1) District contract number; (2) District encumbrance number; (3) District work-order number, if applicable; (4) Contractor's name and address (include remit address, if necessary); (5) Contractor's invoice number and date of invoice; (6) District Project Manager or Work Order Manager, if applicable; (7) Contractor's Project Manager; (8) supporting documentation as to cost and/or project completion (as per the cost schedule and other requirements of the Statement of Work); (9) Progress Report (if required); (10) Diversity Report (if otherwise required herein).

(c) Invoices that do not correspond with this paragraph shall be returned without action within twenty (20) business days of receipt, stating the basis for rejection. For construction contracts, payments shall be made within twenty-five (25) business days of receipt of an approved invoice. Payments for all other contracts shall be made within forty-five (45) days of receipt of an approved invoice.

(d) **Travel expenses**. If the cost schedule for this Agreement or project estimate for a Work Order (if applicable) includes a line item for travel expenses, travel expenses shall be drawn from the project budget and are not otherwise compensable. If travel expenses are not included in the cost schedule, they are a cost of providing the service that is borne by Contractor and are only compensable when specifically approved by the District as an authorized District traveler. In such instance, travel expenses must be submitted on District or State of Florida travel forms and shall be paid pursuant to District Administrative Directive 2000-02.

(e) **Payments withheld.** The District may withhold or, on account of subsequently discovered evidence, nullify, in whole or in part, any payment to such an extent as may be necessary to protect the District from loss as a result of: (1) defective Work not remedied; (2) failure of Contractor to make payments when due to subcontractors or suppliers for materials or labor; (3) failure to maintain adequate progress in the Work; (4) damage to another contractor; or (5) any other material breach of this Agreement. Amounts withheld shall not be considered due and shall not be paid until the ground(s) for withholding payment have been remedied.

Payments. The District shall pay Contractor one hundred percent (100%) of each approved invoice

4. **ITEM 34 – Water Conservation and Reuse:** Following required language will be inserted as new item.

(34) **Water Conservation and Reuse.**

(a) Recipient acknowledges that it operates a public water supply utility and has developed a water conservation program including rate structures for water customers in its service area that: (1) promote the conservation of water; and (2) promote the use of water from alternative water supplies. Recipient also acknowledges that it will create a program that promotes the beneficial reuse of reclaimed water and other lower water quality sources once the reclaimed system is operational.

(b) Recipient shall also assist the District in its water conservation efforts by adopting and actively enforcing a landscape irrigation ordinance that fully implements the landscape irrigation provisions in District Rule 40C-2.042(2), Fla. Admin. Code, and which does not in any other manner regulate the consumptive use of water. This ordinance shall be adopted within 180 days of the effective date of this Agreement; provided, however, that this date may be extended by the District upon a showing of good cause, within the District's sole discretion and judgment. In order to ensure that said ordinance meets the requirements of this paragraph, Recipient shall submit the draft ordinance to the District's Project Manager not less than 20 days prior to the first reading of the ordinance, with a copy to the District's Governmental Affairs Manager, Office of Communications and Governmental Affairs, 4049 Reid Street, Palatka, FL 32177-2529.

The District and City agree that all other terms and conditions of the original Agreement are hereby ratified and continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment on the date set forth below.

ST. JOHNS RIVER WATER MANAGEMENT DISTRICT

By: _____
Kirby B. Green III, Executive Director

Date: _____

APPROVED BY THE OFFICE OF GENERAL COUNSEL

_____
Stanley J. Niego, Sr. Assistant General Counsel

CITY OF PALATKA

By: _____

_____
Typed Name and Title

Date: _____

Attest: _____

_____
Typed Name and Title

EXHBIT A-1, REVISED STATEMENT OF WORK
LOWER ST. JOHNS RIVER BASIN REUSE AND TREATMENT
COST-SHARE PROJECT

I. Introduction/Background

The District has established Lower St. Johns River (LSJR) pollutant load reduction goals and the Florida Department of Environmental Protection (FDEP) has pending the adoption of revised nutrient Total Maximum Daily Loads (TMDLs). In response to these regulatory initiatives, the District has been working toward facilitating efficient and cost effective efforts to exceed the minimum nutrient reductions required by the TMDL allocations. Reducing nutrient discharges to below TMDLs levels will help assure the sustainable future health of the LSJR.

During project evaluations, the District established the LSJR Reuse and Treatment (R&T) Project to create additional opportunities to significantly reduce nutrient loading to the LSJR from treated wastewater through District-based cost-share agreements to increase the reuse of reclaimed water. This comprehensive project shall reduce nitrogen loading to the LSJR while helping to meet long-term water supply needs.

II. Objectives

- Replace a portion of the potable groundwater demand with reclaimed water to help meet long-term water supply needs
- Reduce wastewater effluent discharges to the Lower St. Johns River to reduce nutrient loadings in excess of the TMDL allocations
- Improve reclaimed water quality treatment to achieve a nitrogen concentration below the minimum TMDL nitrogen allocation where reclaimed water cannot be fully reused
- Increase water conservation though the adoption of landscape irrigation ordnance

III. Scope of Work

Recipient shall manage the engineering and construction of reuse and treatment projects including projects scheduled for construction in Fiscal Year (FY) 2003 through FY 2012. The implementation of the reclaimed water projects described below is a long-term investment and it may take years for customers to use the full capacity of the system. The projects in this SOW shall produce and reuse an estimated 3.0 million gallons per day (mgd) of reclaimed water by the end of FY 2012. Recipient's current wastewater flow is approximately 2.77 mgd. All wastewater flow as of September 30, 2012 will be reused, which shall include the projects listed in this agreement and any additional projects not provided for herein necessary to achieve 100 percent wastewater reuse. By September 30, 2012, the amount of total nitrogen and total phosphorus discharged to the St. Johns River will be reduced by at least 171,768 and 22,811 pounds per year, respectively. The components of these projects will include the installation of reclaimed water mains, treatment systems (directly associated with reclaimed water, such as UV, filtration, augmentation, etc.), storage, pumping and associated improvements.

This SOW is for the following reclaimed water projects:

Palatka Reject Water Treatment Project	Water treatment plant reject water reclamation for in-plant reuse that will reduce wastewater treatment facility (WWTF) flow.
Palatka Ravine Gardens System Reclaimed Water Project	Reclaimed water expansion utilizing the City's facilities, including Ravine Gardens, ball fields, cemeteries, and the Azalea Bowl.
Palatka Zero Discharge Reclaimed Water Project	Infiltration or land application system to remove St. Johns River discharges while more reuse projects are implemented. No WWTF expansion is included in this project.
Palatka Municipal Golf Course Reclaimed Water Project	Reclaimed water expansion to The City of Palatka Municipal Golf Course

Additional projects and/or phases may be funded in future years.

IV. Task Identification, Project Time Frames and Deliverables

Recipient shall be responsible for the following:

- Obtaining project final design, construction plans and specifications
- Providing a copy of Recipient's executed construction contract documents to the District's Project Manager
- Scheduled construction implementation of projects described in the SOW
- Providing copies of any subsequent change orders to the contract to the District's Project Manager
- Obtaining all required permits, including right of access to the project sites, related to project construction and subsequent operation of the systems
- Compliance with all permits
- Procurement for project construction
- Supervision and inspection of construction
- Construction contract administration
- Timely submittal of invoices in accordance with this Agreement to enable proper review by the District's Project Manager prior to payment authorization.
- Progress reports to the District's Project Manager, identifying project progress to date, key milestones reached, overall project schedule versus time for project completion, key issues to be resolved, project time and projected costs versus actual cost to date.
- Certification of the completion of construction by a Professional Engineer registered in the State of Florida
- Compliance with cost accounting practices and procedures required for reimbursement of funds expended for the District's Lower St. Johns River Basin Reuse and Treatment Project.
- Adoption of a landscape irrigation ordinance that fully implements the landscape irrigation provisions in District Rule 40C-2.042(2), Fla. Admin. Code

V. Project Budget and Payment Schedule

Construction is scheduled to start and be complete per the schedule below. This Agreement is effective until September 30, 2012, and subject to annual modifications agreed upon by both the District and Recipient.

Total construction cost is estimated to be $7,710,500. The District's total cost share under this agreement shall not exceed one-half of actual construction costs for reclaimed projects, up to a maximum of $3,743,500.

The District acknowledges that Recipient has started implementing some of the projects. This Statement of Work does not exclude any incurred construction cost from the co-funding total for the City of Palatka Municipal Golf Course Reclaimed Water Project, the Palatka Reject Water Treatment Project, and the Palatka Ravine Gardens System Reclaimed Water Project.

VI. Milestones

Progress will be measured by the percent of construction completed on each project and the amount of reclaimed water in use.

1. Milestone 1- by September 30, 2008, at least 45% of reclaimed water project construction will be complete.

2. Milestone 2- by September 30, 2009, at least 60% of reclaimed water project construction will be complete.

3. Milestone 3- by September 30, 2010, at least 40% of the 3.0 mgd (average annual daily flow) of reclaimed water will be available for reuse.

4. Milestone 4- by September 30, 2011, 100% of the reclaimed water project construction will be complete.

5. Milestone 5- by September 30, 2012, it is the intent and is agreed to by the City of Palatka to treat the entire 3.0 mgd, on all its wastewater flow, to reclaimed water standards and beneficially reuse it resulting in 100% of its effluent discharge being removed from the St. Johns River, with the exception of permitted wet weather discharges.

St. Johns River
Water Management District
Kirby B. Green III, Executive Director • David W. Fisk, Assistant Executive Director

4049 Reid Street • P.O. Box 1429 • Palatka, FL 32178-1429 • (386) 329-4500
On the Internet at *www.sjrwmd.com.*

LETTER OF TRANSMITTAL

TO:	Woody Elwin Boynton, Jr.	**DATE: August 17, 2009**
	City of Palatka	**OVERNIGHT DELIVERY**
	201 North 2nd Street	
	Palatka, Florida 32177	
		Contract # 24924

We are sending you the following attachments for action as defined below:

() Specifications
() Documents
() Agreement
() Correspondence
(x) Amendment
() Change Order
() Work Order
() Other

COPIES	DESCRIPTION	ACTION
2	Amendment # 1	1, 2 & 8

ACTION CODE:

1. For your files
2. For execution & return
3. At your request
4. For review & comment
5. Insurance needed
6. W-9 form for execution & return
7. Performance/payment bond needed
8. See remarks

REMARKS: Please sign and date both agreements and return both to me via overnight delivery no later than August 24, 2009. Once fully executed by the District a copy will be sent for your records.

FROM: Randy Wallis /cb
Randy Wallis
Senior Contracts Administrator

COPY TO:

GOVERNING BOARD

Susan N. Hughes, CHAIRMAN PONTE VEDRA
W. Leonard Wood, VICE CHAIRMAN FERNANDINA BEACH
Hersey "Herky" Huffman, SECRETARY ENTERPRISE
Hans G. Tanzler III, TREASURER JACKSONVILLE
Douglas C. Bournique VERO BEACH
Michael Ertel OVIEDO
Maryam H. Ghyabi ORMOND BEACH
Richard G. Hamann GAINESVILLE
Arlen N. Jumper FORT McCOY

AMENDMENT #1 TO THE AGREEMENT BETWEEN THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICTAND THE CITY OF PALATKA FOR THE LOWER ST. JOHNS RIVER BASIN REUSE AND TREATMENT COST-SHARE PROJECT

THIS AMENDMENT is entered into by and between the GOVERNING BOARD of the ST. JOHNS RIVER WATER MANAGEMENT DISTRICT ("the District"), whose mailing address is 4049 Reid Street, Palatka, Florida 32177, and CITY OF PALATKA ("City"), whose address is 201 North Second Street, Palatka, Florida 32177 and is effective on the date the last party has executed same.

WHEREAS, the District and City entered into Agreement #24924 on June 12, 2008, for the City of Palatka Cost-Share Agreement, Lower St. Johns River Basin Reuse and Treatment Project; and

WHEREAS, the District and City desire to modify the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the District and City, hereby agree to the following amendments:

1. **Exhibit A-1 Revised Statement of Work shall replace Exhibit A Statement of Work.**

Exhibit A Statement of Work shall be deleted and replaced with Exhibit A-1 Revised Statement of Work attached hereto and made part thereof. All references to Exhibit A, Statement of Work shall be deleted and replaced with Exhbit A-1, Revised Statement of Work.

2. **ITEM 4 – Amount of Funding:** Paragraph shall be deleted and replaced with the following:

"4. **Amount of Funding**. For satisfactory performance of the Work, the District agrees to pay Recipient one-half (50%) of the construction costs, but not to exceed $3,743,500, for the reuse projects described in Exhibit A-1. Recipient shall be responsible for payment of one-half of costs necessary to ensure completion of the Work. If Recipient's cost share for the Work exceeds 50% of the estimated cost, Recipient may elect to complete the Work at its expense or discontinue the Work and return all funds provided by the District in accordance with paragraph 19. For the purpose of this Agreement, a "Fiscal Year" is defined as the period beginning October 1 and ending September 30."

3. **ITEM 14 – PAYMENT OF FUNDS:** All language shall be deleted and replaced with the following:

(a) Contractor shall submit quarterly monthly itemized invoices by one of the following two methods: (1) by mail to the St. Johns River Water Management District, Director, Division of Financial Management, **4049 Reid Street, Palatka, Florida 32177, or (2) by e-mail to acctpay@sjrwmd.com**. Each invoice shall be submitted in detail sufficient for proper pre-audit and post-audit review. If necessary for audit purposes, the District may require and Contractor shall provide additional supporting information to document invoices. **The final invoice must be submitted no later than 45 days after the Completion Date; provided, however, that when the Completion Date corresponds with the end of the District's fiscal year (September 30), the final invoice must be submitted no later than 30 days after the Completion Date. Final invoices that are submitted after the requisite date shall be subject to a penalty of 10 percent of the invoice. This penalty may be waived by the District, in its sole judgment and discretion, upon a showing of special**

circumstances that prevent the timely submittal of the final invoice. Contractor must request approval for delayed submittal of the final invoice not later than ten (10) days prior to the due date and state the basis for the delay.

(b) All invoices shall include the following information: (1) District contract number; (2) District encumbrance number; (3) District work-order number, if applicable; (4) Contractor's name and address (include remit address, if necessary); (5) Contractor's invoice number and date of invoice; (6) District Project Manager or Work Order Manager, if applicable; (7) Contractor's Project Manager; (8) supporting documentation as to cost and/or project completion (as per the cost schedule and other requirements of the Statement of Work); (9) Progress Report (if required); (10) Diversity Report (if otherwise required herein).

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(e) **Payments withheld.** The District may withhold or, on account of subsequently discovered evidence, nullify, in whole or in part, any payment to such an extent as may be necessary to protect the District from loss as a result of: (1) defective Work not remedied; (2) failure of Contractor to make payments when due to subcontractors or suppliers for materials or labor; (3) failure to maintain adequate progress in the Work; (4) damage to another contractor; or (5) any other material breach of this Agreement. Amounts withheld shall not be considered due and shall not be paid until the ground(s) for withholding payment have been remedied.

Payments. The District shall pay Contractor one hundred percent (100%) of each approved invoice

4. **ITEM 34 – Water Conservation and Reuse:** Following required language will be inserted as new item.

(34) **Water Conservation and Reuse.**

(a) Recipient acknowledges that it operates a public water supply utility and has developed a water conservation program including rate structures for water customers in its service area that: (1) promote the conservation of water; and (2) promote the use of water from alternative water supplies. Recipient also acknowledges that it will create a program that promotes the beneficial reuse of reclaimed water and other lower water quality sources once the reclaimed system is operational.

(b) Recipient shall also assist the District in its water conservation efforts by adopting and actively enforcing a landscape irrigation ordinance that fully implements the landscape irrigation provisions in District Rule 40C-2.042(2), Fla. Admin. Code, and which does not in any other manner regulate the consumptive use of water. This ordinance shall be adopted within 180 days of the effective date of this Agreement; provided, however, that this date may be extended by the District upon a showing of good cause, within the District's sole discretion and judgment. In order to ensure that said ordinance meets the requirements of this paragraph, Recipient shall submit the draft ordinance to the District's Project Manager not less than 20 days prior to the first reading of the ordinance, with a copy to the District's Governmental Affairs Manager, Office of Communications and Governmental Affairs, 4049 Reid Street, Palatka, FL. 32177-2529.

The District and City agree that all other terms and conditions of the original Agreement are hereby ratified and continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment on the date set forth below.

ST. JOHNS RIVER WATER MANAGEMENT DISTRICT

By: _____
Kirby B. Green III, Executive Director

Date: _____

APPROVED BY THE OFFICE OF GENERAL COUNSEL

_____
Stanley J. Niego, Sr. Assistant General Counsel

CITY OF PALATKA

By: _____

_____
Typed Name and Title

Date: _____

Attest: _____

_____
Typed Name and Title

EXHBIT A-1, REVISED STATEMENT OF WORK
LOWER ST. JOHNS RIVER BASIN REUSE AND TREATMENT
COST-SHARE PROJECT

I. Introduction/Background

The District has established Lower St. Johns River (LSJR) pollutant load reduction goals and the Florida Department of Environmental Protection (FDEP) has pending the adoption of revised nutrient Total Maximum Daily Loads (TMDLs). In response to these regulatory initiatives, the District has been working toward facilitating efficient and cost effective efforts to exceed the minimum nutrient reductions required by the TMDL allocations. Reducing nutrient discharges to below TMDLs levels will help assure the sustainable future health of the LSJR.

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- Replace a portion of the potable groundwater demand with reclaimed water to help meet long-term water supply needs
- Reduce wastewater effluent discharges to the Lower St. Johns River to reduce nutrient loadings in excess of the TMDL allocations
- Improve reclaimed water quality treatment to achieve a nitrogen concentration below the minimum TMDL nitrogen allocation where reclaimed water cannot be fully reused
- Increase water conservation though the adoption of landscape irrigation ordnance

III. Scope of Work

Recipient shall manage the engineering and construction of reuse and treatment projects including projects scheduled for construction in Fiscal Year (FY) 2003 through FY 2012. The implementation of the reclaimed water projects described below is a long-term investment and it may take years for customers to use the full capacity of the system. The projects in this SOW shall produce and reuse an estimated 3.0 million gallons per day (mgd) of reclaimed water by the end of FY 2012. Recipient's current wastewater flow is approximately 2.77 mgd. All wastewater flow as of September 30, 2012 will be reused, which shall include the projects listed in this agreement and any additional projects not provided for herein necessary to achieve 100 percent wastewater reuse. By September 30, 2012, the amount of total nitrogen and total phosphorus discharged to the St. Johns River will be reduced by at least 171,768 and 22,811 pounds per year, respectively. The components of these projects will include the installation of reclaimed water mains, treatment systems (directly associated with reclaimed water, such as UV, filtration, augmentation, etc.), storage, pumping and associated improvements.

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Palatka Reject Water Treatment Project	Water treatment plant reject water reclamation for in-plant reuse that will reduce wastewater treatment facility (WWTF) flow.
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Additional projects and/or phases may be funded in future years.

IV. Task Identification, Project Time Frames and Deliverables

Recipient shall be responsible for the following:

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- Scheduled construction implementation of projects described in the SOW
- Providing copies of any subsequent change orders to the contract to the District's Project Manager
- Obtaining all required permits, including right of access to the project sites, related to project construction and subsequent operation of the systems
- Compliance with all permits
- Procurement for project construction
- Supervision and inspection of construction
- Construction contract administration
- Timely submittal of invoices in accordance with this Agreement to enable proper review by the District's Project Manager prior to payment authorization.
- Progress reports to the District's Project Manager, identifying project progress to date, key milestones reached, overall project schedule versus time for project completion, key issues to be resolved, project time and projected costs versus actual cost to date.
- Certification of the completion of construction by a Professional Engineer registered in the State of Florida
- Compliance with cost accounting practices and procedures required for reimbursement of funds expended for the District's Lower St. Johns River Basin Reuse and Treatment Project.
- Adoption of a landscape irrigation ordinance that fully implements the landscape irrigation provisions in District Rule 40C-2.042(2), Fla. Admin. Code

V. Project Budget and Payment Schedule

Construction is scheduled to start and be complete per the schedule below. This Agreement is effective until September 30, 2012, and subject to annual modifications agreed upon by both the District and Recipient.

Total construction cost is estimated to be $7,710,500. The District's total cost share under this agreement shall not exceed one-half of actual construction costs for reclaimed projects, up to a maximum of $3,743,500.

The District acknowledges that Recipient has started implementing some of the projects. This Statement of Work does not exclude any incurred construction cost from the co-funding total for the City of Palatka Municipal Golf Course Reclaimed Water Project, the Palatka Reject Water Treatment Project, and the Palatka Ravine Gardens System Reclaimed Water Project.

VI. Milestones

Progress will be measured by the percent of construction completed on each project and the amount of reclaimed water in use.

1. Milestone 1- by September 30, 2008, at least 45% of reclaimed water project construction will be complete.

2. Milestone 2- by September 30, 2009, at least 60% of reclaimed water project construction will be complete.

3. Milestone 3- by September 30, 2010, at least 40% of the 3.0 mgd (average annual daily flow) of reclaimed water will be available for reuse.

4. Milestone 4- by September 30, 2011, 100% of the reclaimed water project construction will be complete.

5. Milestone 5- by September 30, 2012, it is the intent and is agreed to by the City of Palatka to treat the entire 3.0 mgd, on all its wastewater flow, to reclaimed water standards and beneficially reuse it resulting in 100% of its effluent discharge being removed from the St. Johns River, with the exception of permitted wet weather discharges.

Agenda Item

3c

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

City of Palatka

Office of the City Manager

To: **Mayor Flagg, Commissioners**

From: Woody Boynton, City Manager

Date: September 2, 2009

RE: Change Order No. 1 – Tilghman House Renovations

As you will note this change order incorporates several items that are required to be completed (see listing attached with the change order). I asked Joff Filion and Jeff Norton to review all requests and ensure that each needed to be completed. Each request was reviewed with Bob Taylor, Project Manager and it was their recommendation that each item was necessary for the complete renovation of the building and was not included in the original scope of work.

The cost to complete this work will be appropriated from the Better Place Fund. As you know, the south Historic District agreed to fund $200,000 of this work; all money in access of this amount will be paid for by the City (Better Place).

Should you have any questions, please do not hesitate to call.

AIA® Document G701™ – 2001

Change Order

PROJECT *(Name and address)*: 2008 Renovations Tilghman House 324 River Street Palatka, Florida 32177	**CHANGE ORDER NUMBER**: 001 **DATE**: 26 August 2009	OWNER: ☐ ARCHITECT: ☐ CONTRACTOR: ☐
TO CONTRACTOR *(Name and address)*: Flint Construction Services, Inc. 1419 Linkside Drive Atlantic Beach, FL 32233	**ARCHITECT'S PROJECT NUMBER**: 0810 **CONTRACT DATE**: 01 April 2009 **CONTRACT FOR**: General Construction	FIELD: ☐ OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

See Attached Change Order No. 1 Breakdown.

The original Contract Sum was	$	218,835.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	218,835.00
The Contract Sum will be increased by this Change Order in the amount of	$	21,692.00
The new Contract Sum including this Change Order will be	$	240,527.00

The Contract Time will be increased by 32.50 (Thirty-two and a Half) days.
The date of Substantial Completion as of the date of this Change Order therefore is 5 November 2009

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

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

Robert E. Taylor, A. I. A., Architect, P. A. **ARCHITECT** *(Firm name)*	Flint Construction Services, Inc. **CONTRACTOR** *(Firm name)*	City of Palatka **OWNER** *(Firm name)*
P.O. Box 267, Palatka, Florida 32178 **ADDRESS**	1419 Linkside Drive, Atlantic Beach, FL 32233 **ADDRESS**	201 North Second Street, Palatka, FL 32177 **ADDRESS**
BY *(Signature)*	**BY** *(Signature)*	**BY** *(Signature)*
Mr. Robert E. Taylor, A. I. A. *(Typed name)*	Mr. Russell M Flint, President *(Typed name)*	Mr. E.C. 'Woody' Boynton, Jr., City Manager *(Typed name)*
26 AUGUST 09 **DATE**	8/26/09 **DATE**	**DATE**

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User Notes:
(1196904535)

CHANGE ORDER NO. 1

Project:	**Tilghman House Renovations**	**Project No. 0810**
Architect:	**Robert E. Taylor, A. I. A., Architect, P. A.**	**26 Aug. 2009**
Contractor:	**Flint Construction Services**	**Page 1 of 10**

CPR No. 1 **Installation of 2"x 8" Pressure Treated Wood on both sides of deteriorated Floor Beam due to previous termite damage.**

Description: Observed northwest corner of existing Building contiguous to Room 111, which showed significant signs of rot and termite infestation (apparently no live termites). Floor Beam below floor and parallel to north wall of Room 111 appeared to have rot and damage from previous termite infestation.

Architect Taylor directed Contractor to install pressure treated 2"x 8" on both sides of deteriorated floor beam at this location. Length to be approximately 12 to 14 feet long (exact dimension to be field verified).

- 2" x 8" scabs to be attached to existing floor beam using ½" round galvanized through bolts (or stainless steel) with 1/8" thick, 2" square or round washers at both side.
- Spacing of bolts to be; two at each end with intermediate bolts spaced @ 12" on center, staggered at top and bottom for length of the beam. Bolt to be held 2" above bottom or below top of beam.
- Extreme west end of existing floor beam, approximately 5' (cut off above location over new pilaster) and replaced with new 2" x 8" pressure treated wood joists and bolted in plane and parallel to new floor joists identified above.
- Architect Taylor informed a portion of first floor wall will have to be removed and replaced after the discovery of termite damage. Interior of wall to be constructed using veneer plaster system. Contractor Flint revised his price to accommodate the change.

Cost: 3 August 2009 - Flint Construction Services Proposal cited:

Time	**2 Days**
Labor rate : $25/ hr. x 16 hrs. x 2 men	$ 800.00
Supervision $35/ hr. 16 hrs.	$ 560.00
Materials	$ 263.00
Supports	$ 180.00
Veneer Plaster System, approx. 150 sq. ft.	$ 687.00
Profit & Overhead @ 15%	$ 374.00
Total CPR No. 1	**$ 2,864.00**

Action: Architect recommended approval. 13 Aug. 09 - Mr. Norton and Mr. Filion concurred.

CPR No. 2 **Add Galvanized Metal Flashing at Doors and Windows**

Description: Reviewed conditions of existing casings and trim around doors and windows.

- Noted, after vinyl siding had been removed, many windows noted to have galvanized flashing above heads of windows, which extended an inch or so beyond outside edges of window.

Architect Taylor suggested this detail be replicated in new Construction.

- Existing galvanized metal flashing, has rotted or been damaged and should be removed and replaced.

Action: 13 August 09 - Architect Taylor informed Ms. Ingamell said the lady who originally agreed to restore the window can now restore it, if the Contractor would take it out. Mr. Filion recommended this be accomplished only at the expense of the Art League.

CPR No. 7: **Exterior Trim at all Doors and Windows**

Description: Replacement of exterior trim at doors and windows at entire house. New wood trim is to be installed above window to simulate wood trim as detailed in Detail 3/A2.2

Cost: 3 Aug. 2009 - Flint Construction Services Proposal cited:

22 doors and windows at First Floor, 23 doors and windows at Second Floor and 7 windows at Third Floor. Total Doors & Windows, 52.

Materials, $20 / door or window x 52 ..... $ 1,040.00

Labor $15/ door or window x 52 ..... $ 780.00

Overhead and Profit @ 15% ..... $ 273.00

Total CPR No. 7 ..... $ 2,093.00

Action: 7 Aug. 09 - Architect met w/ Mr. Norton at Site to discuss. The number of doors and windows cited above includes all windows (new and existing). If the Owner wishes to save costs, only the existing windows may be repaired. Not performing this trim for 10 windows will result in a savings of $403.00. ($35.00 x 10 = $350.00 + 15% or $53.00.) Architect recommended all windows and doors have trim replaced.

13 August 2009 - Mr. Norton and Mr. Filion concurred trim for all windows and doors to have trim replaced.

CPR No. 8: **Chime for Exterior Doors / Alarm & Security System**

Description: Initially, Ms. Ingamell requested push buttons be installed at exterior doors 101A and 108B. Push buttons were to be connected to chime. Later discussion confirmed Ms. Ingamell's desire to have a chime sound when someone opened the doors to access the Facility which are part of the Security and Alarm System (called to be installed via Allowance.)

Cost: 3 August 09 Proposal from Safe Touch Security dated 06-12-08 cited a cost of $2,636.00. That cost was submitted to Mr. Boynton who approved it. As an Allowance no additional time or compensation is allowed to the Contract. The difference from the Allowance amount $5,000.00 less $2,636.00 = $2,364.00 will be deducted from the Contract

Total CPR No. 8, Credit ..... ($2,364.00)

Action: Architect recommended approval. Mr. Boynton had already approved this work.

CPR No. 9: **Change Exterior GFI Outlets, Flood Lights and Front Porch Lights.**

Description: Four exterior GFI outlets are currently shown at north, west, and south side of Building adjacent to Rooms 108 and Porch 001, respectively. Change to double duplex or quad outlets.

Action: 7 Aug. 09 - Mr. Norton and Architect met with Mr. Flint and Mr. Letkeman to discuss. Mr. Flint deleted $525.00 of Supervision costs and appropriate Overhead and Profit. The cost cited above is $628.00 lower than originally quoted.

Architect recommended approval. This Cost is to be bourne by the Art League.

CPR No. 12. **Removal of existing Chimney concealed in wall at Room 211**

Description: Existing Chimney discovered within walls of Room 211, during demolition of this area. Contractor proposed demolishing and removing Chimney in sequence with other demolition Work.

Cost: 3 Aug. 2009 - Flint Construction Services Proposal cited:

Time		**1 Day**
Flint Construction Labor Force:		
Skilled $35/hr x 3 laborers x 3 hrs	$	315.00
Dumpster Cost:	$	89.00
Overhead and Profit @ 15%	$	61.00
Total CPR No. 12	**$**	**465.00**

Action: 7 Aug. 09 - Mr. Norton and Architect met with Mr. Flint and Mr. Letkeman to discuss. Mr. Flint deleted $175.00 of Supervision costs and appropriate Overhead and Profit. The cost cited above is $201.00 lower than originally quoted.

Architect recommended approval. 13 Aug. 09 - Mr. Norton and Mr. Filion concurred.

CPR No. 13. **Provide and install 1" x 4" trim board at east side, near north end.**

Description: Field Report No. 7 - 22 July 2009 - Discussed having the Contractor to provide and install,1" x 4" trim board at east side, near north end of Building to cover siding edges from a previous construction. Work to include cutting off and replacing existing sections of trim at same general location. Minimum length of replacement piece to be 2' long or longer, as appropriate. Ends of trim to be cut at 45 degree miter, tucked in uniformly to blend with lap siding.

Cost: 3 Aug. 2009 - Flint Construction Services Proposal cited:

Time:		**1 Day**
Materials:		
140' trim boards @ $2.77 L & M / ft.	$	388.00
Labor Rate:		
Supervisor $35/hr. x 8 hrs	$	280.00
Overhead and Profit: @ 15%	$	100.00
Total CPR No. 13	**$**	**768.00**

Action: Architect recommended approval. 13 Aug. 09 - Mr. Norton and Mr. Filion concurred.

Via email on 6 Aug. 09 - Reminded Contractor Flint Change Proposal Requests were not to be acted on until approved by Owner (the City Manager) Contractor and Architect. Some Work has been accomplished without approval of Owner and Architect.

Architect recommended approval. 13 Aug. 09 - Mr. Norton and Mr. Filion concurred.

CPR No. 17 **Ceiling removal and additional framing at Rooms 103, 105 and 206**

Description: Field Report No. 8 - 28 July 2009. Architect Taylor suggested to Supt. Letkeman, framing at Rooms 103 and 105 be removed; existing plaster ceiling be repaired and skim-coated. This will necessitate furring around duct work at Room 103 but will result in higher ceilings in both of these spaces.

Ceiling at Room 206 was not scheduled to be removed but has notable cracks and deficiencies. The Architect recommended this ceiling be removed and new veneer plaster ceiling be installed.

Cost: 3 Aug. 2009 - Flint Construction Services Proposal cited :

Time:	**5 Days**
Labor Rate:	
Laborer $16.17/hr x 40 hrs x 3 laborers	$ 1,940.00
Supervisor $35/hr. x 29 hrs.	$ 1,015.00
Materials:	
Plasterboard, plaster, tape, mud, screws:	$ 633.00
Electrical Wiring	$ 25.00
Framing Materials	$ 50.00
Duct Board	$ 50.00
Dumpster	$ 175.00
Overhead and Profit: @ 15%	$ 583.00
Total CPR No. 17	**$ 4,471.00**

Action: 7 Aug. 09 - Mr. Norton and Architect met with Mr. Flint and Mr. Letkeman to discuss. Drawings and specifications for Rooms 103 and 105 indicate to "remove existing plaster ceilings and substrate to joists." The Architect believes it will be cost effective to do that in Rooms 103 and 105 and screw veneer plaster board directly through old plaster his should save substantial costs for patching and repairing the old ceilings.

7 Aug. 09 - Room 206 has had ceiling removed already. Contractor requested to review costs and resubmit based on discussion of 7 August.
13 Aug. 09 - Mr. Norton and Mr. Filion reviewed all rooms including Room No. 209, which was relatively unstable. General agreement was that the above cited work needed to be done, including removal of existing ceiling at Room 209 and replacement with veneer plaster board as is being done with other rooms in the Project.

20 Aug. 09 - Mr. Flint confirmed the cost of $4,471.00 would be acceptable for all work cited above.

Architect recommended new 2" x 10" joist be installed between these two existing joists, spanning from north wall of Room 111 to south wall of Room 112 and bearing on wall between 111 and 112.

Cost: 3 Aug. 2009 - Flint Construction Services Proposal cited :

Time:	**1 Day**
Labor Rate:	
Skilled $25/hr. x 8 hrs.	$ 200.00
Supervisor $35/hr. x 4 hrs	$ 140.00
Materials:	
Joist and nails	$ 55.00
Overhead and Profit: @ 15%	$ 59.00
Total CPR N0. 19	**$ 454.00**

Action: Architect recommended approval. 13 Aug. 09 - Mr. Norton and Mr. Filion concurred.

CPR No. 20 **New Window at west side of Kitchen 107**

Description: Window at west side of Kitchen 107 was scheduled to remain. Discussion with Ms. Ingamell concluded window should be replaced with 1/4" thick tempered pane trimmed in wood, if the cost was not too great.

Cost: 3 Aug. 2009 - Flint Construction Services Proposal cited:

Time:	**1 Day**
Labor Rate:	
Skilled $25/hr. x 5.4 hrs	$ 135.00
Supervisor $35/hr. x 3 hrs	$ 105.00
Materials:	
Glass and Silicone	$ 200.00
Trims and Brads	$ 65.00
Overhead and Profit: @ 15%	$ 76.00
Delete requirement for tempered glass	$ (100.00)
Total CPR N0. 20	**$ 481.00**

Action: 13 Aug. 09 - Mr. Filion and Mr. Norton reviewed the condition of the window and will recommend approval with a condition the window not be tempered. Mr. Filion believes it will not be required by code.

Mr. Letkeman informed, if the window did not have to be tempered, it would save $100.00. Architect recommends approval. Mr. Norton and Mr. Filion concurred.

CPR No. 21 **Floor repair at Restroom 106**

Description: 28 July 09 - Discovered rotten and deteriorated woof flooring at Room 106. Directed Contractor Flint to submit costs for labor and materials for replacement of damaged wood.

Agenda Item

3d

AYRES ASSOCIATES

August 25, 2009

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

Re: Reuse System Extension – Phase IV
Engineering Services
Supplement #3
Ayres Associates Project No. 30-1602.03

Subject: Engineering Services Scope and Fee Proposal to Extend the Reuse Transmission System

Dear Mr. Boynton:

Ayres Associates (Ayres) is pleased to present our supplemental scope of services and fee proposal for the extension of the reclaimed water transmission/distribution system. This will extend the proposed reuse transmission main from the existing termination point, located west of College Road, across the Kay Larkin Airport to the St. Johns River Water Management District Headquarters office and further west to the Babe Ruth baseball fields located on St. Johns Avenue. A second termination point located on the eastern boundary of the project will be extended to supply reclaimed water to the Ravine Gardens State Park.

PROJECT DESCRIPTION

This project will extend the proposed reuse transmission main from the existing termination point, located west of College Road, across the Kay Larkin Airport to the St. Johns River Water Management District (SJRWMD) Headquarters office and further west to the Babe Ruth baseball fields located on St. Johns Avenue. An 8-inch reuse transmission main will be extended to the SJRWMD that will also supply reclaimed water to the infields at the Kay Larkin Airport. A 6-inch reuse main will be extended to the Babe Ruth baseball fields on St. Johns Avenue. A 2-inch reuse main will be extended to the Ravine Gardens State Park. Plan improvements will be prepared in a similar manner to that previously provided for bidding and construction using aerials as the base drawings.

SCOPE OF SERVICES

The supplemental scope of services involves the tasks listed below:

CONSTRUCTION PLANS & SPECIFICATIONS

1. Extension of the reuse transmission pipe
   This task will include development of plans and specifications for extending an 8-inch reuse main across the Kay Larkin Airport to the SJRWMD Headquarters office, a 6-inch reuse main further west along St. Johns Avenue to the Babe Ruth baseball fields and a 2-inch reuse main to the Ravine Gardens State Park.
2. Field visit to review field conditions for the route of the new transmission pipe

Base sheets will be created for mark-up during the field review which will be incorporated into the final design plans. This task will include meeting with the SJRWMD, Putnam County Parks and Recreation Department, and the park manager at the Ravine Gardens State Park to determine tie in locations.

3. Putnam County Right of Way Permit
   This will include preparing permit applications and supporting documentation for use of the County Right of Way to install the reuse transmission pipe along St. Johns Avenue.

BIDDING ASSISTANCE

Prepare bid advertisement
File invitation to bid in one (1) major local newspaper to run one time
Coordinate Plan Sales and Bidders list
Conduct one (1) pre-bid meeting with interested contractors and City.
Address request for information from Contractor during bidding.
Evaluate Bids and provide recommendation to City.

PROJECT SCHEDULE

Bid plans and specifications will be prepared in three (3) weeks from the date of supplement approval.

ADDITIONAL SERVICES

There are no additional services anticipated. Should additional services be requested or required, mutually agreed scope, terms, and conditions will be established prior to any work being initiated.

FEE

The total lump sum amount to complete the work as presented herein is $28,585.05.

Acceptance

If this proposal is acceptable to you, a signature on the enclosed copy of this letter and initials on the contract terms and conditions will serve as our authorization to proceed.

Proposed by Consultant:

Ayres Associates Inc

Daryl R. Myers, PE
Project Manager

Accepted by Owner:

City of Palatka, Florida
Owner's Name

Signature

Elwin C. "Woody" Boynton, PE
Name

City Manager
Title

Date

City of Palatka, Florida
Reuse System Extension - Phase IV
Supplement #3
August 25, 2009

WORK BREAKDOWN SUMMARY	LABOR CATEGORIES / HRLY BILLING RATES						
	PR	PM	ENG PE	ENG EI	CADD	Clerical	TOTAL
	$ 165.00	$ 115.00	$ 95.00	$ 75.00	$ 70.00	$ 45.00	
Phase II - Design							
Develop Transmission/Distribution Plans (3 Locations)	0	8	30	0	60	4	$8,150.00
Field Review (Layout/Utilities)	0	16	0	0	20	0	$3,240.00
Putnam County ROW Permit	0	16	0	0	8	4	$2,580.00
Revised Bid Docs	0	32	0	0	0	16	$4,400.00
Bidding Assistance							
File Invitation to Bid	0	0	4	0	0	4	$560.00
Coordinate Plan Sales/Bidders List	0	8	0	0	0	40	$2,720.00
Pre-Bid Conference	0	4	0	0	0	4	$640.00
Address RFI's from Bidders	0	16	16	0	20	4	$4,940.00
Bid Evaluation and Recommendation	0	4	0	0	0	0	$460.00
Subtotal	**0**	**104**	**50**	**0**	**108**	**76**	**$27,690.00**

Reimbusable Costs	Quantity	Unit	Unit Cost				
Bid Advertisement	1	LS	$500.00				$500.00
Mileage	330	MI	$0.485				$160.05
Shipping/Postage	1	LS	$30.00				$30.00
Copying	820	SHTS	$0.25				$205.00
Subtotal - Reimbusable Costs							**$895.05**

TOTAL - ENGINEERING & REIMBURSABLE COSTS	**$28,585.05**

Agenda Item

3e

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

City of Palatka

Office of the City Manager

To: **Mayor Flagg, Commissioners**

From: Woody Boynton, City Manager

Date: September 2, 2009

RE: Zeagler Drive/St. Johns Ave. FEMA Grant Modification

This modification reduces the engineering grant to a zero balance. This work was completed several months ago and originally included an allowance for construction inspection services. This work will be included in the construction grant amendment. This modification effectively closes this grant agreement.

Should you have any questions, please do not hesitate to call.

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

CHARLIE CRIST
Governor

RUBEN D. ALMAGUER
Interim Director

August 24, 2009

Mr. Woody Boynton
City Manager
City of Palatka
201 North 2nd Street
Palatka, FL 32177

Re: FEMA Project Number 1561-080-R, (State Project #1561-229) City of Palatka, Zeagler Drive, Drainage Project

Dear Mr. Boynton:

Enclosed are four copies of the proposed modification agreement between the City of Palatka and the Division of Emergency Management (DEM). The official representative, as listed below, will need to sign the signature page of each modification. All four (4) copies of the modification should then be sent to the Tallahassee address listed below for full execution no later than ninety (90) days after receipt of this letter. One fully executed modification will be returned to the City of Palatka for its files. Additional assistance is available regarding your Project on the Florida Division of Emergency Management Website: **http://www.floridadisaster.org/brm/hmgp.htm**. Please reference the heading: 'Grant Management Tools Listed Below', which contains sample documents that will provide guidance for completing requests for reimbursement, reporting requirements and supporting documents containing important points, and subgrantee close-out checklists.

Official Representatives:

County:	Chairman of the Board of Commissioners
City:	Mayor
Indian Tribe:	Chief or President
Water Management District:	Chairman
Non-Profit:	Chairman of the Board

If there is an official that is not listed above who is authorized to sign the modifications for your organization, please provide a copy of the organization's resolution or charter that specifically identifies the person or position that is authorized to sign.

If you have questions regarding this modification or who is authorized to sign it, please call Velma Ellis at (407) 268-8630 or Jose Montanez at (407) 268-8386.

Respectfully,

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

MEA/ve/jm/lt

Enclosures

Contract Number: 07HM-6@-04-64-02-031

Project Number: 1561-80-R

MODIFICATION TO SUBGRANT AGREEMENT BETWEEN THE DIVISION OF EMERGENCY MANAGEMENT AND CITY OF PALATKA

This Modification Number Two is made and entered into by and between the State of Florida, Division of Emergency Management ("the Division"), and the City of Palatka ("the Recipient") to modify DEM Contract Number 07HM-6@-04-64-02-031, dated January 18, 2007 ("the Agreement").

WHEREAS, the Agreement expired on January 31, 2009; and

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

1. The Agreement is hereby reinstated as though it had never expired.

2. Paragraph 3 of the Agreement is hereby amended to read as follows:

   This Agreement shall begin upon execution by both parties, and shall end November 30, 2009 unless terminated earlier in accordance with the provisions of paragraph (12) of this Agreement.

3. The Agreement is amended to decrease the maximum amount payable under the Agreement to Sixteen Thousand Seven Hundred and Sixty Eight and No/100 Dollars ($16,768.00).

4. The Budget and Scope of Work, Attachment A to the Agreement, are hereby modified as set forth in Revised Attachment A to this Modification, a copy of which is attached hereto and incorporated herein by reference.

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

6. 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.

7. Quarterly reports are due to the Division no later than 15 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30 and December 31.

IN WITNESS WHEREOF, the parties hereto have executed this Modification as of the dates set out below.

RECIPIENT: CITY OF PALATKA

By: _____

Name and Title: _____

Date: _____

DIVISION OF EMERGENCY MANAGEMENT

By: _____

Name and Title: Ruben D. Almaguer, Interim Director

Date: _____

Agenda Item

3f

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

City of Palatka

Office of the City Manager

To: **Mayor Flagg, Commissioners**

From: Woody Boynton, City Manager

Date: September 2, 2009

RE: Zeagler Drive/St. Johns Ave. FEMA Hazard Mitigation Grant

---

This grant is for the construction of drainage improvements along St. Johns Ave from approximately College Road to Zeagler Drive. This is a 75% reimbursement project. As you are each aware this area routinely floods; this project should minimize these concerns. The City's cost share for this project will come from the Better Place funds.

Should you have any questions, please do not hesitate to call.

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

CHARLIE CRIST
Governor

RUBEN D. ALMAGUER
Interim Director

August 24, 2009

Mr. Woody Boynton
City Manager
City of Palatka
201 North 2nd Street
Palatka, FL 32177

Re: FEMA Project Number 1561-080-R, (State Project #1561-229) City of Palatka, Zeagler Drive, Drainage Project – Phase II

Dear Mr. Boynton:

The Division of Emergency Management (DEM) is pleased to inform you that the Federal Emergency Management Agency has approved the obligation of Hazard Mitigation Grant Program funds for the project number(s) listed above. Please note that this is an eligible cost-reimbursement contract, and as such, the recipient must make other funding arrangements to complete this project. However, the recipient may submit periodic requests for payment throughout the project process, consistent with the terms of the contract.

Enclosed are four copies of the proposed contract between the City of Palatka and DEM. The official representative, as listed below, will need to sign the signature page (Page 13) and the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form (Page 31). All four (4) copies of the contract should then be sent to the Tallahassee address listed below for full execution no later than ninety (90) days after receipt of this letter for final execution. One fully executed contract will be returned to the City of Palatka for its files.

Official Representatives:

County:	Chairman of the Board of County Commissioners
City:	Mayor
Indian Tribe:	Chief or President
Water Management District:	Chairman
Non-Profit:	Chairman of the Board

If there is an official that is not listed above who is authorized to sign the contracts for your organization, please provide a copy of the organization's resolution or charter that specifically identifies the person or position that is authorized to sign.

If you have questions regarding this contract or who is authorized to sign it, please call Jose Montanez at (407) 268-8386 and Velma Ellis at 407-268-8630.

Respectfully,

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

MEA/jm/vc/lt

Enclosures

Contract Number: 10HM-23-04-64-02-002
CFDA Number: 97.039

FEDERALLY FUNDED SUBGRANT AGREEMENT

THIS AGREEMENT is entered into by the State of Florida, Division of Emergency Management, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Division"), and the City of Palatka , (hereinafter referred to as the "Recipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

A. The Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and

B. The Division has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and

C. The Division has statutory authority to disburse the funds under this Agreement.

THEREFORE, the Division and the Recipient agree to the following:

(1) SCOPE OF WORK

The Recipient shall perform the work in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

(2) INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

The Recipient and the Division shall be governed by applicable State and Federal laws, rules and regulations, including those identified in Attachment B.

(3) PERIOD OF AGREEMENT

This Agreement shall begin January 28, 2009 and shall end October 29, 2010 unless terminated earlier in accordance with the provisions of Paragraph (12) of this Agreement.

(4) MODIFICATION OF CONTRACT

Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.

(5) RECORDKEEPING

(a) As applicable, Recipient's performance under this Agreement shall be subject to the federal "Common Rule: Uniform Administrative Requirements for State and Local Governments" (53 Federal Register 8034) or OMB Circular No. A-110, "Grants and Agreements with Institutions of High Education, Hospita s, and Other Nonprofit Organizations," and either OMB Circular No. A-87, "Cost Principles for State and Local Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," or OMB Circular No. A-122, "Cost Principles for Nonprofit Organizations." If this Agreement is made with a commercial (for-profit) organization on a cost-reimbursement basis, the Recipient shall be subject to Federal Acquisition Regulations 31.2 and 931.2.

(b) The Recipient shall retain sufficient records to show its compliance with the terms of this

Agreement, and the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the Division or its designee, the State Chief Financial Officer or the State Auditor General access to the records upon request. The Recipient shall ensure that audit working papers are available to them upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Division. The five year period may be extended for the following exceptions:

1. If any litigation, claim or audit is started before the five year period expires, and extends beyond the five year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

2. Records for the disposition of non-expendable personal property valued at $5,000 or more at the time it is acquired shall be retained for five years after final disposition.

3. Records relating to real property acquired shall be retained for five years after the closing on the transfer of title.

(c) The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Budget and Scope of Work - Attachment A - and all other applicable laws and regulations.

(d) The Recipient, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the Division, its employees, and agents. "Reasonable" shall ordinarily mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Division.

(6) AUDIT REQUIREMENTS

(a) The Recipient agrees to maintain financial procedures and support documents, in accordance with generally accepted accounting principles, to account for the receipt and expenditure of funds under this Agreement.

(b) These records shall be available at reasonable times for inspection, review, or audit by state personnel and other personnel authorized by the Department or the Division. "Reasonable" shall ordinarily mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

(c) The Recipient shall provide the Department with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.

(d) If the Recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised, and in the event that the Recipient expends $500,000 or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Agreement shows the Federal resources awarded through the Division by this Agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the Division. The determination

of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this paragraph.

In connection with the audit requirements addressed in this Paragraph 6 (d) above, the Recipient shall fulfill the requirements for auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the Recipient expends less than $500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than $500,000 in Federal awards in its fiscal year and chooses to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds.

(e) Send copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by subparagraph (d) above, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the Recipient to:

The Division at each of the following addresses:

Department of Community Affairs
Office of Audit Services
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
[also send an electronic copy to aurilla.parrish@dca.state.fl.us]

and

Division of Emergency Management
Bureau of Recovery and Mitigation
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (submit the number of copies required by Sections .320(d)(1) and (2), OMB Circular A-133, as revised), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

(f) Pursuant to Section .320 (f), OMB Circular A-133, as revised, the Recipient shall send a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to the Division at the following addresses:

Department of Community Affairs
Office of Audit Services
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
[also send an electronic copy to aurilla.parrish@dca.state.fl.us]

and

Division of Emergency Management
Bureau of Recovery and Mitigation
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

(g) By the date due, send any reports, management letter, or other information required to be submitted to the Division pursuant to this Agreement in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

(h) Recipients should state the date that the reporting package was delivered to the Recipient when submitting financial reporting packages to the Division for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General,

(i) If the audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to the Division of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty days after the Division has notified the Recipient of such non-compliance.

(j) The Recipient shall have all audits completed by an independent certified public accountant (IPA), either a certified public accountant or a public accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable provisions noted above. The audit must be received by the Division no later than nine months from the end of the Recipient's fiscal year.

(7) REPORTS

(a) The Recipient shall provide the Division with quarterly reports and a close-out report. These reports shall include the current status and progress by the Recipient and all subrecipients and subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by the Division.

(b) Quarterly reports are due to the Division no later than 15 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30 and December 31.

(c) The close-out report is due 60 days after termination of this Agreement or 60 days after completion of the activities contained in this Agreement, whichever first occurs.

(d) If all required reports and copies are not sent to the Division or are not completed in a manner acceptable to the Division, the Division may withhold further payments until they are completed or may take other action as stated in Paragraph (11) REMEDIES. "Acceptable to the Division" means that the work product was completed in accordance with the Budget and Scope of Work.

(e) The Recipient shall provide additional program updates or information that may be required by

the Division.

(f) The Recipient shall provide additional reports and information identified in Attachment F.

(8) MONITORING

The Recipient shall monitor its performance under this Agreement, as well as that of its subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the Schedule of Deliverables and Scope of Work are being accomplished within the specified time periods, and other performance goals are being achieved. A review shall be done for each function or activity in Attachment A to this Agreement, and reported in the quarterly report.

In addition to reviews of audits conducted in accordance with paragraph (6) above, monitoring procedures may include, but not be limited to, on-site visits by Division staff, limited scope audits, and/or other procedures. The Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Division. In the event that the Division or the Department determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Division or the Department to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General. In addition, the Division will monitor the performance and financial management by the Recipient throughout the contract term to ensure timely completion of all tasks.

(9) LIABILITY

(a) Unless Recipient is a State agency or subdivision, as defined in Section 768.28, Fla. Stat., the Recipient is solely responsible to parties it deals with in carrying out the terms of this Agreement, and shall hold the Division harmless against all claims of whatever nature by third parties arising from the work performance under this Agreement. For purposes of this Agreement, Recipient agrees that it is not an employee or agent of the Division, but is an independent contractor.

(b) Any Recipient which is a state agency or subdivision, as defined in Section 768.28, Fla. Stat., agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Division, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in Section 768.28, Fla. Stat. Nothing herein is intended to serve as a waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(10) DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the Division to make further payment of funds shall, if the Division elects, terminate and the Division has the option to exercise any of its remedies set forth in Paragraph (11). However, the Division may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment:

(a) If any warranty or representation made by the Recipient in this Agreement or any previous

agreement with the Division is or becomes false or misleading in any respect, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with the Division and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

(b) If material adverse changes occur in the financial condition of the Recipient at any time during the term of this Agreement, and the Recipient fails to cure this adverse change within thirty days from the date written notice is sent by the Division.

(c) If any reports required by this Agreement have not been submitted to the Division or have been submitted with incorrect, incomplete or insufficient information;

(d) If the Recipient has failed to perform and complete on time any of its obligations under this Agreement.

(11) REMEDIES

If an Event of Default occurs, then the Division may, after thirty calendar days written notice to the Recipient and upon the Recipient's failure to cure within those thirty days, exercise any one or more of the following remedies, either concurrently or consecutively:

(a) Terminate this Agreement, provided that the Recipient is given at least thirty days prior written notice of the termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address in paragraph (13) herein;

(b) Begin an appropriate legal or equitable action to enforce performance of this Agreement;

(c) Withhold or suspend payment of all or any part of a request for payment;

(d) Require that the Recipient refund to the Division any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.

(e) Exercise any corrective or remedial actions, to include but not be limited to:

1. request additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,

2. issue a written warning to advise that more serious measures may be taken if the situation is not corrected,

3. advise the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or

4. require the Recipient to reimburse the Division for the amount of costs incurred for any items determined to be ineligible;

(f) Exercise any other rights or remedies which may be available under law.

(g) Pursuing any of the above remedies will not stop the Division from pursuing any other remedies in this Agreement or provided at law or in equity. If the Division waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Division, or affect the later exercise of the same right or remedy by the Division for any other default by the Recipient.

(12) TERMINATION

(a) The Division may terminate this Agreement for cause after thirty days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform on time, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.

(b) The Division may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Recipient with thirty calendar days prior written notice.

(c) The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment will state the effective date of the termination and the procedures for proper closeout of the Agreement.

(d) In the event that this Agreement is terminated, the Recipient will not incur new obligations for the terminated portion of the Agreement after the Recipient has received the notification of termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed. The Recipient shall not be relieved of liability to the Division because of any breach of Agreement by the Recipient. The Division may, to the extent authorized by law, withhold payments to the Recipient for the purpose of set-off until the exact amount of damages due the Division from the Recipient is determined.

(13) NOTICE AND CONTACT

(a) All notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the representative named below, at the address below, and this notification attached to the original of this Agreement.

(b) The name and address of the Division contract manager for this Agreement is:

Ms. Kathleen Marshall, Planning Manager
Bureau of Recovery and Mitigation
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399
Telephone: (850) 922-5944
Fax: (850) 922-1259
Email: kathleen.marshall@em.myflorida.com

(c) The name and address of the Representative of the Recipient responsible for the administration of this Agreement is:

Mr. Woody Boynton
City of Palatka
City Manager
201 North 2nd Street
Palatka, Florida 32177
Telephone: (386) 329 -0100
Fax: (386) 329-0106
Email: wboynton@gbso.net

(d) In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be provided as outlined in (13)(a) above.

(14) SUBCONTRACTS

If the Recipient subcontracts any of the work required under this Agreement, a copy of the fully executed subcontract must be forwarded to the Division within ten days of execution for review and approval. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Division and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. The Recipient shall document in the quarterly report the subcontractor's progress in performing its work under this Agreement.

For each subcontract, the Recipient shall provide a written statement to the Division as to whether that subcontractor is a minority vendor, as defined in Section 288.703, Fla. Stat.

(15) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(16) ATTACHMENTS

(a) All attachments to this Agreement are incorporated as if set out fully.

(b) In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

(c) This Agreement has the following attachments:

Exhibit 1 - Funding Sources
Attachment A – Budget and Scope of Work
Attachment B – Program Statutes and Regulations
Attachment C – Statement of Assurances
Attachment D – Request for Reimbursement
Attachment E – Justification of Advance
Attachment F – Quarterly Report Form
Attachment G – Warranties and Representations
Attachment H – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

(17) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed **$112,820.00** subject to the availability of funds. All requests for reimbursement of administrative costs must be accompanied by the back-up documentation evidencing all such administrative costs.

(b) Any advance payment under this Agreement is subject to Section 216.181(16), Fla.Stat., and is

contingent upon the Recipient's acceptance of the rights of the Division under Paragraph (12)(b) of this Agreement. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months of the contract term. For a federally funded contract, any advance payment is also subject to federal OMB Circulars A-87, A-110, A-122 and the Cash Management Improvement Act of 1990. If an advance payment is requested, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment E. Attachment E will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds.

_____ An advance payment of $_____ is requested.

(c) After the initial advance, if any, payment shall be made on a reimbursement basis as needed. The Recipient agrees to expend funds in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the federal Office of Management and Budgeting, the State Chief Financial Officer or under subparagraph (19)(h) of this Agreement, all obligations on the part of the Division to make any further payment of funds shall terminate, and the Recipient shall submit its closeout report within thirty days of receiving notice from the Division.

(18) REPAYMENTS

All refunds or repayments due to the Division under this Agreement are to be made payable to the order of "Department of Community Affairs", and mailed directly to the following address:

Department of Community Affairs
Cashier
Finance and Accounting
2555 Shumard Oak Boulevard
Tallahassee FL 32399-2100

In accordance with Section 215.34(2), Fla. Stat., if a check or other draft is returned to the Division for collection, Recipient shall pay the Division a service fee of $15.00 or 5% of the face amount of the returned check or draft, whichever is greater.

(19) MANDATED CONDITIONS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any later submission or response to a Division request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials is incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of the Division and with thirty days written notice to the Recipient, cause the termination of this Agreement and the release of the Division from all its obligations to the Recipient.

(b) This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County. If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Agreement.

(c) Any power of approval or disapproval granted to the Division under the terms of this Agreement shall survive the term of this Agreement.

(d) The Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(e) The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.

(f) Those who have been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of $25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

(g) Any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the federal government, certifies, to the best of its knowledge and belief, that it and its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;

2. have not, within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph 19(g)2. of this certification; and

4. have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

If the Recipient is unable to certify to any of the statements in this certification, then the Recipient shall attach an explanation to this Agreement.

In addition, the Recipient shall send to the Division (by email or by facsimile transmission) the completed "Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion" (Attachment H) for each intended subcontractor which Recipient plans to fund under this Agreement. The form must be received by the Division before the Recipient enters into a contract with any subcontractor.

(h) The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216,

Fla. Stat. or the Florida Constitution.

(i) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

(j) Any bills for travel expenses shall be submitted in accordance with Section 112.061, Fla. Stat.

(k) The Division reserves the right to unilaterally cancel this Agreement if the Recipient refuses to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Fla. Stat., which the Recipient created or received under this Agreement.

(l) If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Division or be applied against the Division's obligation to pay the contract amount.

(m) The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Division shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Division.

(n) The Recipient is subject to Florida's Government in the Sunshine Law (Section 286.011, Fla. Stat.) with respect to the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board. All of these meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with Chapter 119, Fla. Stat.

(o) All unmanufactured and manufactured articles, materials and supplies which are acquired for public use under this Agreement must have been produced in the United States as required under 41 U.S.C. 10a, unless it would not be in the public interest or unreasonable in cost.

(20) LOBBYING PROHIBITION

(a) No funds or other resources received from the Division under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(b) The Recipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an

officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying."

3. The Recipient shall require that this certification be included in the award documents for all subawards (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

(21) COPYRIGHT, PATENT AND TRADEMARK

ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA. ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE RECIPIENT TO THE STATE OF FLORIDA.

(a) If the Recipient has a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.

(b) If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Recipient shall refer the discovery or invention to the Division for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Division. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Recipient to the State of Florida.

(c) Within thirty days of execution of this Agreement, the Recipient shall disclose all intellectual properties relating to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property which is disclosed. Failure to disclose will indicate that no such property exists. The Division shall then, under Paragraph (b), have the right to all patents and copyrights which accrue during performance of the Agreement.

(22) LEGAL AUTHORIZATION

The Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Recipient also certifies that the undersigned person has the authority to legally execute and bind Recipient to the terms of this Agreement.

(23) ASSURANCES

The Recipient shall comply with any Statement of Assurances incorporated as Attachment C.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

RECIPIENT: CITY OF PALATKA

BY:_____

Name and title: _____

Date:_____

FID# _____

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

BY:_____

Name and Title: Ruben D. Almaguer, Interim Director

Date:_____

EXHIBIT – 1

THE FOLLOWING FEDERAL RESOURCES ARE AWARDED TO THE RECIPIENT UNDER THIS AGREEMENT:

NOTE: If the resources awarded to the Recipient are from more than one Federal program, provide the same information shown below for each Federal program and show total Federal resources awarded.

Federal Program: ***Federal Emergency Management Agency, Hazard Mitigation Grant***
Catalog of Federal Domestic Assistance Number: ***97.039***
Amount of Federal Funding: ***$112,820.00***

THE FOLLOWING COMPLIANCE REQUIREMENTS APPLY TO THE FEDERAL RESOURCES AWARDED UNDER THIS AGREEMENT:

NOTE: If the resources awarded to the Recipient represent more than one Federal program, list applicable compliance requirements for each Federal program in the same manner as shown below.

Federal Program:
List applicable compliance requirements as follows:

1. **Recipient is to use funding to perform the following eligible activities; include mitigation projects that will result in protection of public or private property from natural hazards. Eligible projects include, but are not limited to:**
    - **Acquisition of hazard prone properties**
    - **Retrofitting of existing buildings and facilities**
    - **Elevation of flood prone structures**
    - **Infrastructure protection measures**
    - **Storm water management improvements**
    - **Minor structural flood control projects**
    - **Relocation of structures from hazard prone areas**
    - **Retrofitting of existing buildings and facilities for shelters**
    - **Vegetative management/soil stabilization**
    - **Mitigation Planning Project**
    - **Other projects that reduce future disaster losses**

2. **Recipient is subject to all administrative and financial requirements as set forth in this Agreement, or will be in violation of the terms of the Agreement.**

NOTE: Instead of listing the specific compliance requirements as shown above, the State awarding agency may elect to use language that requires the Recipient to comply with the requirements of applicable provisions of specific laws, rules, regulations, etc. For example, for Federal Program 1, the language may state that the Recipient must comply with specific laws, rules, or regulations that pertain to how the awarded resources must be used or how eligibility determinations are to be made. The State awarding agency, if practical, may want to attach a copy of the specific law, rule, or regulation referred to.

NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5)(a), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the Recipient.

Attachment A

Budget and Scope of Work

Scope of Work

As a Hazard Mitigation Grant Program project, the Recipient, the City of Palatka, proposes to improve the drainage at the intersections of St. Johns Avenue and Zeagler Drive, Palatka, Florida 32177, by installing new concrete culverts, deepen the existing swales and interconnect side drains to provide increased flow capacity. Final design analysis determined that complete project substantially improves flood protection for target area and increases storage capacity of the drainage system. Drainage system improvements will relieve flooding up to 25-year storm event. All materials will be certified to meet the standards of Florida Building Code and local codes. The local municipal or county building department will inspect and certify installation according to the current laws and specifications.

Environmental Review Project Conditions:

1. The Recipient must follow all applicable state, local and federal laws regulations and requirements, and obtain (before starting project work) and comply with all required permits and approvals. If project work is delayed for a year or more after the date of the CATEX, then coordination with and project review by regulatory agencies must be redone.

2. Any change, addition or supplement to the approved Scope of Work that alters the project (including other work not funded by FEMA, but done substantially at the same time) will require re-submission of the application to FEMA for NEPA re-evaluation before starting project work.

3. If any archaeological material is discovered during project work, work in that area shall cease immediately and the Recipient will contact the State Historic Preservation Officer (SHPO) and the DHS/FEMA Region IV Environmental Officer and FDEM State Environmental Liaison Officer for further guidance.

4. Construction vehicles and equipment used for this project shall be maintained in good working order to minimize pollutant emissions.

5. Best management practices will be used during project work to minimize soil erosion, sediment migration and turbidity. The Recipient will need to prepare and implement a Storm Water Pollution Prevention Plan (SWPP The Recipient must obtain a National Pollutant Discharge Elimination System (NPDES) stormwater permit (if area of disturbance will be greater than one acre). The Applicant will need to provide a copy of the Notice of Intent (NOI) submitted to use the State of Florida Generic Permit for stormwater discharge from construction activities; response letter from Florida Department of Environmental Protection (FDEP) if provided; and a copy of the Notice of Termination (NOT) – at project closeout.
6. For projects involving groundwater dewatering activities at the construction site, provide documentation of coverage under the Florida Department of Environmental Protection (FDEP) "Generic Permit for the Discharge of Produced Ground Water from any Non-contaminated Site Activity."

This is FEMA project **1561-80-R,** funded under 1561-DR-FL.

The Period of Performance of this project ends on August. 2009.

Schedule of Work

Contracting and Construction	17 Months
Grant Closeout:	1 Month
Potential Disaster Delay:	3 Months
Total Project Cost:	21 Months

Budget

Line Item Budget*

	Project Cost	Federal Share	Non-Federal Share
Site Preparations and Miscellaneous:	$ 33,075.00	$ 24,806.00	$ 8,269.00
Earthwork:	$ 10,252.00	$ 7,689.00	$ 2,563.00
Road Work:	$ 10,750.00	$ 8,063.00	$ 2,687.00
Drainage:	$ 86,396.00	$ 64,797.00	$21,599.00
Project Management:	$ 6,195.00	$ 4,646.00	$ 1,549.00
Sub-Total:	$146,668.00	$110,001.00	$36,667.00
Administrative Cost:	$ 0.00	$ 2,819.00	$ 0.00
Total:	$146,668.00	$112,820.00	$36,667.00

* *Any line item amount in this Budget may be increased or decreased 10% or less without an amendment to this Agreement being required, so long as the overall amount of the funds obligated under this Agreement is not increased.*

Funding Summary

Federal Share:	$110,001.00 (75%)
Local Share:	$ 36,667.00 (25%)
Total Project Cost:	$146,668.00 (100%)

Recipient Administrative Allowance up to $2,819.00.

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM
Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Grantee
1561	80-R	3	229	FL	Statewide

Subgrantee: Palatka
FIPS Code: 107-53875

Project Title : CITY OF PALATKA, PUTNAM COUNTY, ZEAGLER DRIVE - DRAINAGE

Mitigation Project Description

Amendment Status : Approved

Approval Status: Approved

Project Title : CITY OF PALATKA, PUTNAM COUNTY, ZEAGLER DRIVE - DRAINAGE

Grantee : Statewide

Subgrantee : Palatka

Grantee County Name : Putnam

Subgrantee County Name : Putnam

Grantee County Code : 107

Subgrantee County Code : 107

Grantee Place Name : Palatka

Subgrantee Place Name : Palatka

Grantee Place Code : 0

Subgrantee Place Code : 53875

Project Closeout Date : 00/00/0000

Work Schedule Status

Amend #	Description	Time Frame	Due Date	Revised Date	Completion Date
0	PHASE 1 STATE CONTRACT	180 DAYS	00/00/0000	00/00/0000	00/00/0000
1	PHASE I: ENGINEERING, DESIGNS, SURVEYING,	390 DAYS	00/00/0000	00/00/0000	00/00/0000
2	PHASE I: ENGINEERING, DESIGNS, SURVEYING,	510 DAYS	00/00/0000	00/00/0000	00/00/0000
3	PHASE I: ENGINEERING, DESIGNS, SURVEYING,	510 DAYS	00/00/0000	00/00/0000	00/00/0000
0	PHASE 1 DESIGN THE PROJECT, SURVEY, ENVIF	185 DAYS	00/00/0000	00/00/0000	00/00/0000
1	BID THE PROJECT	110 DAYS	00/00/0000	00/00/0000	00/00/0000
3	BID THE PROJECT	110 DAYS	00/00/0000	00/00/0000	00/00/0000
2	BID THE PROJECT	110 DAYS	00/00/0000	00/00/0000	00/00/0000
0	PHASE II BID THE PROJECT	110 DAYS	00/00/0000	00/00/0000	00/00/0000
1	CONTRACTING AND CONSTRUCTION	295 DAYS	00/00/0000	00/00/0000	00/00/0000
3	CONTRACTING AND CONSTRUCTION	355 DAYS	00/00/0000	00/00/0000	00/00/0000
2	CONTRACTING AND CONSTRUCTION	355 DAYS	00/00/0000	00/00/0000	00/00/0000
0	PHASE II CONTRACTING AND CONSTRUCTION	320 DAYS	00/00/0000	00/00/0000	00/00/0000
1	GRANT CLOSEOUT	30 DAYS	00/00/0000	00/00/0000	00/00/0000
3	GRANT CLOSEOUT	30 DAYS	00/00/0000	00/00/0000	00/00/0000
2	GRANT CLOSEOUT	30 DAYS	00/00/0000	00/00/0000	00/00/0000
0	PHASE II GRANT CLOSE OUT	30 DAYS	00/00/0000	00/00/0000	00/00/0000
1	STATE FINAL INSPECTION	90 DAYS	00/00/0000	00/00/0000	00/00/0000
0	PHASE II STATE FINAL INSPECTION	90 DAYS	00/00/0000	00/00/0000	00/00/0000
1	STATE CLOSEOUT	90 DAYS	00/00/0000	00/00/0000	00/00/0000
0	PHASE II STATE CLOSE OUT	90 DAYS	00/00/0000	00/00/0000	00/00/0000
1	POTENTIAL DISASTER DELAY	90 DAYS	00/00/0000	00/00/0000	00/00/0000
3	POTENTIAL DISASTER DELAY	90 DAYS	00/00/0000	00/00/0000	00/00/0000
2	POTENTIAL DISASTER DELAY	90 DAYS	00/00/0000	00/00/0000	00/00/0000
0	PHASE II POTENTIAL WEATHER DELAY	90 DAYS	00/00/0000	00/00/0000	00/00/0000

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Grantee
1561	80-R	3	229	FL	Statewide

Subgrantee: Palatka

FIPS Code: 107-53875

Project Title : CITY OF PALATKA, PUTNAM COUNTY, ZEAGLER DRIVE - DRAINAGE

Approved Amounts

Total Approved Net Eligible	Federal Share Percent	Total Approved Federal Share Amount	Non-Federal Share Percent	Total Approved Non-Fed Share Amount
$167,945	75.000000000	$125,959	25.00000000	$41,986

Allocations

Allocation Number	IFMIS Status	IFMIS Date	Submission Date	FY	ES Support Req ID	ES Amend Number	Proj Alloc Amount Fed Share	Grantee Admin Amount	Subgrantee Admin Amount	Total Alloc Amount
25	A	07/03/2006	07/03/2006	2006	805262	19	$20,250	$105	$810	$21,165
144	A	01/14/2009	01/12/2009	2009	1580494	4	$105,709	$543	$2,819	$109,071
						Total	$125,959	$648	$3,629	$130,236

Obligations

Action Nr	IFMIS Status	IFMIS Date	Submission Date	FY	ES Support Req ID	ES Amend Number	Suppl Nr	Project Obligated Amt - Fed Share	Grantee Admin Amount	Subgrantee Admin Amount	Total Obligated Amount
1	A	07/10/2006	07/10/2006	2006	963794	81	82	$20,250	$105	$810	$21,165
2	A	01/15/2009	01/15/2009	2009	1625650	264	265	$105,709	$543	$2,819	$109,071
							Total	$125,959	$648	$3,629	$130,236

Environmental Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Grantee
1561	80 - R	3	229	FL	Statewide

Subgrantee: Palatka

FIPS Code: 107-53875 Project Title : CITY OF PALATKA, PUTNAM COUNTY, ZEAGLER DRIVE - DRAINAGE

FEMA Laws/EOs

Laws/EOs	Status
Coastal Barriers Resources Act (CBRA)	Completed

Comment: The City of Palatka is located about 28 miles inland from the Atlantic Ocean. The project location is not located in a Coastal Barrier unit.-DGROVES-12/29/2008 14:35 GMT

Clean Water Act (CWA) Completed

Comment: Copy of St. John's River Water Management District "Noticed General Environmental Resource Permit" permit provided. Permit states that a copy of the notice was also sent to USACE. No comments received from USACE. Project acreage is 1.6, will need National Pollutant Discharge Elimination System (NPDES) Notice of Intent (NOI) and Notice of Termination (NOT) at project closeout. Correspondence/Consultation/References: St. John's River Water Management District Permit No. 400-107-113014-1, dated September 25, 2007.
-DGROVES-12/29/2008 14:35 GMT

Coastal Zone Management Act (CZMA) Completed

Comment: St. John's River Water Management District Permit No. 400-107-113014-1, dated September 25, 2007 satisfies Coastal Zone consistency.-DGROVES-12/29/2008 14:36 GMT

Endangered Species Act (ESA) Completed

Comment: Project affects previously disturbed and highly impact ground. No impacts are anticipated to species with the proposed project.-DGROVES-12/29/2008 14:36 GMT

Fish and Wildlife Coordination Act (FWCA) Completed

Comment: Project scope of work does not involve significant stream or shoreline modification.-DGROVES-12/29/2008 14:36 GMT

National Historic Preservation Act (NHPA) Completed

Comment: : Project does not contain any historic properties, from a review of the site photos; it appears that the project will be occurring in previously-disturbed road right-of-way (ROW).-DGROVES-12/29/2008 14:37 GMT

Clean Air Act (CAA) Completed

Comment: The noted drainage system improvements do not have the potential to result in permanent air emissions.

-DGROVES-12/29/2008 14:37 GMT

E.O. 11988: Floodplains Completed

Comment: Project is located in Zone X, (area outside of the 100- and 500-year floodplains)
Correspondence/Consultation/References: FEMA Flood Insurance Rate Map (FIRM) 1202720190 A, effective September 16, 1981.
-DGROVES-12/29/2008 14:37 GMT

E.O. 11990: Wetlands Completed

Comment: "Drainage Design Documentation Report" dated January 16, 2008 from the Applicant states that "the SJRWMD (St. John's River Water Management District) and the USACE (U.S. Army Corps of Engineers) have reviewed the project and have no jurisdictional wetlands within the project limits." Erosion and sediment controls are also contained in the July 2007 final design plans.-DGROVES-12/29/2008 14:38 GMT

E.O. 12898: Environmental Justice for Low Income and Minority Populations Completed

Comment: According to the U.S. Census Bureau, about 54% of the population of the City of Palatka is characterized as having minority backgrounds, and about 61% of the population lives below the poverty level. About 28% of the population in Putnam County can be characterized as having minority backgrounds, and about 37% of the population lives below the poverty level. The project area has a higher proportion of minority populations than the State of Florida (24.1%) as a whole, and has a much higher proportion of low-income populations than the State (12.6%) as a whole. However, project activities do not have a disproportionate effect on population, once project is completed; flooding problems will be alleviated in the area.-DGROVES-12/29/2008 14:38 GMT

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

Environmental Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Grantee
1561	80 - R	3	229	FL	Statewide

Subgrantee: Palatka

FIPS Code: 107-53875 Project Title : CITY OF PALATKA, PUTNAM COUNTY, ZEAGLER DRIVE - DRAINAGE

FEMA NEPA Process

FEMA Status

Catex - Completed

1 CATEX Type Code

16. Improvements to existing facilities and the construction of small scale hazard mitigation measures

If an extraordinary circumstance exists and leads to a significant environmental impact (see 44CFR 10.8 (d) (3)), an Environ.Assesment shall be prepared.

☑ No Extraordinary Circumstances Requiring an EA.

Documentation Complete 12/29/2008

Standard Conditions

1. Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

2. This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

3. If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

Comment:

Phase I (engineering, permitting, etc.) of this drainage project, as described in the sub-grantee application, is Categorically Excluded from the preparation of an Environmental Assessment and/or Environmental Impact Statement under 44 CFR Part 10.8(d)(2)(iii). The sub-grantee must comply with all applicable Federal, state and local laws and regulations, and must obtain all required permits as a condition of FEMA funding.

Approval is contingent on compliance with the conditions listed below:
"☐Confirmation of Public Notification and resolution of comments received.

Any changes to the approved project description will require resubmission though the State to FEMA, and will require reevaluation for compliance with the National Environmental Policy Act (NEPA) and Sec. 106 of the National Historic Preservation act (NHPA) prior to initiation of any work. Non-compliance with requirements may jeopardize FEMA's ability to fund this project.

-DGROVES-06/02/2006 16:15 GMT
********** DISREGARD COMMENTS ABOVE, FOR PHASE II REVIEW SEE BELOW**********

The Phase II proposal by the applicant is to expand the storage capacity of existing open swales and to install a series of interconnected side drains to provide increased flow capacity along St. Johns Avenue in the vicinity of Zeagler and Kay Larkin Drives. Project construction plans include regrading various ditches, removing various existing mitered end sections (MES) and concrete pipes, pavement repair, and installation of temporary silt fencing and hay bales. The project is designed to reduce the frequency of flooding, and improve the overall drainage of the project area. The following documentation has been received: St. John's River Water Management Permit No. 400-107-113014-1 (dated September 25, 2007) and a copy of the Public Notice (published February 1, 2008). The following conditions must also be met:

"n If historic or archaeological materials (or evidence thereof) are discovered, the Applicant shall stop work immediately, notify FEMA, and take all reasonable measures to avoid or minimize harm to the property. The Applicant will not proceed with work until FEMA, in consultation with the State Historic Preservation Officer (SHPO), determines that appropriate measures have been taken to ensure that the project is in compliance with the National Historic Preservation Act.
"☐The Applicant will need to submit a Notice of Intent (NOI) for coverage under the FL General Permit, prepare and implement a storm water pollution prevention plan (SWPPP), and submit the Notice of Termination (NOT) after completion of the site activities. These three documents should be provided at project close-out.

As a reminder, the sub-grantee must comply with all applicable Federal, State and local laws and regulations and must obtain all required permits as a condition of FEMA funding.

Final engineering and design and/or any other changes to the approved project description will require resubmission through the State to FEMA and will require reevaluation of compliance with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA) prior to initiation of any work. Non-compliance with requirements may jeopardize FEMA's ability to fund this project.
-DGROVES-12/29/2008 14:39 GMT
5/7/9 - EO approval for amendment created to change milestones.-RMYERS1-05/07/2009 15:55 GMT
Please perform EO Function ? amendment created to reflect actual Phase I Costs (Underrun). No change to SOW.-RMYERS1-07/29/2009 19:01 GMT

Attachment B

Program Statutes and Regulations

The parties to this Agreement and the Hazard Mitigation Grant Program (HMGP) are generally governed by the following statutes and regulations:

(1) The Robert T. Stafford Disaster Relief and Emergency Assistance Act;

(2) 44 CFR Parts 7, 9, 10, 13, 14, 17, 18, 25, 206, 220, and 221, and any other applicable FEMA policy memoranda and guidance documents;

(3) State of Florida Administrative Plan for the Hazard Mitigation Grant Program;

(4) Hazard Mitigation Long-term Recovery Guidance; and

(5) All applicable laws and regulations delineated in Attachment C of this Agreement

In addition to the above statues and regulations, the Recipient must comply with the following:

The Recipient shall fully perform the approved hazard mitigation project, as described in the Application and Attachment A (Budget and Scope of Work) attached to this Agreement, in accordance with the approved scope of work indicated therein, the estimate of costs indicated therein, the allocation of funds indicated therein, and the terms and conditions of this Agreement. Recipient shall not deviate from the approved project and the terms and conditions of this Agreement. Recipient shall comply with any and all applicable codes and standards in performing work funded under this Agreement, and shall provide any appropriate maintenance and security for the project.

Any development permit issued by, or development activity undertaken by, the Recipient and any land use permitted by or engaged in by the Recipient, shall be consistent with the local comprehensive plan and land development regulations prepared and adopted pursuant to Chapter 163, Part II, Florida Statutes. Funds shall be expended for, and development activities and land uses authorized for, only those uses which are permitted under the comprehensive plan and land development regulations. The Recipient shall be responsible for ensuring that any development permit issued and any development activity or land use undertaken is, where applicable, also authorized by the Water Management District, the Florida Department of Environmental Protection, the Florida Department of Health, the Florida Game and Fish Commission, and any federal, state, or local environmental or land use permitting authority, where required. Recipient agrees that any repair or construction shall be in accordance with applicable standards of safety, decency, and sanitation, and in conformity with applicable codes, specifications and standards.

Recipient will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the completed work conforms with the approved plans and specifications and will furnish progress reports and such other information to HMGP as may be required.

If the hazard mitigation project described in Attachment A includes an acquisition or relocation project, then Recipient shall ensure that, as a condition of funding under this Agreement, the owner of the affected real property shall record in the public records of the county where it is located the following covenants and restrictions, which shall run with and apply to any property acquired, accepted, or from which a structure will be removed pursuant to the project:

1. The property will be dedicated and maintained in perpetuity for a use that is compatible with open space, recreational, or wetlands management practices;

2. No new structure will be erected on property other than:
   (a) a public facility that is open on all sides and functionally related to a designated open space;
   (b) a restroom; or
3. A structure that the Director of the Federal Emergency Management Agency approves in writing before the commencement of the construction of the structure;
4. After the date of the acquisition or relocation no application for disaster assistance for any purpose will be made to any Federal entity and no disaster assistance will be provided for the property by any Federal source; and
5. If any of these covenants and restrictions is violated by the owner or by some third party with the knowledge of the owner, fee simple title to the Property described herein shall be conveyed to the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida without further notice to the owner, its successors and assigns, and the owner, its successors and assigns shall forfeit all right, title and interest in and to the property.

HMGP Contract Manager will evaluate requests for cost overruns and submit to the Regional Director written determination of cost overrun eligibility. Cost overruns shall meet Federal regulations set forth in 44CFR 206.438(b).

The National Environmental Policy Act (NEPA) stipulates that additions or amendments to a HMGP Recipient Scope of Work (SOW) shall be reviewed by all State and Federal agencies participating in the NEPA process. You are reminded that no construction may occur in this phase, that a full environmental review must be completed prior to funding Phase II.

As a reminder, the Recipient must obtain prior approval from the State, before implementing changes to the approved project Scope of Work (SOW). Per the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments:

1. For construction projects, the grantee must "obtain prior written approval for any budget revision which result in a need for additional funds" (44 CFR 13 (c));
2. A change in the scope of work must be approved by FEMA in advance regardless of the budget implications; and
3. The Recipient must notify the State as soon as significant developments become known, such as delays or adverse conditions that might raise costs or delay completion, or favorable conditions allowing lower cost or earlier completion. Any extensions of the period of performance must be submitted to FEMA 60 days prior to the project expiration date.

STATEMENT OF ASSURANCES

The Recipient assures that it will comply with the following statues and regulations, to the extent applicable:

1) 53 Federal Register 8034
2) Federal Acquisition Regulations 31.2 and 031.2
3) Section 1352, Title 31, US Code
4) OMB Circulars A-21, A-87, A-110, A-122
5) Chapter 473, Florida Statutes
6) Chapter 215, Florida Statutes
7) Section 768.28, Florida Statutes
8) Chapter 119, Florida Statutes
9) Section 216.181(6), Florida Statutes
10) Cash Management Improvement Act Of 1990
11) American with Disabilities Act
12) Section 112.061, Florida Statutes
13) Immigration and Nationality Act

14) Section 286.011, Florida Statutes
15) E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common rule,
16) Uniform Relocation Assistance and Real Property Acquisitions Act of 1970
17) Title I of the Omnibus Crime Control and Safe Streets Act of 1968,
18) Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act
19) 28 CFR applicable to grants and cooperative agreements
20) Omnibus Crime Control and Safe Streets Act of 1968, as amended,
21) 42 USC 3789(d), or Victims of Crime Act (as appropriate);
22) Section 504 of the Rehabilitation Act of 1973, as amended;
23) Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990);
24) 28 CFR Part 42, Subparts C,D,E, and G
25) Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

Attachment C

Statement of Assurances

To the extent the following provisions apply to this Agreement, the Recipient certifies that:

(a) It possesses legal authority to enter into this Agreement, and to carry out the proposed program;

(b) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the execution of the hazard mitigation agreement with the Division of Emergency Management (DEM), including all understandings and assurances contained in it, and directing and authorizing the Recipient's chief administrative officer or designee to act in connection with the application and to provide such additional information as may be required;

(c) No member of or delegate to the Congress of the United States, and no Resident Commissioner, shall receive any share or part of this Agreement or any benefit. No member, officer, or employee of the Recipient or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of the locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year after, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds, for work be performed in connection with the program assisted under this Agreement. The Recipient shall incorporate, in all contracts or subcontracts a provision prohibiting any interest pursuant to the purpose state above;

(d) All Recipient contracts for which the State Legislature is in any part a funding source, shall contain language to provide for termination with reasonable costs to be paid by the Recipient for eligible contract work completed prior to the date the notice of suspension of funding was received by the Recipient. Any cost incurred after a notice of suspension or termination is received by the Recipient may not be funded with funds provided under this Agreement unless previously approved in writing by the Division. All Recipient contracts shall contain provisions for termination for cause or convenience and shall provide for the method of payment in such event;

(e) It will comply with:

(1) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327 et seq., requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty hours in a work week; and

(2) Federal Fair Labor Standards Act, 29 U.S.C. Section 201 et seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rates for all hours worked in excess of the prescribed work-week.

(f) It will comply with:

(1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations issued pursuant thereto, which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Recipient, this assurance shall obligate the Recipient, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;

(2) Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, as amended (42 U.S.C.: 6101-6107) which prohibits discrimination on the basis of age or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973;

(3) Executive Order 11246 as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts; affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff/termination, rates of pay or other forms of compensation; and election for training and apprenticeship;

(g) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties pursuant to Section 112.313 and Section 112.3135, FS;

(h) It will comply with the Anti-Kickback Act of 1986, 41 U.S.C. Section 51 which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities;

(i) It will comply with the provisions of 18 USC 594, 598, 600-605 (further known as the Hatch Act) which limits the political activities of employees;

(j) It will comply with the flood insurance purchase and other requirements of the Flood Disaster Protection Act of 1973 as amended, 42 USC 4002-4107, including requirements regarding the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance;

(k) It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this Agreement to comply with the "Uniform Federal Accessability Standards," (AS) which is Appendix A to 41 CFR Section 101-19.6 for general type buildings and Appendix A to 24 CFR Part 40 for residential structures. The Recipient will be responsible for conducting inspections to ensure compliance with these specifications by the contractor;

(l) It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (U.S.C. 470), Executive Order 11593, 24 CFR Part 800, and the Preservation of

Archaeological and Historical Data Act of 1966 (16 U.S.C. 469a-1, et seq.) by:

(1) Consulting with the State Historic Preservation Office to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Section 800.8) by the proposed activity; and

(2) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.

(3) Abiding by the terms and conditions of the **"Programmatic Agreement Among the Federal Emergency Management Agency, the Florida State Historic Preservation Office, the Florida Division of Emergency Management and the Advisory Council on Historic Preservation, (PA)"** which addresses roles and responsibilities of Federal and State entities in implementing Section 106 of the National Historic Preservation Act

(NHPA), 16 U.S.C. 470f, and implementing regulations in 36 CFR part 800.

(4) When any of Recipient's projects funded under this Agreement may affect a historic property, as defined in 36 CFR 800. (2)(e), the Federal Emergency Management Agency (FEMA) may require Recipient to review the eligible scope of work in consultation with the State Historic Preservation Office (SHPO) and suggest methods of repair or construction that will conform with the recommended approaches set out in the **Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings 1992 (Standards),** the **Secretary of the Interior's Guidelines for Archeological Documentation (Guidelines)** (48 Federal Register 44734-37), or any other applicable Secretary of Interior standards. If FEMA determines that the eligible scope of work will not conform with the **Standards,** Recipient agrees to participate in consultations to develop, and, after execution by all parties, to abide by, a written agreement that establishes mitigation and recondition measures, including but not limited to, impacts to archeological sites, and the salvage, storage, and reuse of any significant architectural features that may otherwise be demolished.

(5) Recipient agrees to notify FEMA and the Division if any project funded under this Agreement will involve ground disturbing activities, including, but not limited to: subsurface disturbance; removal of trees; excavation for footings and foundations; and installation of utilities (such as water, sewer, storm drains, electrical, gas, leach lines and septic tanks) except where these activities are restricted solely to areas previously disturbed by the installation, replacement or maintenance of such utilities. FEMA will request the SHPO's opinion on the potential that archeological properties may be present and be affected by such activities. The SHPO will advise Recipient on any feasible steps to be accomplished to avoid any National Register eligible archeological property or will make recommendations for the development of a treatment plan for the recovery of archeological data from the property.

If Recipient is unable to avoid the archeological property, develop, in consultation with the SHPO, a treatment plan consistent with the **Guidelines** and take into account the Advisory Council on Historic Preservation (Council) publication "Treatment of Archeological Properties". Recipient shall forward information regarding the treatment plan to FEMA, the SHPO and the Council for review. If the SHPO and the Council do not object within 15 calendar days of receipt of the treatment plan, FEMA may direct Recipient to implement the treatment plan. If
either the Council or the SHPO object, Recipient shall not proceed with the project until the objection is resolved.

(6) Recipient shall notify the Division and FEMA as soon as practicable: (a) of any changes in the approved scope of work for a National Register eligible or listed property; (b) of all changes to a project that may result in a supplemental DSR or modify an HMGP project for a National Register eligible or listed property; (c) if it appears that a project funded under this Agreement will affect a previously unidentified property that may be eligible for inclusion in the National Register or affect a known historic property in an unanticipated manner. Recipient acknowledges that FEMA may require Recipient to stop construction in the vicinity of the discovery of a previously unidentified property that may be eligible for inclusion in the National Register or upon learning that construction may affect a known historic property in an unanticipated manner. Recipient further acknowledges that FEMA may require Recipient to take all reasonable measures to avoid or minimize harm to such property until FEMA concludes consultation with the SHPO. Recipient also acknowledges that FEMA will require, and Recipient shall comply with, modifications to the project scope of work necessary to implement recommendations to address the project and the property.

(7) Recipient acknowledges that, unless FEMA specifically stipulates otherwise, it shall not

receive funding for projects when, with intent to avoid the requirements of the PA or the NHPA, Recipient intentionally and significantly adversely affects a historic property, or having the legal power to prevent it, allowed such significant adverse affect to occur.

(m) It will comply with Title IX of the Education Amendments of 1972, as amended (20 U.S.C.: 1681-1683 and 1685 - 1686) which prohibits discrimination on the basis of sex;

(n) It will comply with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, (42 U.S.C. 4521-45-94) relating to nondiscrimination on the basis of alcohol abuse or alcoholism;

(o) It will comply with 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;

(p) It will comply with Lead-Based Paint Poison Prevention Act (42 U.S.C.: 4821 et seq.) which prohibits the use of lead based paint in construction of rehabilitation or residential structures;

(q) It will comply with the Energy Policy and Conservation Act (P.L. 94-163; 42 U.S.C. 6201-6422), and the provisions of the state Energy Conservation Plan adopted pursuant thereto;

(r) It will comply with the Laboratory Animal Welfare Act of 1966, 7 U.S.C. 2131-2159, pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by an award of assistance under this agreement;

(s) It will comply with Title VIII of the Civil Rights Act of 1968, 42 U.S.C. 2000c and 42 3601-3619, as amended, relating to non-discrimination in the sale, rental, or financing of housing, and Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color or nation origin;

(t) It will comply with the Clean Air Act of 1955, as amended, 42 U.S.C. 7401-7642;

(u) It will comply with the Clean Water Act of 1977, as amended, 42 U.S.C. 7419-7626;

(v) It will comply with the Endangered Species Act of 1973, 16 U.S.C. 1531-1544;

(w) It will comply with the Intergovernmental Personnel Act of 1970, 42 U.S.C. 4728-4763;

(x) It will assist the awarding agency in assuring compliance with the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 270;

(y) It will comply with environmental standards which may be prescribed pursuant to the National Environmental Policy Act of 1969, 42 U.S.C. 4321-4347;

(z) It will assist the awarding agency in assuring compliance with the Preservation of Archeological and Historical Preservation Act of 1966, 16 U.S.C. 469a, et seq;

(aa) It will comply with the Rehabilitation Act of 1973, Section 504, 29 U.S.C. 794, regarding non-discrimination;

(bb) It will comply with the environmental standards which may be prescribed pursuant to the Safe Drinking Water Act of 1974, 42 U.S.C. 300f-300j, regarding the protection of underground water sources;

(cc) It will comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Property Acquisition Policies Act of 1970, 42 U.S.C. 4621-4638, which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs;

(dd) It will comply with the Wild and Scenic Rivers Act of 1968, 16 U.S.C. 1271-1287, related to protecting components or potential components of the national wild and scenic rivers system;

(ee) It will comply with the following Executive Orders: EO 11514 (NEPA); EO 11738 (violating facilities); EO 11988 (Floodplain Management); EO 11990 (Wetlands); and EO 12898 (Environmental Justice);

(ff) It will comply with the Coastal Barrier Resources Act of 1977, 16 U.S.C. 3510;

(gg) It will assure project consistency with the approved State program developed under the Coastal Zone Management Act of 1972, 16 U.S.C. 1451-1464; and

(hh) It will comply with the Fish and Wildlife Coordination Act of 1958; 16 U.S.C. 661-666.

(ii) With respect to demolition activities, it will:

1. Create and make available documentation sufficient to demonstrate that the Recipient and its demolition contractor have sufficient manpower and equipment to comply with the obligations as outlined in this Agreement.

2. Return the property to its natural state as though no improvements had ever been contained thereon.

3. Furnish documentation of all qualified personnel, licenses and all equipment necessary to inspect buildings located in Recipient's jurisdiction to detect the presence of asbestos and lead in accordance with requirements of the U.S. Environmental Protection Agency, the Florida Department of Environmental Protection and the County Health Department.

4. Provide documentation of the inspection results for each structure to indicate:
   a. Safety Hazards Present
   b. Health Hazards Present
   c. Hazardous Materials Present

5. Provide supervision over contractors or employees employed by Recipient to remove asbestos and lead from demolished or otherwise applicable structures.

6. Leave the demolished site clean, level and free of debris.

7. Notify the Division promptly of any unusual existing condition which hampers the contractors work.

8. Obtain all required permits.

9. Provide addresses and marked maps for each site where water wells and septic tanks are to be closed along with the number of wells and septic tanks located on each site. Provide documentation of closures.

10. Comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

11. Comply with all applicable standards, orders, or requirements issued under Section 112 and 306 of the Clean Air Act (42 U.S.C. 1857 (h), Section 508 of the Clean Water Act (33 U.S. 1368), Executive Order 11738, and the U.S. Environmental Protection Agency regulations (40 CFR Part 15 and 61). This clause shall be added to any subcontracts.

12. Provide documentation of public notices for demolition activities.

Attachment D

DIVISION OF EMERGENCY MANAGEMENT

REQUEST FOR ADVANCE OR REIMBURSEMENT OF HAZARD MITIGATION GRANT PROGRAM FUNDS

RECIPIENT NAME: City of Palatka

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PAYMENT No:_____ DEM Agreement No:10HM-23-04-64-02-002

FEMA Tracking Numbers: 1561-80-R

Eligible Amount 100%	Obligated Federal 75%	Obligated Non-Federal 25%	Previous Payments	Current Request	DEM Use Only	
					Approved	Comments

TOTAL CURRENT REQUEST $_____

I certify that to the best of my knowledge and belief the above accounts are correct, and that all disbursements were made in accordance with all conditions of the Division agreement and payment is due and has not been previously requested for these amounts.

RECIPIENT SIGNATURE _____

NAME AND TITLE_____ DATE:_____

TO BE COMPLETED BY DIVISION OF EMERGENCY MANAGEMENT

APPROVED PROJECT TOTAL $_____

ADMINISTRATIVE COST $_____ _____
GOVERNOR'S AUTHORIZED REPRESENTATIVE

APPROVED FOR PAYMENT $_____ _____
DATE

Attachment D
(continued)

DIVISION OF EMERGENCY MANAGEMENT

SUMMARY OF DOCUMENTATION IN SUPPORT OF AMOUNT CLAIMED FOR ELIGIBLE DISASTER WORK UNDER THE HAZARD MITIGATION GRANT PROGRAM

Applicant: City of Palatka Disaster No. 1561

DEM Agreement No. 10HM-23-04-64-02-002 FEMA Tracking #:1561-80-R

Applicant's Reference No. (Warrant, Voucher, Claim Check, or Schedule No.)	Date of delivery of articles, completion of work or performance services.	DOCUMENTATION List Documentation (Applicant's payroll, material out of applicant's stock, applicant owned equipment and name of vendor or contractor) by category and line item in the approved project application and give a brief description of the articles or services.	Applicant's Eligible Costs 100%
		TOTAL	

Attachment E

JUSTIFICATION OF ADVANCE PAYMENT

RECIPIENT:

Indicate by checking one of the boxes below, if you are requesting an advance. If an advance payment is requested, budget data on which the request is based must be submitted. Any advance payment under this Agreement is subject to s. 216.181(16), Florida Statutes. The amount which may be advanced shall not exceed the expected cash needs of the recipient within the initial three months.

[ ] **NO ADVANCE REQUESTED**	[ ] **ADVANCE REQUESTED**
No advance payment is requested. Payment will be solely on a reimbursement basis. No additional information is required.	Advance payment of $ _____ is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate the program without this advance.

ADVANCE REQUEST WORKSHEET

If you are requesting an advance, complete the following worksheet.

	DESCRIPTION	(A) FFY 2007-2008	(B) FFY 2008-2009	(C) FFY 2009-2010	(D) Total
1	INITIAL CONTRACT ALLOCATION				
2	FIRST THREE MONTHS CONTRACT EXPENDITURES[1]				
3	AVERAGE PERCENT EXPENDED IN FIRST THREE MONTHS (Divide line 2 by line 1.)				

[1] **First three months expenditures need only be provided for the years in which you requested an advance. If you do not have this information, call your consultant and they will assist you.**

MAXIMUM ADVANCE ALLOWED CALULATION:

_____ **X** $ _____ = _____

Cell D3 | **HMGP Award (Do not include match)** | **MAXIMUM ADVANCE**

REQUEST FOR WAIVER OF CALCULATED MAXIMUM

[ ] Recipient has no previous HMGP contract history. Complete Estimated Expenses chart and Explanation of Circumstances below.

[ ] Recipient has exceptional circumstances that require an advance greater than the Maximum Advance calculated above. Complete estimated expenses chart and Explanation of Circumstances below. Attach additional pages if needed.

ESTIMATED EXPENSES

BUDGET CATEGORY	2009-2010---------- Anticipated Expenditures for First Three Months of Contract
ADMINISTRATIVE COSTS	
PROGRAM EXPENSES	
TOTAL EXPENSES	

Explanation of Circumstances:

Attachment F

DIVISION OF EMERGENCY MANAGEMENT
HAZARD MITIGATION GRANT PROGRAM

QUARTERLY REPORT FORM

RECIPIENT: City of Palatka Project Number: 1561-80-R

PROJECT LOCATION: Drainage Phase II DEM ID #:10HM-23-04-64-02-002

DISASTER NUMBER: FEMA-1561-DR-FL QUARTER ENDING:_____

Provide amount of advance funds disbursed for period (if applicable) $_____
Provide reimbursement projections for this project:

July-Sep, 200__ $_____ Oct-Dec, 200__ $_____ Jan-Mar, 200__ $_____ Apr-June, 200__ $_____

July-Sep, 200__ $_____ Oct-Dec, 200__ $_____ Jan-Mar, 200__ $_____ Apr-June, 200__ $_____

Percentage of Work Completed (may be confirmed by state inspectors): _____%

Project Proceeding on Schedule: [ ] Yes [ ] No

Describe milestones achieved during this quarter:

_____
_____
_____

Provide a schedule for the remainder of work to project completion:

_____
_____
_____

Describe problems or circumstances affecting completion date, milestones, scope of work, and cost:

_____
_____
_____

Cost Status: [ ] Cost Unchanged [ ] Under Budget [ ] Over Budget

Additional Comments/Elaboration:

_____
_____
_____

NOTE: Division of Emergency Management (DEM) staff may perform interim inspections and/or audits at any time. Events may occur between quarterly reports, which have significant impact upon your project(s), such as anticipated overruns, changes in scope of work, etc. Please contact the Division as soon as these conditions become known, otherwise you may be found non-compliant with your subgrant award.

Name and Phone Number of Person Completing This Form _____

Attachment G

Warranties and Representations

Financial Management

Recipient's financial management system shall provide for the following:

(1) Accurate, current and complete disclosure of the financial results of this project or program

(2) Records that identify the source and use of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.

(3) Effective control over and accountability for all funds, property and other assets. Recipient shall safeguard all such assets and assure that they are used solely for authorized purposes.

(4) Comparison of expenditures with budget amounts for each Request For Payment. Whenever appropriate, financial information should be related to performance and unit cost data.

(5) Written procedures to determine whether costs are allowed and reasonable under the provisions of the applicable OMB cost principles and the terms and conditions of this Agreement.

(6) Cost accounting records that are supported by backup documentation..

Competition.
All procurement transactions shall be done in a manner to provide open and free competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure excellent contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, considering the price, quality and other factors. Solicitations shall clearly set forth all requirements that the bidder or offeror must fulfill in order for the bid or offer to be evaluated by the Recipient. Any and all bids or offers may be rejected when it is in the Recipient's interest to do so.

Codes of conduct.
The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subcontracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Recipient.

Business Hours
The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

Licensing and Permitting
All subcontractors or employees hired by the Recipient shall have all current licenses and permits required for all of the particular work for which they are hired by the Recipient.

Attachment H

Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion

Contractor Covered Transactions

(1) The prospective contractor of the Recipient, _____, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the Recipient's contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

CONTRACTOR:

_____

By:_____
Signature

_____
Name and Title

_____
Street Address

_____
City, State, Zip

_____
Date

_____
Recipient's Name

_____
Division Contract Number

Agenda Item

3g

RECEIVED
SEP 03 2009

FDLE

Florida Department of Law Enforcement

Gerald M. Bailey
Commissioner

Office of Criminal Justice Grants
Post Office Box 1489
Tallahassee, Florida 32302-1489
(850) 617-1250
www.fdle.state.fl.us

Charlie Crist, Governor
Bill McCollum, Attorney General
Alex Sink, Chief Financial Officer
Charles H. Bronson, Commissioner of Agriculture

AUG 28 2009

The Honorable Karl Flagg
Mayor
City of Palatka
201 North 2nd Street
Palatka, FL 32177

Re: Contract No. 2010-ARRC-PUTN-1-W7-033

Dear Mayor Flagg:

The Florida Department of Law Enforcement is pleased to award a Recovery Act Edward Byrne Memorial Justice Assistance Grant to your unit of government in the amount of $ 97,389.00 for the project entitled, PALATKA CRIME CRIME RESPONSE AND ANALYSIS PROGRAM. These funds shall be utilized for the purpose of reducing crime and improving public safety.

A copy of the approved subgrant application with the referenced contract number is enclosed for your file. All correspondence with the Department should always refer to the project number and title.

Your attention is directed to the Standard Conditions of the subgrant and to the special Recovery Act Conditions. These conditions should be reviewed carefully by those persons responsible for project administration to avoid delays in project completion and costs reimbursements. Please note there are special reporting requirements for the Recovery Act funds. Receipt of funds are contingent upon timely reporting.

The enclosed Certification of Acceptance should be completed and returned to the Department within 30 calendar days from the date of award. This certificate constitutes official acceptance of the award and must be received by the Department prior to the reimbursement of any project expenditures.

We look forward to working with you on this project. If we can be of further assistance, please contact Janice Parish at 850/617-1250.

Sincerely,

Clayton H. Wilder
Administrator

CHW/JP/jj

Enclosures

State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, FL 32308

CERTIFICATE OF ACCEPTANCE OF SUBGRANT AWARD

The subgrantee, through its authorized representative, acknowledges receipt and acceptance of subgrant award number 2010-ARRC-PUTN-1-W7-033, in the amount of $ 97,389.00, for a project entitled, PALATKA CRIME CRIME RESPONSE AND ANALYSIS PROGRAM, for the period of 10/01/2009 through 09/30/2010, to be implemented in accordance with the approved subgrant application, and subject to the Florida Department of Law Enforcement's Standard Conditions and any special conditions governing this subgrant.

_____
(Signature of Subgrantee's Authorized Official)

_____
(Typed Name and Title of Official)

_____
(Name of Subgrantee)

_____
(Date of Acceptance)

_____

State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, FL 32308

SUBGRANT AWARD CERTIFICATE

Subgrantee: City of Palatka

Date of Award: 8-28-09

Grant Period: From: 10/01/2009 TO: 09/30/2010

Project Title: PALATKA CRIME CRIME RESPONSE AND ANALYSIS PROGRAM

Grant Number: 2010-ARRC-PUTN-1-W7-033

Federal Funds: $ 97,389.00

State Agency Match:

Local Agency Match: $ 0.00

Total Project Cost: $ 97,389.00

CFDA Number: 16.803 Federal Award Number: 2009-SU-B9-0021

Award is hereby made in the amount and for the period shown above of a subgrant under Title I of the Omnibus Crime Control and Safe Streets Act of 1968, P.L. 90-351, as amended, and the Anti-Drug Abuse Act of 1988, P.L. 100-690, to the above mentioned subgrantee and subject to any attached or special conditions.

This award is subject to all applicable rules, regulations, and conditions as contained in the Financial and Administrative Guide for Grants, Guideline Manual 7100 1D, Office of Justice Programs, Common Rule for State and Local Governments and A-87, or OMB Circulars A-110 or A-102, as applicable, and A-21, in their entirety. It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of P.L. 90-351, as amended, and P.L. 100-690; and, P.L. 111-5, the American Recovery and Reinvestment Act of 2009.

SUBGRANT AWARD CERTIFICATE (CONTINUED)

This grant shall become effective on the beginning date of the grant period provided that within 30 days from the date of award, a properly executed Certificate of Acceptance of Subgrant Award is returned to the Department.

Clayton H. Wilder

Authorized Official
Clayton H. Wilder
Administrator

8-28-09

Date

( ) This award is subject to special conditions (attached).

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Subgrant Recipient

Organization Name: City of Palatka
County: Putnam

Chief Official

Name: Karl Flagg
Title: Mayor
Address: 201 North 2nd Street
City: Palatka
State: FL **Zip:** 32177
Phone: 386-329-0100 **Ext:**
Fax: 386-329-0159
Email: kflagg@palatka-fl.gov

Chief Financial Officer

Name: Ruby Williams
Title: Finance Director
Address: 201 North 2nd Street
City: Palatka
State: FL **Zip:** 32177
Phone: 386-329-0100 **Ext:**
Fax: 386-329-0159
Email: rwilliams@palatka-fl.gov

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Implementing Agency

Organization Name: Palatka Police Department
County: Putnam

Chief Official

Name: Gary Getchell
Title: Chief of Police
Address: 110 North 11th Street
City: Palatka
State: FL **Zip:** 32177
Phone: 386-329-0115 **Ext:**
Fax: 386-329-0159
Email: ggetchell@palatka-fl.gov

Project Director

Name: James Griffith
Title: Assistant Chief of Police
Address: 110 North 11th Street
City: Palatka
State: FL **Zip:** 32177
Phone: 386-329-0115 **Ext:** 215
Fax: 386-329-0159
Email: jgriffith@palatka-fl.gov

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 2: Project Overview

General Project Information

Project Title: PALATKA CRIME CRIME RESPONSE AND ANALYSIS PROGRAM
Subgrant Recipient: City of Palatka
Implementing Agency: Palatka Police Department
Project Start Date: 10/1/2009 **End Date:** 9/30/2010

Problem Identification

The City of Palatka is the largest city in Putnam County and the county seat. Palatka has a diverse population of approximately 12,000 residents. Palatka is centrally located in the county and is the business hub for the county. On a daily basis, the population swells to an estimated 45,000 or more. Commercial growth in the city and residential growth in and in close proximity to the city is impacting the City of Palatka services, including those services provided by the Palatka Police Department. The use of technological equipment to enhance the ability of the Palatka Police Department to serve the community has been implemented in many areas and must be expanded if we are to meet the needs of our community and combat crime in our community.

The Palatka Police Department currently utilizes technological equipment to collect crime data and information, research and analyze crime data and to formulate plans to combat crime in our community. The technology utilized includes crime reporting software utilized on a department network that is accessed by both desk top and lap top computers. The use of a computerized reporting system is essential to our ability to prevent and investigate crimes. All crime information is entered into a crime / incident reporting software package. The crime data is the basis for all crime analysis that is utilized to properly identify and respond to crime trends in the City of Palatka. Without this crime reporting and the subsequent analysis our ability to combat crime would be greatly impaired. Over the past several years we have noted that our current reporting software is severely antiquated and is no longer serviceable. We have attempted to upgrade the crime reporting software, but funding has been a problem.

We have also noted that our ability to efficiently respond to crimes and other special events has been hampered by our inability to reliably staff personnel. This is due to our current scheduling being done in a written format with no timely access for supervisory personnel. Scheduling for regular duty, extra duty, special events and special operations is done in a written format. The department does not possess hardware or software to serve this need. This deficiency causes a great deal of scheduling difficulties that create conflicts in scheduling that have at times impaired our ability to staff special events and even high risk operations. The department has a need for a computerized program (software and hardware) to digitally document scheduling information so that it can be up to date and readily accessible. Adequate funding for this type of software is not avaialble through the general fund.

Project Summary

The Palatka Police Department proposes to utilize the funds obtained from the American Recovery and Reinvestment Act (ARRA)to purchase a current crime reporting software program and have it installed for use on all department computers, desk tops and

laptops utilized by sworn personnel assigned to patrol and investigative duties. This will enable the department to properly gather important crime / incident data that will be used for crime analysis. This will enable us to identify crime trends and plan for a timely response.

We also propose to purchase software and hardware to digitally document scheduling information so that it can be up to date and readily accessible. The program would be implemented for the entire staff of the Palatka Police Department and be accessible to all employees for viewing purposes while protecting confidential information through security measures. The system will allow scheduling and approval input from supervisory personnel. The use of this computerized scheduling program will insure accurate, up to date information is available at all times so that supervisory personnel can reliably staff all details including personnel for response to special operations targeting crime problems.

Program Equipment and Supplies

The technological equipment/software to be purchased will include:

-Crime Reporting and Data Analysis Hardware and Software Package

-Scheduling Hardware and Software Package

Program Goals and Objectives

It is anticipated that the use of grant funds to purchase the necessary hardware and software for crime reporting and data collection as well as the digital scheduling package will greatly enhance the department's ability to identify and respond to current and future crime problems and trends within the City of Palatka.

Application for Funding Assistance

Florida Department of Law Enforcement

American Recovery Act - JAG Countywide

Section 2: Project Overview

Section Questions:

Question: Does the Subgrantee receive a single grant in the amount of $500,000 or more from the U.S. Department of Justice?

Answer: No

Question: Does the Implementing Agency receive a single grant in the amount of $500,000 or more from the U.S. Department of Justice?

Answer: No

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 3: Performance

General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 006 - Planning, Evaluation, and Technology Improvement Programs

State Purpose Area: G - Information Systems for Criminal Justice Systems - Develop, Implement or Improve Information Systems for Criminal Justice Systems

Activity Description

Activity: Information Systems
Target Group: Information Systems
Geographic Area: Citywide
Location Type: Police Department

Objectives and Measures

Objective: 31.G.SI - Amount of award expended for improvements to information systems for criminal justice systems

Measure: Part 1

Amount of award to be expended for improvements to information systems for criminal justice systems

Goal: 97389.00

Objective: 32.G.SI - Number of units that used JAG funds to make and/or to complete improvements to information systems for criminal justice

Measure: Part 1

Number of units to use JAG funds to make improvements to information systems for criminal justice

Goal: 2

Measure: Part 2

Number of units to use JAG funds to make improvements to information systems for criminal justice each quarter

Goal: 2

Measure: Part 3

Number of units to complete improvements to information systems for criminal justice

Goal: 2

Measure: Part 4

Number of units that will report a desired change in efficiency as a result of

Section 3: Performance

completed system improvements?

Goal: 2

State Purpose Area: REC - Recovery Act Measures

Activity Description

Activity: Recovery Act
Target Group: Recovery Act
Geographic Area: City
Location Type: Police Department

Address(es) :

Palatka Police Department
110 North 11th Street
Palatka , FL 32177

Objectives and Measures

Objective: RC - Number of jobs created or saved (by type) due to Recovery Act funding

Measure: Part 1
Number of jobs to be prevented from being eliminated with Recovery Act funding

Goal: 0

Measure: Part 2
Number of jobs that were eliminated within the last 12 months that will be reinstated with Recovery Act funding

Goal: 0

Measure: Part 3
Number of jobs to be created with Recovery Act funding

Goal: 0

Application for Funding Assistance

Florida Department of Law Enforcement

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Section 3: Performance

Section Questions:

Question: If "other" was selected for the geographic area, please describe.

Answer: Not Applicable

Question: If "other" was selected for location type, please describe.

Answer: Not Applicable

Question: What is the physical address of your primary performance location? This is a physical location, not a mailing address. If your physical location is confidential, enter the address of the next highest level of your organization. Enter only one address.

Answer: AgencyName: Palatka Police Department
Address1: 110 North 11th Street
Address2:
City: Palatka
State: Florida
Zip: 32177-0000
CongressionalDist: 03

Application for Funding Assistance

Florida Department of Law Enforcement

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Section 4: Financial

General Financial Info:

Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.

Financial Reporting Frequency for this Subgrant: Monthly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000401

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	$0.00	$0.00	$0.00
Contractual Services	$0.00	$0.00	$0.00
Expenses	$0.00	$0.00	$0.00
Operating Capital Outlay	$97,389.00	$0.00	$97,389.00
Indirect Costs	$0.00	$0.00	$0.00
-- Totals --	**$97,389.00**	**$0.00**	**$97,389.00**
Percentage	**100.0**	**0.0**	**100.0**

Project Generated Income:

Will the project earn project generated income (PGI) ? No

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 3: Financial (cont.)

Budget Narrative:

Budget Narrative

Capital Outlay Total cost - $97,389.00
Costs include Crime Reporting and Analysis Program which includes a computer program for the reporting, documentation, tracking and analysis of crime data ($75,000.00)

Computerized Scheduling Program which includes hardware(server) and software to be used with a computer program that will document scheduling information for all personnel assigned to the Palatka Police Department ($22,389.00)

Total Grant - $97,389.00

Application for Funding Assistance

Florida Department of Law Enforcement

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Section #4 Financial

Section Questions:

Question: If salaries and benefits are included in the budget as actual costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the previous Byrne program?

Answer: Not Applicable

Question: If benefits are to be included, are they reflected in the budget narrative?

Answer: Not Applicable

Question: If indirect cost is included in the budget, indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan.

Answer: Not Applicable

Question: If the budget includes services based on unit costs, provide a definition and cost for each service as part of the budget narrative for contractual services. Include the basis for the unit costs and how recently the basis was established or updated.

Answer: Not Applicable

Question: Indicate the Operating Capital Outlay threshold established by the subgrantee or implementing agency, if it is the sheriff's office.

Answer: $1,000.00

Standard Conditions

Conditions of agreement requiring compliance by units of local government (subgrant recipients), implementing agencies, and state agencies upon signed acceptance of the subgrant award appear in this section. Upon approval of this subgrant, the approved application and the following terms of conditions will become binding. Failure to comply with provisions of this agreement will result in required corrective action up to and including project costs being disallowed and termination of the project, as specified in item 17 of this section.

1. **All Subgrant Recipients must comply with the financial and administrative requirements set forth in the current edition of the U.S. Department of Justice, Office of Justice Programs (OJP) Financial Guide (Financial Guide) and the Edward Byrne Memorial Justice Assistance Grant (JAG) program guidance as well as Federal statutes, regulations, policies, guidelines and requirements and Florida laws and regulations including but not limited to:**

   - **Florida Administrative Code, Chapter 11D-9, "Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program"**
   - **Office of Management and Budget (OMB) Circular A-21 (2 CFR 220), "Cost Principles for Educational Institutions"**
   - **OMB Circular A-87 (2 CFR 225), "Cost Principles for State, Local and Indian Tribal Governments"**
   - **OMB Circular A-102, "Grants and Cooperative Agreements with State and Local Governments"**
   - **OMB Circular A-110 (2 CFR 215), "Uniform Administrative Requirements for Grants and Cooperative Agreements"**
   - **OMB Circular A-122 (2 CFR 230), "Cost Principles for Non-Profit Organizations"**
   - **OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations"**
   - **28 CFR 38, "Equal Treatment for Faith-Based Organizations"**
   - **28 CFR 66, "U.S. Department of Justice Common Rule for State And Local Governments" (Common Rule)**
   - **28 CFR 83, "Government-Wide Requirements for Drug-Free Workplace (Grants)"**
   - **28 CFR 18, 22, 23, 30, 35, 42, 61, and 63**
   - **Public Law 109-162, Title XI—Department of Justice Reauthorization, Subtitle B—Improving the Department of Justice's Grant Programs, Chapter 1—Assisting Law Enforcement and Criminal Justice Agencies, Sec. 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program**
   - **42 U.S.C. 3711 et seq., "Omnibus Crime Control and Safe Streets Act of 1968"**

2. **Allowable Costs**

   a. Allowance for costs incurred under the subgrant shall be determined according to the general principles and standards for selected cost items set forth in the Office of Justice Programs Financial Guide, U.S. Department of Justice Common Rule for State And Local Governments and federal OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments," or OMB Circular A-21, "Cost Principles for Educational Institutions."

   b. All procedures employed in the use of federal funds for any procurement shall be according to U.S. Department of Justice Common Rule for State and Local Governments, or OMB Circular A-110, or OMB Circular A-102, and Florida law to be eligible for reimbursement.

3. Reports

a. Project Performance Reports

(1) Reporting Time Frames: The subgrant recipient shall submit Quarterly Project Performance Reports to the Florida Department of Law Enforcement, hereafter known as the Department, within 15 days after the end of the reporting period. In addition, if the subgrant award period is extended beyond the "original" project period, additional Quarterly Project Performance Reports shall be submitted.

Failure to submit Quarterly Performance Reports that are complete, accurate, and timely may result in sanctions, as specified in item 17, Performance of Agreement Provisions.

(2) Report Contents: Performance reports must include a response to all objectives included in your subgrant. A detailed response is required in the narrative portion for yes/no performance objectives. The narrative must also reflect on accomplishments for the quarter and identify problems with project implementation and address actions being taken to resolve the problems.

b. Financial Reports

(1) Project Expenditure Reports

(a) The subgrant recipient shall have a choice of submitting either a Monthly or a Quarterly Project Expenditure Report to the Department. Project Expenditure Reports are due thirty-one (31) days after the end of the reporting period. In addition, if the subgrant award period is extended, additional Project Expenditure Reports shall be submitted. Project Expenditure Reports for grants made under the Recovery Act must be submitted monthly. See the Recovery Act Conditions for additional information.

(b) All project expenditures for reimbursement of subgrant recipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the Subgrant Information Management ON-line (SIMON) system.

(c) All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

(d) Before the "final" Project Expenditure Report will be processed, the subgrant recipient must submit to the Department all outstanding project reports and must have satisfied all special conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

(e) Reports are to be submitted even when no reimbursement is being requested.

(2) The Financial Closeout Documentation shall be submitted to the Department within forty-five (45) days of the subgrant termination date.

(3) If applicable, the subgrant recipient shall submit Quarterly Project Generated Income Reports to the Department within 31 days after the end of the reporting period covering subgrant project generated income and expenditures during the previous quarter. If any PGI remains unspent after the subgrant ends, the subgrant recipient must continue

Income.)

c. Other Reports

The recipient shall report to the Uniform Crime Report and other reports as may be reasonably required by the Department.

4. Fiscal Control and Fund Accounting Procedures

a. The subgrant recipient shall establish fiscal control and fund accounting procedures that assure proper disbursement and accounting of subgrant funds and required non-federal expenditures. All funds spent on this project shall be disbursed according to provisions of the project budget as approved by the Department.

b. All expenditures and cost accounting of funds shall conform to the Office of Justice Programs Financial Guide, the Common Rule, and OMB Circulars A-21, A-87, and A-110, or A-102 as applicable, in their entirety.

c. All funds not spent according to this agreement shall be subject to repayment by the subgrant recipient.

5. Payment Contingent on Appropriation and Available Funds

The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse subgrant recipients for incurred costs is subject to available federal funds.

6. Obligation of Subgrant Recipient Funds

Subgrant funds shall not under any circumstances be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Only project costs incurred on or after the effective date and on or prior to the termination date of the subgrant recipient's project are eligible for reimbursement.

7. Advance Funding

Advance funding shall be provided to a subgrant recipient upon a written request to the Department.

8. Trust Funds

a. The unit of local government must establish a trust fund in which to deposit JAG funds. The trust fund may or may not be an interest bearing account.

b. The account may earn interest, but any earned interest must be used for program purposes and expended before the subgrant end date. Any unexpended interest remaining at the end of the subgrant period must be submitted to the Office of Criminal Justice Grants for transmittal to the Bureau of Justice Assistance.

9. Travel and Training

The cost of all travel shall be reimbursed according to the subgrant recipient's written travel policy. If the subgrant recipient does not have a written travel policy, cost of all travel will be reimbursed according to § 112.061, Fla. Stat.

10. Program Income (also known as Project Generated Income)

a. All income generated as a direct result of a subgrant project shall be deemed program income.

b. Any project that will potentially earn PGI must submit an Earnings and Expenditures Report to report how much PGI was earned during each quarter. A report must be submitted each quarter even if no PGI was earned or expended.

c. PGI expenditures require prior written approval from the Office of Criminal Justice Grants. Program income must be used for the purposes of and under the conditions applicable to the award. If the cost is allowable under the Federal grant program, then the cost would be allowable using program income.

d. Program income should be used as earned and expended as soon as possible. Any unexpended PGI remaining at the end of the Federal grant period must be submitted to the Office of Criminal Justice Grants for transmittal to the Bureau of Justice Assistance.

11. Approval of Consultant Contracts

The Department shall review and approve in writing all consultant contracts prior to employment of a consultant when the consultant's rate exceeds $450 (excluding travel and subsistence costs) for an eight-hour day. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide, the Common Rule, and in applicable state statutes. The Department's approval of the subgrant recipient agreement does not constitute approval of consultant contracts. If consultants are hired through a competitive bidding process (not sole source), the $450 threshold does not apply.

12. Property Accountability

a. The subgrant recipient agrees to use all non-expendable property for criminal justice purposes during its useful life or dispose of it pursuant to § 274, Fla. Stat.

b. The subgrant recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the Office of Justice Programs Financial Guide, U.S. Department of Justice Common Rule for State and Local Governments or the federal OMB Circular A-110 or A-102, as applicable. This obligation continues as long as the subgrant recipient retains the property, notwithstanding expiration of this agreement.

13. Ownership of Data and Creative Material

Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the Office of Justice Programs Financial Guide (as amended), and the U.S. Department of Justice Common Rule for State and Local Governments, or the federal OMB Circular A-110 or A-102, as applicable.

14. Copyright

The awarding agency reserves a royalty-free non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes:

a. The copyright in any work developed under an award or subaward, and

b. Any rights of copyright to which a subgrant recipient or subrecipient purchases ownership with support funded under this grant agreement.

15. Publication or Printing of Reports

The subgrant recipient shall submit for review and approval one copy of any curricula, training materials, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) days prior to the targeted dissemination date.

All materials publicizing or resulting from award activities shall contain the following statements: "This project was supported by Award No. [*contact the Office of Criminal Justice Grants for award number*] awarded by the Bureau of Justice Assistance, Office of Justice Programs. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice."

16. Audit

a. Subgrant recipients that expend $500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. The audit shall be performed in accordance with the federal OMB Circular A-133 and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the subgrant recipient shall submit an annual financial audit that meets the requirements of § 11.45, Fla. Stat. , "Definitions; duties; authorities; reports; rules."; § 215.97, Fla. Stat. , "Florida Single Audit Act"; and Rules of the Auditor General, Chapter 10.550, "Local Governmental Entity Audits" and Chapter 10.650, "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."

b. A complete audit report that covers any portion of the effective dates of this agreement must be submitted within 30 days after its completion, but no later than nine (9) months after the audit period. In order to be complete, the submitted report shall include any management letters issued separately and management's written response to all findings, both audit report and management letter findings. Incomplete audit reports will not be accepted by the Department.

c. The subgrant recipient shall have all audits completed by an Independent Public Accountant (IPA). The IPA shall be either a Certified Public Accountant or a Licensed Public Accountant.

d. The subgrant recipient shall take appropriate corrective action within six (6) months of the issue date of the audit report in instances of noncompliance with federal laws and regulations.

e. The subgrant recipient shall ensure that audit working papers are made available to the Department, or its designee, upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Department.

f. Subgrant recipients that expend less than $500,000 in Federal awards during a fiscal year are exempt from the audit requirements of OMB Circular A-133 for that fiscal year. In this case, written notification, which can be in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the subgrant recipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.

g. If this agreement is closed out without an audit, the Department reserves the right to recover any disallowed costs identified in an audit completed after such closeout.

h. The completed audit report or written notification of audit exemption should be sent to the following address:

Florida Department of Law Enforcement
Office of Criminal Justice Grants
2331 Phillips Road
Tallahassee, Florida 32308

17. Performance of Agreement Provisions

In the event of default, non-compliance or violation of any provision of this agreement by the subgrant recipient, the subgrant recipient's consultants and suppliers, or both, the Department shall impose sanctions it deems appropriate including withholding payments and cancellation, termination, or suspension of the agreement in whole or in part. In such event, the Department shall notify the subgrant recipient of its decision thirty (30) days in advance of the effective date of such sanction. The subgrant recipient shall be paid only for those services satisfactorily performed prior to the effective date of such sanction.

18. Commencement of Project

a. If a project is not operational within 60 days of the original start date of the award period, the subrecipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date.

b. If a project is not operational within 90 days of the original start date of the award period, the subrecipient must submit a second statement to the Department explaining the implementation delay.

c. Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate subgrant funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

19. Excusable Delays

a. Except with respect to defaults of consultants, the subgrant recipient shall not be in default by reason of any failure in performance of this agreement according to its terms (including any failure by the subgrant recipient to make progress in the execution of work hereunder which endangers such performance) if such failure arises out of causes beyond the control and without the fault or negligence of the subgrant recipient. Such causes include, but are not limited to, acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case, the failure to perform shall be beyond the control and without the fault or negligence of the subgrant recipient.

b. If failure to perform is caused by failure of a consultant to perform or make progress, and if such failure arises out of causes beyond the control of subgrant recipient and consultant, and without fault or negligence of either of them, the subgrant recipient shall not be deemed in default, unless:

(1) Supplies or services to be furnished by the consultant were obtainable from other sources,

(2) The Department ordered the subgrant recipient in writing to procure such supplies or services from other sources, and

(3) The subgrant recipient failed to reasonably comply with such order.

c. Upon request of the subgrant recipient, the Department shall ascertain the facts and the extent of such failure, and if the Department determines that any failure to perform was occasioned by one or more said causes, the delivery schedule shall be revised accordingly.

20. Written Approval of Changes in this Approved Agreement

a. Subgrant recipients must obtain prior approval from the Department for major substantive changes such as changes in project activities, target populations, service providers, implementation schedules, project director, and designs or research plans set forth in the approved agreement and for any budget changes that will transfer more than 10% of the total budget between budget categories.

b. Subgrant recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item

c. Under no circumstances can transfers of funds increase the total budgeted award.

21. Disputes and Appeals

a. The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The subgrant recipient shall proceed diligently with the performance of this agreement according to the Department's decision.

b. If the subgrant recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The subgrant recipient's right to appeal the Department's decision is contained in § 120, Fla. Stat., and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under § 120, Fla. Stat.

22. Conferences and Inspection of Work

Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.

23. Access To Records

a. The Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the subgrant recipient, implementing agency and contractors for the purpose of audit and examination according to the Financial Guide and the Common Rule.

b. The Department reserves the right to unilaterally terminate this agreement if the subgrant recipient, implementing agency, or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of § 119, Fla. Stat. , and

made or received by the subgrant recipient or its contractor in conjunction with this agreement.

c. The subgrant recipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

24. Retention of Records

The subgrant recipient shall maintain all records and documents for a minimum of three (3) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons.

25. Signature Authority

The Subgrant Recipient Authorizing Official or Designated Representative and the Implementing Agency Official, Administrator or Designated Representative, who sign the Signature Page, have the authority to request changes to the approved agreement. The prior mentioned individuals have authority to sign or make amendments to the Sole Source, ADP Justification and the Privacy Certification forms. The Project Director has authority to submit requests for approval of specific travel, and Performance Reports, with the exception of the Financial and Closeout Package, which also requires the signature by the Chief Financial Officer of the Subgrant Recipient or authorized designee.

26. Delegation of Signature Authority

When the authorized official of a subgrant recipient or the implementing agency designates some other person signature authority for him/her, the chief officer or elected official must submit to the Department a letter or resolution indicating the person given signature authority. The letter indicating delegation of signature authority must be signed by the chief officer or elected official and the person receiving signature authority. The letter must also specify the authority being delegated.

27. Personnel Changes

Upon implementation of the project, in the event there is a change in Chief Executive Officers for the Subgrant recipient or Implementing Agency, Project Director, or Contact Person, the Department must be notified in writing with documentation to include appropriate signatures.

28. Background Check

Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of § 435, Fla. Stat. shall apply.

a. All positions in programs providing care to children, the developmentally disabled, or vulnerable adults for 15 hours or more per week; all permanent and temporary employee positions of the central abuse hotline; and all persons working under contract who have access to abuse records are deemed to be persons and positions of special trust or responsibility and require employment screening pursuant to § 435, Fla. Stat., using the level 2 standards set forth in that chapter.

b. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting

for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

(1) Any person who is required to undergo such a security background investigation and who refuses to cooperate in such investigation or refuses to submit fingerprints shall be disqualified for employment in such position or, if employed, shall be dismissed.

(2) Such background investigations shall be conducted at the expense of the employing agency or employee. When fingerprinting is required, the fingerprints of the employee or applicant for employment shall be taken by the employing agency or by an authorized law enforcement officer and submitted to the Department of Law Enforcement for processing and forwarding, when requested by the employing agency, to the United States Department of Justice for processing. The employing agency shall reimburse the Department of Law Enforcement for any costs incurred by it in the processing of the fingerprints.

29. Drug Court Projects

A Drug Court Project must comply with § 397.334, Fla. Stat., "Treatment-Based Drug Court Programs."

30. Overtime for Law Enforcement Personnel

Prior to obligating funds from this award to support overtime by law enforcement officers, the U.S. Department of Justice encourages consultation with all allied components of the criminal justice system in the affected jurisdiction. The purpose of this consultation is to anticipate and plan for systemic impacts such as increased court dockets and the need for detention space.

31. Criminal Intelligence System

The subgrant recipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. Part 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. 23.20(g). Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.

32. Confidential Funds

A signed certification that the project director or the head of the Implementing Agency has read, understands, and agrees to abide by all of the conditions for confidential funds as set forth in the effective edition of the Office of Justice Programs Financial Guide is required from all projects that are involved with confidential funds. The signed certification must be submitted at the time of grant application.

33. Equal Employment Opportunity (EEO)

a. Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subgrant recipients and implementing agencies must comply with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. §

5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and Department of Justice Non-Discrimination Regulations 28 CFR Part 42; see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

b. A subgrant recipient or implementing agency must develop an EEO Plan if it has 50 or more employees and it has received any single award of $25,000 or more from the Department of Justice. The plan must be prepared using the on-line short form at http://www.ojp.usdoj.gov/about/ocr/eeop_comply.htm, must be retained by the subgrant recipient or implementing agency, and must be available for review or audit. The organization must also submit an EEO Certification to FDLE.

c. If the subgrant recipient or implementing agency is required to prepare an EEO Plan and has received any single award of $500,000 or more from the Department of Justice, it must submit its plan to the Department of Justice for approval. A copy of the Department of Justice approval letter must be submitted to FDLE. The approval letter expires two years from the date of the letter.

d. A subgrant recipient or implementing agency is exempt from the EEO Plan requirement if it is has fewer than 50 employees or if it does not receive any single award of $25,000 or more from the Department of Justice or if it is a nonprofit organization, a medical or educational institution, or an Indian Tribe. If an organization is exempt from the EEO Plan requirement, it must submit an EEO Certification to FDLE.

e. The subgrant recipient and implementing agency acknowledge that failure to comply with EEO Requirements within 60 days of the project start date may result in suspension or termination of funding, until such time as it is in compliance.

f. In the event a Federal or State court of Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

34. Americans with Disabilities Act

Subgrant recipients must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination by public and private entities on the basis of disability and requires certain accommodations be made with regard to employment (Title I), state and local government services and transportation (Title II), public accommodations (Title III), and telecommunications (Title IV).

35. Immigration and Nationality Act

No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e), Section 274A(e) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the subgrant recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

36. National Environmental Policy Act (NEPA)

a. The subgrant recipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses

requirements in the use of subgrant funds by the subgrant recipient. This applies to the following new activities whether or not they are being specifically funded with these subgrant funds. That is, it applies as long as the activity is being conducted by the subgrant recipient or any third party and the activity needs to be undertaken in order to use these subgrant funds,

(1) New construction;

(2) Minor renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain;

(3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; and

(4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.

(5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

b. The subgrant recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The subgrant recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice, for programs relating to methamphetamine laboratory operations.

c. For any of a subgrant recipient's existing programs or activities that will be funded by these subgrants, the subgrant recipient, upon specific request from the Department and the U.S. Department of Justice, agrees to cooperate with the Department of Justice in any preparation by Department of Justice of a national or program environmental assessment of that funded program or activity.

37. Non-Procurement, Debarment and Suspension

The subgrant recipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 CFR 180, "OMB Guidelines To Agencies On Governmentwide Debarment And Suspension (Nonprocurement)" These procedures require the subgrant recipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the subgrant is $100,000 or more, the subgrant recipient and implementing agency certify that they and their principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

38. Federal Restrictions on Lobbying

a. Each subgrant recipient agrees to comply with 28 CFR Part 69, "New Restrictions on Lobbying" and shall file the most current edition of the Certification And Disclosure Form, if applicable, with each submission that initiates consideration of such subgrant recipient for award of federal contract, grant, or cooperative agreement of $100,000 or more.

b. This certification is a material representation of fact upon which reliance was placed when this agreement was made. Submission of this certification is a prerequisite to entering into this agreement subject to conditions and penalties imposed by 31 USC 1352. Any person who fails to file the required certification is subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure to file.

c. As required by 31 USC 1352, and implemented at 28 CFR 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR 69, the applicant certifies that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

39. State Restrictions on Lobbying

In addition to the provisions contained in Item 39, above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this contract.

40. Additional Restrictions on Lobbying

Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

41. "Pay – to – Stay"

Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail," as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon as offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.

42. Mitigation of Health, Safety and Environmental risks dealing with Clandestine Methamphetamine Laboratories

If an award is made to support methamphetamine laboratory operations the subgrant recipient must comply with this condition, which provides for individual site environmental assessment/impact statements as required under the National Environmental Policy Act.

a. General Requirement: The subgrant recipient agrees to comply with Federal, State, and local environmental, health and safety laws and regulations applicable to the investigation and closure of clandestine methamphetamine laboratories and the removal and disposal of the chemicals, equipment, and wastes used in or resulting from the operation of these laboratories.

b. Specific Requirements: The subgrant recipient understands and agrees that any program or initiative involving the identification, seizure, or closure of clandestine methamphetamine laboratories can result in adverse health, safety and environmental impacts to (1) the law enforcement and other governmental personnel involved; (2) any residents, occupants, users, and neighbors of the site of a seized clandestine laboratory; (3) the seized laboratory site's immediate and surrounding environment of the site(s) where any remaining chemicals, equipment, and waste from a seized laboratory's operations are placed or come to rest.

Therefore, the subgrant recipient further agrees that in order to avoid or mitigate the possible adverse health, safety and environmental impacts from any of clandestine methamphetamine operations funded under this award, it will (1) include the nine, below listed protective measures or components; (2) provide for their adequate funding to include funding, as necessary, beyond that provided by this award; and (3) implement these protective measures directly throughout the life of the subgrant. In so doing, the subgrant recipient understands that it may implement these protective measures directly through the use of its own resources and staff or may secure the qualified services of other agencies, contractor or other qualified third party.

(1) Provide medical screening of personnel assigned or to be assigned by the subgrant recipient to the seizure or closure if of clandestine methamphetamine laboratories;

(2) Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and other personnel assigned by the subgrant recipient to either the seizure or closure of clandestine methamphetamine laboratories;

(3) As determined by their specific duties, equip personnel assigned to the project with OSHA required protective wear and other required safety equipment;

(4) Assign properly trained personnel to prepare a comprehensive contamination report on each closed laboratory;

(5) Employ qualified disposal contractors to remove all chemicals and associated

glassware, equipment, and contaminated materials and wastes from the site(s) of each seized clandestine laboratory;

(6) Dispose of the chemicals, equipment, and contaminated materials and wastes removed from the sites of seized laboratories at properly licensed disposal facilities or, when allowable, properly licensed recycling facilities;

(7) Monitor the transport, disposal, and recycling components of subparagraphs 5 and 6 immediately above in order to ensure proper compliance;

(8) Have in place and implement an inter-agency agreement or other form of commitment with a responsible State environmental agency that provides for that agency's (i) timely evaluation of the environmental conditions at and around the site of a closed clandestine laboratory and (ii) coordination with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if necessary, and in accordance with existing State and Federal requirements; and

(9) Have in place and implement a written agreement with the responsible state or local service agencies to properly respond to any minor, as defined by state law, at the site. This agreement must ensure immediate response by qualified personnel who can (i) respond to the potential health needs of any minor at the site; (ii) take that minor into protective custody unless the minor is criminally involved in the meth lab activities or is subject to arrest for other criminal violations; (iii) ensure immediate medical testing for methamphetamine toxicity; and (iv) arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.

43. Limited English Proficiency (LEP)

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at http://www.lep.gov.

44. The Coastal Barrier Resources Act

The subgrant recipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

45. Enhancement of Security

If funds are used for enhancing security, the subgrant recipient agrees to:

a. Have an adequate process to assess the impact of any enhancement of a school security measure that is undertaken on the incidence of crime in the geographic area where the enhancement is undertaken.

b. Conduct such an assessment with respect to each such enhancement; and, submit to the Department the aforementioned assessment in its Final Program Report.

46. Environmental Protection Agency's (EPA) list of Violating Facilities

The subgrant recipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of

Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

47. Flood Disaster Protection Act

The subgrant recipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.

48. National Historic Preservation Act

It will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

49. Omnibus Crime Control and Safe Streets Act

The subgrant recipient will comply and assure the compliance of all contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act; as appropriate; the provisions of the current edition of the Office of Justice Program Financial and Administrative Guide for Grants; and all other applicable State and Federal laws, orders, circulars, or regulations.

50. Human Research Subjects

Grantee agrees to comply with the requirements of 28 C.F.R. part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

51. National Information Exchange Model specifications

To support public safety and justice information sharing, the Office of Justice Programs requires the grantee to use the National Information Exchange Model (NIEM) specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas generated as a result of this grant to the component registry as specified in the guidelines. For more information on compliance with this condition, visit http://www.niem.gov/implementationguide.php.

52. Reporting, Data Collection and Evaluation

The subgrant recipient agrees to comply with all reporting, data collection and evaluation requirements, as prescribed by the Bureau of Justice Assistance in the program guidance for the Justice Assistance Grant (JAG). Compliance with these requirements will be monitored by the Bureau of Justice Assistance.

53. Privacy Certification

The subgrant recipient agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.

54. State Information Technology Point of Contact

The subgrant recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046.

55. Interstate Connectivity

To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the subgrant recipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

56. Supplanting

The subgrant recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.

57. Conflict of Interest

The subgrant recipient and implementing agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

58. Uniform Relocation Assistance and Real Property Acquisitions Act

The subgrant recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.

59. Limitations on Government Employees Financed by Federal Assistance

The subgrant recipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

60. Equal Treatment for Faith Based Organizations

The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the

"Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.

61. Certification for Employees Working Solely on a Single Federal Award

Any project staff that are fully funded by the grant must certify that they worked solely on the grant. The certification must be prepared at least semi annually and must be signed by the employee and by a supervisory official having first hand knowledge of the work performed by the employee.

Special Recovery Act Conditions

1. **Recovery Act**

   a. All subgrant recipients must comply with Public Law 111-5, the American Recovery and Reinvestment Act of 2009 (This law is a federal public law).

   b. The subgrant recipient understands and agrees that all other terms and conditions contained in this award, or in applicable FDLE or Office of Justice Programs grant policy statements or guidance, apply unless they conflict or are superseded by the terms and conditions included here that specifically implement the American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("ARRA" or "Recovery Act") requirements. Subgrant recipients are responsible for contacting their grant managers for any needed clarifications.

   c. The recipient agrees to comply with any modifications or additional requirements that may be imposed by law and future FDLE or Office of Justice Programs (including government-wide) guidance and clarifications of Recovery Act requirements.

2. **Access to Records; Interviews**

   The subgrant recipient understands and agrees that FDLE, the Department of Justice (including the Office of Justice Programs and the Office of the Inspector General)), and its representatives, and the Government Accountability Office, shall have access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to this Recovery Act award, including such records of any subgrant recipient, contractor, or subcontractor. See items 23 and 24 of the Standard Conditions.

   The recipient also understands and agrees that FDLE, the Department of Justice, and the Government Accountability Office are authorized to interview any officer or employee of the subgrant recipient, contractor, or subcontractor regarding transactions related to this Recovery Act award.

3. **One-time funding**

   The subgrant recipient understands and agrees that awards under the Recovery Act will be one-time awards and accordingly that its proposed project activities and deliverables are to be accomplished without additional Department of Justice funding.

4. **Separate Tracking and Reporting of Recovery Act Funds and Outcomes**

   The subgrant recipient agrees to track, account for, and report on all funds from this Recovery Act award (including specific outcomes and benefits attributable to Recovery Act funds) separately from all other funds, including Department of Justice award funds from non-Recovery Act awards awarded for the same or similar purposes or programs. (Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate.)

   Accordingly, the accounting systems of the subgrant recipient must ensure that funds from this Recovery Act award are not commingled with funds from any other source.

   The subgrant recipient further agrees that all personnel whose activities are to be charged to the award will maintain timesheets to document hours worked for activities related to this award and non-award related activities.

5. Central Contractor Registration and DUNS Number

The subgrant recipient must maintain a current registration in the Central Contractor Registration (www.ccr.gov) at all times during which it has any active federal awards funded with Recovery Act funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.

6. Additional Audit Requirements - Recovery Act Transactions Listed in Schedule of Expenditures of Federal Awards

a. The subgrant recipient agrees to maintain records that identify adequately the source and application of Recovery Act funds, to maximize the transparency and accountability of funds authorized under the Recovery Act as required by the Act and in accordance with 2 CFR 215.21, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations" and OMB A-102 Common Rules provisions (relating to Grants and Cooperative Agreements with State and Local Governments).

b. The subgrant recipient agrees to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. This condition only applies if the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" cover the subgrant recipient. This shall be accomplished by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA-" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SFSAC.

7. Reporting (Section 1512)

a. In addition to the reporting requirements in item 3 of the Standard Conditions, subgrant recipients must provide any information necessary to comply with section 1512 of the Recovery Act, which requires detailed reporting by FDLE not later than ten calendar days after the end of each calendar quarter. **Receipt of funds will be contingent upon timely reporting.**

b. The subgrant recipient must complete projects or activities which are funded under the Recovery Act and report on use of Recovery Act funds provided through this subgrant. Information from these reports will be made available to the public.

8. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The subgrant recipient must promptly refer to the Department of Justice, Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a false claim for Recovery Act funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds. Potential fraud, waste, abuse, or misconduct should be reported to the Office of the Inspector General by –

mail: Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the Department of Justice Office of the Inspector General website at www.usdoj.gov/oig.

9. Protecting State and Local Government and Contractor Whistleblowers (Section 1553)

The subgrant recipient recognizes that the Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross management, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act. The text of Recovery Act is available at www.ojp.usdoj.gov/recovery.

10. Limit on Funds (Section 1604)

None of the funds appropriated or otherwise made available in this Act may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

11. Infrastructure Investment (Sections 1511 and 1602)

The subgrant recipient agrees that it may not use any funds made available under this Recovery Act award for infrastructure investment absent submission of a satisfactory certification under section 1511 of the Recovery Act. Should the subgrant recipient decide to use funds for infrastructure investment subsequent to award, the subgrant recipient must submit appropriate certifications under section 1511 of the Recovery Act and receive prior approval from the Office of Justice Programs. In seeking such approval, the recipient shall give preference to activities that can be started and completed expeditiously, and shall use award funds in a manner that maximizes job creation and economic benefits. The text of the Recovery Act (including sections1511 and 1602) is available at www.ojp.usdoj.gov/recovery.

12. Buy American (Section 1605)

a. The subgrant recipient understands that this award is subject to the provisions of section 1605 of the Recovery Act ("Buy American"). No award funds may be used for iron, steel, or manufactured goods for a project for the construction, alteration, maintenance, or repair of a public building or public work, unless the recipient provides advance written notification to the Office of Justice Programs program office for approval. All projects must comply with government-wide standard conditions (anticipated to be published in subpart B of 2 C.F.R. part 176) that further implement the specific requirements or exceptions of section 1605.

b. Section 1605 of the Recovery Act prohibits use of any Recovery Act funds for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States, subject to certain exceptions, including United States obligations under international agreements.

13. Wage Rate Requirements (Section 1606)

Notwithstanding any other provision of law and in a manner consistent with other provisions in this Act, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. Pursuant to Reorganization Plan No. 14 and the Copeland Act, 40 U.S.C. 3145, the Department of Labor has issued regulations at 29 CFR Parts 1, 3, and 5 to implement the Davis-Bacon and related Acts. Regulations in 29 CFR 5.5 instruct agencies concerning application of the standard Davis-Bacon contract clauses set forth in that section. The standard Davis-Bacon contract clauses found in 29 CFR 5.5(a) are to be incorporated in any covered contracts made under this award that are in excess of $2,000 for construction, alteration or repair (including painting and decorating).

For additional guidance on the wage rate requirements of section 1606, contact your awarding agency. Recipients of grants, cooperative agreements and loans should direct their initial inquiries concerning the application of Davis-Bacon requirements to a particular federally assisted project to the Federal agency funding the project. The Secretary of Labor retains final coverage authority under Reorganization Plan Number 14.

14. NEPA and Related Laws

The subgrant recipient understands that all Office of Justice Programs awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The subgrant recipient agrees to assist the Office of Justice Programs in carrying out its responsibilities under NEPA and related laws, if the subgrant recipient plans to use Recovery Act funds to undertake any activity that triggers these requirements, such as renovation or construction. (See 28 C.F.R. Part 61, App. D.) The subgrant recipient also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award. See item 36 of the Standard Conditions.

15. Misuse of award funds

The recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

CERTIFICATION FORM

Recipient Name and Address: City of Palatka

Grant Title: City of Palatka Technology Enhancement For Crime Response, Tracking + Analysis Grant Number: 2010-ARRC-8 Award Amount: $97,389.00

Contact Person Name and Title: Gary S. Getchell, Chief of Police Phone Number: (386) 329-0115

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** below. Recipients that claim the limited exemption from the submission requirement, must complete **Section B** below. **A recipient should complete *either* Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

Section A- Declaration Claiming Complete Exemption from the EEOP Requirement. *Please check all the boxes that apply.*

- ☐ Recipient has less than 50 employees,
- ☐ Recipient is a non-profit organization,
- ☐ Recipient is a medical institution,
- ☐ Recipient is an Indian tribe,
- ☐ Recipient is an educational institution, or
- ☐ Recipient is receiving an award less than $25,000

I, _____ **[responsible official]**, certify that _____ **[recipient]** is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that _____ **[recipient]** will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title	**Signature**	**Date**

Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for $25,000 or more, but less than $500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Mayor Karl N. Flagg **[responsible official]**, certify that the City of Palatka **[recipient]**, which has 50 or more employees and is receiving a single award or subaward for $25,000 or more, but less than $500,000, has formulated an EEOP in accordance with 28 CFR §42.301, *et seq.*, subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: City of Palatka **[organization]**, at 201 North 2nd Street, Palatka, FL. 32177 **[address]**, for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

Karl N. Flagg, Mayor	Karl N. Flagg	5-28-2009
Print or type Name and Title	**Signature**	**Date**

CERTIFICATION AS TO FEDERAL GROSS REVENUES RECEIVED

Florida Department of Law Enforcement
Edward Byrne Memorial Justice Assistance Grant Program
American Recovery and Reinvestment Act of 2009

Certification as to Federal Gross Revenues Received

The chief financial officer for the subgrantee makes the following certifications:

- The subgrantee in its preceding fiscal year did NOT receive 80 percent or more of its annual gross revenues in Federal awards.

AND/OR

- The subgrantee in its preceding fiscal year did NOT receive $25,000,000 or more in annual gross revenues from Federal awards.

Ruby Williams — Signature of Subgrantee Chief Financial Officer

5/28/09 — Date

Ruby Williams
Typed Name of Subgrantee Chief Financial Officer

Finance Director
Title of Subgrantee Chief Financial Officer

City of Palatka
Name of Subgrantee

Note: If the subgrantee in its preceding fiscal year BOTH received 80 percent or more of its annual gross revenues in Federal awards AND received $25,000,000 or more in annual gross revenues from Federal awards, then it must provide FDLE with the names and total compensation of the five most highly compensated officers of the subgrantee.

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duty authorized officers on the date, month and year set out below.

Corrections on this page, including Strikeovers, whiteout, etc. are not acceptable.

State of Florida
Department of Law Enforcement
Office of Criminal Justice Grants

Signature: Clayton H. Wilder

Typed Name and Title: **Clayton H. Wilder, Administrator**

Date: 8-28-09

Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)

Typed Name of Subgrant Recipient: City of Palatka

Signature: Karl N. Flagg

Typed Name and Title: Karl N. Flagg, Mayor

Date: 05-28-2009

Implementing Agency
Official, Administrator or Designated Representative

Typed Name of Implementing Agency: Palatka Police Department

Signature: Gary S. Getchell

Typed Name and Title: Gary S. Getchell, Chief of Police

Date: 5/27/09

Agenda Item

3h

CITY OF PALATKA, FLORIDA
PUBLIC WORKS DEPARTMENT
CHANGE ORDER

PROJECT: Reuse System Extension – Phase II DATED: January 4, 2008

CHANGE ORDER NO: 7 DATED: August 28, 2009

CONTRACTOR: Commercial Industrial Corporation.
11810 NW 115th Avenue
Reddick, FL 32686

JUSTIFICATION: This is the final change order that reconciles the final quantities of this project. This project was completed on schedule and a time extension was granted until July 31, 2009 to allow time for the City to secure additional funding for further extension of this reuse line. The additional funding agreement was not authorized by that date and the contract is now considered complete.

CURRENT CONTRACT AMOUNT: $1,930,344.48

DECREASE IN CONTRACT AMOUNT: ($146,559.82)

NEW CONTRACT AMOUNT: $1,783,784.66

CURRENT CONTRACT COMPLETION DATE: July 31, 2009

INCREASE IN CONTRACT TIME: 0 Days

NEW CONTRACT COMPLETION DATE: July 31, 2009

ORDERED BY CITY OF PALATKA BY: _____
Elwin C. "Woody" Boynton Jr.
City Manager

ACCEPTED BY:

_____
CONTRACTOR

PAYMENT APPLICATION

TO:	City of Palatka 201 N 2nd Street Palatka, FL 32177 Attn: Betsy Driggers	PROJECT NAME AND LOCATION:	Palatka Reuse Line Palatka Reuse System Extension- Phase II 201 N 2nd Street Palatka, FL 32177	APPLICATION # PERIOD THRU: PROJECT #s:	11 Final 08/10/2009
FROM:	Commercial Industrial Corp. 11810 NW 115th Ave Reddick, FL 32686	ARCHITECT:	Ayres Associates Inc 5220 Shad Rd #200-3 Jacksonville, FL 32257	DATE OF CONTRACT:	01/07/2008
FOR:	Palatka Reuse Line				

Distribution to:
- ☐ OWNER
- ☐ ARCHITECT
- ☐ CONTRACTOR
- ☐
- ☐

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1.	CONTRACT AMOUNT		$903,743.41
2.	SUM OF ALL CHANGE ORDERS		$880,041.25
3.	CURRENT CONTRACT AMOUNT	(Line 1 +/- 2)	$1,783,784.66
4	TOTAL COMPLETED AND STORED (Column G on Continuation Page)		$1,783,784.66
5.	RETAINAGE:		
a.	0.00% of Completed Work (Columns D + E on Continuation Page)	$0.00	
b.	0.00% of Material Stored (Column F on Continuation Page)	$0.00	
	Total Retainage (Line 5a + 5b or Column I on Continuation Page)		$0.00
6.	TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)		$1,783,784.66
7.	LESS PREVIOUS PAYMENT APPLICATIONS		$1,762,085.80
8.	PAYMENT DUE		**$21,698.86**
9.	BALANCE TO COMPLETION (Line 3 minus Line 6)	$0.00	

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	$1,026,601.07	$0.00
Total approved this month	$0.00	($146,559.82)
TOTALS	$1,026,601.07	($146,559.82)
NET CHANGES	$880,041.25	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Commercial Industrial Corp.

By: _____ Date: 09/01/2009

State of: Florida

County of: Marion

Subscribed and sworn to before me this 1st day of September 2009

Notary Public:

My Commission Expires:

Engineer's Certification

Engineer's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Engineer has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Engineer knows of no reason why payment should not be made.

CERTIFIED AMOUNT..... _____

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ENGINEER:

By: _____ Date: _____

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

CONTINUATION PAGE

PROJECT: Palatka Reuse Line
Palatka Reuse System Extension- Phase II

APPLICATION #: 11 Final
DATE OF APPLICATION: 08/10/2009
PERIOD THRU: 08/10/2009
PROJECT #s

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT QTY / $ AMT	COMPLETED WORK: AMOUNT PREVIOUS PERIODS	COMPLETED WORK: AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
1	MOBILIZATION $26,335.00 PER	$26,335.00 1.00	$26,335.00 1.00	$0.00 0.00	$0.00 0.00	$26,335.00 1.00	100%	$0.00 0.00	$0.00
2	SITE PREPARATION $5,672.00 PER	$5,672.00 1.00	$5,672.00 1.00	$0.00 0.00	$0.00 0.00	$5,672.00 1.00	100%	$0.00 0.00	$0.00
3	F & I REUSE PUMP EQUIPMENT $95,000.00 PER	$95,000.00 1.00	$95,000.00 1.00	$0.00 0.00	$0.00 0.00	$95,000.00 1.00	100%	$0.00 0.00	$0.00
4	F & I PRE-ENGINEERED METAL $85,320.00 PER	$85,320.00 1.00	$85,320.00 1.00	$0.00 0.00	$0.00 0.00	$85,320.00 1.00	100%	$0.00 0.00	$0.00
5	F & I CONNECTION TO POND/LIN $25,823.00 PER	$25,823.00 1.00	$25,823.00 1.00	$0.00 0.00	$0.00 0.00	$25,823.00 1.00	100%	$0.00 0.00	$0.00
6	F & I WET WELL $31,848.00 PER	$31,848.00 1.00	$31,848.00 1.00	$0.00 0.00	$0.00 0.00	$31,848.00 1.00	100%	$0.00 0.00	$0.00
7	F & I KEYSTONE RETAINING WA $117.00 PER	$12,285.00 105.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$12,285.00 105.00	$0.00
8	12" REUSE PIPING $26.47 PER	$306,602.01 11,583.00	$41,928.48 1,584.00	$0.00 0.00	$0.00 0.00	$41,928.48 1,584.00	14%	$264,673.53 9,999.00	$0.00
9	12" 45 DEGREE BEND $428.67 PER	$8,573.40 20.00	$857.34 2.00	$0.00 0.00	$0.00 0.00	$857.34 2.00	10%	$7,716.06 18.00	$0.00
10	12" 22.5 DEGREE BEND $429.00 PER	$5,148.00 12.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$5,148.00 12.00	$0.00
11	12" X 12" TEE $606.76 PER	$606.76 1.00	$1,213.52 2.00	$0.00 0.00	$0.00 0.00	$1,213.52 2.00	200%	($606.76) -1.00	$0.00
12	12" X 6" REDUCER $334.42 PER	$334.42 1.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$334.42 1.00	$0.00
13	12" VALVE W/BOX & COVER $1,952.00 PER	$13,664.00 7.00	$5,856.00 3.00	$0.00 0.00	$0.00 0.00	$5,856.00 3.00	43%	$7,808.00 4.00	$0.00
14	DIRECTIONAL DRILL CROSSING $100.00 PER	$18,600.00 186.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$18,600.00 186.00	$0.00
15	6" REUSE PIPING $10.01 PER	$23,923.90 2,390.00	$24,954.93 2,493.00	$0.00 0.00	$0.00 0.00	$24,954.93 2,493.00	104%	($1,031.03) -103.00	$0.00
16	6" 90 DEGREE BEND $151.81 PER	$151.81 1.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$151.81 1.00	$0.00
	SUB-TOTALS	$659,887.30	$344,808.27	$0.00	$0.00	$344,808.27	52%	$315,079.03	$0.00

CONTINUATION PAGE

PROJECT: Palatka Reuse Line
Palatka Reuse System Extension- Phase II

APPLICATION #: 11 Final
DATE OF APPLICATION: 08/10/2009
PERIOD THRU: 08/10/2009
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT QTY / $ AMT	COMPLETED WORK: AMOUNT PREVIOUS PERIODS	COMPLETED WORK: AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
17	6" 45 DEGREE BEND $193.05 PER	$1,351.35 7.00	$2,123.55 11.00	$0.00 0.00	$0.00 0.00	$2,123.55 11.00	157%	($772.20) -4.00	$0.00
18	6" 22.5 DEGREE BEND $194.47 PER	$194.47 1.00	$583.41 3.00	$0.00 0.00	$0.00 0.00	$583.41 3.00	300%	($388.94) -2.00	$0.00
19	6" VALVE W/BOX COVER $899.44 PER	$899.44 1.00	$2,698.32 3.00	$0.00 0.00	$0.00 0.00	$2,698.32 3.00	300%	($1,798.88) -2.00	$0.00
20	SERVICE PIPING FROM REUSE $994.17 PER	$4,970.85 5.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$4,970.85 5.00	$0.00
21	AIR RELEASE VALVE & VAULT $2,637.50 PER	$13,187.50 5.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$13,187.50 5.00	$0.00
22	DRIVEWAY REMOVAL AND REP $30.55 PER	$763.75 25.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$763.75 25.00	$0.00
23	ASPHALT PAVEMENT REMOVAL $17.00 PER	$97,920.00 5,760.00	$170,298.52 10,017.56	$0.00 0.00	$0.00 0.00	$170,298.52 10,017.56	174%	($72,378.52) -4,257.56	$0.00
24	CONCRETE SIDEWALK (4" THIC $49.50 PER	$990.00 20.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$990.00 20.00	$0.00
25	CURB & GUTTER (FDOT TYPE F) $30.55 PER	$5,346.25 175.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$5,346.25 175.00	$0.00
26	CHAIN LINK FENCE (4') $18.33 PER	$8,248.50 450.00	$3,093.19 168.75	$0.00 0.00	$0.00 0.00	$3,093.19 168.75	38%	$5,155.31 281.25	$0.00
27	SODDING $2.42 PER	$1,331.00 550.00	$9,781.64 4,042.00	$0.00 0.00	$0.00 0.00	$9,781.64 4,042.00	735%	($8,450.64) -3,492.00	$0.00
28	SEED AND MULCH $0.55 PER	$2,029.50 3,690.00	$5,781.60 10,512.00	$0.00 0.00	$0.00 0.00	$5,781.60 10,512.00	285%	($3,752.10) -6,822.00	$0.00
29	R & R OF UNSUITABLE MATERIA $12.47 PER	$623.50 50.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$623.50 50.00	$0.00
30	CEMETARY IRRIGATION ALLOW $100,000.0 PER	$100,000.00 1.00	$100,000.00 1.00	$0.00 0.00	$0.00 0.00	$100,000.00 1.00	100%	$0.00 0.00	$0.00
31	EQUIPMENT ALLOWANCE $6,000.00 PER	$6,000.00 1.00	$6,000.00 1.00	$0.00 0.00	$0.00 0.00	$6,000.00 1.00	100%	$0.00 0.00	$0.00
32	CHANGE ORDER 1								
	SUB-TOTALS	$903,743.41	$645,168.50	$0.00	$0.00	$645,168.50	71%	$258,574.91	$0.00

CONTINUATION PAGE

PROJECT: Palatka Reuse Line
Palatka Reuse System Extension- Phase II

APPLICATION #: 11 Final
DATE OF APPLICATION: 08/10/2009
PERIOD THRU: 08/10/2009
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT QTY $ AMT	COMPLETED WORK AMOUNT PREVIOUS PERIODS	COMPLETED WORK AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
33	16" REUSE PIPING $39.18 PER LF	$453,821.94 11,583.00	$483,559.56 12,342.00	$0.00 0.00	$0.00 0.00	$483,559.56 12,342.00	107%	($29,737.62) -759.00	$0.00
34	16" 45 DEGREE BEND $984.77 PER Each	$19,695.40 20.00	$25,604.02 26.00	$0.00 0.00	$0.00 0.00	$25,604.02 26.00	130%	($5,908.62) -6.00	$0.00
35	16" 22.5 DEGREE BEND $990.85 PER Each	$11,890.20 12.00	$8,917.65 9.00	$0.00 0.00	$0.00 0.00	$8,917.65 9.00	75%	$2,972.55 3.00	$0.00
36	16" X 16" TEE $1,623.27 PER Each	$1,623.27 1.00	$3,246.54 2.00	$0.00 0.00	$0.00 0.00	$3,246.54 2.00	200%	($1,623.27) -1.00	$0.00
37	16" X 6" REDUCER $720.92 PER Each	$720.92 1.00	$720.92 1.00	$0.00 0.00	$0.00 0.00	$720.92 1.00	100%	$0.00 0.00	$0.00
38	16" VALVE W/BOX & COVER $5,900.24 PER Each	$41,301.68 7.00	$59,002.40 10.00	$0.00 0.00	$0.00 0.00	$59,002.40 10.00	143%	($17,700.72) -3.00	$0.00
39	16" DIRECTIONAL DRILL CROSSI $166.95 PER LF	$31,052.70 186.00	$33,390.00 200.00	$0.00 0.00	$0.00 0.00	$33,390.00 200.00	108%	($2,337.30) -14.00	$0.00
40	SERVICE PIPING FROM REUSE $1,237.88 PER Each	$6,189.40 5.00	$8,665.16 7.00	$0.00 0.00	$0.00 0.00	$8,665.16 7.00	140%	($2,475.76) -2.00	$0.00
41	AIR RELEASE VALVE & VAULT $2,926.48 PER Each	$14,632.40 5.00	$26,338.32 9.00	$0.00 0.00	$0.00 0.00	$26,338.32 9.00	180%	($11,705.92) -4.00	$0.00
42	CHANGE ORDER 2								
43	Increased Pump Size $132,872.8 PER EA	$132,872.84 1.00	$132,872.84 1.00	$0.00 0.00	$0.00 0.00	$132,872.84 1.00	100%	$0.00 0.00	$0.00
44	CHANGE ORDER 3								
45	Asphalt Overlay $20,311.78 PER LS	$20,311.78 1.00	$20,311.77 1.00	$0.00 0.00	$0.00 0.00	$20,311.77 1.00	100%	$0.01 0.00	$0.00
46	St. Johns Ave CHANGE ORDER 4								
47	18" HDPE Direction Drill $194.87 PER LF	$113,024.60 580.00	$151,998.60 780.00	$0.00 0.00	$0.00 0.00	$151,998.60 780.00	134%	($38,974.00) -200.00	$0.00
48	Irrigation Overage $13,435.00 PER LS	$13,435.00 1.00	$13,435.00 1.00	$0.00 0.00	$0.00 0.00	$13,435.00 1.00	100%	$0.00 0.00	$0.00
	SUB-TOTALS	$1,764,315.54	$1,613,231.28	$0.00	$0.00	$1,613,231.28	91%	$151,084.26	$0.00

CONTINUATION PAGE

PROJECT: Palatka Reuse Line
Palatka Reuse System Extension- Phase II

APPLICATION #: 11 Final
DATE OF APPLICATION: 08/10/2009
PERIOD THRU: 08/10/2009
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT QTY / $ AMT	COMPLETED WORK: AMOUNT PREVIOUS PERIODS	COMPLETED WORK: AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
49	8" Reclaimed Water Main $22.38 PER LF	$1,700.88 76.00	$402.84 18.00	$0.00 0.00	$0.00 0.00	$402.84 18.00	24%	$1,298.04 58.00	$0.00
50	8" Gate Valve $1,983.00 PER EA	$1,983.00 1.00	$1,983.00 1.00	$0.00 0.00	$0.00 0.00	$1,983.00 1.00	100%	$0.00 0.00	$0.00
51	8" Cap $224.35 PER EA	$224.35 1.00	$224.35 1.00	$0.00 0.00	$0.00 0.00	$224.35 1.00	100%	$0.00 0.00	$0.00
52	16" Reuse Main- 6' to 10' Deep $79.76 PER LF	$142,531.12 1,787.00	$148,353.60 1,860.00	$0.00 0.00	$0.00 0.00	$148,353.60 1,860.00	104%	($5,822.48) -73.00	$0.00
53	Price Escalation for Steel Building $5,067.37 PER LS	$5,067.37 1.00	$5,067.37 1.00	$0.00 0.00	$0.00 0.00	$5,067.37 1.00	100%	$0.00 0.00	$0.00
54	10" HDPE Directional Drill $85.00 PER LF	$4,250.00 50.00	$4,250.00 50.00	$0.00 0.00	$0.00 0.00	$4,250.00 50.00	100%	$0.00 0.00	$0.00
55	CHANGE ORDER 5								
56	Extend Building & Foundation 6' $6,372.22 PER LS	$6,372.22 1.00	$6,372.22 1.00	$0.00 0.00	$0.00 0.00	$6,372.22 1.00	100%	$0.00 0.00	$0.00
57	CHANGE ORDER 6								
58	Electrical $3,900.00 PER LS	$3,900.00 1.00	$0.00 0.00	$3,900.00 1.00	$0.00 0.00	$3,900.00 1.00	100%	$0.00 0.00	$0.00
59	Change Order # 7 - Final Reconcila ($146,559. PER LS	($146,559.82) 1.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	($146,559.82) 1.00	$0.00
	TOTALS	$1,783,784.66	$1,779,884.66	$3,900.00	$0.00	$1,783,784.66	99%	$0.00	$0.00

Agenda Item

3i

FRED FOX ENTERPRISES, INC

Providing Grant Writing and Administration Services

August 20, 2009

Mr. Woody Boynton
City of Palatka
201 North 2nd Street
Palatka, Florida 32177-3735

RE: Amendment #1
CDBG Contract #09DB-4N-04-64-02-N14

Dear Mr. Boynton:

Please find enclosed a request for amendment number one (#1) package prepared for the above referenced Community Development Block Grant project. With this amendment, we are requesting the following:

- All of the activity included as the unmet need in the application for water line replacement between Bronson Lane and Olive Street, a distance of approximately 2,160 linear feet, be incorporated into the contract as part of the 03J - Water Line Replacement activity. The unmet need water line replacement activity in this area was included as Alternate "B" in the bids that were recently received;

- A western looping of the water lines be incorporated into the project at a cost of ninety five thousand two dollars and eighty five cents ($95,002.85). The western looping will be paid for with a combination of program income and local matching funds. The western looping of the water system will provide increased water pressure and volume to the beneficiaries living in the service areas. A letter from Ayres and Associates, the project engineers indicating the benefits of the looping of the water lines in this area has been included with this amendment package. The western looping of the water lines was included as Alternate "A" in the bid package. There will be no increase in beneficiaries from the western looping of the water lines; and

- The one hundred and fifty nine thousand two hundred nineteen dollars and sixty four cents ($159,219.54) in local matching funds currently included in the grant contract be reduced to twenty seven thousand four hundred nineteen dollars and seventy two cents ($27,419.72). The construction bids for the project came in well below the amount of the engineer's cost estimated and the City will not need to utilize all of the local matching funds originally committed to complete the project. This will include the de-obligation of the thirty thousand dollars ($30,000.00) to the engineer for bidding and inspection services as well as the de-obligation of one hundred one thousand seven hundred and ninety nine dollars and ninety two cents ($101,799.92) in the construction line item budget. The city still intends on utilizing the engineering firm of Ayres and Associates to provide the bidding and construction observation services but does not wants to include these funds as a required match in this project;

- The amount of program income included as match in the application be increased from ninety thousand seven hundred eighty dollars and thirty six cents ($90,780.36) to one hundred two thousand dollars ($102,000.00). Since the application was submitted to DCA, the City has received additional program income from the previous CDBG Economic Development project and would like to expend the additional program income received to carry out this Neighborhood Revitalization project;

As part of the amendment package, please find the following enclosed:

- Sample Cover Letter to DCA;
- DCA Modification #2 to Grant Agreement – (three copies);
- DCA Form 07.02 – Request for Amendment;
- Amended Attachment "A" – Program Budget and Scope of Work;
- Amended Attachment "B" – Project Work Plans;
- Source and Use of Funds Form;
- Revised CDBG Application Reflecting the Changes Requested in this Amendment; and
- A letter from Ayres and Associates, the project engineers, explaining the benefits of the western water loop;

Please have the sample letter to the Department of Community Affairs retyped on City letterhead, have the Mayor sign the cover letter, all three (3) copies of the Modification #2 Form and the DCA Form 07.02 where indicated and mail to DCA as soon as possible. Before mailing make two (2) copies of the amendment package; keep one (1) copy for your files and send one (1) copy to our office.

If you have any questions, please feel free to contact our office.

Sincerely,

Fred D. Fox

Fred D. Fox
Administrator

August 15, 2009

Mr. Patrick Howard, Program Specialist
Department of Community Affairs
2555 Shumard Oak Blvd
Tallahassee, Florida 32399-2100

RE: City of Palatka CDBG Contract #09DB-4N-04-64-02-N14
Amendment #1

Dear Mr. Howard:

Please consider this a request for Amendment #1 for the above referenced grant. With this amendment we are requesting the following:

- All of the activity included as the unmet need in the application for water line replacement between Bronson Lane and Olive Street, a distance of approximately 2,160 linear feet, be incorporated into the contract as part of the 03J - Water Line Replacement activity. The unmet need water line replacement activity in this area was included as Alternate "B" in the bids that were recently received;
- A western looping of the water lines be incorporated into the project at a cost of ninety five thousand two dollars and eighty five cents ($95,002.85). The western looping will be paid for with a combination of program income and local matching funds. The western looping of the water system will provide increased water pressure and volume to the beneficiaries living in the service areas. A letter from Ayres and Associates, the project engineers indicating the benefits of the looping of the water lines in this area has been included with this amendment package. The western looping of the water lines was included as Alternate "A" in the bid package. There will be no increase in beneficiaries from the western looping of the water lines; and

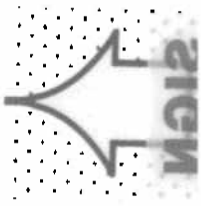
- The one hundred and fifty nine thousand two hundred nineteen dollars and sixty four cents ($159,219.54) in local matching funds currently included in the grant contract be reduced to twenty seven thousand four hundred nineteen dollars and seventy two cents ($27,419.72). The construction bids for the project came in well below the amount of the engineer's cost estimated and the City will not need to utilize all of the local matching funds originally committed to complete the project. This will include the de-obligation of the thirty thousand dollars ($30,000.00) to the engineer for bidding and inspection services as well as the de-obligation of one hundred one thousand seven hundred and ninety nine dollars and ninety two cents ($101,799.92) in the construction line item budget. The city still intends on utilizing the engineering firm of Ayres and Associates to provide the bidding and construction observation services but does not wants to include these funds as a required match in this project;
- The amount of program income included as match in the application be increased from ninety thousand seven hundred eighty dollars and thirty six cents ($90,780.36) to one hundred two thousand dollars ($102,000.00). Since the application was submitted to DCA, the City has received additional program income from the previous CDBG Economic Development project and would like to expend the additional program income received to carry out this Neighborhood Revitalization project;

As part of the amendment package, please find the following enclosed:

- DCA Modification #1 to Grant Agreement – (three copies);
- DCA Form 07.02 – Request for Amendment;
- Amended Attachment "A" – Program Budget and Scope of Work;
- Amended Attachment "B" – Project Work Plans;
- Source and Use of Funds Form;
- A revised CDBG application reflecting the project and final score after this amendment; and
- A letter from Ayres and Associates, the project engineers, explaining the benefits of the western water loop;

If you have any questions regarding this Amendment, please contact Mr. Fred Fox, our Grants Administrator, at (904) 810-5183.

Sincerely,



Karl N. Flagg
Mayor

Enclosure

cc: Fred Fox Enterprises, Inc.

REQUEST FOR AMENDMENT (07.02)

Recipient: City of Palatka Amendment Request Number: 1 Date: 08/15/09

Contract Number: 09DB-4N-04-64-02-N14 Rule in Effect for This Grant: FFY 2007

Local Government Authorization:

SIGN & DATE

(Authorized Signature) (Date Signed)

DCA Authorization:

(Authorized Signature) (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
21B	Engineering	$ 0.00	$ 0.00	$ 0.00	N/A	N/A	N/A
03J	Water Line Replacement	$ 690,000.00	$ 690,000.00	$ 690,000.00	10,340 LF	10,340 LF	12,500 LF
Totals		$ 750,000.00	$ 750,000.00	$ 750,000.00			

		Beneficiaries										
		Total Beneficiaries			Low & Moderate Income				Very Low Income			
Activity Code	Activity Name	Original #	Current #	Proposed #	Original		Proposed		Original		Proposed	
					#	%	#	%	#	%	#	%
1	2	9	10	11	12	13	14	15	16	17	18	19
21A	Administration	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21B	Engineering	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
03J	Water Line Replacement	311	311	403	288	92.55	363	90.07	190	61.15	227	56.33

		Original	Proposed
20.	Total # Unduplicated Beneficiaries	311	403
21.	Total # Unduplicated LMI Beneficiaries	288	363
22.	Total # Unduplicated VLI Beneficiaries	190	227
23.	Total # Unduplicated LMI Households	98	126
24.	Does this amendment reduce ANY other project funds previously committed as leverage from local or other sources? (If YES, you MUST complete and attach Source and Use of Funds form.)	YES X	NO

MODIFICATION NUMBER 1 TO GRANT AGREEMENT BETWEEN THE DEPARTMENT OF COMMUNITY AFFAIRS AND THE CITY OF PALATKA

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, (the Department"), and the City of Palatka, Florida, (the Recipient"), to modify DCA Contract Number 09DB-4N-04-64-02-N14, award dated July 14, 2009, ("the Agreement").

WHEREAS, the Department and the Recipient entered into the Agreement, pursuant to which the Department provided a grant 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;

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. The Attachment B, Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment B, Activity Work Plan section, which is attached hereto and incorporated herein by reference.

- **Revise Program Budget and Scope of Work**

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

- **Change in Participating Parties**

5. The Attachment G, Special Conditions section, 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. The Attachment A, Program Budget and Scope of Work section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget and Scope of Work, which is attached hereto and incorporated herein by reference.

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

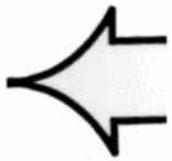
- **Change in Number of Accomplishments and/or Beneficiaries**

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

All provisions of the 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 Community Affairs Recipient Name: City of Palatka

By: _____
Name: Janice Browning
Title: Director, Division of Housing and Community Development
Date: _____

By: _____
Name: Karl N. Flagg
Title: Mayor
Date: _____

RECIPIENT: City of Palatka

CONTRACT NUMBER: D9DB-4N-04-64-02-N14

ATTACHMENT A
PROGRAM BUDGET AND SCOPE OF WORK

1	2	3	4	5	6	7	8	9	10	11
ACTIVITY		ACCOMPLISHMENTS		BENEFICIARIES			BUDGET			
NUMBER	DESCRIPTION	UNIT	NUMBER	LMI	VLI	TOTAL	CDBG AMOUNT	*OTHER FUNDS	*SOURCE #	PROG.INC.
21A	ADMINISTRATION						$ 60,000.00	$ 0.00		
21B	ENGINEERING						$ 0.00	$ 0.00		
03J	Water Line Replacement	LF	12,500	363	227	403	$ 690,000.00	$ 27,419.72	1	$ 102,000.00
	TOTALS						$ 750,000.00	$ 27,419.72		$ 102,000.00

*** SOURCES AND AMOUNTS OF "OTHER FUNDS" (COLUMN 9 & 10 ABOVE)**

1.	**Palatka – Local Match**	**$ 27,419.72**	**5.**		**$**
2.	**Program Income**	**$ 102,000.00**	**6.**		**$**
3.		**$**	**7.**		**$**
4.		**$**	**8.**		**$**

DEPARTMENT OF COMMUNITY AFFAIRS SMALL CITIES CDBG PROGRAM
PROJECT WORK PLAN

RECIPIENT City of Palatka **DATE PREPARED** August 15, 2009
CONTRACT NO. 09DB-4N-04-64-02-N14 **PROJECT BUDGET $** 750,000.00

Date Start (month & year)	Date End (month & year)	Describe Proposed Action to be Undertaken or Contract Special Condition Clearance Documentation to be submitted by "Date End"	# Units to be completed by "Date End"	Proposed Water Line Repl $$ to be Requested by "Date End"	Proposed Administration $$ to be Requested by "Date End"
APR 2009	JUL 2009	Submit Request for Release of Funds & Environmental Conditions	0	0.00	0.00
MAY 2009	JUN 2009	Solicit for and Contract with Administrator and Engineer	0	0.00	0.00
MAY 2009	JUL 2009	Submit documentation to clear Special Condition Numbers	0	0.00	0.00
JUL 2009	AUG 2009	Obtain Permits and Wage Decision	0	0.00	5,000.00
JUL 2009	JUL 2009	Final Design & Review by DCA	0	0.00	0.00
JUL 2009	AUG 2009	Advertising/Receiving Bids	0	0.00	0.00
AUG 2009	AUG 2009	Verification of Contractor Eligibility	0	0.00	7,500.00
SEP 2009	SEP 2009	Preconstruction Conference Issue NTP	0	0.00	0.00
OCT 2009	DEC 2009	Construction Phase 10% Complete	1034 LF	69,000.00	7,500.00
JAN 2010	MAR 2010	Construction Phase 33% Complete	2378 LF	158,700.00	8,000.00
APR 2010	JUN 2010	Construction Phase 50% Complete	2378 LF	117,300.00	8,000.00
JUL 2010	SEPT 2010	Construction Phase 67% Complete	2378 LF	117,300.00	8,000.00
OCT 2010	DEC 2010	Construction Phase 90% Complete	2378 LF	158,700.00	8,000.00
JAN 2011	FEB 2011	Final Inspection / Punchlist	0	0.00	0.00
MAR 2011	APR 2011	Construction Complete	1954 LF	69,000.00	8,000.00
MAY 2011	MAY 2011	Submit Administrative Closeout	N/A	0.00	0.00

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

(Rev. Aug 2004)

SOURCE AND USE OF PROJECT FUNDS (07.02)
City of Palatka CDBG: 09DB-4N-04-64-02-N14

SOURCES OF PROJECT FUNDS		
Participant	Amount	Source
1. CDBG Grant	$ 750,000.00	State of Florida - DCA
2. City of Palatka	$ 102,000.00	Program Income
3. City of Palatka	$ 27,419.72	Local Revenues
4.	$	
5.	$	
TOTAL OF ALL FUNDS	$ 879,419.72	

USES OF PROJECT FUNDS							
Act. No.	Activity Name	Sources of Project Funds					
		CDBG (1)	(2)	(3)	(4)	(5)	TOTALS
21A	Administration	$ 60,000.00	$ 0.00				$ 60,000.00
21B	Engineering	$ 0.00	$ 0.00				$ 0.00
03J	Water Line Replacement	$ 690,000.00	$ 102,000.00	$ 27,419.72			$ 819,419.72
TOTAL PROJECT COST		$ 750,000.00	$ 102,000.00	$ 27,419.72			$ 879,419.72

This form must be completed when an amendment alters the amount, source or use of project funds OR when new activities will be funded from new funding sources.

SOURCES OF PROJECT FUNDS: PARTICIPANT: Include such parties as recipient, other governments, participating parties and individual sources. In Housing and CR, sources like homeowner and commercial building owner contributions may be grouped together. AMOUNT: Dollar amount of contribution. SOURCE: Source of funds; i.e., tax increment, FMHA grant, DOC grant, local government revenue, equity, loan (name of bank), etc.

USES OF PROJECT FUNDS: ACTIVITY NUMBER: Activity number reflected on award agreement Attachment A. ACTIVITY NAME: Activity name reflected on award agreement Attachment A. CDBG: Current CDBG budget from award agreement Attachment A. COLUMNS 1-5: Use of funds by activity for each of the numbered sources reflected on top of form.

Agenda Item

3j

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Approval of two agreements for service between the City of Palatka and the Northeast Florida Regional Council:

1. To develop a Historic Preservation Element and an Economic Development Element for adoption into the Comprehensive Plan
2. For Technical Planning Assistance

DEPARTMENT: Building & Zoning

AGENDA SECTION: Consent agenda

ATTACHMENTS:

1. Agreement for Services to Develop for Adoption into the Comprehensive Plan a Historic Preservation Element and an Economic Development Element.
2. Agreement for Services for Technical Planning Assistance

DATE: September 10, 2009

SUMMARY HIGHLIGHTS:

1. The Agreement for Services to develop a Historic Preservation Element and an Economic Development Element for adoption into the Comprehensive Plan will be the culmination of the original contract the City had with the Council in 2006 to perform the required comprehensive plan update. Three workshops were conducted between late 2006 and early 2007. After signing the contract, the City was made aware in February of 2007 that its comprehensive plan was not in compliance and until an "Evaluation and Appraisal" (EAR) was completed, the City could not amend its future land use map. At that time, the Council's contract was amended to perform the EAR and the update was shelved. Budgeting and timing did not allow for completion of the update until this time.

2. The Agreement for Services for technical planning assistance allows staff to have assistance with a variety of planning issues where a consultant for an entire project may not be necessary, however, technical advice would be.

RECOMMENDED ACTION:

Staff recommends approval of the attached agreements.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

DRAFT

AGREEMENT FOR SERVICES BETWEEN THE CITY OF PALATKA, FLORIDA, AND THE NORTHEAST FLORIDA REGIONAL COUNCIL TO DEVELOP FOR ADOPTION INTO THE COMPREHENSIVE PLAN AN HISTORIC PRESERVATION ELEMENT AND AN ECONOMIC DEVELOPMENT ELEMENT

This Agreement entered into on the date specified herein by and between the Northeast Florida Regional COUNCIL, hereinafter referred to as the "COUNCIL" and the City of Palatka hereinafter referred to as "CITY".

Whereas the Regional Planning Councils are authorized and established pursuant to Chapter 163, Florida Statutes, to perform certain duties and to furnish technical and administrative assistance to local governments, this Agreement between the City of Palatka (City) and the Northeast Florida Regional Council (NEFRC) authorizes the NEFRC to provide technical assistance to the City for various Planning services and functions.

NOW THEREFORE, THE PARTIES DO HEREBY AGREE AS FOLLOWS:

Specific areas of agreement to coordinate respective activities are as follows:

ARTICLE I
SCOPE OF SERVICES

The COUNCIL shall furnish the necessary personnel, materials, and services and shall do all things necessary for or incident to the performance of work and services set forth in this Agreement and in the Scope of Services attached hereto and incorporated by reference as Attachment A of this Agreement. The COUNCIL shall commence and complete the project with all practical dispatch and in accordance with the timeline established by Attachment B of this agreement.

ARTICLE II
DUTIES OF THE CITY

The CITY shall supply any documents or information available to the City as required by the COUNCIL for performance of its duties. Critical documents necessary for the COUNCIL to perform under this Agreement that are normally or required by law to be in the custodial care of the CITY shall be made available to the COUNCIL. Research, location or development of such documents or information by the COUNCIL are beyond the scope of this Agreement. Any materials provided shall be returned to CITY upon completion of the work. The CITY shall be responsible for providing meeting space and facilities.

ARTICLE III
TERM

The Agreement shall begin on the last day of signing and shall end upon adoption of the Historic Preservation Element and Economic Development Element by the City Commission.

ARTICLE IV
COMPENSATION AND METHOD OF PAYMENT

Compensation to the COUNCIL shall be in the amount of $23,680.00.

CITY will pay compensation quarterly (once every three months) until completion of activities identified in the scope of work (Attachment 'A'). The COUNCIL shall submit for final payment upon adoption of the Historic Preservation Element and Economic Development Element by the City Commission.

ARTICLE V
INDEPENDENT CONTRACTOR

The COUNCIL shall perform and render such work as an independent contractor and not as an agent, representative or employee of CITY. Such work shall be performed in a proper manner, satisfactory to CITY.

ARTICLE VI
CONTROLLING LAW/LIABILITY

This Agreement is to be governed by the laws of the State of Florida. The COUNCIL will hold harmless CITY against all claims of whatever nature arising out of the COUNCIL'S performance of work under this Agreement with CITY to the extent allowed and required by law. CITY shall hold harmless the COUNCIL against all claims of whatever nature arising out of the performance of work under this Agreement with CITY to the extent allowed and required by law.

ARTICLE VII
TERMINATION

This Agreement may be terminated for convenience for any reason by either CITY or the COUNCIL through written notice to the other party thirty (30) calendar days prior to such termination. If either party is in substantial breach of the Agreement through failure to perform in accordance with the terms of the Agreement through no fault of others, termination may be made after thirty (30) calendar days written notice.

In the event of termination, the COUNCIL shall be paid for services performed to the termination date, on a proportionate basis. Without waiving their rights to

terminate this Agreement, CITY may delay, withhold or adjust payments under this Agreement. And the COUNCIL may delay or withhold its services in an attempt by each party to give the other party an opportunity to fulfill its obligations or to correct any violation of this Agreement.

In addition, in the event of termination for any reason prior to completion of all reports and applications contemplated by this Agreement, the COUNCIL reserves the right to complete such analysis and records that are necessary to place their file in order, where considered necessary to protect their professional reputation. A termination charge to cover the cost thereof for an amount not to exceed 25 percent of all charges incurred up to the date of termination may, at the option of the COUNCIL, be made. All finished or unfinished documents, data, correspondence, and reports prepared by the COUNCIL staff under this Agreement shall be delivered to CITY.

ARTICLE VIII
ASSIGNS & THIRD PARTY CONTRACTS

The COUNCIL and CITY each binds itself and its partners, successors, executors, administrators, assigns and legal representative of such party, in respect to all covenants and obligations of this Agreement. Nothing herein shall be construed to give any rights hereunder to anyone other than the COUNCIL and CITY.

Except as otherwise authorized in writing by CITY, the COUNCIL shall not execute any contract or obligate itself in any other manner with any third party with respect to the project.

It is understood and agreed to that no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the concurrence of CITY and the COUNCIL, anything to the contrary in this Agreement notwithstanding.

ARTICLE IX
ADDITIONAL CONSIDERATIONS

It is not the Intent of this Agreement to specify all areas that can or should be effectively coordinated. This Agreement will serve as documentation of minimum compliance with the above sections and more generally to serve as a joint pledge of cooperation realizing the mutual benefit to be derived for effectuating a close and realistic working relationship.

DRAFT

ARTICLE X
NONDISCIMINATION

The COUNCIL shall comply with federal regulations relative to non-discrimination in federally assisted programs. The COUNCIL will not discriminate on the grounds of race, color, religion, sex or national origin.

ARTICLE XI
CONFIDENTIALITY

Please be assured that the COUNCIL has substantial information technology and technical staff to provide the security needed to protect any confidential data that may be accessed in this study. The COUNCIL, however, is subject to Florida's broad public disclosure laws.

ARTICLE XII
CHANGE ORDERS

The contract scope or timing may be adjusted as appropriate and if necessary. Any changes will be with concurrence of CITY.

ARTICLE XIII
AGREEMENT SIGNATURES AND DATE

This Agreement and its referenced attachments constitute all terms and conditions agreed upon by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date written below.

FOR THE CITY OF PALATKA:

BY:_____
Karl N. Flagg
Mayor

DATE:_____

FOR THE COUNCIL:

BY: _____
Brian D. Teeple
Chief Executive Officer

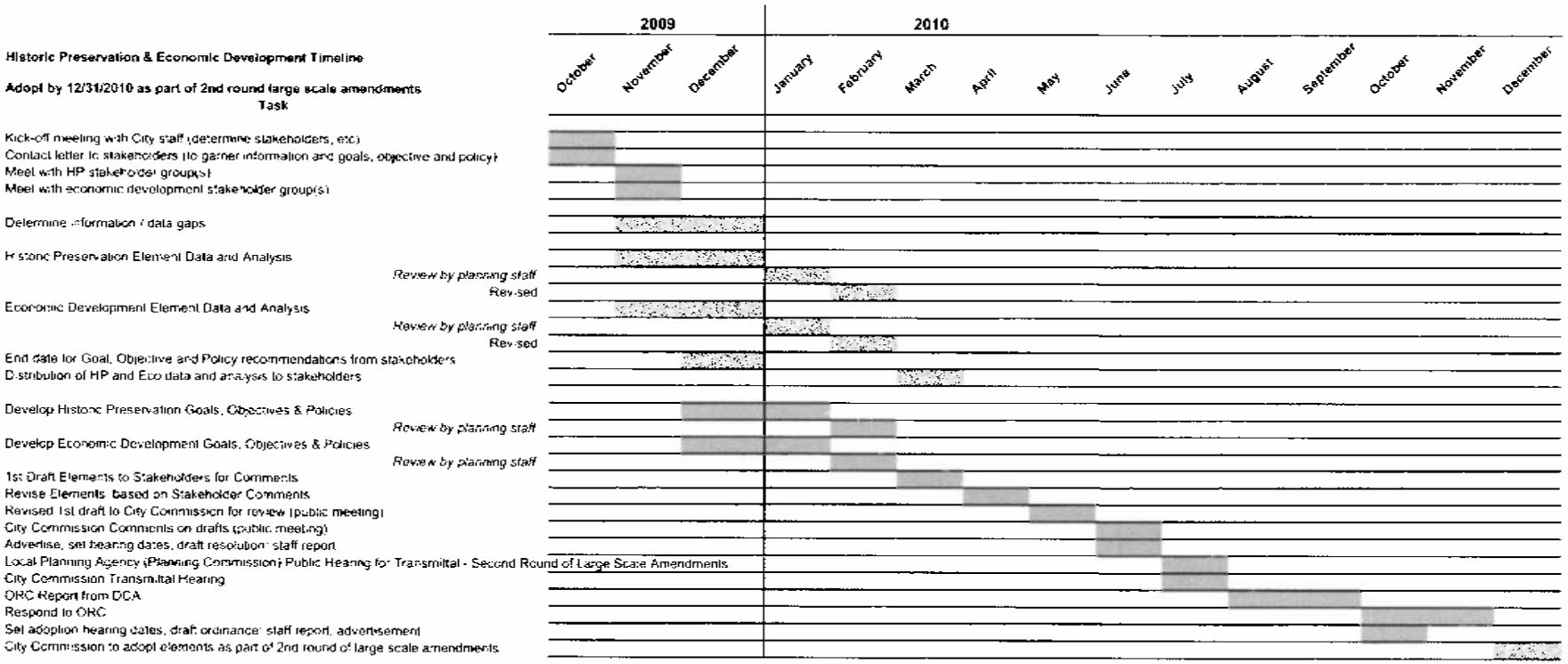
DATE: _____

ATTACHMENT A
SCOPE OF SERVICES

City of Palatka Historic Preservation & Economic Dev. Elements
Budget

	Support Staff	Senior Level Planner	GIS Planner	
	$50.00	$75.00	$75.00	SUBTOTAL
Historic Preservation Element Data and Analysis	10	40	8	58
Historic Preservation Goals, Objectives & Policies	16	24		40
includes meetings with HP Commission and stakeholders				
Economoic Development Element Data and Analysis	8	32		40
Economic Development Goals, Objectives & Policies	8	24		32
includes meetings with stakeholders (Mainstreet, Chamber)				0
Ordinance and Staff Report	8	8		8
Planning Commission (LPA) Public Hearing: Transmittal		8		8
City County Public Hearing: Transmittal		12		12
				0
Preparation of transmittal packet to review agencies	8	8		16
				0
Response to Objections, Recommendations & Comments Report	8	32		40
Finalize Elements for Adoption	8	16		24
				0
Adoption Ordinance and Staff Report		8		8
Adoption Hearing: Planning Commission		8		8
Adoption Hearing: City Council		8		8
Adoption packet to DCA and reviewing agencies		16		16
Subtotal Hours	74	244	8	326
Subtotal Fee	**$3,700.00**	**$18,300.00**	**$600.00**	**$22,600.00**
Reimbursable				
Travel/Mileage (@ $0.445 per mile)	$1,080.00			
TOTAL CONTRACT AMOUNT	$23,680.00			

ATTACHMENT B
TIMELINE



Agenda Item

3k

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Approval of two agreements for service between the City of Palatka and the Northeast Florida Regional Council:

1. To develop a Historic Preservation Element and an Economic Development Element for adoption into the Comprehensive Plan
2. For Technical Planning Assistance

DEPARTMENT: Building & Zoning

AGENDA SECTION: Consent agenda

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2. The Agreement for Services for technical planning assistance allows staff to have assistance with a variety of planning issues where a consultant for an entire project may not be necessary, however, technical advice would be.

RECOMMENDED ACTION:

Staff recommends approval of the attached agreements.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

AGREEMENT FOR SERVICES
BETWEEN THE CITY OF PALATKA, FLORIDA,
AND THE NORTHEAST FLORIDA REGIONAL COUNCIL
FOR TECHNICAL PLANNING ASSISTANCE

Whereas the Regional Planning Councils are authorized and established pursuant to Chapter 163, Florida Statutes, to perform certain duties and to furnish technical and administrative assistance to local governments, this Agreement between the City of Palatka (City) and the Northeast Florida Regional Council (COUNCIL) authorizes the COUNCIL to provide technical assistance to the City for various Planning services and functions.

ARTICLE I
SCOPE OF SERVICES

The COUNCIL shall provide professional planning staff to assist the City in planning functions as requested by the City. The COUNCIL staff assistance may include, but is not limited to: review of zoning applications; transportation and concurrency review; review and/or preparation of Comprehensive Plan amendments; planning studies; and other planning related activities as directed by the City.

COUNCIL staff will be available to attend and facilitate off-site meetings, night meetings and public hearings as requested by the City.

The COUNCIL will provide both paper and digital copies of all documents and maps created for the City in a form acceptable to the City.

The City shall provide COUNCIL staff with data, resources, or other necessary background information that is maintained by the City as may be required to complete the work requested.

ARTICLE II
TERM

The COUNCIL shall be available for planning services immediately upon execution of this Contract. The Contract shall begin upon execution of this Contract and continue through September 30, 2010.

ARTICLE III
SCHEDULE OF PAYMENTS

The COUNCIL shall invoice the City on a monthly basis, or upon completion of specific task or project deliverables. The City will reimburse the COUNCIL upon receipt of each invoice.

ARTICLE IV
RECORDS

The COUNCIL shall maintain all books, documents, paper, accounting records and other evidence pertaining to costs incurred under this Contract and shall make such materials

available at all reasonable times during this Contract, and for three (3) years from the date this Contract is terminated for inspection and/or audit by the City.

ARTICLE V
CONTROLLING LAW

The laws of the State of Florida govern this Contract.

ARTICLE VI
TERMINATION OR MODIFICATION

Either party may propose modifications to this Contract. All mutually agreed upon modifications shall be in writing and incorporated into this Contract by amendment.

Either party may terminate this Contract for convenience upon thirty (30) days written notice. If either party terminates this Contract, the City shall pay the COUNCIL for services performed up to the termination date.

If either party terminates this Contract before completion of work, the COUNCIL may complete work items necessary to place the COUNCIL file in order and necessary to protect its professional reputation.

The COUNCIL may charge a termination fee, not to exceed thirty (30) percent of all charges incurred up to the termination date. All documents, data, correspondence, reports and maps prepared by COUNCIL staff under this Contract, whether finished or unfinished, shall be given to the City.

ARTICLE VII
SIGNATURES AND DATE

IN WITNESS THEREOF, the parties hereto have caused this agreement to be executed by their undersigned officials as duly authorized.

_____ _____

Brian D. Teeple, Chief Executive Officer
Northeast Florida Regional Council

Date

_____ _____

Karl N. Flagg, Mayor
City of Palatka

Date

ATTACHMENT A

COMPENSATION FOR PROFESSIONAL CONSULTING SERVICES CITY OF PALATKA 2009 - 2010

The following is the agreed upon rate and fee structure for professional Planning services, which are more fully outlined in the Contract for Services.

Hourly Rates

Regional Planner.....	$75 / hour
GIS Planner.....	$75 / hour

Travel Rate Per Mile.....$0.445

Materials (ink, paper, binders, etc.).....At cost to COUNCIL

Agenda Item

3i

MEMORANDUM

TO: MR. BOYNTON, CITY MANAGER

FROM: JEFF NORTON, PARKS & RECREATION MANAGER

SUBJECT: NOISE VARIENCE

DATE: 8/31/2009

CC: BUSTY DRIGGERS

A Special Events permit was submitted from Trinity Baptist Church for a "Worship under the Stars" event to be held at the City of Palatka Riverfront. Trinity Baptist Church will also need a noise variance from the City of Palatka City Commissioners in addition to the Special Events Permit. The "Worship under the Stars" event will be held on October 10, 2009.

The hours for the Trinity Baptist Church Worship under the Stars are from 3pm until 10pm.

I recommend the "Noise Variance" for this event.

The Worship under the Stars will be held at the City of Palatka Riverfront (Amphitheater) located at 301 River Street.

If you have any questions or concerns please contact my office.

Jeff Norton

PALATKA POLICE DEPARTMENT

Operation Plan / Detail Submission

Date: September 1, 2009

Submitted by: Sgt. Matt Newcomb

Problem / Crime Description:
Downtown Costume and Pet Parade.

Suggested Detail:
Traffic control.
Traffic will not be allowed to travel on St. Johns Avenue between 5th Street and 11th Street while the parade is in session. The parade line up begins at 1230 pm. Line up is being done between at 11th Street and St. Johns Ave. once at 5th Street and St. Johns Avenue, the children in the costume parade will turn right (South) on 5th Street and walk to Oak Street. Once on Oak Street the children will be led by adults on the sidewalk down to St. Monica's Church. The pet parade which is following directly behind the costume parade will conclude at the Court House parking lot where a pet expo is occurring.

Date(s) / Time(s):
Saturday October31, 2009 1230 pm.

Briefing location:
PPD training room at 12:00 pm.

Personnel (number and explanation of assignment):
Sgt. Matt Newcomb – PPD event OIC
Ofc. Chris Joson - 11h Street and St. Johns Ave.
PSA – 9th Street and St. Johns Avenue.
PSA – 5th Street and St. Johns Avenue.

Briefing Notes:
Traffic will be allowed to travel on and across St. Johns Avenue until the parade begins. Once the parade begins, traffic will only be allowed to cross St. Johns Avenue at the intersections where officers are stationed. When the parade reaches about one block from an officers assigned post, he or she will stop traffic from crossing St. Johns Avenue. A marked patrol car will be parked in the roadway on the east side of the barricade at 5th Street and St. Johns This is being done to ensure no one drives through the barricades and into the parade. **We will not tow any vehicles parked on St. Johns Avenue.**

Communications Channel:
PD primary.

Barricades:
11th & Reid (South side of Reid St.).
11th & St. Johns ((West side of Intersection).
10th & St. Johns.
8th & St. Johns.
7th & St. Johns.
6th & St. Johns.
5th & St. Johns.

Equipment:
Radios
Class B uniform
Traffic vests.

Miscellaneous:
N/A
Approval: _____ _____

Chuck Coburn, Senior Pastor
Billy McNaught, Worship Pastor
Ray Wall, Youth Pastor

Trinity
Palatka, FL
www.TrinityPalatka.com

5021 Silver Lake Dr.
Palatka, FL 32177
386-328-6853

September 2, 2009

To Whom It May Concern:

My name is Chuck Coburn and I am the Senior Pastor of Trinity Baptist Church, Palatka, FL. On Saturday, October 10th we will be having an event entitled "*Worship Under the Stars*" at the amphitheater. Worship Under the Stars is an event that allows local churches to share and demonstrate the music that they sing at their church. Many churches with many music genres will be sharing, so that people can enjoy the many different ways to worship God.

This event will be between the hours of 3:00 to 9:30 PM and it will be amplified. We promise we will stay within the guidelines and ordinances of the city of Palatka. Also, the music will go no later than 9:30 PM.

If you have any questions concerning this event please feel free to contact me. The easiest way is either by cell phone: 386-336-0679 or email: chuck@trinitypalatka.com.

Thank you for your time and consideration, and we hope to see you at "Worship Under the Stars".

Sincerely,

Chuck Coburn

Rev. Chuck Coburn

APPLICATION # 09-28
(circle one below)
CLASS A PERMIT – Filing Deadline: 90 days prior to event
CLASS B PERMIT - Filing Deadline: 30 days prior to event

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

TRINITY BAPTIST CHURCH

CONTACT PERSON WILLIAM MCNAUGHT TELEPHONE 386-385-3558

FAX #

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

CONTACT PERSON TELEPHONE

FAX #

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY WORSHIP UNDER THE STARS

4. **DATE & HOURS** OF DESIRED USE: OCTOBER 10, 2009 3:00PM TO 10:00PM

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, Road Closure etc.)
AMPHITHEATER

6. ESTIMATE OF ANTICIPATED ATTENDANCE 1200

7. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT

8. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

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

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

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

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

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

Agenda Item

3m

MEMORANDUM

TO: MR. BOYNTON, CITY MANAGER

FROM: JEFF NORTON, PARKS & RECREATION MANAGER

SUBJECT: NOISE VARIENCE

DATE: 9/2/2009

CC: BESTY DRIGGERS

A Special Events permit was submitted from Keep Putnam Beautiful for an "Artoberfest" event to be held on October 3rd-4th, 2009.

The hours for the Keep Putnam Beautiful "Artoberfest" event are:

- Saturday October 3rd, 2009 9am until 5pm
- Sunday October 4th, 2009 9am until 5pm

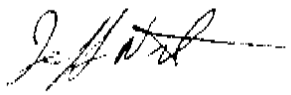
This event will require a noise variance for the following:

- Saturday October 3rd, 2009 9am until 5pm
- Sunday October 4th, 2009 1pm until 5pm

I recommend the "Noise Variance" be approved for this event.

If you have any questions or concerns please contact my office.

Jeff Norton



(circle one below)

APPLICATION # 09-45

CLASS A PERMIT – Filing Deadline: 90 days prior to event
CLASS B PERMIT - Filing Deadline: 30 days prior to event

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER
Keep Putnam Beautiful, Inc.

CONTACT PERSON Bamicah Watkins TELEPHONE 325-9598

FAX #

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

CONTACT PERSON Valarie Ingram TELEPHONE 546-5545

FAX #

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Home + Garden Show / ArtoberFest

4. **DATE & HOURS** OF DESIRED USE: Oct. 3rd 9am-5pm; Oct. 4th 9am-4pm

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, Road Closure etc.)
Memorial Parkway to 2nd & St. Johns

6. ESTIMATE OF ANTICIPATED ATTENDANCE 1,000

7. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT

8. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

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

CLASS B:
- ✓ $75.00 per day (plus tax in not a non-profit at current Fla rate)

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

Number of Days 2 Fee Required (Yes/No) Yes Check Enclosed? ___

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

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

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 THE PALATKA MAIN STREET DISTRICT. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY.

If the anticipated attendance of any event and/or festival planned on any city property site exceeds 150 persons, **organizers are required** to contact the Parks Department office at 386/329-0100 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 5 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT ON THE DOWNTOWN DISTRICT.

Sec. 50-145. Any person or organization granted permission for use of this park 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 and shall hold The City of Palatka harmless for any loss, damage or injury.

ARTICLE V NOISE CONTROL Sec. 30-101-30-209: 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 UNERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THIS RECREATION FACILITY FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

4/1/09
DATE

[signature]
SIGNATURE OF APPLICANT

APPROVED:

DATE

Jeff Norton, Event Permits-Parks Department

DATE

POLICE CHIEF**

(Required only for events with an anticipated attendance of 1,000 or more persons per day), or 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.

RETURN TO:
City of Palatka
Parks Department
201 N.2nd Street
Palatka, Florida 32177

COPIES TO:
Police Department
Fire Department
Sanitation Department
Downtown Palatka, Inc.
City Clerk
Chamber of Commerce
Keep Putnam Beautiful
Palatka Daily News
Mary Murphy, WebMaster

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: Artober Fest 2009

Type of Event: Art Show, Home & Garden Show, Car Show

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still/motion picture production, etc. – attach separate listing if necessary) See Attached Flyer

Location of Event: Memorial Drive & 1st block of St. Johns Ave

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

	Date	Day	Begin	End
Event Day 1	Oct. 3	Sat	9 AM/PM	5 AM/PM
Event Day 2	Oct. 4	Sun	9 AM/PM	4 AM/PM
Event Day 3			AM/PM	AM/PM
Event Day 4			AM/PM	AM/PM

Set-up for event will begin on (Date) Oct. 2, 2009 at (time) 8 am

Break down will be completed by (Date) Oct. 5, 2009 at (time) 1 pm

Event Sponsor/Organization Keep Putnam Beautiful, Inc.

Name of Promoter: _____ Tax Exempt No.: _____

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

"Class A" Event	**"Class B" Event**
Daily Fees (see fee schedule) $_____	Daily Fees $75.00/day
Security Fees @ $18.00/hr/officer	Security Fees @ $18.00/hr/officer
Green Container Fees @ 15.00/container	Green Container Fees @ $15.00/container
Refundable Deposit $500.00	Public Works Employees @ $10.00/hr (no charge during normal working hours)

Special Event Permit Fees $_____ Per day x _____ days $_____

Law Enforcement (City)
Police Officer(s) $ 18.00 per hour x _____ hours $_____

# of personnel _____ Total # of hours _____

Public Works Services (Class B only – no charge during regular working hours)
Parks Personnel #_____ x _____hrs. @ $ 10.00 per hour $_____

Sanitation Personnel #_____ x _____hrs. @ $ 10.00 per hour $_____

Utilities Dist. Personnel #_____ x _____ hrs. @ $ 10.00 per hour $_____

Sanitation Equipment Fee
green roll-out containers of containers _____ x $ 15.00 per container $_____

Additional Charges (list)

_____ $_____

_____ $_____

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

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) $_____

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

APPLICANT INFORMATION:

Name: Ramicah Watkins, KPB-Hog Show
Telephone: 386-325-9598 Fax: Same Cellular: 538-2347
Address: 205 N 2nd St, Palatka

Name: Charles Wellborn, CAR SHOW (Azalea City Cruisers)
Telephone: 328-5307 Fax: _____ Cellular: 546-4999
Address: 410 2 Crill Ave., Palatka

Other contacts/Keyholders:

Name: Valeria Ingamell (Palatka Art League) Telephone: 328-3536
Cellular: 546-5545 Fax: _____

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

☑ Estimated Peak Number of Participants (each day of event): Day 1 1,000
Day 2 1,000 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 : Fire Juggler (has his own liability Ins.)

☐ 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) 6 total
4 Regular 2 Handicap 2 Wash Stations

100 Block

- [x] Carnival location (if any) (note location on site map) Childrens Games on map
- [x] Number of sanitation roll-out containers required: 1 by dock for Regatta
- [ ] Location of parking/transportation services, if any: _____
- [x] Type Transport Vehicles (Van, buses, etc.): Trolley Car for tour of homes + Murals - Conlee-Snyder Mural Committee
- [ ] Location of security and emergency vehicle parking on site: _____
- [x] Public street barricades/street closures/detours: (note locations on site map) See xxx On map - Memorial Dr. & St. Johns @ 2nd St.
- [ ] Temporary Parking, directional Signage needed: _____
- [ ] Main emergency vehicle access to site (location – also note on site map): _____
- [x] Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) See map Bleecher @ 2nd Block Stage Area
- [x] Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): Estimate 100 Vendors - Art vendors on Memorial Drive; H&G Show Vendors in old high-Rise Area Corp. Sponsors on corners; Car Show on grass along Memorial drive
- [ ] Number and location of static/mobile displays (note on site map): _____
- [x] Location of event staff management (headquarters): Between Fountain + Amphitheather - See map - Registration
- [x] Staff Uniform Identification: Car show - green shirts; others - orange Vests
- [x] Main sound system location: Amphitheather | 2nd Block Small Stage Area
- [x] Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): Car Show Sat Only Regatta - Sun only - City Dock; Jump house + Dunkin Booth in Kids Area (2nd Block)

☑ Number and location of temporary signs/banners: 3 Banners
1 tressel on Hwy 20; 1 on Brown Blds on 2nd St; 1 on Downtown PA Sign @ 3 #s

☐ Number and location of promotional visual effects: _____

☑ Watercraft: Oct. 4 - Recycling Regatta + Rescue Boats

☐ Aircraft: _____

☑ Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): 1 Banner Placed on brown Blds.
Flyers Posted @ local Businesses

☑ Date(s) and times of setup/breakdown: Oct. 2 8 Am - Setup
Breakdown Oct 3 & 4 - ending by 1pm on the 4th

☑ Name(s) and Type of Musical Bands to Perform (dates & times of performances): Varied - See Attached

☑ Noise Abatement Requirements: _____

☑ Adjoining Properties Impacted (Notification needed?): First Presbyterian Church - Yes - music will not start until after noon on Sunday
Noise varies 4-5pm

Location, Dates and Times for Alcohol Ordinance Open Container Waiver: 1pm 4pm

Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): _____

☑ Handicapped Accessibility: Handicap Restrooms Provided

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) – Audit not required
- ☐ 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
- ☑ 501 C 3
- ☐ _____
- ☐ _____

PRE-PLANNING MEETING

Name of Special Event/Production: _____ Date _____

Persons Attending Planning Meeting:

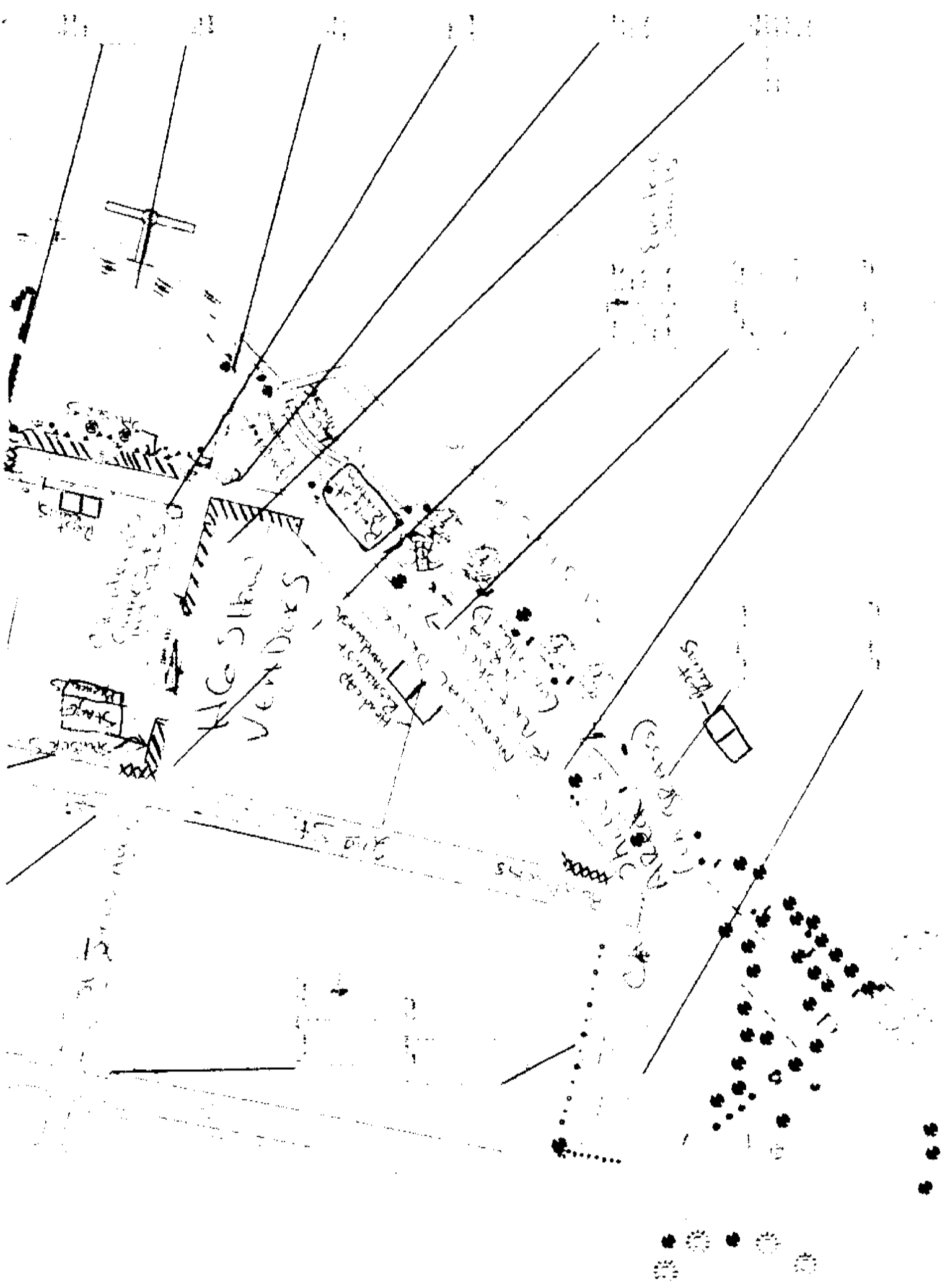
Name _____ Representing _____ Position _____ Phone#

_____

NOTES

POST-EVENT CHECKLIST (Class A Events Only)

- ☐ Report listing income/expenses of event, showing amount of gross revenues, payments, net proceeds, and distribution of net proceeds.
- ☐ Affidavit listing main suppliers (advertising, t-shirts, alcohol and/or soft drink concessions, paid entertainment) who have provided goods or services in connection with the event, stating they have been paid in full, or if not, a listing of those suppliers with the amount they are owed.



keep putnam beautiful

205 North Second Street ♦ Palatka, Florida 32177
(386) 325-9598 phone/fax
www.keepputnambeautiful.org

September 2, 2009

Dear Business Owner:

This letter is to inform you that the ArtOber Festival will be held on Saturday, October 3, 2009, from 9 a.m. – 5 p.m. and on Sunday, October 4, from 9 a.m. – 4 p.m. Live entertainment will be provided on both days; however music will not start until after 1 p.m. on Sunday. The event is a joint effort of Keep Putnam Beautiful who will host a Home and Garden Show, the Palatka Art League who will host an Arts and Craft Show and Sale and the Azalea City Cruisers who will host their 30th annual Car Show.

If you have questions, please do not hesitate to give me a call at (386) 325-9598.

Thanks in advance for your support of economic and tourist development initiatives in Putnam County.

Sincerely,

Ramicah Watkins
Executive Director

Agenda Item

4a

ORDINANCE NO. 09-42

entitled

AN ORDINANCE LEVYING TAXES FOR THE YEAR 2009 TO RAISE THE NECESSARY REVENUE TO DEFRAY THE EXPENSES OF THE CITY OF PALATKA FOR THE FISCAL YEAR 2000-10.

WHEREAS, by general law of the State of Florida, all ad valorem taxes are assessed and collected by the County; and whereas, the Property Appraiser of Putnam County, Florida, has submitted the Tax Roll for the year 2009 and, whereas, it is necessary that the City Commission of the City of Palatka certify the millage levy for the City of Palatka for the year 2009 to the Tax Collector of Putnam County, Florida, and the Board of County Commissioners of Putnam County, Florida.

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

Section 1. That the City of Palatka does hereby levy for municipal purposes on all the Real and Personal property within the limits of the City, except homestead and other property exempt under the Constitution and laws of the State of Florida and the Ordinances of the City of Palatka, for the tax year 2009 to raise the necessary revenue to defray the expenses of the City, for the General Fund for the operating expenses of the City, eight point six five (8.65) mills on the dollar of valuation on the assessment roll of property within the City of Palatka. This represents a minus six point zero nine percent (-6.09%) decrease over the rolled back millage.

Section 2. Said millage rates are hereby certified to the Property Appraiser of Putnam County, Florida, and to the Board of County Commissioners of Putnam County, Florida, and a certified copy of this ordinance shall be delivered by the City Clerk to said Property Appraiser and Board of County Commissioners.

Section 3. If any of the provisions of this ordinance, or the application thereof, shall be held to be invalid, such invalidity shall not effect other provisions of this ordinance which may be given effect without the invalid provisions, and to such end the provisions of this ordinance are declared to be severable.

Section 4. This ordinance shall take effect immediately upon its final passage, and a copy hereof shall be published one time in a newspaper of general circulation within the City of Palatka within ten (10) days after final passage hereof.

PASSED AND ADOPTED this 24th day of September, 2009.

CITY OF PALATKA, FLORIDA

By:_____
Its MAYOR

ATTEST:

_____
CITY CLERK

DEPARTMENT OF REVENUE

CERTIFICATION OF TAXABLE VALUE

DR-420
R. 6/09
Florida Administrative Code
Rule 12DER09-01

Year 2009	County Putnam
Principal Authority CITY OF PALATKA	Taxing Authority CITY OF PALATKA

SECTION I: COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	$ 350,752,523		(1)
2.	Current year taxable value of personal property for operating purposes	$ 61,622,418		(2)
3.	Current year taxable value of centrally assessed property for operating purposes	$ 1,014,514		(3)
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	$ 413,389,455		(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	$ 708,400		(5)
6.	Current year adjusted taxable value (Line 4 minus Line 5)	$ 412,681,055		(6)
7.	Prior year FINAL gross taxable value (From prior year applicable Form DR-403 series)	$ 437,736,730		(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0.	☒ Yes ☐ No	Number 3	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of forms DR-420DEBT, *Certification of Voted Debt Millage* for each debt service levy.)	☐ Yes ☒ No	Number 0	(9)

SIGN HERE

Property Appraiser Certification — I certify the taxable values above are correct to the best of my knowledge.

Signature of Property Appraiser: Timothy E. Parker

Date: JUNE 29, 2009

SECTION II: COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, -0-.

10.	Prior year operating millage levy (If prior year millage was adjusted then use adjusted millage from Form DR-422.)	8.6500	per $1,000	(10)
11.	Prior year ad valorem proceeds (Line 7 multiplied by Line 10 divided by 1,000)	$ 3,786,423		(11)
12.	Amount, if any, paid or applied in prior year because of an obligation measured by a dedicated increment value (Sum of either Lines 6c or Line 7a for all DR-420TIF forms)	$ 291,138		(12)
13.	Adjusted prior year ad valorem proceeds (Line 11 minus Line 12)	$ 3,495,285		(13)
14.	Dedicated increment value, if any (Sum of either Line 6b or Line 7e for all DR-420TIF forms)	$ 33,194,703		(14)
15.	Adjusted current year taxable value (Line 6 minus Line 14)	$ 379,486,352		(15)
16.	Current year rolled-back rate (Line 13 divided by Line 15, multiplied by 1,000)	9.2106	per $1000	(16)
17.	Current year proposed operating millage rate	8.6500	per $1000	(17)
18.	Total taxes to be levied at proposed millage rate (Line 17 multiplied by Line 4, divided by 1,000)	$ 3,575,819		(18)

Continued on page 2

19.	TYPE of principal authority (check one)	☐ County ☒ Municipality	☐ Independent Special District ☐ Water Management District	(19)
20.	Applicable taxing authority (check one)	☒ Principal Authority ☐ MSTU	☐ Dependent Special District ☐ Water Management District Basin	(20)
21.	Is millage levied in more than one county? (check one)	☐ Yes	☒ No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs STOP **STOP HERE - SIGN AND SUBMIT**

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. (The sum of Line 13 from all DR-420 forms)	$ 3,495,285	(22)
23.	Current year aggregate rolled-back rate (Line 22 divided by Line 15, multiplied by 1,000)	9.2106 per $1,000	(23)
24.	Current year aggregate rolled-back taxes (Line 4 multiplied by Line 23, divided by 1,000)	$ 3,807,552	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. (Total of Line 18 from all DR-420 forms)	$ 3,575,819	(25)
26.	Current year proposed aggregate millage rate (Line 25 divided by Line 4, multiplied by 1,000)	8.6500 per $1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate (Line 26 divided by Line 23, minus 1, multiplied by 100)	-6.09 %	(27)

First public budget hearing	Date	Time	Place
	9-10-09	6:00p.m.	City Hall 201 N. 2nd Street Palatka, FL 32177

SIGN HERE

Taxing Authority Certification I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of ss. 200.065 and 200.071 or 200.081, F.S.

Signature of Chief Administrative Officer		Date: 7/23/09
Title: Elwin C. Boynton, Jr City Manager	Contact Name: Elwin C. Boynton, Jr.	
Mailing Address: 201 N. 2nd Street	Physical Address: 201 N. 2nd Street Palatka, FL 32177	
City, State, Zip: Palatka, FL 32177	Phone Number 386 329-0100	Fax Number 386 329-0106

Instructions on page 3

CERTIFICATION OF TAXABLE VALUE
INSTRUCTIONS

"Principal Authority" is a county, municipality, or independent special district (including water management districts).

"Taxing Authority" is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, *Tax Increment Financing*
- DR-420DEBT, *Certification of Voted Debt Millage*
- DR-420MM-P, *Maximum Millage Levy Calculation - Preliminary Disclosure*

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387(2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check "Yes" if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check "Yes" if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and their accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight Program - TRIM
725 South Calhoun Street
Tallahassee, Florida 32399-0100

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. "Dependent special district" (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

"Independent special district" (ss. 200.001(8)(e) and 189.403(3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

"Nonvoted millage" is any millage not defined as a "voted millage" in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.

DEPARTMENT OF REVENUE

TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/09
Florida Administrative Code
Rule 12DER09-01

Year 2009	County Putnam
Principal Authority CITY OF PALATKA	Taxing Authority CITY OF PALATKA
Community Redevelopment Area DOWNTOWN	Base Year 1983

SECTION I: COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	$ 39,028,986	(1)
2.	Base year taxable value in the tax increment area	$ 14,750,255	(2)
3.	Current year tax increment value (Line 1 minus Line 2)	$ 24,278,731	(3)
4.	Prior year Final taxable value in the tax increment area	$ 39,912,998	(4)
5.	Prior year tax increment value (Line 4 minus Line 2)	$ 25,162,743	(5)

SIGN HERE

Property Appraiser Certification I certify the taxable values above are correct to the best of my knowledge.

Signature of Property Appraiser: Timothy E. Parker

Date: JUNE 29, 2009

SECTION II: COMPLETED BY TAXING AUTHORITY

Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:

6a.	Enter the proportion on which the payment is based.	95 %	(6a)
6b.	Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) If value is less than zero, then enter zero on Line 6b	$ 23,064,794	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	$ 206,775	(6c)

7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:

7a.	Amount of payment to redevelopment trust fund in prior year	$	(7a)
7b.	Prior year operating millage levy (Form DR-420, Line 10)	per $1,000	(7b)
7c.	Taxes levied on prior year tax increment value (Line 5 multiplied by Line 7b, divided by 1,000)	$ 0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c) multiplied by 100	%	(7d)
7e.	Dedicated increment value (Line 7d multiplied by Line 3) divided by 100	$ 0	(7e)

SIGN HERE

Taxing Authority Certification I certify the calculations, millages and rates are correct to the best of my knowledge.

Signature of Chief Administrative Officer:

Date: 7-23-09

Title Elwin C. Boynton, Jr City Manager	Contact Name Elwin C. Boynton, Jr.
Mailing Address 201 N. 2nd Street	Physical Address 201 N. 2nd Street Palatka, FL 32177
City, State, Zip Palatka, FL 32177	Phone Number 386 329-0100 Fax Number 386 329-0106

Instructions on page 2

CERTIFICATION OF 2009 PRELIMINARY ASSESSMENT INCREMENT FOR THE ORIGINAL DOWNTOWN REDEVELOPMENT DISTRICT

Pursuant to that certain Resolution (#4-7) passed by the City Commission of the City of Palatka on September 8, 1983, and signed by its Mayor, Eugene L. Walker, Wherein a portion of Downtown Palatka was declared as an area suitable for redevelopment, and more particularly provided a legal description of said area, and

Pursuant to that certain Resolution (#4-12) passed by the City Commission of the City of Palatka on November 10, 1983, and signed by its mayor, Eugene L. Walker, whereby a "community redevelopment agency" now known as the Downtown Redevelopment Agency for the City of Palatka was legally created under F. S. 163.356,

AND WHEREAS, a "redevelopment trust fund" has been created under F. S. 163.387, which is to be funded through the use of tax increments as defined in F. S. 163.387,

NOW THEREFORE, I, Timothy E. Parker, as Property Appraiser for Putnam County do hereby certify the following, Preliminary 2009 Assessment Increment to the City of Palatka for the Downtown Redevelopment Agency for the City of Palatka, in the following manner:

1. The 1983 taxable real property value (as certified 10/4/83):

   $ 14,750,255

2. The 2009 Preliminary taxable real property value:

   $ 39,028,986

3. The resultant Preliminary 2009 taxable real property increment:

   $ 24,278,731

DATED this 29th day of June, 2009

Timothy E. Parker, C.F.A.
Putnam County Property Appraiser

DEPARTMENT OF REVENUE

TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/09
Florida Administrative Code
Rule 12DER09-01

Year 2009	County Putnam
Principal Authority CITY OF PALATKA	Taxing Authority CITY OF PALATKA
Community Redevelopment Area NORTH HISTORIC	Base Year 1994

SECTION I: COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	$ 3,973,298	(1)
2.	Base year taxable value in the tax increment area	$ 1,099,110	(2)
3.	Current year tax increment value (Line 1 minus Line 2)	$ 2,874,188	(3)
4.	Prior year Final taxable value in the tax increment area	$ 3,863,435	(4)
5.	Prior year tax increment value (Line 4 minus Line 2)	$ 2,764,325	(5)

SIGN HERE

Property Appraiser Certification I certify the taxable values above are correct to the best of my knowledge.

Signature of Property Appraiser: Emily E. Parker

Date: JUNE 29, 2009

SECTION II: COMPLETED BY TAXING AUTHORITY

Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:

6a.	Enter the proportion on which the payment is based.	95 %	(6a)
6b.	Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) If value is less than zero, then enter zero on Line 6b	$ 2,730,479	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	$ 23,011	(6c)

7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:

7a.	Amount of payment to redevelopment trust fund in prior year	$	(7a)
7b.	Prior year operating millage levy (Form DR-420, Line 10)	per $1,000	(7b)
7c.	Taxes levied on prior year tax increment value (Line 5 multiplied by Line 7b, divided by 1,000)	$ 0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c) multiplied by 100	%	(7d)
7e.	Dedicated increment value (Line 7d multiplied by Line 3) divided by 100	$ 0	(7e)

SIGN HERE

Taxing Authority Certification I certify the calculations, millages and rates are correct to the best of my knowledge.

Signature of Chief Administrative Officer:

Date: 7-23-09

Title Elwin C. Boynton, Jr. City Manager	Contact Name Elwin C. Boynton, Jr.	
Mailing Address 201 N. 2nd Street	Physical Address 201 N. 2nd Street Palatka, FL 32177	
City, State, Zip Palatka, FL 32177	Phone Number 386 329-0100	Fax Number 386 329-0106

Instructions on page 2

DEPARTMENT OF REVENUE

TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/09
Florida Administrative Code
Rule 12DER09-01

Year 2009	County Putnam
Principal Authority CITY OF PALATKA	Taxing Authority CITY OF PALATKA
Community Redevelopment Area SOUTH HISTORIC	Base Year 1994

SECTION I: COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	$ 11,006,149	(1)
2.	Base year taxable value in the tax increment area	$ 3,217,275	(2)
3.	Current year tax increment value (Line 1 minus Line 2)	$ 7,788,874	(3)
4.	Prior year Final taxable value in the tax increment area	$ 10,683,337	(4)
5.	Prior year tax increment value (Line 4 minus Line 2)	$ 7,466,062	(5)

SIGN HERE

Property Appraiser Certification I certify the taxable values above are correct to the best of my knowledge.

Signature of Property Appraiser: Andy E. Parker

Date: JUNE 29, 2009

SECTION II: COMPLETED BY TAXING AUTHORITY

Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:

6a.	Enter the proportion on which the payment is based.	95 %	(6a)
6b.	Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) If value is less than zero, then enter zero on Line 6b	$ 7,399,430	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	$ 61,352	(6c)

7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:

7a.	Amount of payment to redevelopment trust fund in prior year	$	(7a)
7b.	Prior year operating millage levy (Form DR-420, Line 10)	per $1,000	(7b)
7c.	Taxes levied on prior year tax increment value (Line 5 multiplied by Line 7b, divided by 1,000)	$ 0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c) multiplied by 100	%	(7d)
7e.	Dedicated increment value (Line 7d multiplied by Line 3) divided by 100	$ 0	(7e)

SIGN HERE

Taxing Authority Certification I certify the calculations, millages and rates are correct to the best of my knowledge.

Signature of Chief Administrative Officer:

Date: 7-23-09

Title Elwin C. Boynton, Jr. City Manager	Contact Name Elwin C. Boynton, Jr.
Mailing Address 201 N. 2nd Street	Physical Address 201 N. 2nd Street Palatka, FL 32177
City, State, Zip Palatka, FL 32177	Phone Number 386 329-0100 Fax Number 386 329-0106

Instructions on page 2

CERTIFICATION OF 2009 PRELIMINARY ASSESSMENT INCREMENT FOR THE NORTH AND SOUTH HISTORIC DISTRICTS

Whereas, the City Commission of the City of Palatka adopted Ordinance 94-27 on November 10, 1994 and Ordinance 95-5 on March 23, 1995 and both were signed by its Mayor, Tim Smith, wherein the Boundaries of the Original Downtown Redevelopment District was amended by adding the North and South Historic Districts, and

Whereas the City Commission of the City of Palatka adopted Ordinance 94-28 on November 10, 1994 and signed by its Mayor, Tim Smith, to change the boundaries of the Tax Increment Finance District to coincide with the boundaries of the new redevelopment agency;

And whereas a "redevelopment trust fund" has been created under F.S. 163.387, which is to be funded through the use of tax increments as defined in F.S. 163.387;

Now therefore, I, Timothy E. Parker, as Property Appraiser for Putnam County do hereby certify the following Preliminary 2009 Assessment increment to the City of Palatka for the Downtown Redevelopment Agency for the following areas:

1. The 1994 taxable real property value (as certified 10/18/94):
   North Historic District: $ 1,099,110
   South Historic District: $ 3,217,275
2. The Preliminary 2009 taxable real property value:
   North Historic District: $ 3,973,298
   South Historic District: $ 11,006,149
3. The resultant Preliminary 2009 taxable real property increment:
   North Historic District: $ 2,874,188
   South Historic District: $ 7,788,874

DATED this 29th day of June, 2009

Timothy E. Parker, C.F.A.
Putnam County Property Appraiser

Corrected 8/19/09

MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

DEPARTMENT OF REVENUE

DR-420MM-P
R. 6/09
Florida Administrative Code
Rule 12DER09-01

Year	2009	County	Putnam
Principal Authority	City of Palatka	Taxing Authority	City of Palatka

1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☐ Yes ☒ No	(1)
	IF YES, STOP STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.		
2.	Current year rolled-back rate from Form DR-420, Line 16	9.2106 per $1,000	(2)
3.	Prior year maximum millage rate with a majority vote (2008 Form DR-420MM, Line 24)	8.7220 per $1,000	(3)
4.	Prior year operating millage rate from Form DR-420, Line 10	8.650 per $1,000	(4)
	If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.		

Adjust rolled-back rate based on prior year majority-vote maximum millage rate

5.	Prior year final gross taxable value from Form DR-420, Line 7	$ 437,736,730	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	$3,817,940. ~~3,681,804~~	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Form DR-420 Line 12	$ 291,138	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	$3,526,802 ~~3,390,666~~	(8)
9.	Adjusted current year taxable value from DR-420 Line 15	$ 379,486,352	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	9.2936 ~~8.9349~~ per $1,000	(10)

Calculate maximum millage levy

11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or enter Line 2 if Line 10 is not adjusted)	9.2936 ~~8.9349~~ per $1,000	(11)
12.	Adjustment for growth in per capita Florida personal income	1.0250	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	9.5259 ~~9.1583~~ per $1,000	(13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	10.4785 ~~10.0741~~ per $1,000	(14)
15.	Current year proposed millage rate	8.650 per $1,000	(15)
16.	**Minimum vote required to levy proposed millage:** (Check one)		(16)

☒ a. Majority vote of the governing body: Check here, if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.

☐ b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. Enter Line 15 on Line 17.

☐ c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.

☐ d. Referendum: The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.

17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16)	9.5259 ~~9.1583~~ per $1,000	(17)
18.	Current year gross taxable value from Form DR-420, Line 4	$ 413,389,455	(18)

Continued on page 2

19.	Current year proposed taxes (Line 15 multiplied by Line 18, divided by 1,000)	$ 3,575,819	(19)
20.	Total taxes levied at the maximum millage rate (Line 17 multiplied by Line 18, divided by 1,000)	$ 3,937,907 ~~3,785,945~~	(20)

DEPENDENT SPECIAL DISTRICTS AND MSTUs STOP **STOP HERE. SIGN AND SUBMIT.**

21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage (The sum of all Lines 19 from each district's Form DR-420 MM-P)	$	(21)
22.	Total current year proposed taxes (Line 19 plus Line 21)	$ 3,575,819	(22)

Total Maximum Taxes

23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage (The sum of all Lines 20 from each district's Form DR-420 MM-P)	$	(23)
24.	Total taxes at maximum millage rate (Line 20 plus line 23)	$ 3,937,907 ~~3,785,945~~	(24)

Total Maximum Versus Total Taxes Levied

25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	XX Yes ☐ No	(25)

SIGN HERE

Taxing Authority Certification I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of ss. 200. 065 and 200.071 or 200.081, F.S.

Signature of Chief Administrative Officer		Date 7-23-09
Title City Manager	Contact Name Elwin C. Boynton, Jr.	
Mailing Address 201 N. 2nd Street	Physical Address 201 N. 2nd Street Palatka, FL 32177	
City, State, Zip Palatka, FL 32177	Phone Number 386-329-0100	Fax Number 386-329-0106

Complete and submit this Form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure , to your property appraiser with the Form DR-420, Certification of Compliance.

Instructions on page 3

Agenda Item

4b

ORDINANCE NO. 09-43

entitled

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, MAKING AN APPROPRIATION OF MONIES FOR THE OPERATING EXPENSES OF THE CITY OF PALATKA FOR GENERAL ADMINISTRATION OF THE SEVERAL GOVERNMENTAL DEPARTMENTS OF THE CITY, AND FOR CONTRIBUTING TO THE SEVERAL SINKING FUNDS OF THE CITY TO PAY INTEREST ON AND PROVIDE FOR THE RETIREMENT OF THE OUTSTANDING BONDS AND OTHER FIXED OBLIGATIONS OF THE CITY, AND FOR PALATKA GAS AUTHORITY, FOR AND DURING THE FISCAL YEAR A.D. 2009-10.

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

Section 1. That the sum of Eight Million, Nine Hundred Fifty-Four Thousand, Five Hundred Seventy-Five and 00/100 Dollars ($8,954,575.00) is hereby appropriated to the GENERAL FUND of the City of Palatka for the general operation and administration of the several governmental departments of the City for and during the fiscal year 2009-10, a detailed breakdown and accounting of which is set forth in the itemized Budget of the City as adopted by the City Commission and which is on file in the office of the City Clerk.

Section 2. That the sum of Thirty-Seven Thousand, Nine Hundred Eighty-Four and 00/100 Dollars ($37,984.00) is hereby appropriated to the Street Improvement Bond of 2000 Sinking Fund of the City of Palatka to be paid into said Fund during the fiscal year A.D. 2009-10 from net revenues derived from the non ad-valorem revenue and from the City of Palatka's franchise to Southern Bell Telephone and Cable TV during the fiscal year A.D. 2009-10 to pay the principal of Road Improvement Revenue Bond of the City of Palatka, Issue of 2000, maturing in the year 2009/10 and to pay interest on said issue of said Road Improvement Revenue Bond payable in said year as required by the ordinances of the City of Palatka.

Section 3. That the sum of Four Million, Fifty Thousand, Four Hundred Two and 00/100 Dollars ($4,050,402.00) is hereby appropriated to the UTILITY FUND of the City of Palatka for the general operation and maintenance of the several utility departments of the City, for and during the fiscal year A.D. 2009-10, a detailed breakdown and accounting of which is set forth of the itemized budget of the City as adopted by the City Commission and which is on file in the office of the City Clerk.

Section 4. That the sum of Five Hundred Seventy-Seven Thousand, Two Hundred Three and 00/100 Dollars ($577,203.00) is hereby appropriated to the Utility Revenue Bond Certificate Sinking Fund of the City of Palatka to be paid into said Fund during the fiscal year A.D. 2009-10, from new revenues derived from the operation of the municipal water and sewer works system after a sufficient amount to provide for the reasonable current expenses of the operation, maintenance and repairs to said water and sewer works system during the fiscal year A.D. 2009-10 is first set aside to meet and pay the principal and interest of the Water and Sewer System Improvement and Refunding Revenue Bonds, Series 1998, maturing in the year A.D. 2009-10, and to pay interest on said issue of said Utility Revenue Bond Certificates payable during the said year and for the maintenance of said Utility Revenue Bond Certificate Sinking Fund to pay interest on and for the ultimate retirement of the Utility Revenue Certificates of said issue as required by Ordinance of the City of Palatka and if and to the extent that the said net revenue herein appropriated from said municipal water and sewer works system may prove insufficient to pay the amount of money in this section appropriated to said Utility Revenue Bond Certificate Sinking Fund to be paid into said Fund during the fiscal year A.D. 2009-10 from the proceeds of the Ten Per Cent (10%) Utility Excise Tax imposed by the City of Palatka for the fiscal year A. D. 2009-10 to be paid by the purchasers of every purchase of electricity, metered and bottled gas, fuel oil, and telecommunications service sold within the corporate limits of the City during said fiscal year.

Section 5. That the sum of One Hundred Seventy Thousand, Sixty-Eight and 00/100 dollars ($170,068.00) is hereby appropriated to the Half-Cent Sales Tax Revenue Note sinking Fund of the City of Palatka, to be paid into said fund during the fiscal year A. D. 2009-10, from net revenues from the municipal water and sewer works system, and pledging the sales tax revenues to meet and pay the principal and interest on the Half-Cent Sales Tax Revenue Note, issue of 2008, maturing in the year 2018-19.

Section 6. That the sum of Fifty Three Thousand, Eight Hundred Twenty Two and 00/100 Dollars ($53,822.00) is hereby appropriated to the Clean Water State Revolving Fund of the City of Palatka to be paid into said Fund during fiscal year A. D. 2009-10, from the operating revenues of the Municipal Water & Sewer Work Systems to meet and pay the principle and interest of the Clean Water State Revolving Fund Construction Loan, maturing in the fiscal year A. D. 2009-10.

Section 7. That the sum of Eight Hundred and Twenty-Eight Thousand, Nine Hundred Twenty-Two and 00/100 Dollars ($828,922.00) is hereby appropriated to the Golf Course Fund of the City of Palatka for the general operation and maintenance of the Golf Course of the City, for and during the fiscal year A.D. 2009-10, a detailed breakdown and accounting of which is set forth in the itemized budget of the City as adopted by the City Commission and which is on file in the office of the City Clerk.

Section 8. That the sum of One Hundred and Eighty-One Thousand, Eight Hundred Ninety and 00/100 Dollars ($181,890.00) is hereby appropriated to the Taxable Golf Course Revenue Note Sinking Fund of the City of Palatka to be pain into said fund during the fiscal year A. D. 2009-10, from net revenues from the Golf Course and non-ad valorem revenues, to meet and pay the principal and interest on the Taxable Golf Course Revenue Note, issue of 2008, maturing in the year 2022-23.

Section 9. That the sum of One Million, Five Hundred Thirty-Seven Thousand, Six Hundred Forty-Eight and 00/100 Dollars ($1,537,648.00) is hereby appropriated to the Sanitation Fund of the City of Palatka for the general operation and maintenance of the Sanitation Department for and during fiscal year 2009-10, a detailed breakdown and accounting of which is set forth in the itemized budget of the City as adopted by the City Commission and which is on file in the office of the City Clerk.

Section 10. That the sum of Seven Hundred Sixteen Thousand, Two Hundred Thirty and 00/100 Dollars ($716,230.00) is hereby appropriated to the Kay Larkin Municipal Airport Fund of the City of Palatka for the general operation and maintenance of the Kay Larkin Municipal Airport Department for and during fiscal year 2009-10, a detailed breakdown and accounting of which is set forth in the itemized budget of the City as adopted by the City Commission and which is on file in the office of the City Clerk.

Section 11. That the sum of One Hundred Thirty-Five Thousand, Two Hundred Sixty-Two and 00/100 Dollars ($131,262.00) is hereby appropriated to the Tax Exempt Airport Revenue Note Sinking Fund of the City of Palatka to be paid into said Fund during the fiscal year A.D. 2009-10, from net revenues from the Kay Larkin Airport and non-ad valorem revenues, to meet and pay the principal and interest on the Tax-Exempt Airport Revenue Note.

Section 12. That the sum of Two Million, Five Hundred Eleven Thousand, Four Hundred Sixty Six and 00/100 Dollars ($1,697,127.00) is hereby appropriated to the Palatka Gas Authority operation fund from monies collected by the Palatka Gas Authority operation fund from monies collected by the Palatka Gas Authority for the sale of Natural Gas during the fiscal year 2009-10.

Section 13. That the appropriations to the General Fund in Section One (1) hereof shall be paid into said funds from monies accruing to the City from ad valorem taxes levied for the year 2008 by the City for such purposes, and any and all other monies accruing to the City during the fiscal year 2009-10 not appropriated, earmarked or accruing on account of a tax levied for another specific purpose, shall accrue and be paid to the General Fund of the City and subject to expenditure for municipal purposes not inconsistent with the law and the provisions of this Ordinance; that the appropriation for Street Improvement Bond Sinking Funds in Section Two (2) hereof shall be paid into said funds during the fiscal year 2009-10 at monthly intervals from monies accruing to the City from the sources and under the terms, conditions, and provisions set forth in Section Two (2) hereof; that the appropriation to the Utility Fund in Section Three (3) hereof shall be paid into said fund from monies collected by the City from the utility revenues during the fiscal year 2009-10, and shall be paid to the Utility Fund of the City and shall be subject to expenditure for municipal purposes in connection with the

operation and maintenance of the utilities of the City not inconsistent with the law and the provisions of this Ordinance; that the appropriation for Utility Revenue Bond Certificate Sinking Funds in Section Four (4) hereof shall be paid into said funds during the fiscal year A.D. 2009-10 at monthly intervals from the monies accruing to the City from the sources and under the terms, conditions, and provisions set forth in said Section Four (4) hereof; that the appropriation for the Half-Cent Sales Tax Revenue Note Sinking Fund in Section Five (5) hereof shall be paid into said funds during the fiscal year A. D. 2009-10 at monthly intervals from the monies accruing to the City from the sources and under the terms, conditions, and provisions set forth in said Section Five (5) hereof; that the appropriation for the Clean Water State Revolving Fund in Section Six (6) hereof shall be paid into said Fund from monies collected by the City from the utility revenues during fiscal year 2009-10 under the terms, conditions and provisions set forth in said Section Six (6) hereof; that the appropriation to the Golf Course Fund in Section Seven (7) hereof shall be paid into said fund from monies collected by the City from the Golf Course revenues during the fiscal year 2009-10, and shall be paid to the Golf Course Fund of the City and shall be subject to expenditure for municipal purposes in connection with the operation and maintenance of the Golf Course of the City not inconsistent with the law and provisions of this Ordinance, that the appropriation to the Taxable Golf Course Revenue Note of 2008 Sinking Fund in Section Eight (8) hereof shall be paid into said fund from the monies accruing to the City from the operation of the Municipal Golf Course and certain franchise revenues during the fiscal year 2009-10; that the appropriation to the Sanitation Fund in Section Nine (9) hereof shall be paid into said fund from monies collected by the City from Sanitation revenues collected during the fiscal year 2009-10 and shall be subject to expenditure for municipal purposes in connection with the operation and maintenance of the Sanitation Department of this City not inconsistent with the law and provisions of this Ordinance; that the appropriation to the Kay Larkin Municipal Airport Fund in Section Ten (10) hereof shall be paid into the said fund from monies collected by the City from Kay Larkin Municipal Airport revenues collected during the fiscal year 2009-10 and shall be subject to expenditures for municipal purposes in connection with the operation and maintenance of the Kay Larkin Municipal Airport Department of this City not inconsistent with the law and provisions of this Ordinance; that the appropriation for the Tax Exempt Airport Revenue Note Sinking Fund in Section Eleven (11) hereof shall be paid into said funds during the fiscal year A. D. 2009-10 at monthly intervals from the monies accruing to the City from the sources and under the terms, conditions and provisions set forth in said Section Eleven (11) hereof; that the appropriation for Palatka Gas Authority in Section Twelve (12) hereof shall be paid into said fund from monies accruing to said Palatka Gas Authority from funds collected by said Authority from sale of natural gas.

Section 14. That the sum of Seven Hundred Forty-Seven, One Hundred Forty-Three and 00/100 Dollars ($747,143.00) of "Better Place" Funds collected by the City of Palatka from the "Discretionary Sales Surtax" shall be paid into an account for purposes set aside by the City Commission.

Section 15. That the sum of Five Hundred Seventy-One Thousand, Eight Hundred Twenty-Eight and 00/100 Dollars ($571,828.00) of "Tax Increment" funds shall be paid into a "Redevelopment Trust Fund" for purposes set aside by the Downtown Redevelopment Agency.

Section 16. This Ordinance shall take effect immediately upon its final passage.

PASSED AND ADOPTED this 24th day of September, 2009.

CITY OF PALATKA, FLORIDA

_____

By: ITS MAYOR

ATTEST:

_____

CITY CLERK

Agenda Item

5a

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

City of Palatka

Office of the City Manager

To: **CRA Board Members**

From: Woody Boynton, City Manager

Date: August 21, 2009

RE: Southside Historic Neighborhood Association Request to Allocate Money

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The Southside Historic Neighborhood Association is requesting that $90,000.00 of monies previously indicated as reserve funds from the December 14, 2008 annual plan be allocated to various projects. The projects are listed in their June 14, 2009 memo (attached) and includes an additional $71,800.00 be allocated to their Home Improvement Grant program. In addition to the June 14th memo, the Association has provided an updated list of all properties completed and In-Progress through their Home Improvement Program. This is attached with the August 19, 2009 memo.

If the $71,800.00 is approved, a total of $211,800.00 will have been appropriated for their Home Improvement Program. This includes the original $80,000.00 that was assigned in December 2008; $60,000.00 that was reallocated on August 10, 2009 and the $71,800.00 currently being requested.

With the approval of this request, it is estimated that $50,000 +/- will still be set aside in reserves.

Southside Historic Neighborhood Association
PO Box 2507
Palatka, Florida 32178

June 14, 2009

Woody Boynton
Palatka City Manager
201 North 2nd Street
Palatka, FL 32177

Re: Southside TIF Funds Budget (June 2009-January 2010)

Dear Mr. Boynton:

The Southside Historic Neighborhood Association (SHNA) is requesting the use of $60,000.00 originally approved for the purchase of property at 420 Kirby Street to be reallocated to the Tax Increment Finance Fund/Home Improvement Program (TIF/HIP) per the SHNA minutes dated April 20, 2009. Also the anticipated Southside TIF expenditures through January, 2010 are listed below:

1. Completion of Tilghman House renovations> $200,000.00 (allocated previously)
2. Continuation of the TIF/HIP> $71,800.00 (additional funds)
3. Restoration/landscaping of Hammock Hall> $1,500.00
4. New Southside District signage/landscaping @Laurel & River Streets>$700.00
5. Purchase of historical bronze standing marker(location TBD)> $5,000.00
6. Mural on South side of Hammock Hall> $11,000.00

Balance of remaining unallocated funds> $50,000.00 + remainder of CD ($2,376.00) & CD interest

Sincerely,

Roberta Correa
Southside Historical Neighborhood Association
shna@shna.net

SOUTHSIDE HISTORICAL NEIGHBORHOOD ASSOCIATION

June 15, 2009

MINUTES: Volume 6

Call to order: The meeting was called to order by President Roberta Correa.

Secretary's minutes: Minutes from the May meeting were read and approved.

Treasurer's Report; Lucille Estes reports that we have $2,161.12 in our checking account and our $3,000. CD is still in place.

Old TIF Business :

It was reported that the Tilghman
House has old siding removed, termite treatment and structural repairs are underway.

Old TIF Business;
The subject of the Southside TIF budget through January 2010 was opened and many questions and answers were addressed, Ted McGibbons made the motion to approve the budget, motion was seconded and passed unanimously . Details of budgeted items specified in attached letter Dated June 14, do hereby become part of these minutes.

TIF/HIP; Five projects completed, Three in process, Six applications pending.

CRA; The final meeting scheduled for July 15, 2009, Hammock Hall at 6:30.

Old Business:
The roundabout at the intersection of Kirkland and River has been put on hold until Linda Crider returns in the fall.

Community Crime Prevention, The Crime Free Multifamily Housing Program is still in it's Infancy. Rodney or Barbara will contact Commander Fells, pertaining to becoming educated About the program.

Renting of Hammock Hall will be updated before our July meeting. We will have a calendar added to our website (www.shna.net) You or anyone may go to the calendar to check the scheduled dates the hall will be available. However only two people will be allowed to book dates and change the calendar. Currently It is Rodney Carnes and Jan Pettit.

Barbara Wayne 6/17/09
Secretary, Southside Historical Neighborhood Association

SIGN-IN SHEET SHNA MEETINGS

DATE June 15, 2009 **#PRESENT** 16

NAME **E-MAIL ADDRESS**

Joe Mac Gibbon
Robert Emmons
MIKE GAGNON
DARYL LEWIS
Roberta Correa
Rhonda Shaver
LUCY VISNAW
RODNEY CARNES
Lucille Estes
Barbara Wayne
Michael & Helen Pavlos
2 - Jeff & Susan Frank
Melanie Parker
Suzanne Jacob

Southside Historic Neighborhood Association
PO Box 2507
Palatka, Florida 32178

August 19, 2009

Woody Boynton
Palatka City Manager
201 North 2nd Street
Palatka, Florida 32177

Subject: TIFF/HIP additional allocation request

Dear Mr. Boynton:

The CRA and City Commission initially approved the Southside Historic Neighborhood Association (SHNA)'s request for $80,000.00 to begin implementation of the Tax Increment Finance Fund/Home Improvement Program (TIFF/HIP) on December 18, 2008. The program began in early 2009 and to date seven (7) properties have been completed, four (4) projects are in process and nine (9) applications are pending (see attached sheet for specifics). On August 11, 2009 the CRA and City Commission approved an additional $60,000.00 originally allocated for another purpose to the TIFF/HIP. SHNA had also submitted a budget for that meeting which included an additional allocation to the TIFF/HIP of $71,800.00 as well as some other anticipated expenditures specified in a letter to you dated June 14, 2009.
SHNA's total TIF expenditures will be significant this year. However the largest disbursement has gone towards the restoration of Tilghman House ($220,000.00). SHNA is in support of this worthwhile effort since Tilghman House serves as the gateway to both the South District and the Central Business District. By comparison, the TIFF/HIP will restore at least twenty (20) homes for the total funding requested to date ($211,800.00). The value this Program provides to the City and the South Historic District is an undeniable benefit of this investment!

Thank you for your continued support of our efforts,

Roberta Correa, President
Southside Historic Neighborhood Association

Attachments
TIFF/HIP Cost Summary
SHNA TIF Budget Letter dated June 14, 2009
SHNA Meeting Minutes dated June 15, 2009

SOUTHSIDE HISTORIC NEIGHBORHOOD ASSOCIATION

TIFF/HIP COST SUMMARY

ADDRESS	PROJECT COST
Completed Projects (7)	
114 Dodge Street* (exterior paint)	$17,641.00
506 Emmett Street*(exterior paint, new roof)	$13,591.00
512 Emmett Street (exterior paint)	$16,721.00
520 Emmett Street (exterior paint including metal roof)	$11,475.00
510 Emmett Street (exterior paint including metal roof)	$4,850.00
611 Crill Avenue (porch>structural repair & roof, exterior paint)	$12,563.00
413 Emmett Street (new roof, exterior paint)	$6,355.00
Total Paid $ [illegible]	
Issued Purchase Orders/In Progress (4)	
129 Kirkland Street*(exterior paint)	$6,365.00
120 Kirkland Street (structural repair, replace 10 leaking aluminum windows with wood & wood siding, replace porch columns, exterior paint)	$22,564.00
622 River Street* (exterior paint)	$6,395.00
621 Emmett Street (porch structural repair, baluster replacement, exterior paint including metal roof)	$12,587.00
Total Purchase Orders $ [illegible]	Total Paid & Committed Funds> $131,107.00
Total Funding Allocated/Approved by CRA & City Commission to Date> $140,000.00 Additional Amount Approved & Requested by SHNA to Continue Program> $71,800.00	Current Number of Pending Applications> 3

Agenda Item

5b

ARTS COUNCIL OF GREATER PALATKA
316 Reid Street
Palatka, Florida 32177
Phone 386-218-8998

August 24, 2009

CRA Board
c/o Mr. Woody Boynton
City of Palatka
201 N. 2nd Street
Palatka, Fl 32177

The Arts Council of Greater Palatka with the support of Downtown Palatka Inc. is requesting $3000 for an installed projection system for the Scarlett-Hill Theater inside the Larimer Arts Center.

The enclosed information sheet explains the rationale for installing the system and the process of obtaining three bids. We hope the CRA board will vote to allocate these highly needed funds for the benefit of our community center and our citizens.

Sincerely yours,

Denise Aiken
Executive Director
Arts Council of Greater Palatka

Steve Crowley
Representative Gem City Film Festival
and River City Players

Projection System for The Larimer Arts Center

PRESENTATION TO DOWNTOWN PALATKA, INC., AUGUST 3, 2009

The Larimer is one of Palatka's historic treasures, built in 1929 by Henry John Klutho who left an impressive body of work in northeast Florida, especially in Jacksonville. This Prairie style building is part of Palatka's legacy. And, it is a vital part of the downtown corridor and a cornerstone of revitalization. The building was placed on the National Register of Historic Places in March, 2008.

Last year the City of Palatka spent over $64,000 on exterior and interior renovations. The City is committed to bringing the structure up to its full potential. Most of the renovation money came from the Better Place Fund. The City also applied for and received a $50,000 State Historic Preservation grant to construct an exterior ramp and door for the lower level. In the updated CRA plan, the Larimer and Historic Preservation are listed as legitimate redevelopment targets.

A City that revitalizes its best buildings is forward looking and wise. The Larimer is a facility available to the public and especially welcomes Putnam County citizens. The Center is home to the Arts Council of Greater Palatka and River City Players. The space for the Arts Council has long served for presenting visual arts in the upper gallery and for providing educational programs for children in the lower level. River City Players has traditionally offered theatrical presentations in the Scarlett-Hill Theater.

The Arts Council has recently broadened its programs to include civic lectures. It also makes space available to 501c3s and community groups and has recently hosted the Logic, a group of Putnam County City Managers who share information, and the Lee Conlee House, which works with abused women. The theater group holds an annual Gem City film festival. Many events have suffered from inadequate equipment. Most state of the art community centers, even art galleries and churches, now have media systems to show everything from Power Point presentations to slide lectures to movies.

We are asking the Downtown Palatka Inc. group to partner and support the allocation of $3000 as part of a plan to revitalize the Scarlett-Hill Theater. This is as expense that the TIF fund CD interest alone has more than generated in the last year. The theater is need of more renovations, such as new wiring, improved theatrical lighting and new seating, but these are much more expensive items. We are designating the projection system as Phase I and the remaining improvements as Phase II.

We will be investigating a number of resources for Phase II, but we are now seeking to obtain this contribution as an important step forward that will be non-disruptive and will allow an almost immediate benefit. We are trying to allow the theater group and the council time to enjoy their new space. The building was unusable for almost a year and seriously interrupted programs. Much revenue was lost, and audience base has had to be rebuilt. This installation will not cause a shut down.

This improvement will allow the building to quickly assume an important function. We have obtained three bids, and we are happy to report the low bidder is a local company called Creek Media Group, owned by Charley Matthews. The equipment will be installed and thus will become a part of the building, which is owned by the City. The use of the Scarlett-Hill Theater, as always, has to be reserved in advance. But, we look forward to a totally inclusive use of materials by the public, given the caveat that anyone using the equipment must be taught how to respect it and how to follow its protocols. Mr. Matthews included training in his cost.

OUTCOME

Christy Sanford introduced Ted Haengel who read this letter to the Downtown Inc. group Monday, August 3, 2009. Linda Crabill moved the group support the allocation request from the TIF. Mary Rhadigan seconded the motion. The vote was unanimous in favor of the proposal. Denise Aiken, Arts Council Director, was in attendance. Elisabeth Virnstein, volunteer for the Arts Council, was thanked for the work she did in planning and obtaining bids.

For further information, contact The Arts Council of Greater Palatka at 328-8998

Christy S Sanford
328-8430

Downtown Palatka Inc.

A Business and Professional Organization
623 St. Johns Avenue
Palatka, Florida 32177

August 5, 2009

Re: Application for TIF
Allocation Funding for a
Projection System for
The Larimer Arts Center

To Whom It May Concern:

On August 3, 2009 at the Downtown Palatka Inc. meeting held at the City Diner, Christy Sanford representing the Arts Council and River City Players presented a request for support for the purchase of a projection system for the Scarlett-Hill Theatre. She introduced Ted Haengel who gave a history of the building and current uses. Charles Matthews of Creek Media provided an overview of the equipment and the uses that it would provide for the building and community.

Lynda Crabill made a motion to recommend purchase of the unit to the CRA. Motion was seconded by Mary Rhadigan. The president called for the question. Motion was passed with no dissenting votes.

Sincerely yours,

Sam Deputy, President
Downtown Palatka Inc.

Dana Gooding, Secretary

CREEK media group

QUOTE

Larimer Arts Center
Palatka, Florida

Scarlet Hill Theatre Improvements

QTY	PRODUCT	RETAIL	TOTAL	CMG PRICE	TOTAL
1	3000 Lumen Eiki Projector	$ 995.00	$ 995.00	$ 990.00	$ 990.00
1	Universal Adjustable Ceiling Projector Mount	$ 128.00	$ 128.00	$ 125.00	$ 125.00
1	50' VGA Cable for computer send	$ 85.00	$ 85.00	$ 75.00	$ 75.00
1	50' Foot Video Cable for DVD/VCR send	$ 25.00	$ 25.00	$ 20.00	$ 20.00
1	Audio Technica Wireless Handheld Mic	$ 349.00	$ 349.00	$ 345.00	$ 345.00
1	Audio Technica Lavalier Addition	$ 175.00	$ 175.00	$ 170.00	$ 170.00
1	3' ¼" Cable for Audio feed to amp from Mic.	$ 10.00	$ 10.00	$ 8.00	$ 8.00
2	Bose Speakers Black	$ 145.00	$ 290.00	$ 125.00	$ 250.00
2	Speaker Wall Mounts	$ 27.00	$ 54.00	$ 25.00	$ 50.00
1	Draper Electric Drop Down Screen 69" x 92"	$ 579.00	$ 579.00	$ 575.00	$ 575.00
1	200' Speaker Cable @ $0.35/ft	$ 70.00	$ 70.00	$ 70.00	$ 70.00
1	Additional Hardware, Supplies, Fittings, Etc.	$ 50.00	$ 50.00	$ 50.00	$ 50.00

RETAIL	$	2,810.00
Creek Media Group Savings	$	82.00
EQUIPMENT TOTAL	$	2,728.00
5% Non-Profit Equipment Disc.	$	-136.40
OTHER		N/A
INSTALLATION & TRAINING	$	320.00
GRAND TOTAL	$	2,911.60

***The actual Quote amount is*: $2,911.60**

Special Notes

No Shipping charge for regular ground shipping. Shipping charges apply for quicker methods.

This will take at maximum 1.5 days for installation purposes.

Equipment Total is due as a deposit to begin work upon awarding job.

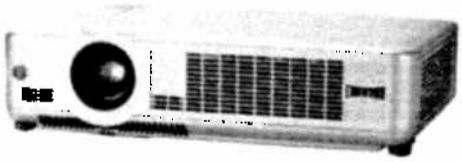
If anyone has any questions, please feel free to call me directly on my cell phone at 530-1108.

I have completed over 50 AV installs in the last 3 years of my official incorporation of Creek Media Group ranging from jobs in Atlanta all the way down to Tampa concentrating primarily in North East Florida. I have worked locally with many county agencies along with many churches and small to large corporations.

I am a member in good standing with the Putnam County Chamber of Commerce and Azalea City Kiwanis Club.

Equipment Notes

Eiki LC-XB33



Details on the LC-XB33

Outstanding Features

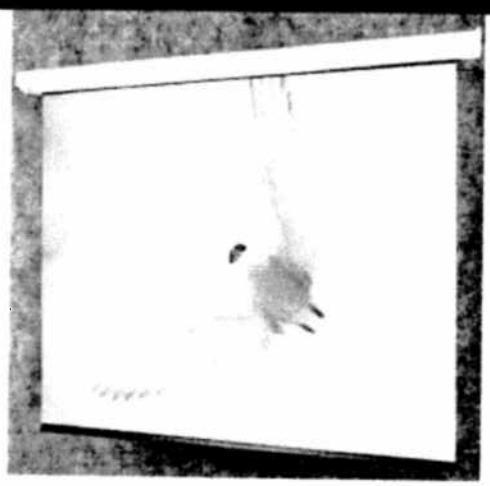
Low cost / High Brightness = affordable & low cost per lumen.

1. Compact and lightweight: easy to carry or install.
2. UXGA & WXGA compatible. Interlace to Progressive conversion.
3. Turn ON and Show! (Countdown can be optionally skipped).
4. Turn Off and Go! (AC power cord can be removed immediately after OFF).

LCD PROJECTOR FEATURES

- Weighs only 6.8 lbs (3.1 kg)! Footprint slightly larger than a sheet of paper!
- 3000 ANSI Lumens, 85% uniformity, and 450:1 contrast ratio.
- 3 panel LCD imaging delivers a rich, color saturated picture.
- True XGA resolution. WXGA and UXGA~VGA and MAC compatible.
- Quiet operation: fan noise as low as 29 dBA.
- Smart data compression / expansion, and video scaling.
- Convenient wide range (1.2:1) manual zoom and focus lens.
- Preset image offset. Vertical digital keystone correction.
- Accepts Composite, Component and S-Video in all major standards.
- Displays both 4:3 and 16:9 formats. Supports all HDTV resolutions.
- Converts Interlace to Progressive scan. 3-2 / 2-2 Pulldown support.
- Variable Power Management option. Optional local or remote keylock.
- VGA-type computer input. Auto input search.
- Custom warm-up screen image option. Green chalkboard projection mode.
- Wireless remote control. 16X digital zoom. Turn OFF and GO!
- 3 Year Projector Warranty!
- Ultra Portable

DRAPER



Details on the 116016

Draper 116016 - DRAPER ELEC 69"X92" TARGA MATW

The Draper Targa Motorized Front Projection Screen - Wall or Ceiling Mounted - Non-Tensioned - 69 x 92" - 120" Diagonal - Video Format (4:3 Aspect Ratio) (Matte White) is ideal for auditoriums and lecture halls, hospitals, hotels, churches, boardrooms and conference rooms.

The motor is mounted inside the roller on special vibration insulators, so operating noise is dramatically reduced. It has a trim, balanced appearance. The pentagonal steel case has a scratch-resistant white polyester finish, with matching endcaps. Screen operates instantly at the touch of a button, and stops automatically in the "up" and "down" positions.

- Ideal for lecture and conference rooms, classrooms, and churches
- Motor-in-roller screen
- Case has a scratch-resistant white polyester finish, with matching endcaps
- Available with a ceiling trim kit for ceiling-recessed installation
- Viewing surface can be lowered to any position at the touch of a switch
- NTSC, HDTV and Wide-Screen format screens have black borders on all four sides
- With control options, it can be operated from any remote location
- Depending on surface, available in sizes through 12 x 12' and 15' NTSC

Description :
The Audio-Technica 2000 Series offers serious advances in affordable professional wireless.

Features :

- Serious advances in affordable professional wireless
- Clear sound quality and rock-solid, dependable performance
- Automatic frequency scanning finds an open channel at the touch of a button
- All 10 user-switchable channels are compatible—for easy use with multiple systems; no confusing frequency groups
- True Diversity operation selects the better signal from the two receiver sections, reducing dropouts
- Tone Lock™ tone squelch system fights interference
- Rugged metal half-rack receiver with soft-touch controls and LCD display featuring RF and AF metering
- Balanced XLR and unbalanced 1/4" output jacks enable use with a wide variety of audio gear
- Includes rack-mount kit and detachable UHF antennas
- Ground-lift switch helps eliminate audible hum caused by ground loops between the sound system and receiver
- ATW-T220 Handheld Microphone/Transmitter features PRO 41 Capsule for maximum feedback rejection and consistent sound.

HOME MEDIA PROS

AUDIO/VISUAL SYSTEM INTEGRATION

115 Bridge st.
Saint Augustine, FL
32084
(904)824-0969

Name / Address
Arts Council of Greater Palatka Larimer Arts Center Scarlett Hill Theatre 216 Reid Street Palatka, Florida 32177

Estimate

Date	Estimate #
7/26/2009	29

Item	Description	Qty	Rate	Total
ITEM	OPTOMA TX1080 1080p Native Network Data Projector - 3600 Lumens	1	3,499.95	3,499.95T
ITEM	ELITE SCREENS VMAX150UWH2 134"W X 93"H VMAX 16:9 Ez-Electric Projection Screen - 150" Diagonal	1	899.95	899.95T
ITEM	CUSTOM CABLES HDMI, VGA, COMPONENT, COMPOSITE	1	399.00	399.00T
LABOR	EST. LABOR MOUNT, INSTALL, SETUP	1	1,200.00	1,200.00
Integrate/calibrate components	Integrate and calibrate components (wires, cables not included)	1	449.95	449.95

Subtotal	$6,448.85
Sales Tax (6.0%)	$287.93
Total	$6,736.78

From: Larry Reeves <LReeves@soundideasstereo.com>

To: Christy Sanford <christy.sanford@gmail.com>
Date: Thu, Jul 30, 2009 at 10:27 AM

Subject: estimate for projection

Sound Ideas

Gainesville, Florida

Christy, here are my concerns in a nutshell. The room has ambient light that will never be totally controlled due to the architecture of the space. The solution for this is twofold, first is a bright projector, and second is a screen with a higher reflectivity. I have accounted for both of these in the choices on estimate. The screen also needs to be "tensioned" so that it does not flop in the wind (air conditioning, air from door opening, or hanging loosely). Also accounted for. Christy, I have estimated 28 labor hours for this phase. It does not include the electrical part which you will need to provide. A licensed electrician can follow our installation documents with no difficulty. We really do ant to do this project, but please understand the price quoted is for what the room needs, not the same a s the previous project we are referencing (Bellamy Road Gallery).

Larimer Center Projection Quote			
item	*brand*	*model*	*price*
video projector	sony	vpl vw 60	$4,999.95
220"diagonal screen	dalite	tensioned cosmopolitan electrol	4,300.00
interface controls for screen	dalite	low volt kit 1	250.00
ceiling bracket for projector	chief	rpa with ceiling pole kit	425.00
materials for screen mount	custom	as needed	200.00
instalation labor	sound ideas stereo	custom dept	2,100.00
		total	$12,274.95

Agenda Item

5c

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

City of Palatka

Office of the City Manager

To: **CRA Board Members**

From: Woody Boynton, City Manager

Date: September 3, 2009

RE: Engineering Study for St. Johns Avenue and Oak Street

Attached is an engineering proposal from Stone Joca & Associates to perform final engineering and permitting of St. Johns Avenue (in the vicinity of 8th Street) and Oak Street (in the vicinity of 10th Street and 7th Street). The amount of this proposal is $14,970.00. In April 2009 a preliminary engineering and hydraulic analysis was completed and a FEMA Hazard Mitigation grant application submitted. Because of the risk this flooding posed to commercial properties, FEMA has elevated the priority of completing this work and requested that construction drawings be completed.

It is my understanding that with the submission of these drawings, FEMA will fund this project this year (2009). As you may recall, projects from the 2004 storms are just now being funded for construction.

The proposal from Stone Joca & Associates meets the guidelines of the City's procurement policies for professional services.

CRA

Stone Engineering GROUP
7400 Baymeadows Way, Suite 220 - Jacksonville, FL 32256
904-448-5300 - Fax 904-448-0401

August 12, 2009

Mr. Elwin "Woody" Boynton, Jr.
City Manager
City of Palatka
201 N. 2nd Street
Palatka, FL 32177

Re: Professional Services Proposal for
Hazard Mitigation Grant Program (FEMA-1785-DR-FL)
Phase 1 Alternate 3 Drainage Improvement Progressive Design

Dear Mr. Boynton:

Stone Engineering Group, Inc. is pleased to submit to the City of Palatka this proposal for Professional Engineering Services in connection with your desire to provide drainage improvements (mitigation measures) to reduce or eliminate long-term flooding in 7th and 8th Street and Oak Street area of downtown.

PROJECT DESCRIPTION

The project consists of providing a progressive design for submittal to the Joint Hazard Mitigation Grant Program (HMGP) for proposed drainage improvements no later than August 21, 2009 with an update on August 24,2009. The submittal will also include a transmittal request to the SJRWMD for a permit determination. We understand the design will be used as the basis for the immediate funding by the HMGP. The project area encompasses St. Johns Avenue from 8th Street to Oak Street and southwest toward the St. Johns River. The localized flooding areas to be specifically mitigated include: 7th to 8th Streets from St. Johns Avenue, and 7th to 8th Streets on Oak Street.

No further topographic survey or hydraulic modeling is anticipated with this phase of the project design. The scope of these services extends only to the submittal of the progressive design to the HMGP. An additional phase after receipt of the funding from HMGP will entail the completion of the design plans and specifications to 100%, any required permitting, bid documents and assistance and any construction administration services.

SCOPE OF SERVICES

Our services will be provided in the following Tasks:

Task 1 – Existing Conditions and Data Acquisition

Stone Engineering Group (SEG) will field determine existing site conditions with photo log and will review and evaluate available mapping including aerials to analyze existing conditions to be utilized in developing a base for the design drawings.

Task 2 – Develop Base Mapping indicating existing conditions

SEG shall prepare a base route mapping reflecting existing site conditions, which will depict observable existing utility pipe routing, and existing drainage structure locations. The mapping is expected to be produced in a 40 to 60 scale of approximately 3 sheets.

Task 3 – Develop a Progressive Design

SEG shall prepare design plans to a level achievable in the short time frame allocated. It is anticipated the design may progress to a level of 50% to 70 % complete. Some existing site conditions and potential conflict data maybe missing from the design plans.

Task 4 – Permit

SEG shall prepare and transmit a letter requesting a permit determination to the SJRWMD along with sets of the progressive design plans.

Task 5- Conversation to Electronic Format and transmittal to HMGP

SEG will format the progressive design information and permit information for electronic transmittal to HMGP on or before August 21,2009 and may follow with a secondary submittal on August 24, 2009 if we consider substantial additional progress has been made in the design.

PROFESSIONAL FEES:
Considering that the deliverable for the project is driven more by the available time allotted than a specific performance milestone, we are proposing this project to be invoiced on a time and material basis with the following estimated fees as outlined not to be exceeded:

Task 1:	**Existing Conditions and Data Acquisition**	**$ 1,960**
Task 2:	**Develop Base Mapping indicating existing conditions**	**$ 3,430**
Task 3:	**Develop a Progressive Design**	**$ 7,900**
Task 4:	**Permit**	**$ 980**
Task 5- Conversation to Electronic Format and transmittal to HMGP		**$ 700**

TOTAL NOT TO BE EXCEEDED FEE **$14,970**

SERVICES EXCLUDED:
The above services and professional fees do not include consideration for the following:

- Utility Improvements
- Landscape /Irrigation Design
- River outfall considerations
- Assoc/Committee/Commission Meetings
- Construction Engineering Services
- NPDES / SWPPP
- Stormwater Permitting/Permit Application Fees
- Regulatory Agency Meetings and/or Approvals
- Assistance w/ easements, plats or property descriptions

- Any Other Service Not Described in Task 1 through Task 5
- This rates and services proposal, if not executed by both parties, will remain in force only until August 21, 2009, unless otherwise agreed in writing.

CLIENT RESPONSIBILITIES:

Client agrees to provide full, reliable information regarding its requirements for the project. In addition, the Client agrees to provide, at its expense and in a timely manner, the cooperation of its personnel, legal counsel and such additional information with respect to the project as may be required from time to time by Stone Engineering Group in the performance of our work. The Client shall designate a Project Representative authorized to act on behalf of the Client with respect to this Agreement and agrees to render any decisions promptly to avoid unreasonable delay to the project and the performance of Stone Engineering Group work.

DESIGN APPROVALS:

Mr. Elwin "Woody" Boynton Jr., City Manager, has been designated as the Client Representative who will be responsible for design direction for this project and has authority for project decision approval. In the event that the engineering decisions, as approved by Mr. Boynton are rejected by others, and additional engineering is required, such redesign services shall be compensated as extra services at our standard hourly rates.

Stone Engineering Group is very excited about working with the City of Palatka on this project and trust that this proposal is responsive to your needs. Should you find this proposal acceptable, please authorize a purchase order or other authorization mechanism, as you deem appropriate. If you have any questions during your evaluation of the proposal, please do not hesitate to contact me.

Sincerely,
STONE ENGINEERING GROUP, INC.

Paul E. Ina, P.E.
Project Manager

Gary L. Sneddon, P.E.
President

ACCEPTED BY:

_____
Signature

_____
Print Name & Title

_____
Date

Enclosures: General Conditions – Rate Schedule

Agenda Item

5d

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

City of Palatka

Office of the City Manager

To: **CRA Board Members**

From: Woody Boynton, City Manager

Date: August 21, 2009

RE: CRA/City of Palatka/Main Street Contract and the CRA/Chamber of Commerce Agreement

---

Attached for approval is a Contract between the CRA, the City of Palatka and the Palatka Main Street as well as an Agreement between the CRA and the Chamber of Commerce. The City Attorney Don Holmes has reviewed and made the necessary changes to the Contract between the CRA, the City of Palatka Agreement. These changes include incorporating the City of Palatka as a party to the contract and more clearly stating the relationship of the Main Street Manager to each party. No changes were made to the Agreement between the CRA and the Chamber of Commerce .

We are recommending approval of both contracts and request the Mayor be authorized to sign both as presented.

CONTRACT FOR SERVICES PALATKA MAIN STREET

THIS CONTRACT, made and entered into this __ day of _____ 2009, by and between the Community Redevelopment Agency the "CRA"), a political subdivision of the State of Florida, the City of Palatka by and through its City Commission (the "City") and the Palatka Main Street Inc., a Florida non-profit corporation (the "Organization").

WITNESSETH: That the CRA, City, and the Organization, for and in consideration of the mutual covenants herein made and the benefits flowing from each party to the other, do hereby agree as follows:

A. The Organization shall serve as the lead organization for coordination of the Palatka Main Street program which shall be a stand-alone program contracted to provide the following services in addition to other Main Street duties:

1. Implement the CRA's Central Business District's (CBD) annual plan following the critical elements listed in the plan. CBD group approval is required prior to expending funds unless indicated in the annual plan. Major initiatives may also require CRA and City approval before expending funds. City purchasing procedures must be followed for any expenditure of funds.

2. In addition to the CBD's annual plan, develop goals and objectives in the following manner:

   a. Develop and implement an economic restructuring plan to identify and pursue potential businesses and to identify the needs of existing business owners and research solutions to their problems. A committee list, and goals and objectives, are to be provided annually to the CRA.
   b. Develop a design strategy in conjunction with other groups, to develop a theme for downtown, maintain grant programs; and to develop design guidelines for signage, etc. A committee list, and goals and objectives, are to be provided annually to the CRA.
   c. Develop a calendar for promotions in conjunction with other groups that will include all levels of events from in-store to festivals. Work with other organizers to coordinate all events to be held downtown. A committee list, calendar, and goals and objectives, are to be provided annually to the CRA.

3. Maintain networking relationships with Florida Main Street, Visit Florida, economic development agencies, tourism agencies, and other Main Street organizations.
4. Research and pursue grant opportunities as a 501C-3 tax exempt organization for any project where grants may be available.
5. Maintain financial records and reports relating to utilization of all funds provided to the organization by the CRA and provide copies of budgets and annual financial reports to the City Manager.
6. Retain all books, records, documents and other evidence reflective of all income and expenditures for three (3) years after final payment under this Contract.
7. Furnish the CRA with quarterly written reports on CBD activities and a final written report at the end of each calendar year incorporating results as it relates to the stated goals and objectives.

B. RETURN OF FUNDS

Any CRA funds not expended for the services set forth herein shall be returned to the CRA.

C. ASSIGNMENT

The organization shall not assign, convey, pledge, or otherwise dispose of any interest in this Contract or the funds provided by the CRA or transfer any interest in same.

D. MAIN STREET MANAGER

1. The Chief Administrator of the Main Street Organization shall be known as the Main Street Manager. The Main Street Manager shall be an employee of the City of Palatka and shall receive a salary and benefit package under the City's employee salary and benefit program. However, with regard to routine and day-to-day operations, the Main Street Manager shall be directly supervised by and shall answer directly to the Board of Directors of the Palatka Main Street, Inc., a Florida not-for-profit corporation. Since the Main Street Manager shall be an employee of the City of Palatka, the City of Palatka does, however, reserve and retain the ultimate responsibility for supervision of the Main Street Manager, including the ultimate decision of employee discipline, up to and including termination. The parties agree that the City of Palatka should not delegate ultimate responsibility for supervision of a City employee to any non-city organization or entity. However, before taking any action with regard to the Main Street Manager, the City of Palatka, by and through its authorized representatives, shall consult with the Board of Directors of Palatka Main Street, Inc., and to the extent possible, shall give great weight to their recommendation.

2. The City of Palatka shall provide a salary and benefit package to the Main Street Manager in recognition of his status as a City employee. The salary and benefit package of the Palatka Main Street Manager shall be determined annually by the City of Palatka after consultation with the Palatka Main Street, Inc., Board of Directors, and after consideration of factors, including but not limited to the performance of the Main Street Manager during the preceding year in implementing the goals and programs of Palatka Main Street, Inc.

E. OTHER FUNDING

Upon request to the Central Business District committee and after approval by the CRA, other funding as allowed by F.S. 163 may be provided.

F. TERM

The initial term of this Contract shall be _____, 2009 through _____ 2010. Thereafter, this Contract shall automatically renew annually unless either party gives written notice to the other of its desire to terminate the Contract. Such notice shall be given no less than 30 days prior to _____ of each year.

G. INCLUSIVE TERMS AND CONDITIONS

This Contract contains all the terms and conditions agreed upon by the parties. No other contracts oral or otherwise regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

H. **TERMINATION WITH OR WITHOUT CAUSE**

The Contract shall remain in full force and effect until and unless either party shall give written notice to the other party of its desire to terminate this Contract with or without cause, on a specified time and date thereafter. Such written notice to terminate this Contract shall be given no less than thirty (30) days prior to the date this Contact shall be so terminated, with prompt notice in the event funds become unavailable to any party for any reason whatsoever. The City and CRA shall be the final authority as to the availability of funds. In the event of such termination the Organization shall be paid by the City/CRA for all services previously authorized by the City/CRA and actually, timely and faithfully render up to receipt of the termination notice, and for all other services authorized by the City/CRA.

IN WITNESS WHEREOF, the parties have executed this Contract at Palatka, Putnam County, Florida, this __ day of_____ 2009.

PALATKA COMMUNITY REDEVELOPMENT AGENCY

ATTEST

_____

Betsy J. Driggers, City Clerk

By:_____

Karl N. Flagg, CRA Chairman

PALATKA MAIN STREET ORGANIZATION

_____

Witness

By:_____

Its _____

_____

Witness

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY, that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, to me personally known or who has presented a driver's license as identification and reported to be the person described in and who executed the foregoing lease, and he acknowledged before me that he executed the same for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Palatka, said County and State, this ____ day of _____, 2009.

_____
Notary Public

My commission expires:

CITY OF PALATKA

_____
Witness

By:_____
Karl N. Flagg, It's Mayor

_____
Witness

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY, that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, to me personally known or who has presented a driver's license as identification and reported to be the person described in and who executed the foregoing lease, and he acknowledged before me that he executed the same for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Palatka, said County and State, this ____ day of _____, 2009.

_____
Notary Public

My commission expires:

Agenda Item

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AGREEMENT

This Agreement is made and entered into this _____ day of _____ 2009, by and between the Palatka Community Redevelopment Agency (CRA) and the Putnam County Chamber of Commerce, Inc. (Chamber) for the provision of office space and support services for the Main Street Program Manager.

The CRA agrees to pay the Chamber $450.00 per month in exchange for the following:

A. OFFICE SPACE

The Chamber agrees to provide office space including utilities for the Palatka Main Street Manager.

B. OFFICE SERVICES

The Chamber agrees to provide support services to the Main Street Manager to include receptionist services. (i.e. answer telephone and assist visitors)

C. OTHER

The Chamber will provide necessary office supplies and use of office equipment. A copy allowance of 100 copies per month is included in the monthly fee. Bulk copy jobs to be made at City Hall.

D. ASSIGNMENT

This Agreement is not assignable.

E. TERMS

The initial term of this Agreement shall be _____, 2009 through _____, 2010. Thereafter this contract shall renew annually unless either party gives written notice to the other of its desire to terminate the Agreement.

F. INCLUSIVE TERMS AND CONDITIONS

This Agreement shall remain in full force and effect until and unless either party shall give written notice to the other party of its desire to terminate this Agreement with or without cause, on a specified time and date thereafter. Such notice shall be given no less than 30 (thirty) days prior to the date of termination.

IN WITNESS WHEREOF, the parties have executed this Contract at Palatka, Putnam County, Florida, this _____ day of _____ 2009.

PALATKA COMMUNITY REDEVELOPMENT AGENCY

ATTEST

_____ By:_____

Betsy J. Driggers, City Clerk Karl N. Flagg, CRA Chairman

PUTNAM COUNTY CHAMBER OF COMMERCE

_____ By:_____

Witness Diane Northrip, Chairman

_____

Witness

STATE OF FLORIDA

COUNTY OF PUTNAM

I HEREBY CERTIFY, that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, to me personally known or who has presented a driver's license as identification and reported to be the person described in and who executed the foregoing lease, and he acknowledged before me that he executed the same for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Palatka, said County and State, this _____ day of _____ 2009.

_____

Notary Public

My commission expires:

FLORIDA'S
CHAMBER OF COMMERCE

July 22, 2009

Mr. Karl Flagg, Mayor
City of Palatka
201 North 2nd Street
Palatka, Florida 32177

Dear Mayor Flagg:

This is to advise that the Palatka Main Street Steering Committee and the Board of Directors of the Putnam County Chamber of Commerce have concurred with the proposed **Contract for Services – Palatka Main Street** by and between the Community Redevelopment Agency, by and through the City Commission and the Palatka Main Street organization.

If approved by the City of Palatka, it is our understanding that this would result in the termination of the previous Palatka Main Street organization agreement/contract between the City of Palatka and the Putnam County Chamber of Commerce effective the date that the new **Contract for Services – Palatka Main Street** is approved by the City of Palatka.

FACP
Florida Association of Chamber Professionals
CERTIFIED CHAMBER OF COMMERCE

P.O. Box 550 • Palatka, Florida 32178-0550
Phone: (386) 328-1503 • Fax: (386) 328-7076
E-Mail: pcccfla@bellsouth.net
Website: http://www.putnamcountychamber.org

ACCREDITED

At the City's request some two years ago, the Chamber undertook to restore the Palatka Main Street organizational structure, attract volunteer participants, and initiate an ongoing program of action. We believe we have accomplished that task and are pleased to see the program returning to the City's administrative control. It has been a pleasure working with the City on this important downtown redevelopment program.

On the second draft **Agreement** between the Palatka Community Redevelopment Agency and the Putnam County Chamber of Commerce; the Chamber agrees with the proposed draft with a few minor changes in paragraph C., **Other.** It is requested that the paragraph be changed to read: "The Chamber will provide general minor office supplies and the use of office equipment. A copy allowance of 100 copies per month is included in the monthly fee. Bulk copies will be made at City Hall. The City of Palatka will also reimburse the Putnam County Chamber of Commerce for recurring expenses, i.e., monthly telephone line, etc."

Sincerely,

Diane Northrip
Chairman

Copy to:
Mr. John Browning, Palatka Main Street, Inc.

AGREEMENT FOR SERVICES
FOR THE ADMINISTRATION OF
THE PALATKA MAIN STREET PROGRAM

THIS AGREEMENT, made and entered into this 1st day of June 2007, by and between the **City of Palatka**, a political subdivision of the State of Florida, by and through its City Commission (the "city"), and the **Putnam County Chamber of Commerce** (the "Main Street Agency").

WITNESSETH: That the **City** and the **Main Street Agency**, for and in consideration of the mutual covenants herein made and the benefits flowing from each party to the other, do hereby agree as follows:

A. The **Main Street Agency** shall serve as the lead organization for coordination of the Palatka Main Street program services as herein described with the boundaries of the City, and provide the following services.

1. Implement the National Main Street approach to downtown revitalization. The methodological components of a successful Main Street are organization, promotion, and design, and economic restructuring.

2. Develop a business plan incorporating goals and objectives for the four components of the Main Street methodology.

3. Hire a properly qualified Main Street Manager, or provide training for an individual qualified to serve as a project manager, for the Main Street program who will be a member of the Putnam County Chamber of Commerce staff. The Main Street Manager will also serve as the Community Redevelopment Agency Director for the City of Palatka, but shall only report to, and be responsible only to, the President of the Putnam County Chamber of Commerce who has the sole authority to hire and terminate all Chamber employees including the Main Street Manager.

4. Develop an organizational strategy that will provide a coordinated and structured approach to revitalization of downtown, recognizing that the Main Street program, while focused on downtown, is working to improve the economic health of the entire community.

5. Support a design approach that will drive getting Palatka's Main Street(s) into top physical condition – inviting atmosphere and building improvements – to convey a positive visual message about the commercial district and what it has to offer residents and visitors. In the process, the Main Street program recognizes three treatments that may be appropriate to our community – restoration, major rehabilitation of historic buildings, conservation rehabilitation, along with new construction, and long-term planning.

6. Prepare and carry out a downtown promotional program that will work toward developing and promoting a positive image for downtown Palatka marketing the unique characteristics to residents, investors, business concerns, and visitors "selling the positive image of the commercial district."

7. Work with appropriate agencies to promote strengthening existing economic assets while expanding and diversifying downtown's economic base. The economic development restructuring effort/initiative of downtown will take into consideration housing options, variety of goods and services available in the downtown area, and the preparation of a "benchmark" or some other type of measuring device to evaluate success.

8. Maintain an inventory of all buildings (with photographs) and contact information on their owners, in a defined downtown area.

9. Maintain a record of available electrical, water, sewer and natural gas services and provide potential users with a cost analysis based upon needs of the specific user.

10. Maintain a demographic picture of the potential area consumers to include its economic profile along with other appropriate characteristics.

11. Coordinate prospect visits and serve as their liaison with governmental entities and other agencies as appropriate.

12. Maintain working relationships with Florida Mainstreet, Visit Florida, Cornerstone, utilities, and other economic development agencies, tourism, and other main street organizations to generate potential business for the downtown area.

13. Coordinate efforts to obtain grants monies for appropriate projects, where available.

14. Maintain financial records and reports relating to the utilization of all funds provided to the Main Street Agency by the City of Palatka and provide the City of Palatka through the City Manager copies of its annual financial review.

15. Submit monthly expenditure statements to the City Manager for reimbursement for services rendered pursuant hereto.

16. Maintain books, records, documents and other evidence that reflect all costs of any nature related to Main Street activities and programs.

17. Retain all books, records, and other documents relative to this Agreement for three (3) years after final payment under this Agreement.

18. Furnish the City with quarterly written reports on Main Street activities and a final written report at the end of each calendar year.

B. RETURN OF FUNDS.

Any City funds not expended for the services set forth herein shall be returned to the City.

C. **ASSIGNMENT.**

The **Main Street Agency** shall not assign, convey, pledge, or otherwise dispose of any interest in this Agreement or the funds provided by the **City**, and shall not transfer any interest in the same.

D. **FUNDING.**

The **City** agrees to provide to the Chamber of Commerce a budget for operating the Main Street program in an annual lump sum to be mutually determined, once per year for the performance of services provided herein. The **City** will also pay the Chamber 10 percent of the total budget to reimburse the Chamber for overhead.

E. **USE OF FUNDING.**

Funds provided by the **City** shall be used for the payment of salaries, fringe benefits of the **Main Street Agency** employees, office expenses, office machinery and equipment, books, dues and subscriptions, research and data development, conference and travel, and printing and advertising to operate the Main Street program. In addition, The **City** of Palatka shall provide necessary office furniture, filing cabinets, etc., to equip the Palatka Main Street Managers office. The **City** of Palatka will also reimburse the Chamber for the costs associated with the installation of necessary telecommunication facilities.

F. **TERM.**

The initial term of this Agreement shall be 3/22, 2007, through 3/22 2008, Thereafter, this agreement shall automatically renew annually unless either party gives written notice to the other of its desire to terminate the Agreement. Such notice shall be given no less than 30 days prior to 3/22 of each year.

G. **INCLUSIVE TERMS AND CONDITIONS.**

This Agreement contains all the terms and conditions agreed upon by the parties. No other agreements oral or otherwise regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

H. TERMINATION WITH OR WITHOUT CAUSE.

The Agreement shall continue and remain in full force and effect until and unless either party shall give written notice to the other party of its desire to terminate this Agreement, with or without cause, on a specified time and date thereafter. Such written notice to terminate this Agreement shall be given no less the thirty (30) days prior to the date this Agreement shall be so terminated, with prompt notice in the event funds become unavailable to any party for any reason whatsoever. The **City** shall be the sole and final authority as to the availability of funds. In the event of such termination, the **Main Street Agency** shall be paid by the **City** for all services previously authorized by the **City** and actually, timely, and faithfully rendered up to receipt of the notice of termination, and for all other services authorized in writing by the **City**.

IN WITNESS WHEREOF, the City Commission of the City of Palatka, Florida has made and executed this Agreement on behalf of the **CITY**, and **MAIN STREET AGENCY** has hereunto set his/her hand as of the day and year first above written.

ATTEST:

Betsy J. Driggers

Betsy J. Driggers, CITY CLERK

PALATKA CITY COMMISSION

BY: Karl N. Flagg

Karl N. Flagg, MAYOR

WITNESSES:

Dana Ginn

SIGNATURE

SIGNATURE

PUTNAM COUNTY CHAMBER OF COMMERCE (MAIN STREET AGENCY)

By: Wes Larson

Wes Larson, PRESIDENT

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

CITY ATTORNEY

Agenda Item

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Separate Attachment

Agenda Item

6

RESOLUTION NO. 08-59

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR FEDERAL FISCAL YEAR 2010-11.

WHEREAS, the City of Palatka desires to submit an application to the Florida Department of Environmental Protection for a Florida Recreation Development Assistance Program Grant to benefit the local residents.

WHEREAS, there is a present and growing need for outdoor recreation opportunities among persons of all ages within the City of Palatka, Florida corporate limits and among those visiting the area, and

WHEREAS, the City recognizes this need for additional recreational opportunities; and

WHEREAS, meeting the increasing demand for, recreation opportunities can best be met with the improvements and additions to the City of Palatka's Old Water Works Environmental Education Center as detailed in the application for funding in which the City is submitting an application in the September 30, 2009 application cycle requesting $200,000.00 in grant funds.

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

1. That the City of Palatka hereby authorizes the filing of an application for a Florida Recreation Development Assistance Program Grant, and

2. That the Mayor of the City of Palatka is hereby authorized to execute all documents required in connection with the filing of said application to be submitted on September 30, 2009.

3. That as part of the application for the Florida Recreational Development Assistance Program (FRDAP) grant, the Capital Improvements Element of the Comprehensive Plan of the City of Palatka, Florida will be amended to include the development of the Old Water Works Environmental Education Center in the City of Palatka, if the project is funded in the 20010 – 2011 application cycle.

PASSED AND ADOPTED by the Palatka City Commission on this **10th day of September, A.D. 2009.**

CITY OF PALATKA

By: Its MAYOR

ATTEST:

Project Description

The City of Palatka is working with the Water Works Committee (a group of non-profit organizations, individuals, agencies, and businesses) to create an environmental education center, trails and a trail center, natural history museum, picnic and group camping areas on the Old Palatka Water Works property. It is our intent to make Palatka the trail hub of northeast Florida, and all trails will meet at the Water Works. We also plan to develop the center as a place people come to learn about water and rivers, and to relax with their family and friends and to enjoy our trials on the beautiful grounds.

This grant would make possible the development of Palatka's first recreational bike trail, which will connect to trails in the Putnam County Master Trails Plan. Improvements in the grant include the creation of picnic and group camping areas and construction of two kiosks, a bridge, a composting toilet, and bat house. Support items include fencing and railings for security and safety, improving pond structure, resurfacing of main entry point and parking area, and landscaping Whitewater Drive entrance. All projects will be planned by professionals in architecture, landscape architecture, engineering and/or construction.

To recap our progress to date, we have restored the historic 1886 Water Works pump house; built sidewalks, constructed restrooms and an amphitheater and improved drainage and aesthetics. In addition, we have landscaped and created site, landscape, management, trail connection, and exhibit plans. Inside the facility, we have established office space for Keep Putnam Beautiful, Putnam Land Conservancy, and the Watershed Action Volunteers. We are currently designing exhibits and planning a video for visitors about the history of the Water Works. We hope to obtain National Register status for the property in the near future.

Summary for Commissioners
The City of Palatka in cooperation with the Water Works Environmental Education Center is applying for a Florida Recreation Development Assistance Program grant. This project will improve the Water Works property by initiating the first Palatka bike trail, creating picnic and group camping areas, constructing a compost toilet, bat house, kiosks and a bridge. Support portions will include installing fencing and railings for security and safety, improving pond structure, resurfacing main entry point and parking area, and landscaping of Whitewater Drive entrance.

Possible Wording for Resolution
The City of Palatka in cooperation with the Water Works Environmental Education Center is applying for a Florida Recreation Development Assistance Program grant. This project will improve recreation and safety of the Water Works property and initiate the first Palatka bike trail.

FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

2010-2011

GRANT APPLICATION PACKAGE

Office of Information and Recreation Services
3900 Commonwealth Boulevard
Mail Station 585
Tallahassee, Florida 32399
Information Line (850) 245-2501

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
GRANT APPLICATION PACKET
2010-2011

PART I — GENERAL INFORMATION

(DEP USE ONLY)

Received: _____

Postmarked: _____

Application Number: _____

1. APPLICANT INFORMATION

A. Name of Applicant: City of Palatka

B. Federal Employer Identification Number:** 59-6000401
****(This number must be registered at *My Florida Market Place* with the address the warrant will be forwarded)**

C. Population: 11,033

D. Current Operating Budget: $22,475,866.00
(This is the operating budget for the city, county or special district, and not just the department budget)

E. Contact Person: E. C. "Woody" Boynton, Jr. Title: City Manager
(The contact person is someone who will be in direct contact with DEP and be responsible for administering this grant if awarded)

F. Mailing Address: 201 North Second Street

City/State: Palatka, FL Zip Code: 32177

Telephone:(386) 329-0100 E-mail: "Woody Boynton" <wboynton@palatka-fl.gov>

FAX: 386 329-0199

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

_____ _____
E. C. "Woody" Boynton, Jr., City Manager, Palatka, FL Date

2. PROJECT INFORMATION

A. Name of Project: Water Works Environmental Education Center: Recreation Development Project

B. Project Type (Check One): *Project cannot be a combination of acquisition and development*

Acquisition: _____

Development: __X____

__X__On land owned by applicant

_____On land currently under site control by applicant

Date site control expires: _____

Trail Construction: __X____

__X__On land owned by applicant

_____On land currently under site control by applicant

Date site control expires: _____

Development projects must be under site control (owned by deed, or leased or dedicated for minimum of 30 years from the date of application) by the close of the submission period (September 15, 2009).

- **School board property is ineligible** either by lease or ownership.
- Include a copy of the site control documents (e.g., deed, lease, etc.). **If providing a Quit Claim Deed, please attach a copy of a 30 year title search or title opinion.**

(Please Tab as Exhibit "N")

C. PROJECT LOCATION:

Street Address: 1101 Whitewater Drive

City: Palatka County: Putnam Zip Code: 32177-3735

GIS Coordinates: Longitude: 81°38'30"W Latitude: 29°38'01"N

1. Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Aerial photographs are accepted as boundary maps, as long as the boundaries are identified. **(Please Tab as Exhibit "K")**

2. Submit color, on-site photographs for **all three copies** of your application, sufficient to depict the physical characteristics of the project area. **(Please Tab as Exhibit "L")**

3. Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. **NOTE:** Please confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this. **(Please Tab as Exhibit "M")**

D. LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:
This should be the Florida Senate and Florida House district in which the **proposed project site is located**. If you are not sure of the district, contact your local office of the Supervisor of Elections. **(There is only one each.)**

State Senator: Evelyn J. Lynn Senate District Number: 7

State Representative: Charles E. Van Zant House District Number: 21

E. TOTAL NUMBER OF ACRES BEING ACQUIRED OR TOTAL NUMBER OF ACRES BEING DEVELOPED: 9.00+/-

F. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT. *Include land resources, vegetation, fish and wildlife, historical, archaeological resources, water bodies, previous recreational usage and transportation access as well as other pertinent information.* The Water Works Environmental Education Center is located on Whitewater Branch adjacent. to the northeast corner of Ravine Gardens State Park in Palatka, Florida. The property is bordered by the state park, a residential neighborhood of all economic levels, railroad tracks, and the City's golf course. The property includes historic water plant structures, ponds that connect to the St. Johns River, open fields, and forested areas. Wildlife includes hawks, wild turkey, migrating warblers, gopher tortoises, herons, snapping turtles, and alligators. This area was used as a Civil War encampment. In the 1700's naturalist William Bartram visited the area and was given the name *Puc Puggy* (the flower hunter) by Cowkeeper, head of the Cuscowilla Indians. Edward J. Cashin, *William Bartram and the American Revolution on the Southern Frontier* (Columbia:Univ. of S. C. Press, 2000).

3. FINANCIAL INFORMATION

GRANT MATCH RATIOS: (Based on the grant cap of $200,000)

Project Cost	State Share	Grantee Share
$50,000 or less	100%	0%
$50,001 to $150,000	75%	25%
$150,001 up to $400,000	50%	50%

Project Cost = State Share + Grantee Share

Please refer to Chapter 62D-5.055(4), F.A.C. for complete information on match requirements and match types. ***The Total Project Cost (Line F) must equal the grant request (Line A) plus the total local match (Line E). This figure (Line F) should not total more than $400,000 for the purpose of this application.***

A. FRDAP Funds Requested (State Share) Line A $ $200,000.00

B. Local Funds Available: (Grantee Share)

1. Cash: Line B $_____
2. In-Kind: Line C $_____
3. Land Value: Line D $_____

If property is developed, land value CANNOT be used as a match.

Total Local Match: Line E $_____
Sum of lines B, C and D

C. Total Cost of Proposed Project: Line F $ 200,000.00
Sum of Lines A and E
(Should not total more than $400,000)

(If approved for REDI Match Waiver, please fill out REDI Waiver Form located under FRDAP Administrative Forms at www.dep.state.fl.us/parks/OIRS and attach as Exhibit O)

D. PROJECT COST ESTIMATE (COMPLETE ONLY FOR DEVELOPMENT & TRAILS PROJECTS):

The project cost estimate break down is on the following two pages of this application. If land value is used as match, it should be included under primary cost. Primary costs include all recreation facilities and opportunities. ***Primary cost must be equal to or greater than fifty percent (50%) of the total cost. Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 9 & 10 of this application. The site plan must correlate with the project boundary map and cost estimate. The site plan must CLEARLY DELINEATE between facilities/opportunities currently existing, facilities proposed for funding (page 9 & 10) in this application and facilities planned for future development. Please color code your site plan to indicate facilities that are existing, proposed for funding and planned for future development (not in this project). Also identify different FRDAP phases on the site plan and any LWCF phases.***

(Please Tab As Exhibit "G")

PRIMARY RECREATION AREAS AND FACILITIES: ***Primary cost must be equal to or greater than fifty percent (50%) of the total cost.*** *Including, but not limited to, beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, etc. No enclosed structures are eligible costs. Costs of planning and site preparation should be included within the cost of each element. If this is a trail project, list the uses or types of trails. If developing one trail for multi-purposes state multi-purpose trail, but if doing several different trails list separately with each use (example: walking tail or bike trail)* ***FRDAP funded elements are not eligible for renovation if funded within the past 5 years.***

	Quantity	Description	Estimated Cost
NEW		(3 pts., plus 7 plus 30)	
	1	Bike Trail: Multipurpose, ¼ mile	$60,000
	2	Picnic Facilities: benches, site preparation (4 pts.)	$1,500
	1	Primitive group camping site with grill, central water spigot, roofed pavilion with pad (2 pts.)	$7,000
	1	Compost toilet (6 pts.)	$25,000
	1	Bat House (2 pts.)	$1,500
	*		
RENOVATIONS	2	Kiosks (2 pts.)	$4,000
	1	Bridge on trail ----	$1,000
	*	All primary items, new and renovations, will be planned or approved by professionals in Architecture, Landscaping, Construction and/or Engineering.	
	Total Primary		$100,000

SUPPORT FACILITIES AND IMPROVEMENTS: *No enclosed structures are eligible except restrooms, bathhouses or restroom/concession stands. Other support examples are: parking, landscaping, and security lighting. Amenities such as benches, or bike racks will receive no points when being scored. The enclosed structures listed above can not be phased out, must be completed with one grant.* ***FRDAP funded elements are not eligible for renovation if funded within the past 5 years.***

	Quantity	Description	Estimated Cost
NEW		(6 pts.)	
	1	White aluminum fencing, southeast of Water Works building beside railroad tracks	$12,000
	1	Chain link fencing of property on north side	$10,000
	1	White aluminum fencing along north side of brick basin for safety	$12,000
	*		
RENOVATIONS	1	Resurfacing Whitewater Drive: asphalt paving (6 pts.)	$25,000
	1	Parking: resurface *cul de sac* and mark three places with three stops: asphalt paving	$13,000
	1	Landscaping Whitewater Drive entrance	$8,000
	1	Clean western pond, raise weir between ponds and restore walls and remove debris in eastern pond.	$20,000
	*	All primary items, new and renovations, will be planned or approved by professionals in Architecture, Landscaping, Construction and/or Engineering.	
	Total Support		$100,000

TOTAL COST OF PROPOSED PROJECT $ 200,000.00

PART II — EVALUATION CRITERIA

GENERAL CRITERIA

1. CAPITAL IMPROVEMENT PLAN

A. Is the proposed project identified, in whole or in part, in the applicant's capital improvement plan or schedule during the current or next three (3) fiscal years?

Please provide:
1) A letter from the agency's city or county manager certifying the five year capital improvement schedule is ***officially adopted and date adopted. Project will not receive points if letter is not submitted and does not state the date CIP was adopted.***

- And -

2) A copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules) ***Please highlight project name, amount and year.***

(20 points)

_____ Yes _____ No

--- OR ---

B. Is the proposed project identified as part of the plan through an adopted resolution committing the applicant to amend their capital improvement plan or schedule and complete the project should it receive program funds?

Please provide: *a copy of a fully executed resolution amending the existing schedule to include the proposed project. The resolution must* ***clearly indicate the proposed project by name, amount and year and cannot be older than 3 years.***

(10 points)

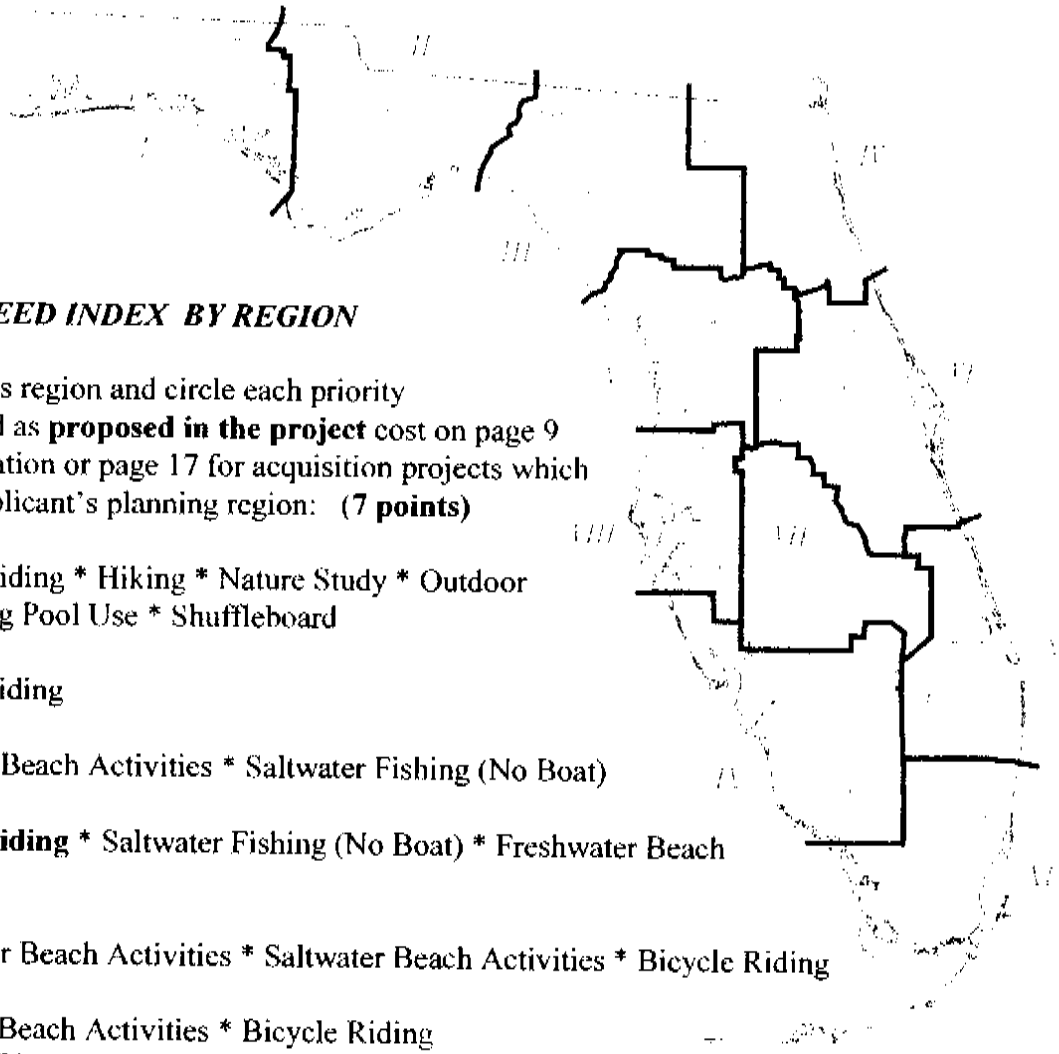
__X__ Yes _____ No

(Please tab as Exhibit "A")

2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

A. Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. *Use the* ***OUTDOOR RECREATION IN FLORIDA- 2000 (Chapter 6). Provide quotations or other appropriate references with explanations to justify the correlation****. To receive points, must give a detailed explanation as to how the project meets the goals, cannot only list the goals.*

(Please tab as Exhibit "B") (4 points)



B. 2005 RELATIVE NEED INDEX BY REGION

Locate the applicant's region and circle each priority resource/facility need as **proposed in the project** cost on page 9 and 10 of this application or page 17 for acquisition projects which is included in the applicant's planning region: **(7 points)**

_____I Bicycle Riding * Hiking * Nature Study * Outdoor Swimming Pool Use * Shuffleboard

_____II Bicycle Riding

_____III Saltwater Beach Activities * Saltwater Fishing (No Boat)

_X_____IV **Bicycle Riding** * Saltwater Fishing (No Boat) * Freshwater Beach Activities

_____V Freshwater Beach Activities * Saltwater Beach Activities * Bicycle Riding

_____VI Saltwater Beach Activities * Bicycle Riding Saltwater Fishing (No Boat) * Hiking * Outdoor Swimming Pool Use

_____VII Bicycle Riding * Freshwater Fishing (No Boat)

_____VIII Saltwater Beach Activities * Bicycle Riding * Hiking Outdoor Swimming Pool Use * Golfing

_____IX Bicycle Riding * Saltwater Beach Activities * Nature Study * Hiking Tent Camping * Outdoor Swimming Pool Use * Shuffleboard * Golfing

_____X Saltwater Beach Activities * Bicycle Riding * Freshwater Fishing (No Boat) Hiking * Outdoor Swimming Pool Use

_____XI Saltwater Beach Activities * Bicycle Riding * Freshwater Beach Activities Freshwater Fishing (No Boat) * Hiking * Tent Camping * Outdoor Swimming Pool Use

3. PUBLIC PARTICIPATION

Indicate which of the following apply ***(Check ALL that apply)***:
(To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the **previous 3 years** of application and each of **the three meetings must be held separately** to receive each set of points. **Meetings also must be held prior to the application submittal.**)

__X__ A. A pre-advertised public meeting was held **solely** for the purpose of discussing the proposed project. *Attach a copy of ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised.* ***If submitting 2 applications, must hold separate meeting for each project (unless they are phased projects of the same park). If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement.***

(Please tab as Exhibit"C-1") (10 points)

__X__ B. The project was discussed at a **regularly** scheduled meeting of the applicant's advisory board responsible for park, recreation or leisure service activities. *Provide **a copy of the minutes** of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist.* ***CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.***

(Please tab as Exhibit "C-2") (7 points)

__X__ C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. *Provide documentation (**minutes of meeting** project discussed at with date or thank-you letter from an organization, association, etc.) showing that presentations **regarding this project** were made to community organizations or groups **OR** provide a **copy of the survey, who surveyed and summary of the results**. Letters of support are not acceptable to receive points.*

(Please tab as Exhibit "C-3") (4 points)

4. OPERATION AND MAINTENANCE

Capability to develop, operate and maintain the project site: ***(Please check ONLY one)***:

*Provide **a brief description** of how development, programming and maintenance will be provided and **a copy of an agency organizational chart . Must provide both to receive points.***

__X__ The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance.

(Please tab as Exhibit "D") (6 points)

_____The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance.

(Please tab as Exhibit "D") (4 points)

_____The applicant has other means of providing facility development, programming and maintenance.

(Please tab as Exhibit "D") (2 points)

5. PARK PARTNERSHIP

The proposed project is supported through a fully executed written cooperative agreement between the applicant and a private or public entity ***(within the current or past 3 years)*** in which said entity agrees to furnish 10% or more of the total project costs in cash, land, or labor services for the **development/construction** of this project with the applicant holding the leading management responsibility. **The written agreement must be executed by the end of the submission period and quantify the donation in monetary units. This can be a cooperative agreement between both parties or a letter from the entity agreeing to furnish 10% of the total project costs in cash, materials, land, or labor services.**

(A management or maintenance agreement is not acceptable.)

_____Yes __X__ No

(Please tab as Exhibit "E") (3 points)

6. TRAIL CONNECTIVITY

The project provides for increased trail access by (a) connecting an existing, publicly owned and designated recreational trail with a project trail **outside the project boundary**; or (b) connecting two publicly designated trails **outside** of any park. **Please indicate new project trail and where it connects to the existing trail(s) on the project site plan. Also, please identify by name and location the existing trail which this project connects to. Must show on site plan to receive points.**

__X__ Yes _____No

(Please tab as Exhibit "G") (5 points)

DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. *Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged)* ***(If undeveloped, state None).*** *The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development.* ***Please identify and color code different funding phases from the existing facilities.***

(Please tab as Exhibit "G") **(5 points, if undeveloped)**

2. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

A) List the facilities which are addressed on page 9 & 10 of this application which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida" effective December 1995. *(See attached pages 22-26 for Priority Ranked Index Clusters. A project facility not listed in the priority ranked indexes will receive a score of a similar facility included in the indexes, as determined by the Department staff.)* ***(If developing trails, must have separate trails to receive separate points.***

(Maximum 30 points)

1. Bike Trail, to also be used by hikers.

B) Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled "***1995 INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA***". *Use the table below to determine in which priority funding need ranking the project falls.* ***(Check ONLY one):***

____X____ Highest Priority Funding Need **(13 points)**

_____ Second Highest Priority Funding Need **(8 points)**

Population Density 1 – Population Under 10,000	**Rank 1** **Rank 2**	**Construction** **Renovation**
Population Density 2 – Population 10,000 to 24,999	**Rank 1** **Rank 2**	**Renovation** **Construction**
Population Density 3 – Population 25,000 to 49,999	**Rank 1** **Rank 2**	**Construction** **Renovation**
Population Density 4 – Population 50,000 to 99,999	**Rank 1** **Rank 2**	**Construction** **Renovation**
Population Density 5 – Population 100,000 and Over	**Rank 1** **Rank 2**	**Renovation** **Construction**

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

3. CAPITAL IMPROVEMENT PLAN

A) Is the proposed **development** of the property identified in the applicant's capital improvement plan (CIP) or schedule during the current or next three (3) fiscal years?

Please provide:

1). A letter from the agency's city or county manager certifying the five year capital improvement schedule is officially adopted and date adopted. ***Project will not receive points if letter is not submitted and does not state the date CIP was adopted.***

- And-

2). A copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules) ***Please highlight project name, amount and year.***

(6 points)

_____Yes _____No

----OR----

B) Is the proposed **development** of the property included as part of the plan through an adopted resolution committing the applicant to amend their CIP and develop the property should it receive program funds?

Please provide: a *copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must* ***clearly indicate*** *the* ***development of the proposed project by name, year and amount and cannot be older than 3 years.***

(3 points)

__X__Yes _____No

(Please tab as Exhibit "A")

TRAIL CONSTRUCTION CRITERIA (COMPLETE ONLY FOR CONSTRUCTION OF TRAIL PROJECTS)

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. *Include improvements such as trails, trailheads, ball fields, basketball courts, etc. (Bullet lists are encouraged.* ***If undeveloped, state None.)*** *The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Please identify and color code different funding phases from the existing facilities.*

(Please tab as Exhibit "G") (5 points, if undeveloped)

1. Bike Trail, also for use by hikers.

2. STATE GREENWAYS AND TRAILS PLAN

Explain how the proposed project would address one or more issues or goals as identified in the State's Greenways and Trails Plan. Use **"Connecting Florida's Communities with Greenways and Trails – September 1998".** ***Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary.***

(Please tab as Exhibit "H") (6 points)

3. STATE OF FLORIDA DESIGNATED RECREATIONAL GREENWAY OR TRAIL

The project is located on or connects with a State of Florida designated greenway or trail. *Please provide a map and documentation (letter from Office of Greenways and Trails) indicating connectivity.* ***Designation Agreements must be fully executed by the end of submission period.***

_____Yes _____No

(Please tab as Exhibit "I") (3 points)

4. REGIONAL OR LOCAL GREENWAYS AND TRAILS PLAN

Explain how the proposed project would implement a Greenway and Trail Plan adopted by either a regional or local governmental entity. *Provide quotations or appropriate references with* ***explanations*** *to justify correlation.* ***Enclose a copy of the regional or local governmental adopted Greenway Plan.***

(Please tab as Exhibit "J") (4 points)

5. MIXED USE OR SINGLE USE TRAILS

Does the specific trail design demonstrate that the project will support:
Mixed use recreational trail opportunities, either motorized or non-motorized, or both?

___X___Yes _____No **(8 points)**

-------OR-------

Single use recreational trail opportunities?

_____Yes _____No **(6 points)**

6. INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled "*f*". *Use the table below to determine in which priority funding need ranking the project falls.* ***(Check ONLY one)****:*

_____X_____ Highest Priority Funding Need

(13 points)

_____ Second Highest Priority Funding Need

(8 points)

Population Density 1 – Population Under 10,000	**Rank 1** **Rank 2**	**Construction** **Renovation**
Population Density 2 – Population 10,000 to 24,999	**Rank 1** **Rank 2**	**Renovation** **Construction**
Population Density 3 – Population 25,000 to 49,999	**Rank 1** **Rank 2**	**Construction** **Renovation**
Population Density 4 – Population 50,000 to 99,999	**Rank 1** **Rank 2**	**Construction** **Renovation**
Population Density 5 – Population 100,000 and Over	**Rank 1** **Rank 2**	**Renovation** **Construction**

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

Outdoor Facility Needs Ranked by Priority Index: Population Density 2

Rank	Renovation		Construction		
	Facility	Points	Facility	Points	
1	Rest Rooms	6	Support Facilities	6	**Cluster I**
2	Support Facilities	6	Rest Rooms	6	
3	Playgrounds	6	Playgrounds	6	
4	Baseball Fields	5	Softball Fields	5	
5	Tennis Courts	5	Soccer Fields	5	**Cluster II**
6	Softball Fields	5	Baseball Fields	5	
7	Basketball Courts	4	Basketball Courts	4	
8	Boating Facilities	4	Picnic Facilities	4	**Cluster III**
9	Swimming Pools	4	Swimming Pools	4	
10	Picnic Facilities	4	Football Fields	4	
11	Soccer Fields	4	Tennis Courts	4	
12	Exercise Trails	3	Handball Courts	3	
13	Football Fields	3	Nature Trails	3	**Cluster IV**
14	Shuffleboard Courts	3	Bike Trails	3	
15	Handball Courts	2	Boating Facilities	2	
16	Beach Access	2	Other	2	
17	Fishing Piers	2	Exercise Trails	2	
18	Camping	2	Golf Courses	2	**Cluster V**
19	Bike Trails	2	Hiking Trails	2	
20	Nature Trails	2	Fishing Piers	2	
21	Other	2	Camping	2	
22	Golf Courses	1	Beach Access	1	
23	Hiking Trails	1	Historical Facilities	1	
24	Historical Facilities	1	Horse Trails	1	**Cluster VI**
25	Horse Trails	1	Shuffleboard Courts	1	

Population Density 2 - Population From 10,000 to 24,999

RURAL ECONOMIC DEVELOPMENT INITIATIVE
REQUEST FOR MATCH WAIVER

LOCAL GOVERNMENT: City of Palatka

COUNTY: Putnam County

CONTACT: E. C. "Woody" Boynton, Jr., City Manager, City of Palatka

Name, Address and Phone Number for Contact: E. C. "Woody" Boynton, Jr., City Manager, City of Palatka, 201 N. 2nd Street, Palatka, Florida 32177, Phone: 386-328-8430

STATE SENATOR: Evelyn J. Lynn DISTRICT: 7

STATE REPRESENTATIVE: Charles Van Zant DISTRICT: 21

PROJECT INFORMATION DESCRIPTION in brief:

The proposal is for a Florida Recreation Development Assistance Program grant. The project seeks funding to erect fencing and rails for safety, to develop camping and picnicking areas, to construct a composting toilet, resurface Whitewater Drive, landscape the entryway, create parking in the cul de sac, and develop a multipurpose biking trail, The project will also complete a River Street portion of the Bike Trail on the Putnam County Master Trail Plan.

PROJECT LOCATION: Water Works Environmental Education Center, 1101 Whitewater Drive, Palatka, FL 32177

Is the project located in a "Rural Area of Critical Economic Concern"? Yes X No ___

Has this project been approved as a priority for your community? If so, through what process?
Approved at regularly scheduled meeting of the Palatka City Commission, Sept. 10, 2009

How will this project benefit your community? The project will provide needed jobs, boost tourism, and increase the availability of recreation for our community.

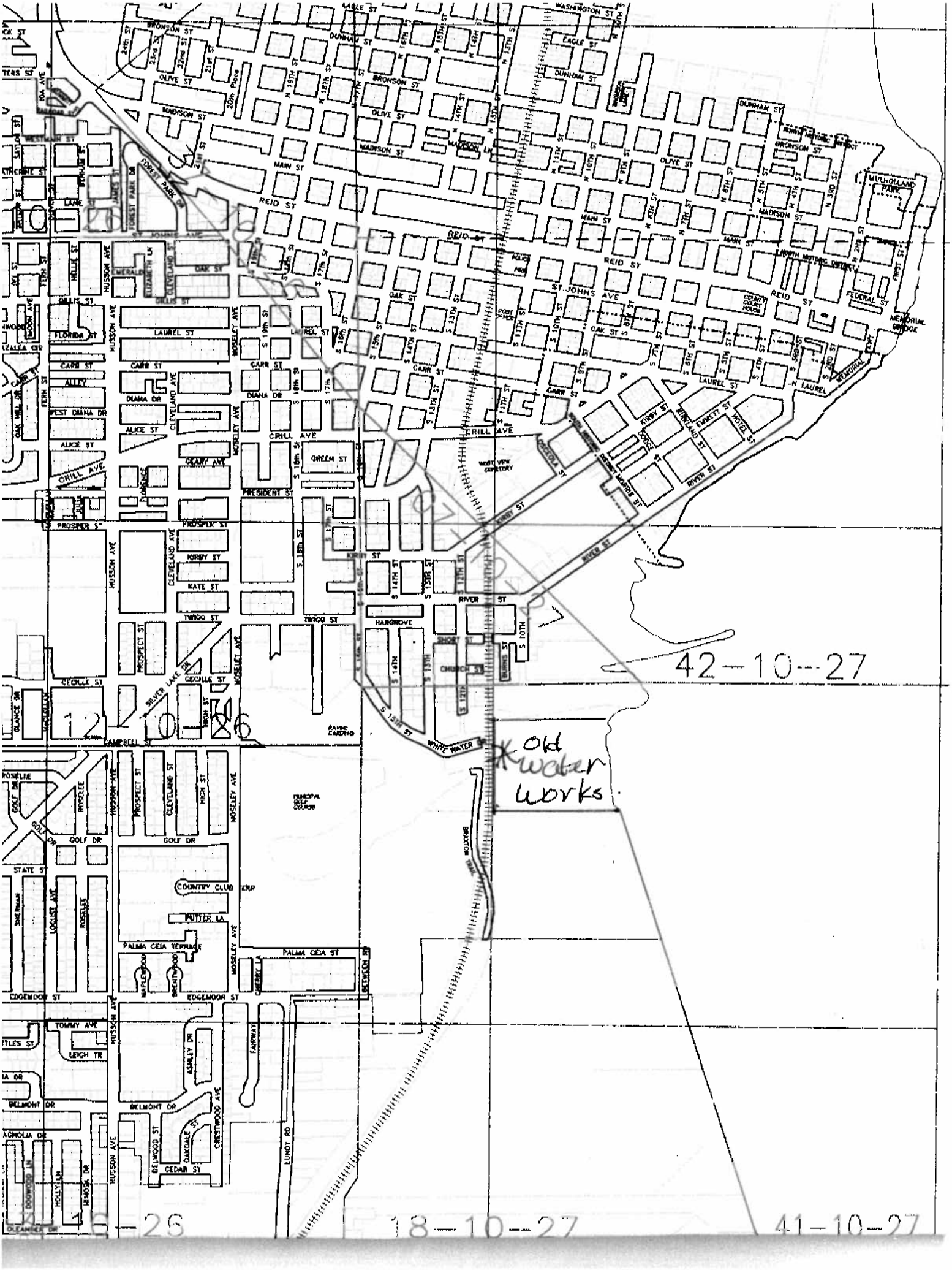
What is the projected cost for this project? $200,000.00 (Budget summary included in grant.)

Is this request for a waiver of all match requirements? Yes X No ___

If no, how much are you willing to match? None at this time.

Signature of Authorized Representative

E. C. "Woody" Boynton, Jr., City Manager



42-10-27
12-10-26
Old water works
18-10-27
41-10-27
WASHINGTON ST
EAGLE ST
DUNHAM ST
BRONSON ST
OLIVE ST
MADISON ST
MAIN ST
REID ST
ST JOHNS AVE
OAK ST
LAUREL ST
CARR ST
CRILL AVE
GREEN ST
PRESIDENT ST
PROSPER ST
KIRBY ST
KATE ST
TWIGG ST
HARGROVE
RIVER ST
SHORT ST
CHURCH ST
CECILLE ST
CAMPBELL ST
WHITE WATER DR
GOLF DR
STATE ST
COUNTRY CLUB TERR
PUTTER LA
PALMA CEIA TERRACE
PALMA CEIA ST
EDGEMOOR ST
TOMMY AVE
LEIGH TR
BELMONT DR
CEDAR ST
HUSSON AVE
MOSELEY AVE
CLEVELAND AVE
PROSPECT ST
HIGH ST
ROSELEE
LOCUST AVE
SHERMAN
LUNDY RD
FAIRWAY
ASHLEY DR
CRESTWOOD AVE
OAKDALE ST
DELWOOD ST
MAPLEWOOD
BRENTWOOD
CHERRY LA
BETWEEN ST
FOREST PARK DR
MULHOLLAND PARK
NORTH HISTORIC DISTRICT
COUNTY COURT HOUSE
MEMORIAL BRIDGE
WEST VIEW CEMETERY
RAVINE GARDENS
FRANCIS GOLF COURSE

Agenda Item

7 a, b, c

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Adoption of an ordinance annexing 3895, 4001, 4003, and 4005 Reid Street into the City, adoption of a related ordinance changing the future land use designation from Putnam County Urban Service to City of Palatka Industrial, and the first reading of an ordinance changing the zoning from Putnam County Industrial to City of Palatka Industrial with a Planned Unit Development overlay.

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS

1. An Ordinance of the City of Palatka annexing 3895, 4001, 4003, & 4005 Reid Street
2. An Ordinance of the City of Palatka amending the future land use designation from Putnam County Urban Service to City of Palatka Industrial.
3. An Ordinance of the City of Palatka changing the zoning from Putnam County Industrial to City of Palatka Industrial with a Planned Unit Development overlay.
4. August 4, 2009, Planning Board Minutes.
5. August 4, 2009, Planning Board Packet.

DATE: September 10, 2009

SUMMARY HIGHLIGHTS:

The identified purpose of these three applications is to allow City water and sewer services due to the fact that these parcels are contiguous to the City limits and it is a requirement to annex for water and sewer service. This is a 6.70+/- acre parcel of land.

A public hearing was held by the Planning Board on August 4, 2009, at the applicant's request for annexation, change of future land use from County Urban Service to City Industrial, and rezoning from Putnam County Industrial to City of Palatka Industrial with a Planned Unit Development overlay. There was no public testimony. The Planning Board voted to recommend approval of the three requests.

RECOMMENDED ACTION:

Staff recommends approval of the attached annexation and future land use ordinances, and conducting the first public hearing on the related zoning ordinance. The second public hearing for the zoning ordinance is scheduled for September 24, 2009.

AGENDA ITEM NUMBER: AGENDA PAGE NUMBER:

This instrument prepared by:
Debbie Banks
City of Palatka
201 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09 - 35

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IN SECTION 03, 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:

Palatka Vest, LLC and Athens Vest, Inc.

WHEREAS, Chapter 171.044, Florida Statutes, permits the 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 PROPERTY:

Parcel 1:

A Parcel of land lying and being a part of Section 3, Township 10 South, Range 26 East, Putnam County, Florida, being more particularly described as follows:

Commence at a concrete monument located at the Northeast corner of said Section 3 and run South 00°58'58" East, along the Easterly boundary thereof, 991.62 feet to a concrete monument on the Southerly boundary of the right of way of State Road 100 and the Northeast corner of a parcel described in Official Records Book 316, Page 456 of the public records of said County; thence North 69°28'30" West, along said Southerly boundary and along the Northerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 1312.43 feet to a concrete monument at the Point of Beginning; thence continue North 69°28'30" West, along said Southerly boundary, and along the Northerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 450.00 feet to an iron rod at the Northwest corner of said parcel (O.R. Book 316, page 456); thence South 20°31'30" West , along the Westerly boundary of said parcel (O.R. Book 316, Page 456), a distance of

500.00 feet to an iron rod at the Southwest corner of said parcel (O.R. Book 316, page 456); thence South 69°28'30" East, along the Southerly boundary of said parcel, 450.00 feet to a concrete monument; thence North 20°31'30" East, 500 feet to the Point of Beginning.

Less and Except from the above described parcel, the lands as described in Official Records Book 859, Page 283 of the public records of Putnam County, Florida.

Parcel 2:

Commence at a concrete monument located at the Northeast corner of said Section 3 and run South 00°58'58" East, along the Easterly boundary thereof, 991.62 feet to a concrete monument on the Southerly boundary of the right of way of State Road 100 and the Northeast corner of a parcel described in Official Records Book 316, Page 456 of the public records of said County; thence North 69°28'30" West, along said Southerly boundary and along the Northerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 1094.63 feet to the Point of Beginning; thence (Call 1) continue North 69°28'30" West, along said Southerly boundary and along the Northerly boundary of said parcel(O.R. Book 316, Page 456), a distance of 217.8 feet to the Northeast corner of lands described in O.R. Book 619, Page 1573; thence (Call 2) run South 20°31'30" West, along the Easterly line of said lands, a distance of 500.00 feet to the Southeast corner of said lands, being on the Southerly boundary of lands described in O.R. Book 316, Page 456; thence return to the Point of Beginning and run (Call 3) thence South 20°31'30" West, parallel with the Easterly line of said lands described in O.R. Book 619, Page 1573, a distance of 500.00 feet to the Southerly boundary of said lands described in O.R. Book 316, Page 456; thence (Call 4) run North 69°28'30" West, along said Southerly boundary, a distance of 217.8 feet to the Southerly end of Call 2 and to close.

(Tax parcels 03-10-26-0000-0010-0011 and 03-10-26-0000-0010-0013)

Section 3. The property hereby annexed shall remain subject to the 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 10th day of September, 2009.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

This instrument prepared by:
Debbie Banks
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 09 - 36

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP AND FUTURE LAND USE ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO ONE PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE) IN SECTION 03, TOWNSHIP 10 SOUTH, RANGE 26 EAST FROM COUNTY URBAN SERVICE TO CITY INDUSTRIAL, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides that any local government comprehensive plan amendments directly related to proposed small scale development activities may be approved without regard to statutory limits on the frequency of consideration of amendments to the local comprehensive plan, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides that a local government may amend its adopted comprehensive plan to change the land uses of up to 80 acres by small scale amendments annually, and

WHEREAS, the Planning Board conducted a public hearing on May 5, 2009, and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission conducted a public hearing on this amendment on September 10, 2009,

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

Section 1. Adopted Small Scale Amendment

That the Future Land Use Element and Future Land Use Map of the adopted comprehensive plan of the City of Palatka is hereby amended to provide that the land uses of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes in land use.

TABLE 1
ADOPTED SMALL SCALE AMENDMENTS

Property Tax Number	Acreage	Current Land Use	Amended Land Use
03-10-26-0000-0010-0011	4.21	County Industrial	City Industrial
03-10-26-0000-0010-0013	2.49		

DESCRIPTION OF PROPERTY:

Parcel 1:

A Parcel of land lying and being a part of Section 3, Township 10 South, Range 26 East, Putnam County, Florida, being more particularly described as follows:

Commence at a concrete monument located at the Northeast corner of said Section 3 and run South 00°58'58" East, along the Easterly boundary thereof, 991.62 feet to a

concrete monument on the Southerly boundary of the right of way of State Road 100 and the Northeast corner of a parcel described in Official Records Book 316, Page 456 of the public records of said County; thence North 69°28'30" West, along said Southerly boundary and along the Northerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 1312.43 feet to a concrete monument at the Point of Beginning; thence continue North 69°28'30" West, along said Southerly boundary, and along the Northerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 450.00 feet to an iron rod at the Northwest corner of said parcel (O.R. Book 316, page 456); thence South 20°31'30" West , along the Westerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 500.00 feet to an iron rod at the Southwest corner of said parcel (O.R. Book 316, page 456); thence South 69°28'30" East, along the Southerly boundary of said parcel, 450.00 feet to a concrete monument; thence North 20°31'30" East, 500 feet to the Point of Beginning.

Less and Except from the above described parcel, the lands as described in Official Records Book 859, Page 283 of the public records of Putnam County, Florida.

Parcel 2:

Commence at a concrete monument located at the Northeast corner of said Section 3 and run South 00°58'58" East, along the Easterly boundary thereof, 991.62 feet to a concrete monument on the Southerly boundary of the right of way of State Road 100 and the Northeast corner of a parcel described in Official Records Book 316, Page 456 of the public records of said County; thence North 69°28'30" West, along said Southerly boundary and along the Northerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 1094.63 feet to the Point of Beginning; thence (Call 1) continue North 69°28'30" West, along said Southerly boundary and along the Northerly boundary of said parcel(O.R. Book 316, Page 456), a distance of 217.8 feet to the Northeast corner of lands described in O.R. Book 619, Page 1573; thence (Call 2) run South 20°31'30" West, along the Easterly line of said lands, a distance of 500.00 feet to the Southeast corner of said lands, being on the Southerly boundary of lands described in O.R. Book 316, Page 456; thence return to the Point of Beginning and run (Call 3) thence South 20°31'30" West, parallel with the Easterly line of said lands described in O.R. Book 619, Page 1573, a distance of 500.00 feet to the Southerly boundary of said lands described in O.R. Book 316, Page 456; thence (Call 4) run North 69°28'30" West, along said Southerly boundary, a distance of 217.8 feet to the Southerly end of Call 2 and to close.

Containing 6.70 acres more or less.

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 its final passage by the City Commission of the City of Palatka, Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of September, 2009.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

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

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 03, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY IL (LIGHT INDUSTRIAL) TO CITY M-1/PUD (INDUSTRIAL/PLANNED UNIT DEVELOPMENT); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owners, Palatka Vest, LLC and Athens Vest, Inc. to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on August 4, 2009,and two public hearings before the City Commission of the City of Palatka on September 10,2009, and September 24,2009, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of County IL(Light Industrial)to City M-1/PUD(Industrial/Planned Unit Development).

DESCRIPTION OF PROPERTY:

Parcel 1:

A Parcel of land lying and being a part of Section 3, Township 10 South, Range 26 East, Putnam County, Florida, being more particularly described as follows:

Commence at a concrete monument located at the Northeast corner of said Section 3 and run South 00°58'58" East, along the Easterly boundary thereof, 991.62 feet to a concrete monument on the Southerly boundary of the right of way of State Road 100 and the Northeast corner of a parcel described in Official Records Book 316, Page 456 of the public records of said County; thence North 69°28'30" West, along said Southerly boundary and along the Northerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 1312.43 feet to a concrete monument at the Point of Beginning; thence continue North 69°28'30" West, along said Southerly boundary, and along the Northerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 450.00 feet to an iron rod at the Northwest corner of said parcel (O.R. Book 316, page 456); thence South 20°31'30" West , along the Westerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 500.00 feet to an iron rod at the Southwest corner of said parcel (O.R. Book 316, page 456); thence South 69°28'30" East, along the Southerly boundary of said parcel, 450.00 feet to a concrete monument; thence North 20°31'30" East, 500 feet to the Point of Beginning.

Less and Except from the above described parcel, the lands as described in Official Records Book 859, Page 283 of the public records of Putnam County, Florida.

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described in O.R. Book 619, Page 1573, a distance of 500.00 feet to the Southerly boundary of said lands described in O.R. Book 316, Page 456; thence (Call 4) run North 69°28'30" West, along said Southerly boundary, a distance of 217.8 feet to the Southerly end of Call 2 and to close.

Containing 6.70 acres more or less.

(Being tax parcels #03-10-26-0000-0010-0011 and 03-10-26-0000-0010-0013)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 24th day of September, 2009.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Meeting called to order by Chairman Carl Stewart at 4:00PM. **Members present**: Sue Roskosh, Ezekiel Johnson, Zachary Landis, Earl Wallace and Anthony Harwell. **Members absent**: Randy Braddy, Phil Leary and Clem Saccareccia. **Also present:** Planning Director, Jim Lee; Assistant Planning Director, Debbie Banks; Recording Secretary, Pam Sprouse and City Attorney, Donald Holmes.

Motion made by Sue Roskosh and seconded by Ezekiel Johnson to approve the minutes of the July 7, 2009 meeting. All present voted affirmative, motion carried.

Jim Lee read **"To Appeal Any Decision."**

Carl Stewart requested that disclosure of any **"Ex Parte Communication"** be made prior to each case.

OLD BUSINESS

Case PB07-32

Address: 3895, 4001, 4003, & 4005 Reid Street
Applicant: Palatka Vest, LLC

Request: to Annex into the Palatka City Limits, Amend the Future Land Use Map from County Urban Service to City Industrial and Rezone from County Industrial to City Industrial with a Planned Unit Development (PUD) overlay.

(Public Hearing)

Ms. Banks advised that this case had been re-advertised with the PUD overlay and no responses were received from advertisement or the public notices that were sent out. She advised that staff recommended approval subject to the conditions set forth on page 5 of the staff report.

Cravens Doggett, Atlanta Ga., agreed with the conditions recommended by staff for this request. They would only request that the existing signage not be considered a billboard and the location of the dumpster, as submitted on the drawings, be approved.

(Regular Meeting)

Motion made by Sue Roskosh and seconded by Zachary Landis to approve the request, subject to staff recommendations that the existing business of warehousing is the only permitted use, and that no billboards will be located on any portion of the parcel. Question called: Mr. Holmes asked why the existing sign would not be considered a billboard. Ms. Banks advised that it did not meet the size requirements for a billboard. All present voted affirmative, motion carried.

NEW BUSINESS

Case PB 09-18

Address: 2502 Reid St.
Applicant: Tio Pepes Latin Grill LLC
Agent: Migeul Dejuk

Request: for a Conditional Use to sell alcohol within 300' of another licensed establishment.

PLANNING BOARD REPORT
August 4, 2009 Regular Meeting

A. SUBJECT **Case:** # 07-32

Address: 3895, 4001, 4003, & 4005 REID STREET

Parcel: 03-10-26-0000-0010-0011 and 03-10-26-0000-0010-0013

B. REQUEST To annex in to the City of Palatka, to amend the Future Land Use Map (Small Scale) from County Urban Service to City Industrial and to rezone from County Industrial to City Industrial (M-1) with a Planned Unit Development Overlay for approximately 6.70 acres

C. BACKGROUND

Property Owner: Palatka Vest, LLC and Athens Vest, Inc.

Agent: Stan Bullington

Zoning: In conjunction with the request for annexation and amending the Future Land Use Map, the applicant proposes a zoning designation of M-1 (Industrial) with a Planned Unit Development (PUD) Overlay. The site is built out with 74,000 square feet of warehousing which is a permitted principal use and structure for the M-1 zoning district.

Acreage: 6.70 acres

D. ADJACENT DEVELOPMENT

DIRECTION:	ZONING:	FLUM:	CURRENT USE:
North	County Agriculture	County Commercial	Abandoned railroad
East	County Light Industrial	County Urban Service	Vacant commercial
South	City Industrial	City Other Public Facilities	Airport
West	County Light Industrial	County Urban Service	Warehouses

E. ADVERTISEMENT: Ran July 18, 2009

F. NOTICES TO SURROUNDING OWNERS: Mailed July 17, 2009

G. HISTORY

This case was originally presented to the Planning Board on May 5, 2009 at which time it was tabled for staff to research other allowed uses in M-1 zoning and meet with the property owner to discuss options. The case was brought back to the Planning Board June 2, 2009 at which time the Board voted and the applicant agreed to a PUD overlay to the M-1 zoning district. The PUD overlay required that this case be re-advertised, notices be sent to surrounding property owners, and a new staff report be done to address the PUD criteria. This case is tied to an annexation ,and future land use application.

H. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex 6.70 acres into the City. The subject property is located on Reid Street (SR 100) adjacent to City property to the south which is the City's airport. Directly north, east and west of the site is County property.

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

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

STAFF RECOMMENDATION: Approval of the annexation request.

I. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, PUD (PLANNED UNIT DEVELOPMENT OVERLAY) APPLICATION

The Municipal Code requires that the Planning Board review any request for a PUD under the requirements of Section 94-3. Before the application can be approved, the Planning Board shall make a written finding that the granting of the PUD will not adversely affect the public interest and certifying that the specific requirements governing the individual PUD, if any, have been met by the petitioner and that, further, satisfactory provision and arrangement has been made concerning the following matters, where applicable:

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

FUTURE LAND USE ELEMENT

Objective A.1.8 9J-5.006(3)(b)9; F.S. 187.201(16)(b)3
Upon Plan adoption, The City shall establish a program that provides the means for innovative development planning. The end goals of the program are to provide:

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

Policy A.1.8.1 9J-5.006(3)(c)5
The Land Development Regulations shall include alternative available land use control techniques and programs such as Planned Unit Developments.

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

Staff Analysis: In reference to Policy A.1.8.1, this site is located adjacent to the City's Airport and the entry into the City. The ability to utilize the PUD will serve to protect the City's interest as it relates to other uses allowed in the M-1 district and will also protect the applicant's interest in his ability to have warehouses as a permitted principal use.

Policy A.1.3.2 9J-5.006(3)(c)2, 7
By June 2008, the Building Official shall review the City's Zoning Code and Subdivision Regulation to ensure that current buffering and separation standards between land uses of different densities or intensities of use remain sufficient to ensure compatibility between uses, or mitigate the effects of more dense / intense uses on less dense / intense uses.

Staff Analysis: There are no buffering requirements for industrial zoning districts abutting another industrial zoning district indicated in the Zoning Code (Table 94-304A).

Policy A.1.8.2 9J-5.006(3)(c)5
The Land Development Regulations shall include provisions for Planned Unit Developments as an optional

overlay designation. PUDs shall be permitted within any land use area through land use amendment procedures defined in s. 163.3187, Florida Statutes.

Staff Analysis: The applicant proposes M-1 (Industrial) and a PUD (Planned Unit Development Overlay).

Policy A.1.9.3 9J-5.006 (3) (c) 7
Land Development Regulations adopted to implement this Plan shall be based on the following land use standards:

A. Land Use Districts

3. Industrial (258 acres)

Land designated for industrial use is intended for activities that are predominantly associated with the manufacturing, assembly, processing, or storage of products. Industrial land use provides for a variety of intensities of use including heavy industry, light industry, and industrial park operations. Land Development Regulations shall provide requirements for buffering industrial land uses (i.e. sight, access, noise) from adjacent land uses of lesser density or intensity of use. The intensity of industrial land use, as measured by impervious surface shall not exceed 90 percent of the parcel. The maximum height of development shall not exceed 45 feet.

B. Overlays

1. Planned Unit Developments

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

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

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

Staff Analysis: The structures built on this parcel were built in the County over a period from 1982 to 2008 and meet the City's land development standards for Industrial properties. Open space remaining on the parcel is 33%. The height of the buildings is 18 feet. The Planned Unit Development overlay is being utilized as a means to ensure that the present use of the property (warehouses) will not change unless the property owner applies to amend the PUD. It also allows the Board to restrict billboards from being located on the property.

TRAFFIC CIRCULATION ELEMENT:

Policy B.1.1.1. 9J-5.007(3)(c)1
The statewide minimum acceptable operating level of service (LOS) standards for the State Highway System and City Street System shall be the base LOS standards listed herein, except for those conditions provided in Policies 1.1.1.A. and 1.1.1.B.

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

a) **principal arterials – LOS C**
b) **collectors and minor arterials – LOS D**
c) **local city streets – LOS D**
d) **Florida Intrastate Highway System**
LOS B – Rural
LOS C – Urban and transition urban

Staff Analysis: This project was constructed in the County. All standards for existing levels of service were followed at the time of construction by Putnam County Building, Planning and Zoning. Reid St. (State Rd. 20) is classified as a principal arterial with a level of service "C."

b. Ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.

Staff Analysis: This parcel is built out. All standards were met for ingress and egress, traffic flow and control and access at the time of construction.

c. Off-street parking and loading areas, where required, with particular attention to the items mentioned in subsection (4)b of this section and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.

Staff Analysis: All parking and loading requirements were met at the time of construction in the County.

d. Refuse and service areas, with particular reference to the items mentioned in subsections (4)b and c of this section.

Staff Analysis: Once the property is annexed the City's Sanitation Dept. will locate the dumpster per the City's code.

e. Utilities, with reference to location, availability and compatibility.

Staff Analysis: This parcel is built out and has already been provided City utilities.

f. Screening and buffering, with reference to type, dimensions and character.

Staff Analysis: There are no buffering requirements where industrial zoning abuts industrial zoning.

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

Staff Analysis: There are no residential zoning districts in this area.

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

Staff Analysis: The proposed change will not create an increase in traffic congestion or public safety.

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

Staff Analysis: Any new development associated with this request will be required to meet all requirements of the St. Johns River Water Management District as part of the permitting process.

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

Staff Analysis: This change will not reduce light or air to adjacent areas.

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

Staff Analysis: This project has not adversely impacted the surrounding properties.

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

Staff Analysis: This parcel is built out and has not been a deterrent to adjacent property's improvement or development.

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

Staff Analysis: This rezoning does not constitute a grant of special privilege.

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

Staff Analysis: This parcel is being annexed into the City and must have City zoning. The Planning Board has requested and the owner has agreed that the PUD overlay will be utilized to protect the investment of the City at their airport and that of the owner to allow warehouses as a permitted use.

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

Staff Analysis: The developed area is not out of scale with the needs of the City.

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

Staff Analysis: There is already a business on site.

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

Staff Analysis: This parcel is not located in a Historic District.

J. SUMMARY

Staff Analysis: It is staff's opinion that the request for an M-1 (Industrial)zoning district with a Planned Unit Development overlay is consistent with the City of Palatka Comprehensive Plan and the other criteria identified in Section 94-38(f) (1) of the Palatka Municipal Code.

K. STAFF RECOMMENDATION

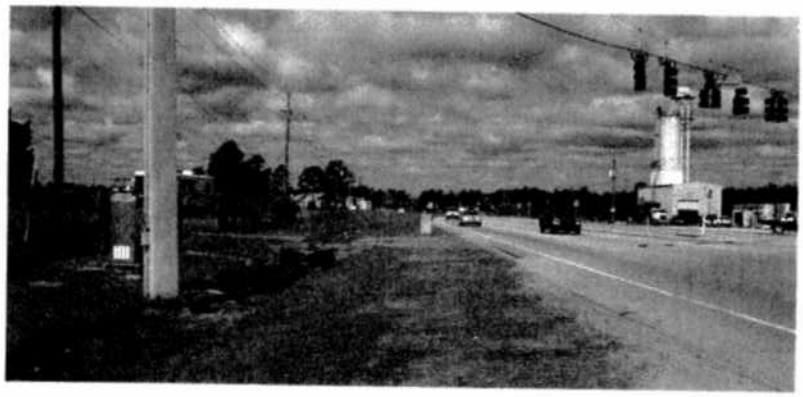
Staff recommends approval of the request to annex into the City, to amend the Future Land Use Map from County Industrial to City Industrial and to rezone from County to M-1 (Industrial) zoning with a Planned Unit Development Overlay with the following conditions:

1. The existing business of warehousing is the only permitted use.
2. No billboards will be located on the any portion of the parcel.

PHOTOS

Facing property

Facing east on Reid St.



Facing west

Facing property

Meeting called to order by Chairperson Carl Stewart at 4:00PM. **Members present**: Sue Roskosh, Ezekiel Johnson, Earl Wallace, Randy Braddy, and Anthony Harwell. **Members absent**: Clem Saccareccia, Zachary Landis and Phil Leary. Also present: Assistant Planning Director, Debbie Banks; Recording Secretary, Pam Sprouse and City Attorney, Donald Holmes.

Motion made by Randy Braddy to approve the minutes of the May 5, 2009 meeting. Seconded by Sue Roskosh. All members present voted affirmative. Motion carried.

Debbie Banks read "To Appeal Any Decision."

Mr. Stewart requested that any Ex-Parte Communication be disclosed prior to each case.

OLD BUSINESS

Case PB 07-32

Address: 3895, 4001, 4003 & 4005 Reid Street
Parcel(s): 03-10-26-0000-0010-0011 and 03-10-26-0000-0010-0013
Applicant: Palatka Vest, LLC and Athens Vest, Inc.

Request: To annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Service to City Industrial, and rezone from County Industrial to City M-1 (Industrial) and to amend the Future Land Use Map (small scale) from County Urban Service to City Industrial

(Public Hearing)

Ms. Banks gave a brief overview, explaining that this case was tabled two months ago to allow staff time to meet with the owner, to discuss concerns expressed by the Board, regarding adult entertainment establishments and billboards. She explained that the M-1 and C-2 zoning districts allow adult entertainment establishments, and that billboards are only allowed in the M-1 zoning district. Rezoning this property to C-2 would make the existing use non-conforming, as warehouses are only allowed as a Conditional Use. She stated another option would be, for a Planned Unit Development (PUD) with an M-1 overlay zoning. This could protect the entry into the City and that area around the airport, and allow the existing business. However, if the use were to change or expand in the future, they would be required to come before the Board for a Conditional Use. She advised that she believed attaching a PUD would really be the best protection for everyone concerned.

Stan Bullington, Atlanta, Ga., stated that they own the Champion Storage here in Palatka, along with several others located mainly in Florida. He said that they wanted to protect their current specifications and that they were open to options. Their concerns were of possible conflicts with the insurance companies and the covenants of his lending institute. He believed that the property has been built out and has no intentions of expanding.

Discussion ensued regarding the possibility of approving the request as listed above with an attached Planned Unit Development with an M-1 Zoning overlay.

Mr. Holmes agreed that this could be the best option for all concerned.

Stan Bullington stated that they could provide any documents necessary and would be willing to work with staff's timeline.

Case PB 07-32 3895, 4001, 4003 & 4005 Reid Street – continued.

Ms. Banks advised that this option would require a re-advertisement.

Motion made by Randy Brandy to table this case to allow staff time to do a PUD staff review and report and re-advertise. Seconded by Earl Wallace. All members present voted affirmative. Motion carried.

NEW BUSINESS

Case PB 09-10

Address: 3323 and 3403 St Johns Avenue
Parcel(s): 11-10-26-0000-0120-0120- and 11-10-26-0000-0122-0000
Applicant: A Women's Resource Center

Request: To annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Service to City Commercial and rezone from County Commercial, Professional Office (CPO) and Single-family Residential (R1-A) to City Commercial Neighborhood District (C1-A).

(Public Hearing)

Ms. Banks advised that this case is part of the backlog. That water and sewer services have been afforded the property owners. She stated that there were no comments received regarding the public notices sent out or the advertisement and that no comments were received from the inter-departmental reviews.

(Regular Meeting)

Motion made by Randy Braddy to forward recommendation of approval to the City Commission to annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Service to City Commercial and rezone from County Commercial, Professional Office (CPO) and Single-family Residential (R1-A) to City Commercial Neighborhood District (C1-A). Seconded by Earl Wallace. All members present voted affirmative. Motion carried.

Case PB 09-15

Address: 200 S State Road 19
Parcel(s): 11-10-26-0000-0143-0000
Applicant: Kinko Foods, Inc.

Request: For a conditional use to sell alcohol within 300 feet of another established licensed premise selling alcohol.

(Public Hearing)

Ms. Banks advised that K-mart, Publix, and CVS are existing off-premise alcohol sales establishments, in close proximity of this request. That staff's findings, under the Conditional Use review process, did not determine any issues with items A – K. No comments were received from the notices sent out regarding this request. Staff recommended approval.

The owner was present and stated that they were hoping to open within 3 weeks.

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

As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

PUBLIC NOTICE

Notice is hereby given that the **CITY OF PALATKA PLANNING BOARD** will hold a public hearing on August 4, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Service to City Industrial and Rezone from County Industrial to City Industrial with a Planned Unit Development (PUD) overlay. Case: PB 07-32

Owner: Palatka Vest, LLC and Athens Vest, Inc.

Location: 3895, 4001, 4003, 4005 Reid Street

Parcel #: 03-10-26-0000-0010-0011 and 0013

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING & ZONING DEPARTMENT AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

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Location: 3895, 4001, 4003, 4005 Reid Street

Parcel #:03-10-26-0000-0010-0011 and 0013

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Assistant Planning Director

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Legal No. 04544371
07/18/09

RECEIVED
MAY 21 2007
BY: _____

Case Number: 07-032
Date Filed: _ _ _

CITY OF PALATKA
PETITION FOR VOLUNTARY ANNEXATION

Please provide the following information and return to: *City of Palatka Building & Zoning Dept.*
205 N. 2nd Street
Palatka, FL 32177

1. Official 911 address or legal description: ~~3895~~, 4001, 4003 and 4005 Reid Street Palatka

2. Property Appraiser parcel #: 03-10-26-0000-0010-0011; and 0013

3. Total acres to be considered as part of this request: ~~4.21~~ + 2.49 = 6.70

4. The names and addresses of all owners as shown in the Putnam County public records:
Palatka Vest, LLC and Athens Vest, Inc.
6111 Peachtree Dunwoody Road, Suite B-102, Atlanta, Georgia 30328-0328

5. Reason for annexation request: access to city water/sewer

6. Number and types of structures on the property: 8 self-storage buildings

7. If residential, provide an estimate of the number of persons expected to be living on site at the time of annexation *(for U.S. Census reports)*: N/A

8. Copy of recorded deed (attach to application).

9. Boundary survey or location map (attach to application).

10. Application for Rezoning and Future Land Use Map Amendment (attach to application).

11. Name, telephone number, and mailing address of agent authorized to represent owner (if applicable): _____

05-08-2007 21:27 82 3863290172 PAGE4

12. Three hundred five dollar ($305 00) application fee (checks payable to *City of Palatka*).

13. This application submitted by:

Signature of owner(s):	PALATKA VEST, LLC	ATHENS VEST, INC.
Print owner(s) name(s):	Stanley R. Bullington Manager	William R. Collins, Jr. President
Address of owner(s):	6111 Peachtree Dunwoody Road, Suite B-102 Atlanta, Georgia 30328-0328	
Telephone:	770-391-1993	

STATE OF ~~FLORIDA~~ GEORGIA
County of ~~Putnam~~ Fulton

Before me this day personally appeared Stanley R. Bullington who executed the foregoing application and acknowledged to and before me that he executed said instrument for the purposes therein expressed.
WITNESS my hand and official seal, this 17 day of May A.D. ~~199~~ 2007

My commission expires: 12/12/2010

Notary Public
State of ~~Florida~~ at Large
Georgia

JUDY C. HICKS NOTARY PUBLIC FULTON CO., GEORGIA MY COMMISSION EXPIRES DEC 12 2010

STATE OF GEORGIA
County of Fulton

Before me this day personally appeared William R. Collins, who executed the foregoing application and acknowledged to and before me that he executed said instrument for the purposes therein expressed.
WITNESS my hand and official seal, this 17 day of May, A.D. 2007.

Notary Public
State of Georgia at Large

My commission expires: 12/12/2010

JUDY C. HICKS NOTARY PUBLIC FULTON CO., GEORGIA MY COMMISSION EXPIRES DEC 12 2010

1-24-97

05-08-2007 21:27 BZ 3863290172 PAGE5

RECEIVED
MAY 21 2007
BY: _____

Case Number: 07-032
Date Filed: _____

CITY OF PALATKA
APPLICATION FOR REZONING AND/OR AMENDING THE FUTURE LAND USE MAP (Small Scale)

Please provide all of the following information and return to: *City of Palatka Building Dept.*
205 N. 2nd Street
Palatka, FL 32177

1. Official 911 address or legal description: 3895, 4001, 4003 and 4005 Reid Street Palatka

2. Property Appraiser parcel #: 03-10-26-0000-0010-0011 & 03-10-26-0000-0010-0013

3. Total acres to be considered as part of this request: 4.21 + 2.49 = 6.70 Acres.

4. The names and addresses of all owners as shown in the Putnam County public records:
Palatka Vest, LLC and Athens Vest, Inc.
6111 Peachtree Dunwoody Road, Suite B-102, Atlanta, Georgia 30328-0328

5. Current zoning designation: light industrial Requested zoning designation: light industrial

6. Current land use designation: industrial Requested land use designation: industrial

7. Reason for rezoning/land use amendment request: property being annexed into City of Palatka

8. Number and types of structures on the property: 8 self-storage buildings

9. Copy of recorded deed (attach to application).

10. Boundary survey or location map (attach to application).

9-8-98

05-08-2007 21:27 BZ 3863290172 PAGE6

11. Name, telephone number, and mailing address of agent authorized to represent owner (if applicable): _____

12. Select and attach appropriate application fee (checks payable to *City of Palatka*):

__ $130.00 (rezoning only)
__ $240.00 (rezoning with small scale land use amendment)

13. This application submitted by:

	PALATKA VEST, LLC	ATHENS VEST, INC.
Signature of owner(s):	Stanley R Bullington	William R Collins, Jr.
Print owner(s) name(s):	Stanley R. Bullington Manager	William R. Collins, Jr. President
Address of owner(s):	6111 Peachtree Dunwoody Road, Suite B-102 Atlanta, Georgia 30328-0328	
Telephone:	770-391-1993	

STATE OF ~~FLORIDA~~ GEORGIA
County of ~~Putnam~~ Fulton

Before me this day personally appeared Stanley R. Bullington who executed the foregoing application and acknowledged to and before me that he executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this 17 day of May A.D. ~~199~~ 2007

My commission expires: 12/12/2010

Judy C. Hicks
Notary Public
State of Georgia at Large

JUDY C. HICKS NOTARY PUBLIC FULTON CO., GEORGIA MY COMMISSION EXPIRES DEC 12 2010

STATE OF GEORGIA
County of Fulton

Before me this day personally appeared William R. Collins, Jr., who executed the foregoing application and acknowledged to and before me that he executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this 17 day of May, A.D. 2007. ~~XXXX~~

Judy C. Hicks
Notary Public
State of Georgia at Large

My commission expires: 12/12/2010

JUDY C. HICKS NOTARY PUBLIC FULTON CO., GEORGIA MY COMMISSION EXPIRES DEC 12 2010

05-08-2007 21:27 BZ 3863290172

2009 Interim Property Information for Parcel: 03-10-26-0000-0010-0011

2008 Certified Tax Collector Information

Palatka Vest Llc + Athens Vest Inc

6111 Peachtree Dunwoody Rd Ste B102
Atlanta Ga 30328-0328 (**Putnam County GIS Interactive Mapping**)

Parcel 911 Addresses

4001 Reid St, Palatka (**MapQuest map**)
4003 Reid St, Palatka (**MapQuest map**)
4005 Reid St, Palatka (**MapQuest map**)

Detail Information for Parcel: 03-10-26-0000-0010-0011

Property Use:	Warehousing, Distribution Terminals, Trucking Terminals, Van And Storage Warehousing	Structures:	13
Mobile Homes:	? 0	MH Unextended:	0
Census Tract:	950600	Census Block:	1014
Total Acreage:	4.21	Location:	Putnam County

Property Legal Description

PT OF E3/4 OF NE1/4 OR619 P1573 (EX OR859 P283)(SUBJECT TO ESMT OR859 P285 ALSO FPL ESMT OR1157 P1962)

Parcel Sales Data

Book	Page	Instrument	Month	Year	QSCD	Price
1057	1284	Special Warranty Deed	September	2005	02 I	$2225000
0720	0218	Warranty Deed	January	1997	03 I	$957300
0619	1573	Warranty Deed	February	1993	00 I	$795000

Land Data

Units	Descriptions
333.00	Industrial Front Feet
3.69	Industrial Acres
0.23	Easements (Ingress/Egress, Util., Drain) Assessed As Acreage

Zoning Data

Department	Code	Descriptions

Putnam County	IL	Industrial, Light

Future Land Use Map (FLUM)

Code	Descriptions
US	Urban Service

Structure Data

Type	Year	Area	Square Feet
General Purpose Warehouse	1982	BASE	8850
		OFG	1350
		CAW	132
General Purpose Warehouse	1978	BASE	10080
General Purpose Warehouse	1979	BASE	6840
General Purpose Warehouse	1997	BASE	4500
General Purpose Warehouse	2000	BASE	3000
General Purpose Warehouse	2001	BASE	5000
General Purpose Warehouse	2004	BASE	3000
General Purpose Warehouse	2004	BASE	2400
General Purpose Warehouse	2001	BASE	3000
General Purpose Warehouse	2008	BASE	6400
General Purpose Warehouse	2008	BASE	6000
General Purpose Warehouse	2008	BASE	10000
General Purpose Warehouse	2008	BASE	10000

Extra Feature Data

Code	Descriptions
2	Concrete Drive
3	Asphalt Paving
4	Chain Link Fence

Special Building Data

Code	Size	Square Footage	Descriptions
DUTF	12X20	240	Detached Utility Finished

Notice:

9-7

Departmental Review Request

Address: 3895, 4001, 4003, 4005 Reid Street **Case #:** 07-32

Parcel # 03-10-26-0000-0010-0011 and 0013

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

☑ Rezoning	☐ Site Plan Review
☑ Annexation	☑ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other

Meeting Date: **Response Deadline: 9-17-07**

Date submitted by applicant: 6-14-07 **Date forwarded to Departments for review:** 8-23-07

Submitted to:

- ☐ Water/Sewer/Streets/Sanitation
- ☐ Police
- ☐ Fire
- ☐ Chief Building Official
- ☐ Sewer Plant
- ☐ Water Plant
- ☐ Parks
- ☐ Weed & Seed
- ☐ Cemetery
- ☐ Golf
- ☐ Airport

Current Property Use: 8 self-storage buildings **Proposed Property Use:** same

Property Address: 3895 – 4005 Reid Street **Parcel Number:** 03-10-26-0000-0010-0011 and 0013

Current Land Use Designation: County Urban Service **Requested Land Use Designation:** Commercial

Current Zoning Classification: County IL - light Industrial **Requested Zoning Classification:** M-1 Light Industrial

Acreage: 6.70 acres **# of Units** 8

Palatka Vest, LLC and Athens Vest, Inc.
Owner/Applicant Name

Agent Name

6111 Peachtree Dunwoody Rd. Suite B-102
Owner/Applicant Address

Agent Address

Atlanta, GA 30328-0328
City/State/Zip

City/State/Zip

770-391-1993
Phone Number

Phone Number

Planning Director's Comments: Request for annexation, rezoning from County IL to City M-1 and amending the Future Land Use Map from County Urban Service to City Industrial

Thank you!

Meter already in place.

☑ No Comments
☐ Comments Attached

Reviewed by:

Title: Chief of Police

3/13/07

\\Palatkapdc\public\B&Z\Shared\Planning Board\PB07-32 3895-4005 Reid St\PB07-32 4005 Reid Dept Review Request.doc

Departmental Review Request

Address: 3895, 4001, 4003, 4005 Reid Street **Case #:** 07-32

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Submitted to:

☑ Water/Sewer/Streets/Sanitation Woody	☐ Sewer Plant	☐ Cemetery
☐ Police	☐ Water Plant	☐ Golf
☐ Fire	☐ Parks	☐ Airport
☐ Chief Building Official	☐ Weed & Seed	

Current Property Use: 8 self-storage buildings **Proposed Property Use:** same

Property Address: 3895 – 4005 Reid Street **Parcel Number:** 03-10-26-0000-0010-0011 and 0013

Current Land Use Designation: County Urban Service **Requested Land Use Designation:** Commercial

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Palatka Vest, LLC and Athens Vest, Inc.
Owner/Applicant Name **Agent Name**

6111 Peachtree Dunwoody Rd. Suite B-102
Owner/Applicant Address **Agent Address**

Atlanta, GA 30328-0328
City/State/Zip **City/State/Zip**

770-391-1993
Phone Number **Phone Number**

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Thank you!

Meter already in place.

☒ No Comments
☐ Comments Attached

Reviewed by: [signature]

Title: Director Public Works

\\Palatkapdc\public\B&ZShared\Planning Board\PB07-32 3895-4005 Reid St\PB07-32 4005 Reid Dept Review Request.doc

Departmental Review Request

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Parcel # 03-10-26-0000-0010-0011 and 0013

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- ☐ Fire
- ☑ Chief Building Official
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- ☐ Water Plant
- ☐ Parks
- ☐ Weed & Seed
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- ☐ Golf
- ☐ Airport

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Owner/Applicant Name **Agent Name**

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Atlanta, GA 30328-0328
City/State/Zip **City/State/Zip**

770-391-1993
Phone Number **Phone Number**

Planning Director's Comments: Request for annexation, rezoning from County IL to City M-1 and amending the Future Land Use Map from County Urban Service to City Industrial

Thank you!

Meter already in place.

- ☐ No Comments
- ☑ Comments Attached

Reviewed by: _____

Title:

August 24, 2007

Comment for re-zoning request 7-32

What planned activity requires M-1? Storage units can be accommodated in C-2 under a conditional use. That frontage will be attractive with say, a recycling yard etc. fronting SR 100, and out airport on its sides. Recommend -- NO.

STATE OF FLORIDA

County of Putnam

The undersigned personally appeared before me, a Notary Public for the State of Florida, and deposes that the Palatka Daily News is a daily newspaper of general circulation, printed in the English language and published in the City of Palatka in said County and State; and that the attached order, notice, publication and/or advertisement:

Notice is hereby given that t

Was published in said newspaper 1 time(s) with said being made on the following dates:

07/18/2009

PUBLIC NOTICE

Notice is hereby given that the CITY OF PALATKA PLANNING BOARD will hold a public hearing on August 4, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Service to City Industrial and Re-zone from County Industrial to City Industrial with a Planned Unit Development (PUD) overlay. Case: PB 07-32

Owner: Palatka Vest, LLC and Athens Vest, Inc.

Location: 3895, 4001, 4003, 4005 Reid Street

Parcel #:03-10-26-0000-0010-0011 and 0013

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Debbie Banks
Assistant Planning Director

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PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING DEPT. AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

Legal No. 04544371
07/18/09

The Palatka Daily News has been continuously published as a daily newspaper, and has been entered as second class matter at the post office at the City of Palatka, Putnam County, Florida, each for a period of more than one year next preceding the date of the first publication of the above described order, notice and/or advertisement.

Jeannette Eveland

Sworn to and subscribed to before me this 20th day of July, 2009 by Jeannette Eveland, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

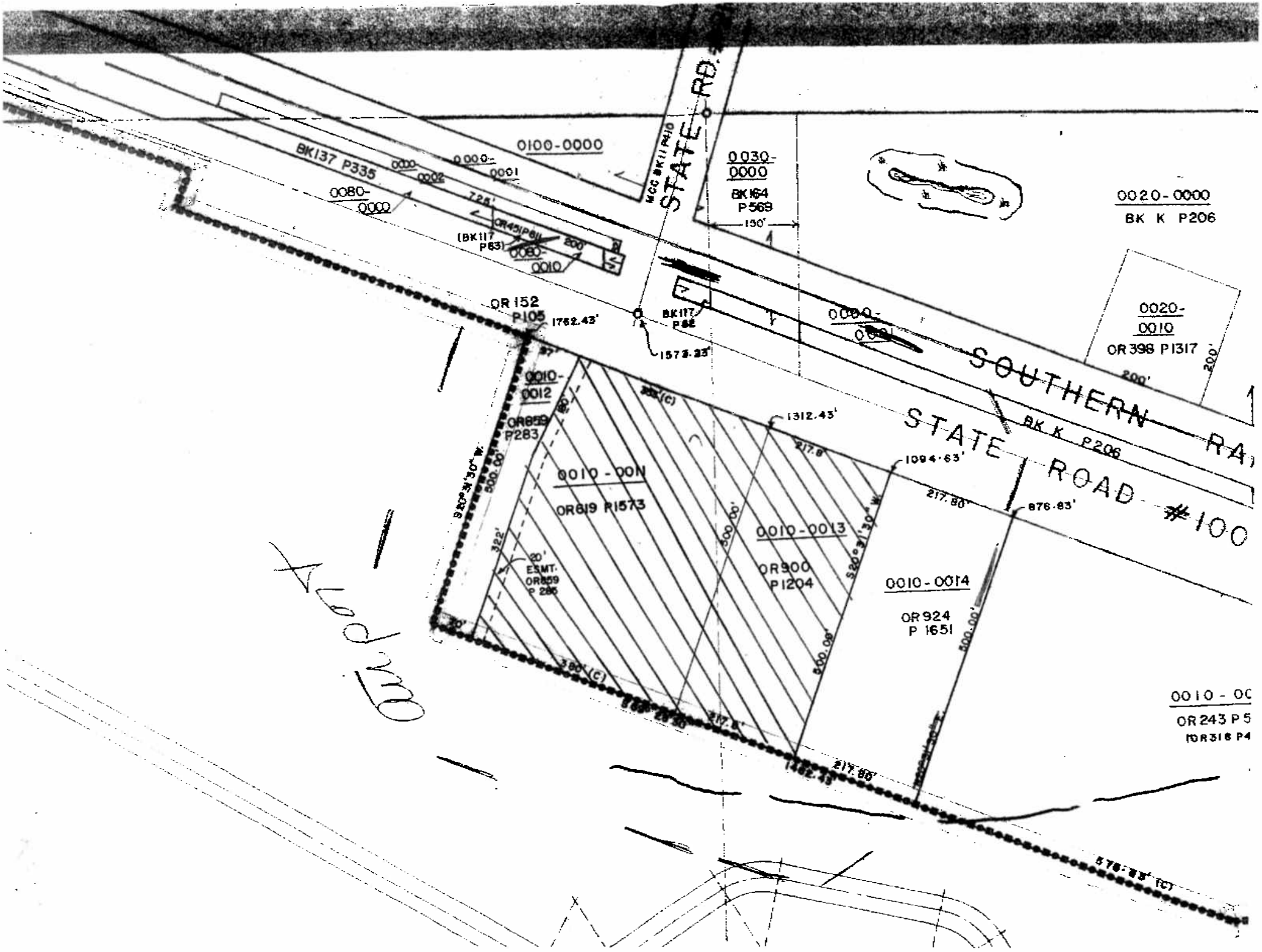
Mary Kaye Wells

Mary Kaye Wells, Notary Public
My commission expires July 22, 2011

Notary Seal
Seal of Office:

MARY KAYE WELLS
MY COMMISSION # DD 654041
EXPIRES: July 22, 2011
Bonded Thru Notary Public Underwriters

____/ Personally known to me, or
_____ Produced identification:
____/ Did take an oath



STATE RD.
MCC BK11 P410
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BK137 P335
0080-0000
0030-0000
BK164 P569
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BK K P206
0020-0010
OR398 P1317
200'
OR 152 P105
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BK117 P62
1573.23'
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STATE ROAD #100
BK K P206
0010-0012
OR859 P283
1312.43'
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1094.63'
217.80'
876.83'
0010-0011
OR619 P1573
0010-0013
OR900 P1204
0010-0014
OR924 P 1651
500.00'
322'
20' ESMT. OR859 P 285
380' (C)
217.8'
217.80'
1462.43'
576.83' (C)
0010-00
OR243 P5
(OR318 P4
Ordnance

SITE AND BUILDING INFORMATION :

FETNER ENGINEERING
ENGINEERING, PLANNING & DESIGN

Extra Space Storage

SITE PLAN

Approved By

ALISON K. FETNER, P.E.

Agenda Item

8

This instrument prepared by:
Jim Lee
205 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY R1-A (SINGLE FAMILY RESIDENTIAL) TO CITY R-1A (SINGLE FAMILY RESIDENTIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owners, Lorraine Wetherington and Marcia A. Carr to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on April 7, 2009,and two public hearings before the City Commission of the City of Palatka on August 27,2009, and September 10,2009, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of County R-1A (Single Family Residential) to City R-1A(Single Family Residential).

DESCRIPTION OF PROPERTY:

ORMAN LEIGH ESTATES MB4 P157 LOT 15. (All Book and Page references are to the public records of Putnam County, Florida)

(Being tax parcel#13-10-26-6790-0000-0150)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of September, 2009.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

PLANNING AND ZONING STAFF REPORT

April 7, 2009

APPLICATION: PB 06-24 – Annexation, Small-Scale Future Land Use Map Amendment to change the Future Land Use designation from County Urban Reserve to City Low Density Residential and Rezone from County R1-A to City R-1A.

APPLICANT: Lorraine Wetherington + Marcia A. Carr

LOCATION: 2403 Tommy Avenue

Parcel #: 13-10-26-6790-0000-0150

A. BACKGROUND & ANALYSIS: The Planning Board approved the above request on June 27, 2006, however, since no proof of advertisement was found in the file, staff elected to have the case heard again. This property is contiguous to the City limits along the eastern property line and annexation is a requirement to obtain City services. Since the City was not allowed to process annexations and Future Land Use amendments until it's Comprehensive Plan was in compliance, the applicant was allowed to connect to water prior to approval by the City Commission. The property's main access is off of Tommy Avenue which connects to Husson Avenue.

Surrounding properties have future land use designations of County Urban Reserve north, south and west of the subject property and City Low Density Residential to the east. The zoning pattern of the site and surrounding area is County R1-A to the north, south and west with City R1-A to east.. The existing land use pattern in the area is primarily single-family residential with one parcel of multi-family residential to the southeast and one parcel of commercial to the northeast.

SURROUNDING LAND USE AND ZONING:

	Future Land Use Designation	Zoning	Current Land Uses
North	Urban Reserve	R1A (Putnam)	Residence
South	Urban Reserve	R1A (Putnam)	Residence
East	Low Density Residential	R1A (City)	Residence
West	Urban Reserve	R1A (Putnam)	Residence

B. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex .19 acres into the City. The subject property is located on Tommy Avenue off of Husson Avenue. Directly north, south, and west of the site is County property.

The proposed annexation does not create an enclave and meets the criteria identified in Section 171.043, Florida Statutes. This includes being contiguous to the City's boundaries at this time, is reasonably compact, is not included within the boundary of another incorporated municipality, and is intended to be developed for urban purposes

because of the availability of City sewer and water lines that are contiguous to the property.

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

STAFF RECOMMENDATION: Approval of the annexation request.

C. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

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

The Proposed Land Use Designation:

Policy A.1.9.3.A.1 (9J-5.006(3)(c)7)
Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types. Low Density (1730 acres) - provides for a range of densities up to 5 units per acre.

Future Land Use Element

Objective A.1.1 (9J-5.006(3)(b)1; F.S. 187-201 (161)(1)(5)
Upon Plan adoption, the City shall coordinate future land uses with the appropriate topography, adjacent land uses, soil conditions, and the availability of facilities and services.

Policy A.1.1.3 (9J-5.006(3) (c) 3)
The City shall as a condition of issuing a building permit or other development order, require proposed developments to hook up to the City central sewer systems in accordance with the revised City zoning code and subdivision regulations based upon Chapter 381, F.S. and Division 64E, FAC.

STAFF ANALYSIS: The site is built out as a single-family residence which is consistent with the residential uses on Tommy Avenue. City water lines have been run to the property and there is sufficient capacity to maintain existing level of service standards. In the Traffic Circulation Element, Public Facilities Element, Recreation and Open Space Element and Public Schools Facilities Element sections of this staff report we will evaluate each adopted level of service standard for this site related to a maximum density of up to 5 dwelling units per acre.

Traffic Circulation Element

Objective B.1.1 (9J-5.007(3)(b)1)
Upon plan adoption, the City shall provide for a safe, convenient and efficient motorized and non motorized transportation system by correcting, to the maximum extent feasible, all existing roadway deficiencies identified in this plan and maintain acceptable operating conditions in the future on a priority basis.

Policy B.1.1.1 (9J-5.007(3)(01))
The State-wide minimum acceptable operating Level of Service (LOS) standards for the State Highway System and City Street System shall be the base LOS standards listed herein, except for those conditions provided in Policies 1.1.1.A. and 1.1.1.B.

STAFF ANALYSIS: Tommy Avenue is maintained by the County and is classified as a local street. Since this house already exists, there will be no added impact to the street.

Public Facilities Element

Objective D.1.1 (9J-5.011(2)(b)2)
Upon Plan adoption, the City of Palatka shall enforce adopted Concurrency Management System procedures to ensure that at the time a building permit or other development order is issued, infrastructure facility capacity is available to meet the demand of development without lowering adopted Levels of Service Standards (LOSS).

Policy D.1.1.1 (9J-5.011(2) (c)2)
The following level of service standards shall be the basis for determining the availability of facility capacity against the demand generated by development.
A1. Potable Water, Residential: 130 gallons per capita per day
B1. Central Sanitary Sewer System, Residential: 125 gallons per capita per day
C. Solid Waste: 6.4 lbs/person/day
D. Drainage Facilities: City of Palatka and Ravine State gardens Stormwater Quality Master Plan and minimum requirements of the St. Johns River Water Management District.

Policy D.1.1.2 (9J-5.011 (2)(c)2)
All improvements for replacement, expansion, or increase in capacity of facilities shall be compatible with the adopted level of service standards for the facilities and that distribution of these facilities/services is consistent with the Future Land Use Map.

STAFF ANALYSIS: This is an existing single-family dwelling that will not exceed the level of service standards.
- Potable Water: 325 gallons per day multiplied by 2.5 persons per unit is 812.50 gallons per day. A new water plant will be going on line in January 2009 with a capacity of 6 million gallons per day. Current peak usage is approximately 3,200,000 gallons per day. Capacity exists for this home.
- Central Sanitary Sewer System, Residential: 125 gallons per capita per day multiplied by 2.5 person per unit = 312.50 gallons per day. Capacity exists for this home.
- Solid Waste – 6.4 lbs multiplied by 2.5 persons per unit is 16 lbs per day. Capacity exists for this home.
- Drainage: This house was constructed in the County. All drainage issues would have been handled through their permitting process.

Recreation And Open Space Element

Objective F.1.1 (9J-5.0143(3)(b)1
Upon plan adoption, the City shall implement the following policies to ensure public access to all identified recreational facilities.

Policy F.1.1.2 (9J-5.014(3)(c)3
The City shall adopt the following Level of Service Standards: Regional Park/ 1 acre per 50, Community Park/ 1 acre per 500, Neighborhood Park/ 1 acre per 500, Equipped Play and Tot Lot/ 1 Per 2,000, Baseball/Softball Fields/ 1 per 5,000, Football/Soccer Fields/ 1 per 6,000, Equipped Play area/ 1 play area per 10,000, Basketball Courts/ 1 per 5,000, Boat Ramp (Lanes)/ 1 lane per 5,000, Tennis Court/ 1 court per 2,000, Swimming Pools/1 pool per 25,000, Hiking (miles)/ 1 Mile per 6,750, and Picnic Areas (Tables) 1 Table per 6,000.

STAFF ANALYSIS: This house will generate an additional 2.5 people (2.5 persons per unit multiplied by 21 units). Capacity exists for all recreational Level of Service Standards for this additional population.

Public Schools Facilities Element

Objective 1.1.1 (9J-5.025(3)(b)1
The City of Palatka shall ensure the correction of existing school facility deficiencies to provide adequate student capacity, which shall not exceed the adopted level of service standards within the Putnam County School District and which will meet future capacity needs.

Policy 1.1.1.1 (9J-5.025(3)(c)7
The City of Palatka hereby adopts LOSS for Schools of 100% based on permanent FISH capacity for all school types (Elementary, Middle and High)

STAFF ANALYSIS: Phil Leary, the consultant for the Putnam County School District has indicated this single family already exists and will not need to be analyzed for concurrency.

STAFF RECOMMENDATION: Staff recommends approval to change the Future Land Use designation from County Urban Reserve to City Low Density Residential.

D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

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

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

   STAFF ANALYSIS: The applicant requests rezoning to City R-1A (Single family residential district) from County R1-A (Single family residential district.) The proposed change is in conformance with the comprehensive plan as stated in the

above comp plan review and is consistent with both the City and County land use designations for single family dwellings.
This zoning category is consistent with the requested Low Density Residential Future Land Use Map designation. The current land use designation is Putnam County Urban Reserve.

b. The existing land use pattern.

STAFF ANALYSIS: This rezoning request to City R-1A (Single family residential district) is consistent with the existing land use pattern in the area which is residential development along Tommy Avenue. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request.

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

STAFF ANALYSIS: This rezoning request will not create an isolated district since the City and County have adjacent parcels with residential zoning that allow residential uses. The County's setbacks are similar to the City's but are slightly more restrictive.

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

STAFF ANALYSIS: This parcel is built out as a single-family residence and will not overtax public services.

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

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

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

STAFF ANALYSIS: In order to obtain water services, the applicant was required to annex, amend the Future Land Use map and rezone since the property is contiguous to the city limits. The proposed amendment is necessary to comply with these requirements.

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

STAFF ANALYSIS: This change is consistent with the existing conditions of the neighborhood.

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

STAFF ANALYSIS: This site is already developed as a single-family residence. Tommy Avenue is not in the City and classified by the County as a local street. The traffic created by the existing single-family residence has been included in the County's traffic counts that are the basis for the existing LOSS.

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

STAFF ANALYSIS: This site is built out as a single-family residence. If any additions are made, drainage will be addressed in plan review.

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

STAFF ANALYSIS: This site is built out.

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

STAFF ANALYSIS: It is not anticipated that this rezoning request will adversely affect property values.

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

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

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

STAFF ANALYSIS: This rezoning request does not constitute a grant of special privilege.

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

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

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

STAFF ANALYSIS: This change is not out of scale with the needs of the neighborhood or City.

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

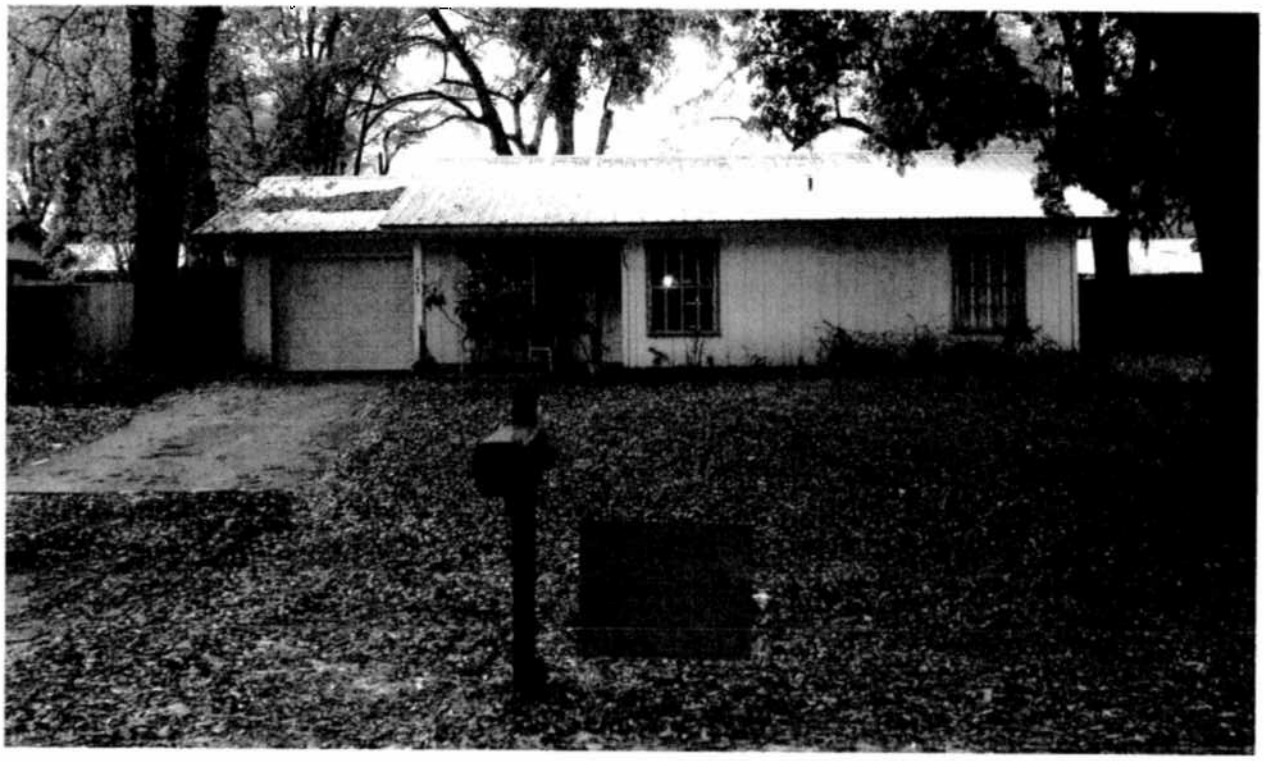
STAFF ANALYSIS: There may be other sites in the City that could accommodate the projected use however, this site is already developed as a residence and the annexation along with the future land use amendment and zoning change is required in order to obtain sewer service.

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

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

STAFF RECOMMENDATION: Staff recommends approval of the requested zoning change from County R1-A (Single family residential district) to City R-1A (Single family residential district). The request complies with the rezoning criteria provided in the Palatka Municipal Code.

E. Photographs



2403 Tommy Avenue

5-9-06

Bill Dixon has permission to sign anything necessary in order to get city water lines run to my mother's home at 2403 Tommy in Palatka.

Marcia Dixon

Marcia Dixon

Case Number: 06-024

Date Filed: _____

CITY OF PALATKA
APPLICATION FOR REZONING AND/OR AMENDING THE FUTURE LAND USE MAP (Small Scale)

Please provide all of the following information and return to:

City of Palatka Building Dept.
205 N 2nd Street
Palatka, FL 32177

1. Official 911 address or legal description: 2403 Downing Ave

2. Property Appraiser parcel #: 13-10-26-6790-0000-0152

3. Total acres to be considered as part of this request: .19

4. The names and addresses of all owners as shown in the Putnam County public records.

5. Current zoning designation: C-R1A Requested zoning designation: City Res

6. Current land use designation: Res Requested land use designation: Res.

7. Reason for rezoning/land use amendment request: Connect to City water.

8. Number and types of structures on the property: 1

9. Copy of recorded deed (attach to application).

10. Boundary survey or location map (attach to application).

11. Name, telephone number, and mailing address of agent authorized to represent owner (if applicable): _____

386-972-4625 William Dixon 105 Hudley St Interlachen, FL 32148

12. Select and attach appropriate application fee (checks payable to *City of Palatka):*

___ $130.00 (rezoning only)
_✓_ $240.00 (rezoning with small scale land use amendment)

13. This application submitted by:

Signature of owner(s):	Lorraine Wetherington	Husband William H Dixon, For Mailing
Print owner(s) names(s):	Lorraine Wetherington	Husband William H Dixon, For Mailing
Address of owner(2):	2403 Tommy Ave Palatka FL 32177	PO Box 1167 Palatka FL 32 Interlachen, FL 32
Telephone:	386 326 0052	386-972-4625 972-4621

STATE OF FLORIDA

County of Putnam

Before me this day personally appeared Lorraine Wetherington who executed the foregoing application and acknowledged to and before me that _____ executed said instrument for the purposes therein expressed.
WITNESS my hand and official seal, this 9th day of May A.D. 2006.

Ruby M. Williams
Notary Public

My commission expires:

State of Florida at Large

Ruby M Williams
My Commission DD224851
Expires September 26, 2007

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

As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

PUBLIC NOTICE

Notice is hereby given that the **CITY OF PALATKA PLANNING BOARD** will hold a public hearing on April 7, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the city limits of Palatka, Amend the Future Land Use Map from County Urban Reserve to City Low Density Residential and Rezone from County R1-A to City R1-A. Case: PB 06-24

Owner: Lorraine Wetherington + Marcia A. Carr

Location: 2403 Tommy Avenue

Parcel #: 13-10-26-6790-0000-0150 (.19 acres)

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING & ZONING DEPARTMENT AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

STATE OF FLORIDA

County of Putnam

The undersigned personally appeared before me, a Notary Public for the State of Florida, and deposes that the Palatka Daily News is a daily newspaper of general circulation, printed in the English language and published in the City of Palatka in said County and State; and that the attached order, notice, publication and/or advertisement:

Notice is hereby given that t

Was published in said newspaper 1 time(s) with said publication being made on the following dates:

03/21/2009

The Palatka Daily News has been continuously published as a daily newspaper, and has been entered as second class matter at the post office at the City of Palatka, Putnam County, Florida, each for a period of more than one year next preceding the date of the first publication of the above described order, notice and/or advertisement.

Jeannette Eveland

Sworn to and subscribed to before me this 23rd day of March, 2009 by Jeannette Eveland, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Mary Kaye Wells

Mary Kaye Wells, Notary Public
My commission expires July 22, 2011

Notary Seal
Seal of Office:

MARY KAYE WELLS
MY COMMISSION # DD 654041
EXPIRES: July 22, 2011
Bonded Thru Notary Public Underwriters

1 Personally known to me, or
1 Produced identification:
1 Did take an oath

PUBLIC NOTICE

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Request to Annex into the city limits of Palatka, Amend the Future Land Use Map from County Urban Reserve to City Low Density Residential and Rezone from County R1-A to City R1-A.

Case: PB 06-24

Owner: Lorraine Wetherington + Marcia A. Carr

Location: 2403 Tommy Avenue

Parcel #: 13-10-26-6790-0000-0150 (.19 acres)

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director
329-0100

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Legal No. 04542918
03/21/2009

(Regular Meeting)

Motion made by **Jill Jester** to approve this request for conditional use, subject to the recommendations/conditions as listed within the staff report. **Sue Roskosh** made the second. All present voted affirmative. Motion Carried.

Case 06-024 **2403 Tommy Avenue** – Request to annex, amend the Future Land Use Map and Future Land Use Element (small scale, from County Urban Reserve to City Low-density Residential) and rezone from County R-1A to City R-1A.

Owners: Lorraine Wetherington and Marcia A Carr
Agent: William Dixon

(Public Hearing)

Mr. Mengel advised that the owners are seeking to annex to connect to city services.

Ms. Wetherington advised that she has had continual problems with her well.

(Regular Meeting)

Motion made by **Jill Jester** to approve the Request to annex, amend the Future Land Use Map and Future Land Use Element (small scale, from County Urban Reserve to City Low-density Residential) and rezone from County R-1A to City R-1A. Seconded by **Sue Roskosh**. All present voted affirmative. Motion carried

Case 06-025 **1024 South State Road 19** – Request for a special event – sports-themed exhibition.

Owners: Lorraine Wetherington and Marcia A Carr
Agent: William Dixon

(Public Hearing)

Mr. Mengel advised that this is a NASCAR event and that staff recommends approval subject to conditions listed in the staff report.

(Regular Meeting)

Motion made by **Clem Saccareccia** to approve the request subject to Staff recommendations and conditions. Seconded by **Sue Roskosh**. All present voted affirmative. Motion carried

Agenda Item

9

This instrument prepared by:
Jim Lee
205 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY R1-A (SINGLE FAMILY RESIDENTIAL) TO CITY R-1A (SINGLE FAMILY RESIDENTIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owner, Rhoda Harris to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on April 7, 2009,and two public hearings before the City Commission of the City of Palatka on August 27,2009, and September 10,2009, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of County R-1A (Single Family Residential) to City R-1A(Single Family Residential).

DESCRIPTION OF PROPERTY:

ORMAN LEIGH ESTATES MB4 P157 LOT 16. (All Book and Page references are to the public records of Putnam County, Florida)

(Being tax parcel#13-10-26-6790-0000-0160)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of September, 2009.

CITY OF PALATKA

BY: _____
Its **MAYOR**

ATTEST:

_____
City Clerk

PLANNING AND ZONING STAFF REPORT

April 7, 2009

APPLICATION: PB 07-43 – Annexation, Small-Scale Future Land Use Map Amendment to change the Future Land Use designation from County Urban Reserve to City Low Density Residential and Rezone from County R-1A to City R-1A.

APPLICANT: Rhoda Harris

LOCATION: 2405 Tommy Avenue

Parcel #: 13-10-26-6790-0000-0160

REQUEST: The applicant is requesting to annex into the City limits, amend the City's Future Land Use Map for .19 acres of property from County Urban Reserve to City Low Density Residential and Rezone from County R1-A to City R-1A.

BACKGROUND & ANALYSIS: The applicant applied to annex into the city limits, amend the future land use map and rezone this parcel on September 7, 2007. This property is contiguous to the City limits along the eastern property line and annexation is a requirement to obtain City services. Since the City was not allowed to process annexations and Future Land Use amendments until it's Comprehensive Plan was in compliance, the applicant was allowed to connect to water prior to approval by the City Commission. The property's main access is off of Tommy Avenue which connects to Husson Avenue.

Surrounding properties have future land use designations of County Urban Reserve north, south and west of the subject property and City Low Density Residential to the east. The zoning pattern of the site and surrounding area is County R1-A to the north, south and west with City R1-A to east.. The existing land use pattern in the area is primarily single-family residential with one parcel of multi-family residential to the southeast and one parcel of commercial to the northeast.

SURROUNDING LAND USE AND ZONING:

	Future Land Use Designation	Zoning	Current Land Uses
North	Urban Reserve	R1A (Putnam)	Residence
South	Urban Reserve	R1A (Putnam)	Residence
East	Low Density Residential	R1A (City)	Residence
West	Urban Reserve	R1A (Putnam)	Residence

B. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex .19 acres into the City. The subject property is located on Tommy Avenue off of Husson Avenue. Directly north, south, and west of the site is County property.

The proposed annexation does not create an enclave and meets the criteria identified in Section 171.043, Florida Statutes. This includes being contiguous to the City's boundaries at this time, is reasonably compact, is not included within the boundary of

another incorporated municipality, and is intended to be developed for urban purposes because of the availability of City sewer and water lines that are contiguous to the property.

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

STAFF RECOMMENDATION: Approval of the annexation request.

C. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

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

The Proposed Land Use Designation:

Policy A.1.9.3.A.1 (9J-5.006(3)(c)7)
Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types. Low Density (1730 acres) - provides for a range of densities up to 5 units per acre.

Future Land Use Element

Objective A.1.1 (9J-5.006(3)(b)1; F.S. 187-201 (161)(1)(5)
Upon Plan adoption, the City shall coordinate future land uses with the appropriate topography, adjacent land uses, soil conditions, and the availability of facilities and services.

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

STAFF ANALYSIS: The site is built out as a single-family residence which is consistent with the residential uses on Tommy Avenue. City water lines have been run to the property and there is sufficient capacity to maintain existing level of service standards. In the Traffic Circulation Element, Public Facilities Element, Recreation and Open Space Element and Public Schools Facilities Element sections of this staff report we will evaluate each adopted level of service standard for this site related to a maximum density of up to 5 dwelling units per acre.

Traffic Circulation Element

Objective B.1.1 (9J-5.007(3)(b)1)
Upon plan adoption, the City shall provide for a safe, convenient and efficient motorized and non motorized transportation system by correcting, to the maximum extent feasible, all existing roadway deficiencies identified in this plan and maintain acceptable operating conditions in the future on a priority basis.

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

STAFF ANALYSIS: Tommy Avenue is maintained by the County and is classified as a local street. Since this house already exists, there will be no added impact to the street.

Public Facilities Element

Objective D.1.1 (9J-5.011(2)(b)2)
Upon Plan adoption, the City of Palatka shall enforce adopted Concurrency Management System procedures to ensure that at the time a building permit or other development order is issued, infrastructure facility capacity is available to meet the demand of development without lowering adopted Levels of Service Standards (LOSS).

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C. Solid Waste: 6.4 lbs/person/day
D. Drainage Facilities: City of Palatka and Ravine State gardens Stormwater Quality Master Plan and minimum requirements of the St. Johns River Water Management District.

Policy D.1.1.2 (9J-5.011 (2)(c)2)
All improvements for replacement, expansion, or increase in capacity of facilities shall be compatible with the adopted level of service standards for the facilities and that distribution of these facilities/services is consistent with the Future Land Use Map.

STAFF ANALYSIS: This is an existing single-family dwelling that will not exceed the level of service standards.
- Potable Water: 325 gallons per day multiplied by 2.5 persons per unit is 812.50 gallons per day. A new water plant will be going on line in January 2009 with a capacity of 6 million gallons per day. Current peak usage is approximately 3,200,000 gallons per day. Capacity exists for this home.
- Central Sanitary Sewer System, Residential: 125 gallons per capita per day multiplied by 2.5 person per unit = 312.50 gallons per day. Capacity exists for this home.
- Solid Waste – 6.4 lbs multiplied by 2.5 persons per unit is 16 lbs per day. Capacity exists for this home.

- Drainage: This house was constructed in the County. All drainage issues would have been handled through their permitting process.

Recreation And Open Space Element

Objective F.1.1 (9J-5.0143(3)(b)1
Upon plan adoption, the City shall implement the following policies to ensure public access to all identified recreational facilities.

Policy F.1.1.2 (9J-5.014(3)(c)3
The City shall adopt the following Level of Service Standards: Regional Park/ 1 acre per 50, Community Park/ 1 acre per 500, Neighborhood Park/ 1 acre per 500, Equipped Play and Tot Lot/ 1 Per 2,000, Baseball/Softball Fields/ 1 per 5,000, Football/Soccer Fields/ 1 per 6,000, Equipped Play area/ 1 play area per 10,000, Basketball Courts/ 1 per 5,000, Boat Ramp (Lanes)/ 1 lane per 5,000, Tennis Court/ 1 court per 2,000, Swimming Pools/1 pool per 25,000, Hiking (miles)/ 1 Mile per 6,750, and Picnic Areas (Tables) 1 Table per 6,000.

STAFF ANALYSIS: This house will generate an additional 2.5 people (2.5 persons per unit multiplied by 21 units). Capacity exists for all recreational Level of Service Standards for this additional population.

Public Schools Facilities Element

Objective 1.1.1 (9J-5.025(3)(b)1
The City of Palatka shall ensure the correction of existing school facility deficiencies to provide adequate student capacity, which shall not exceed the adopted level of service standards within the Putnam County School District and which will meet future capacity needs.

Policy 1.1.1.1 (9J-5.025(3)(c)7
The City of Palatka hereby adopts LOSS for Schools of 100% based on permanent FISH capacity for all school types (Elementary, Middle and High)

STAFF ANALYSIS: Phil Leary, the consultant for the Putnam County School District has indicated this single family already exists and will not need to be analyzed for concurrency.

STAFF RECOMMENDATION: Staff recommends approval to change the Future Land Use designation from County Urban Reserve to City Low Density Residential.

D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

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

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

STAFF ANALYSIS: The applicant requests rezoning to City R-1A (Single family residential district) from County R1-A (Single family residential district.) The proposed change is in conformance with the comprehensive plan as stated in the above comp plan review and is consistent with both the City and County land use designations for single family dwellings.
This zoning category is consistent with the requested Low Density Residential Future Land Use Map designation. The current land use designation is Putnam County Urban Reserve.

b. The existing land use pattern.

STAFF ANALYSIS: This rezoning request to City R-1A (Single family residential district) is consistent with the existing land use pattern in the area which is residential development along Tommy Avenue. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request.

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

STAFF ANALYSIS: This rezoning request will not create an isolated district since the City and County have adjacent parcels with residential zoning that allow residential uses. The County's setbacks are similar to the City's but are slightly more restrictive.

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

STAFF ANALYSIS: This parcel is built out as a single-family residence and will not overtax public services.

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

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

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

STAFF ANALYSIS: In order to obtain water services, the applicant was required to annex, amend the Future Land Use map and rezone since the property is contiguous to the city limits. The proposed amendment is necessary to comply with these requirements.

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

STAFF ANALYSIS: This change is consistent with the existing conditions of the neighborhood.

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

STAFF ANALYSIS: This site is already developed as a single-family residence. Tommy Avenue is not in the City and classified by the County as a local street. The traffic created by the existing single-family residence has been included in the County's traffic counts that are the basis for the existing LOSS.

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

STAFF ANALYSIS: This site is built out as a single-family residence. If any additions are made, drainage will be addressed in plan review.

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

STAFF ANALYSIS: This site is built out.

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

STAFF ANALYSIS: It is not anticipated that this rezoning request will adversely affect property values.

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

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

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

STAFF ANALYSIS: This rezoning request does not constitute a grant of special privilege.

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

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

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

STAFF ANALYSIS: This change is not out of scale with the needs of the neighborhood or City.

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

STAFF ANALYSIS: There may be other sites in the City that could accommodate the projected use however, this site is already developed as a residence and the annexation along with the future land use amendment and zoning change is required in order to obtain sewer service.

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

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

STAFF RECOMMENDATION: Staff recommends approval of the requested zoning change from County R1-A (Single family residential district) to City R-1A (Single family residential district). The request complies with the rezoning criteria provided in the Palatka Municipal Code.

Photographs

9-17-07

I, Rhonda HARRIS
is ~~Asking~~ for Help. Because my well ~~well~~ went out AND I Been with out water since 9.11-07,
thank you.

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

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

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

Application Number: PB - 07-43
Date Received: 9/17/07
Hearing date: _____

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

TO BE COMPLETED BY APPLICANT

1. Property Address:	2. Parcel Number:	3. Current Property Use:
2405 Tommy Ave	13-10-26-6790-0000-0160	Res.

4. Current Land Use Designation:	5. Requested Land Use Designation:	6. Required Attachments:
Res, SF	Same	☐ Letter of Authorization*
7. Current Zoning Designation:	8. Requested Zoning Designation:	☐ Legal Description
RIA		☐ Copy of Recorded Deed
9. Lot size/acreage:	10. Number, types & square footage of structures on property:	☐ Fees
.19		☐ Project Narrative**
11. Proposed Number, types & square footage of structures on property: Attach plan	1 Res.	☐ Supplementary Information***
		☐ Site Map for display ad****
		☐ Site Plan*****

8. **Owner Name:** Shucla Harris

Owner Address: 2405 Tommy Ave
Palatka Fla. 32177

Phone Number: 386-328-7346

9. **Agent Name:** _____

Agent Address: _____

Phone Number: _____

* Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

**Project Narrative: Explain present and future use of the property in detail.

***Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.

****Site map for ad to be to be in black & white, no larger than 2 ½" x 3" with nearest intersecting streets shown and named.

*****Site Plan: Detailed project drawing

Application Number: PB -_____
Hearing date: _____

10. This application submitted by:

Signature of owner(s): Rhoda Harris

Print owner(s) names(s): Rhoda Harris

Signature of Agent(s): _____

Print Agent(s) names: _____

STATE OF Florida

County of Putnam

Before me this day personally appeared Rhoda Harris who executed the foregoing application and acknowledged to and before me that she executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 17th day of September A.D. 2007

Karen M. Venables
Commission # DD533981
Expires March 28, 2010
Bonded Troy Fain - Insurance, Inc 800-385-7019

Karen M Venables
Notary Public

My commission expires: 3-28-2010 State of Florida at Large

FOR OFFICIAL USE ONLY				
1. Date Submitted	2. Received By:	3. Current Zoning:	4. Requested Zoning:	5. Preliminary review by:

7. Sign(s) Posted	8. Surrounding property owners notices sent:	9. Legal Ad Ran:	10. Attachments Reviewed:
Date:	Date:	Date:	☐ Letter of Authorization*
By:	By:		☐ Legal Description
			☐ Copy of Recorded Deed
			☐ Fees
			☐ Project Narrative**
			☐ Supplementary Information***
			☐ Site Map for display ad****
			☐ Site Plan*****

City Commission Hearing Date:

STATE OF FLORIDA

County of Putnam

The undersigned personally appeared before me, a Notary Public for the State of Florida, and deposes that the Palatka Daily News is a daily newspaper of general circulation, printed in the English language and published in the City of Palatka in said County and State; and that the attached order, notice, publication and/or advertisement:

Notice is hereby given that t

Was published in said newspaper 1 time(s) with said publication being made on the following dates:

03/21/2009

The Palatka Daily News has been continuously published as a daily newspaper, and has been entered as second class matter at the post office at the City of Palatka, Putnam County, Florida, each for a period of more than one year next preceding the date of the first publication of the above described order, notice and/or advertisement.

Jeannette Eveland

Sworn to and subscribed to before me this 23rd day of March, 2009 by Jeannette Eveland, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Mary Kaye Wells

Mary Kaye Wells, Notary Public
My commission expires July 22, 2011

Notary Seal
Seal of Office:

____ Personally known to me, or
____ Produced identification:
____ Did take an oath

MARY KAYE WELLS
MY COMMISSION # DD 654041
EXPIRES: July 22, 2011
Bonded Thru Notary Public Underwriters

PUBLIC NOTICE

Notice is hereby given that the CITY OF PALATKA PLANNING BOARD will hold a public hearing on April 7, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the city limits of Palatka, Amend the Future Land Use Map from County Urban Reserve to City Low Density Residential and Rezone from County R1-A to City R1-A. Case: PB 07-43

Owner: Rhoda Harris

Location: 2405 Tommy Avenue

Parcel #: 13-10-26-6790-0000-0160 (.19 acres)

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING & ZONING DEPARTMENT AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

Legal No. 04542920
03/21/2009

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

As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

PUBLIC NOTICE

Notice is hereby given that the **CITY OF PALATKA PLANNING BOARD** will hold a public hearing on April 7, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex, Amend the Future Land Use Map from County Urban Service to City Low Density Residential and Rezone from County R1-A to City R1-A. Case: PB 07-43

Owner: Rhoda Harris

Location: 2405 Tommy Avenue

Parcel #: 13-10-26-6790-0000-0160

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Debbie Banks
Assistant Planning Director

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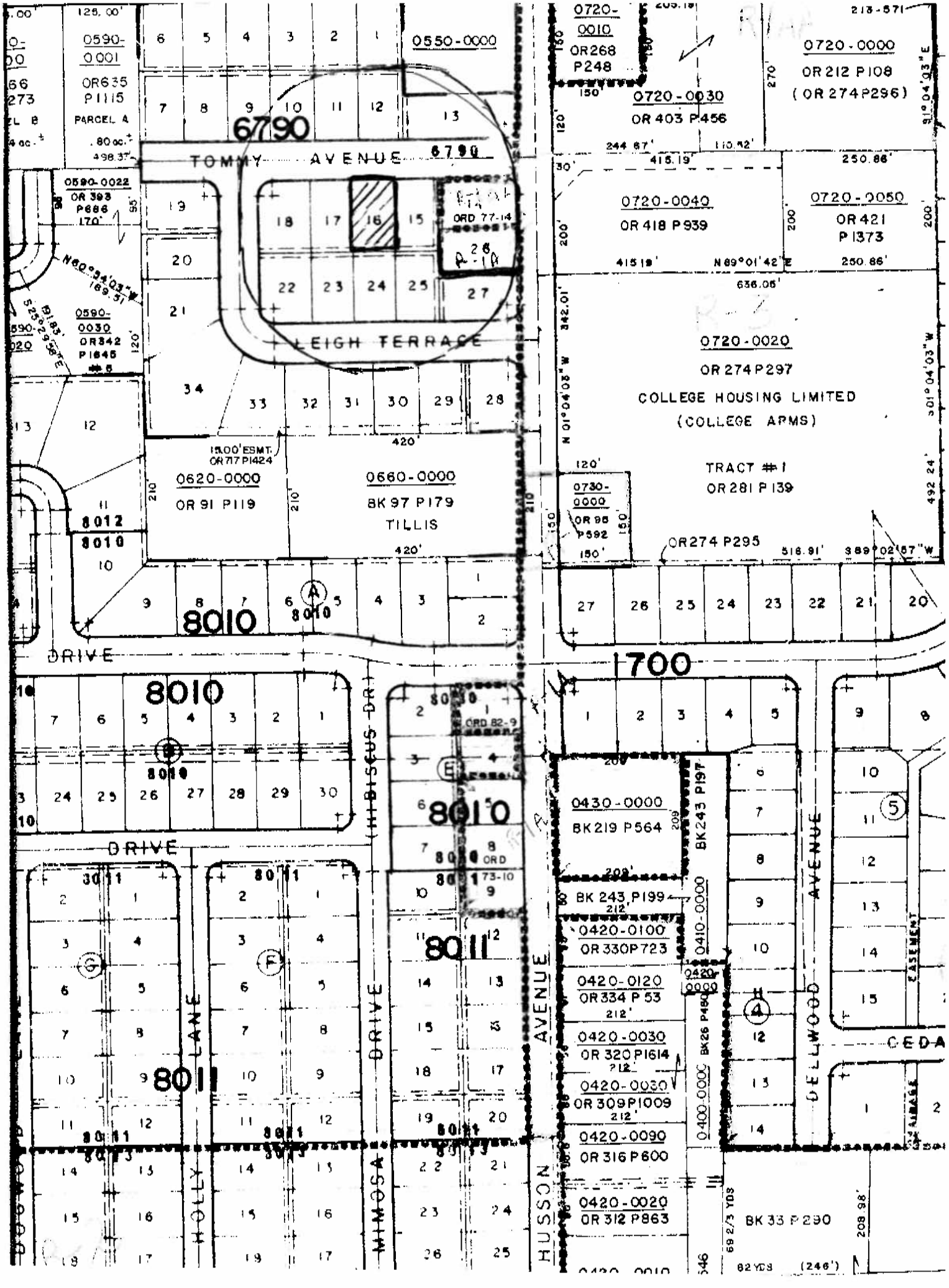

0590-0001
OR635 P1115
PARCEL A
0550-0000
0720-0010
OR268 P248
0720-0000
OR212 P108
(OR274P296)
0720-0030
OR403 P456
6790
TOMMY AVENUE
0590-0022
OR393 P686
0720-0040
OR418 P939
0720-0050
OR421 P1373
ORD 77-14
LEIGH TERRACE
0590-0030
OR342 P1645
0720-0020
OR274P297
COLLEGE HOUSING LIMITED
(COLLEGE ARMS)
TRACT #1
OR281 P139
15.00' ESMT.
OR717 P1424
0620-0000
OR91 P119
0660-0000
BK97 P179
TILLIS
0730-0000
OR95 P592
OR274 P295
8012
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DRIVE
1700
HIBISCUS DR
ORD 82-9
ORD 73-10
8011
0430-0000
BK219 P564
BK243 P197
BK 243 P199
0410-0000
0420-0100
OR330P723
0420-0120
OR334 P53
0420-0000
BK26 P480
0420-0030
OR320 P1614
0420-0030
OR309P1009
0400-0000
0420-0090
OR316 P600
0420-0020
OR312 P863
BK33 P290
HOLLY LANE
MIMOSA DRIVE
HUSSON AVENUE
DELLWOOD AVENUE
EASEMENT
CEDA

Detail Information for Parcel: 13-10-26-6790-0000-0160			Tax Collector Info
Just Value of Land:	$5093	Property Use:	Single Family Residential
Improvement Value:	$54361	Structures:	1
Market Value:	$59454	Mobile Homes: [?]	0
Market Classified:	$0	MH Unextended:	0
Classified: [?]	$0	Census Tract:	950900
Assessed Value:	$59454	Census Block:	5007
SOH Limitation:	$49486	Total Acreage:	0.19
School Exempt:	$25000	Exemptions: [?]	HX [?]
School Taxable:	$24486	Location:	Putnam County

Parcel 911 Addresses

2405 Tommy Av, Palatka (MapQuest map)

Property Legal Description

ORMAN LEIGH ESTATES MB4 P157 LOT 16

Parcel Sales Data

Book	Page	Instrument	Month	Year	QSCD	Price
1073	1589	Marriage Certificate	December	2005	01 I	$0
0798	1845	Warranty Deed	August	1999	00 I	$58000
0685	0796	Warranty Deed	October	1995	00 I	$50900
0425	0069	Warranty Deed	October	1982	01	$42000

Land Data

Units	Descriptions
70.00	Residential Front Feet

Zoning Data

Department	Code	Descriptions
Putnam County	R-1A	Residential, Single-Family

Future Land Use Map (FLUM)

Code	Acreage	Descriptions
UR	0.20	Urban Reserve

Structure Data

Type	Year	Area	Square Feet
Single Family	1982	BASE	1076
		GRF	312
		OPF	169
		OPU	32

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 Appraisers office

Click **here** to do another search or use your browser's back button to return to previous search results.

Agenda Item

10

This instrument prepared by:
Jim Lee
205 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09-____

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 TWO PROPERTIES IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY CPO (COMMERCIAL PROFESSIONAL OFFICE) AND R1-A (SINGLE FAMILY RESIDENTIAL) TO CITY C-1A (COMMERCIAL NEIGHORHOOD DISTRICT); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owner, A Women's Resource Center to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on June 2,2009,and two public hearings before the City Commission of the City of Palatka on August 27,2009, and September 10,2009, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of County CPO (Commercial Professional Office) and R1-A (single Family Residential) to City C-1A(Commercial Neighborhood District).

DESCRIPTION OF PROPERTY:

A part of the East ½ of the Northwest ¼ of the Northeast ¼ of the Northeast ¼ of Section 11, Township 10 South, Range 26 East, more particularly described as follows:

From a point in the East Line of the East ½ of the Northwest ¼ of the Northeast ¼ of the Northeast ¼

(this being the East line of lands described in Deed Book 173, page 293) where the South Line of Lemon Street as described in that certain final Judgment recorded in minutes of Circuit Court Book 15, page 258 intersect said East Line of the East ½ of the Northwest ¼ of the Northeast ¼ of the Northeast ¼ and run West along said South Line of Lemon Street as described above for a distance of 75 Feet to the Northwest corner of those lands as described in Official Records Book 198, page 315 and the point of beginning of this description. (1) Continue West along the South Line of said Lemon Street a distance of 70 Feet more or less to the East Line of those lands as described in Official Records Book 394, page 1120. Return to the point of Beginning and (2) run South and along the West Line of said lands as described in Official Records Book 198, page 315, a distance of 140 feet to a point on the North Line of lands described in Official Records Book 291, page 1902; (3) run thence West and along the North Line of said lands described in Official Records Book 291, page 1902, a distance of 70 Feet more or less to the West Line of said lands described in Official Records Book 394, page 1120; (4) thence run North and along the East Line of said lands described in Official Records Book 394 page 1120 a distance of 140 feet to the Westerly end of Call (1) above and to close.

All Book and page references are to the Public Records of Putnam County, Florida.

(Being tax parcel #11-10-26-0000-0120-0120) and

A part of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ of Section 11, Township 10 South, range 26 East, more particularly described as follows: Begin at the intersection of the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ of Section 11, Township 10 South, Range 26 East, with the Southerly right of way Line of Lemon Street extension Section 76631, run thence Westerly, along the South Line of Lemon Street extension for a distance of 75 Feet, run thence South, parallel with the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ for a distance of 140 Feet, run thence East, parallel with the North Line of Section 11 for a distance of 75 Feet, more or less, to the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ , run thence North, along the East Line of the E ½ of the NW ¼ of the NE ¼ of the NE ¼ for a distance of 140 Feet more or less to the point of beginning to close.

(Being tax parcel #11-10-26-0000-0122-0000)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of September, 2009.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

PLANNING AND ZONING STAFF REPORT

June 2, 2009

APPLICATION: PB 09-10 – Annexation, Small-Scale Future Land Use Map Amendment to change the Future Land Use designation from County Urban Service to City Commercial and Rezone from County Commercial, Professional Office (CPO) and Single Family Residential (R1-A) to City Commercial Neighborhood District (C1-A).

APPLICANT: A Women's Resource Center

LOCATION: 3323 and 3403 St. Johns Avenue

Parcel #: 11-10-26-0000-0120-0120 and 11-10-26-0000-0122-0000

A. BACKGROUND & ANALYSIS: On March 11, 2009 the applicant had requested City sewer due to the failure of their septic tank. They already had City water. Since this property is contiguous to the City limits to the north across St. Johns Avenue and to the west across Tanner Terrace, they are able to annex in order to obtain this service. Since the City has been working through the backlog of cases as a result of the Comprehensive Plan being out of compliance, the applicant was allowed to connect to sewer prior to approval by the Planning Board and City Commission. The property's main access off St. Johns Avenue. Departmental Review Requests were sent to all departments. The Public Works Director, Police Chief, and Water & Sewer Superintendent responded with "No Comment."

Surrounding properties have future land use designations of County Urban Service north, south, east and west of the subject property. The zoning pattern of the site and surrounding area is County R1-A to the north, south east and west; City R1-A to North and west; and county C-1 to the west. The existing land use pattern in the area is mixed commercial and single family residential.

SURROUNDING LAND USE AND ZONING:

	Future Land Use Designation	Zoning	Current Land Uses
North	Urban Service	R1A (Putnam) R1A (City)	Single Family Residence
South	Urban Service	R1A (Putnam)	Single Family Residence
East	Urban Service	R-1A	Single Family Residence
West	Urban Service City Low Density Residential	C-1 (Putnam) R-1 (City)	Ralph's Hair Care Single Family Residence

B. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex .a .23 and a .24 acre parcel into the City. The subject property is located at 3323 & 3403 St. Johns Avenue. Properties directly north, east, and west of the site is County with City parcels to the north and west.

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

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

STAFF RECOMMENDATION: Approval of the annexation request.

C. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

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

The Proposed Land Use Designation:

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.

Future Land Use Element

Objective A.1.1 (9J-5.006(3)(b)1; F.S. 187-201 (161)(1)(5)
Upon Plan adoption, the City shall coordinate future land uses with the appropriate topography, adjacent land uses, soil conditions, and the availability of facilities and services.

Policy A.1.1.3 (9J-5.006(3) (c) 3)
The City shall as a condition of issuing a building permit or other development order, require proposed developments to hook up to the City central sewer systems in

accordance with the revised City zoning code and subdivision regulations based upon Chapter 381, F.S. and Division 64E, FAC.

STAFF ANALYSIS: Theses sites were built as single-family residences but have been allowed to convert to commercial in the County. This use is consistent with both the residential and commercial uses of surrounding parcels. City water & sewer lines have been run to the properties and there is sufficient capacity to maintain existing level of service standards. In the Traffic Circulation Element and Public Facilities Element sections of this staff report we will evaluate each adopted level of service standard for this site.

Traffic Circulation Element

Objective B.1.1 (9J-5.007(3)(b)1)
Upon plan adoption, the City shall provide for a safe, convenient and efficient motorized and non motorized transportation system by correcting, to the maximum extent feasible, all existing roadway deficiencies identified in this plan and maintain acceptable operating conditions in the future on a priority basis.

Policy B.1.1.1 (9J-5.007(3)(01))
The State-wide minimum acceptable operating Level of Service (LOS) standards for the State Highway System and City Street System shall be the base LOS standards listed herein, except for those conditions provided in Policies 1.1.1.A. and 1.1.1.B.

STAFF ANALYSIS: This segment of St. Johns Avenue is a City maintained road that serves as a collector with an adopted level of service of D.

Public Facilities Element

Objective D.1.1 (9J-5.011(2)(b)2)
Upon Plan adoption, the City of Palatka shall enforce adopted Concurrency Management System procedures to ensure that at the time a building permit or other development order is issued, infrastructure facility capacity is available to meet the demand of development without lowering adopted Levels of Service Standards (LOSS).

Policy D.1.1.1 (9J-5.011(2) (c)2)
The following level of service standards shall be as the basis for determining the availability of facility capacity against the demand generated by development.

1. Central Water System

Commercial/Industrial: 110 gallons per acre per day (GAD)

D. Drainage Facilities: City of Palatka and Ravine State Gardens Stormwater Quality Master Plan and minimum requirements of the St. Johns River Water Management District.

Policy D.1.1.2 (9J-5.011 (2)(c)2)
All improvements for replacement, expansion, or increase in capacity of facilities shall be compatible with the adopted level of service standards for the facilities and that distribution of these facilities/services is consistent with the Future Land Use Map.

STAFF ANALYSIS: This is an existing commercial use constructed as a single-family dwelling that will not exceed the level of service standards.

- Potable Water: 110 gallons per acre per day multiplied by .47 acres is 51.7 gallons per acre per day. A new water plant will be going on line in 2009 with a capacity of 6 million gallons per day. Current peak usage is approximately 3,200,000 gallons per day. Capacity exists for these parcels..

- Central Sanitary Sewer System, Residential: 125 gallons per acre per day (GAD) multiplied by .47 = 58.50 gallons per acre per day. Capacity exists for these parcels.

- Solid Waste – 6.4 lbs multiplied by 2.5 persons per unit is 16 lbs per day. Capacity exists for this location. Please note these figures are for residential not commercial. There are no calculations either on the City or County level for solid waste for commercial.

- Drainage: These houses were constructed in the County. All drainage issues would have been handled through their permitting process.

STAFF RECOMMENDATION: Staff recommends approval to change the Future Land Use designation from County Urban Service to City Commercial Neighborhood District.

D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

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

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

STAFF ANALYSIS: The applicant requests rezoning to City C-1A (Commercial Neighborhood District) from County Commercial, Professional Office (CPO) and Single-family residential district (R1-A) The proposed change is in conformance with the comprehensive plan as stated in the above comp plan review and is consistent with both the City and County land use designations for commercial neighborhood districts.
This zoning category is consistent with the requested Commercial Future Land Use designation. The current land use designation is Putnam County Urban Service.

b. The existing land use pattern.

STAFF ANALYSIS: This rezoning request to City C-1A (Commercial Neighborhood District) is consistent with the existing land use pattern in the area which is mixed commercial and residential development. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request.

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

STAFF ANALYSIS: This rezoning request will not create an isolated district since the City and County have adjacent parcels with commercial zoning that allow commercial uses. The County's setbacks are similar to the City's but are slightly more restrictive.

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

STAFF ANALYSIS: This parcel is built out and will not overtax public services.

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

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

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

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

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

STAFF ANALYSIS: This change is consistent with the existing conditions of the area.

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

STAFF ANALYSIS: This site is already developed as a commercial use and has not created or caused the LOSS to be exceeded for this portion of St. Johns Avenue which is designated as a collector with an adopted level of service D.

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

STAFF ANALYSIS: This site is built out and no drainage problems have been noted. If any additions are made, drainage will be addressed in plan review.

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

STAFF ANALYSIS: This site is built out.

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

STAFF ANALYSIS: It is not anticipated that this rezoning request will adversely affect property values.

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

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

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

STAFF ANALYSIS: This rezoning request does not constitute a grant of special privilege.

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

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

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

STAFF ANALYSIS: This change is not out of scale with the needs of the neighborhood or City.

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

STAFF ANALYSIS: There may be other sites in the City that could accommodate the projected use however, this site is already developed and the annexation along with the future land use amendment and zoning change is required in order to obtain sewer service.

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

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

STAFF RECOMMENDATION: Staff recommends approval of the requested zoning change from County Commercial, Professional Office (CPO) and Single Family Residential (R1-A) to City Commercial Neighborhood District (C1-A). The request complies with the rezoning criteria provided in the Palatka Municipal Code.

View facing east toward 3323 St. Johns.

View facing west toward 3403 St. Johns.

View facing west.

Application for Annexation

Application Number: PB - 09-10
Date Received: 3/11/09
Hearing date: 5/5/09

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

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

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

TO BE COMPLETED BY APPLICANT

1. Property Address:
3403 St Johns Ave (A)
3323 St Johns Ave (B)

2. Parcel Number:
11-10-26-0000-0120-0120 (A)
11-10-26-0000-0122-0000 (B)

3. Current Property Use:
A Women's Resource Center

4. Current Land Use Designation:
Commercial
residential

5. Requested Land Use Designation:
Commercial

6. Required Attachments:

- ☐ Legal Description
- ☐ Letter of Authorization*
- ☐ Copy of Recorded Deed
- ☐ Fees
- ☐ Project Narrative**
- ☐ Supplementary Information***
- ☐ Site Map for display ad****
- ☐ Site Plan*****
- ☐ Survey

7. Current Zoning Designation:
County CPO
County R-1A

8. Requested Zoning Designation:
C1-A

9. Acreage to be considered for request:
(A) .23 Acres
(B) .24 Acres

10. Number, types & square footage of structures on property:
2 buildings 1100 sq-ft and 900 sq ft

Reason for annexation request: to apply for city sewer services

A Women's Resource Center	Linda Faw
Owner Name	**Agent Name**
PO Box 811	
Owner Address	**Agent Address**
Palatka FL 32178	
Phone Number	**Phone Number**
386-328-9394	

* Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

** Project Narrative: Explain present and future use of the property in detail.

*** Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.

**** Site map for ad to be to be in black & white, no larger than 2 ½" x 3" with nearest intersecting streets shown and named.

***** Site Plan: Detailed project drawing

Application Number: PB -_____
Hearing date: _____

10. This application submitted by:

Signature of owner(s): Linda Faw

Print owner(s) names(s): Linda Faw

Signature of Agent(s): _____

Print Agent(s) names: _____

STATE OF Florida

County of Putnam

Before me this day personally appeared Linda Faw FLDLF000535-52-707 who executed the foregoing application and acknowledged to and before me that she executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 11th day of March A.D. 2009

NOTARY PUBLIC Betsy Jordan Driggers Commission # DD529226 Expires March 15, 2010 STATE OF FLORIDA Bonded Troy Fain - Insurance, Inc 800-385-7019

Betsy Jordan Driggers
Notary Public

My commission expires: 3-15-10 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:

7. Sign(s) Posted	8. Surrounding property owners notices sent:	9. Legal Ad Ran:	10. Attachments Reviewed:
Date: By:	Date: By:	Date: Date:	❑ Letter of Authorization* ❑ Legal Description ❑ Copy of Recorded Deed ❑ Fees ❑ Project Narrative** ❑ Supplementary Information*** ❑ Site Map for display ad**** ❑ Site Plan***** ❑ Survey

City Commission Hearing Date:

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

Application Number: PB - 09-10
Date Received: 3/11/09
Hearing date: 5/5/09

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

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

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

TO BE COMPLETED BY APPLICANT

1. Property Address:	2. Parcel Number:	3. Current Property Use:
3403 St Johns Ave 3323 St Johns Ave		Women's Resource Center
4. Current Land Use Designation:	**5. Requested Land Use Designation:**	**6. Required Attachments:**
County US		☐ Letter of Authorization* ☐ Legal Description ☐ Copy of Recorded Deed ☐ Fees ☐ Project Narrative** ☐ Supplementary Information*** ☐ Site Map for display ad**** ☐ Site Plan*****
7. Current Zoning Designation:	**8. Requested Zoning Designation:**	
Commercial residential	Commercial	
9. Lot size/acreage:	**10. Number, types & square footage of structures on property:**	
11. Proposed Number, types & square footage of structures on property: Attach plan	2 buildings - 900 sq.ft. 1100 sq.ft	

8. **Owner Name:** Women's Resource Center

Owner Address: PO Box 811
Palatka, FL. 32178

Phone Number: 386-328-9394

9. **Agent Name:** _____

Agent Address: _____

Phone Number: _____

* Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

**Project Narrative: Explain present and future use of the property in detail.

***Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.

****Site map for ad to be to be in black & white, no larger than 2 ½" x 3" with nearest intersecting streets shown and named.

*****Site Plan: Detailed project drawing

Application Number: PB - _____
Hearing date: _____

10. This application submitted by:

Signature of owner(s): Linda Faw

Print owner(s) names(s): Linda Faw

Signature of Agent(s): _____

Print Agent(s) names: _____

STATE OF Florida

County of Putnam

Before me this day personally appeared Linda Faw FLDL# F000-535-52-707 who executed the foregoing application and acknowledged to and before me that she executed this document for the purposes therein expressed.

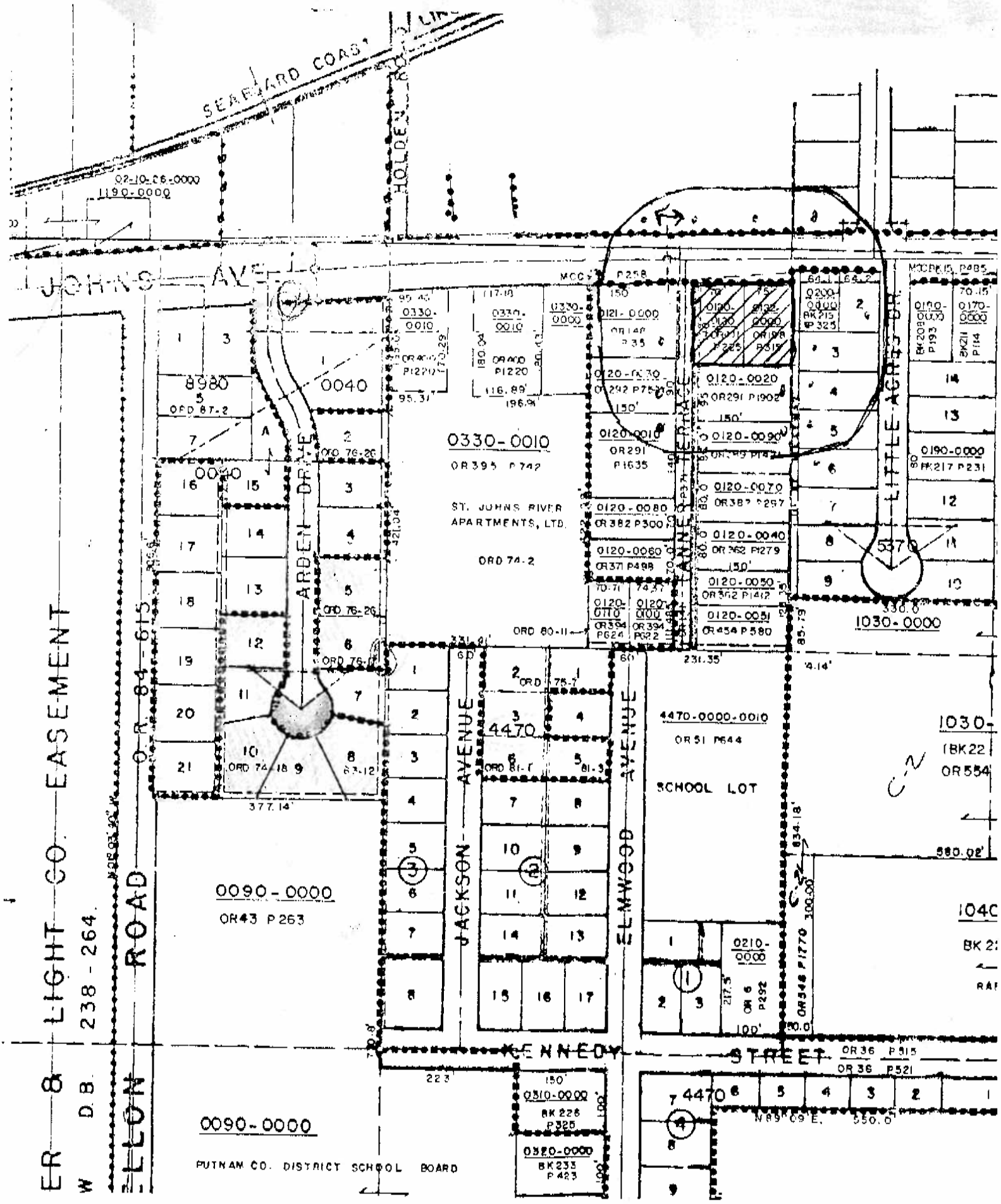
WITNESS my hand and official seal, this 11th day of March A.D. 2009.

NOTARY PUBLIC STATE OF FLORIDA
Betsy Jordan Driggers
Commission # DD529226
Expires March 15, 2010
Bonded Troy Fain - Insurance, Inc. 800-385-7019

Betsy Jordan Driggers
Notary Public

My commission expires: 3-15-10 State of Florida at Large

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



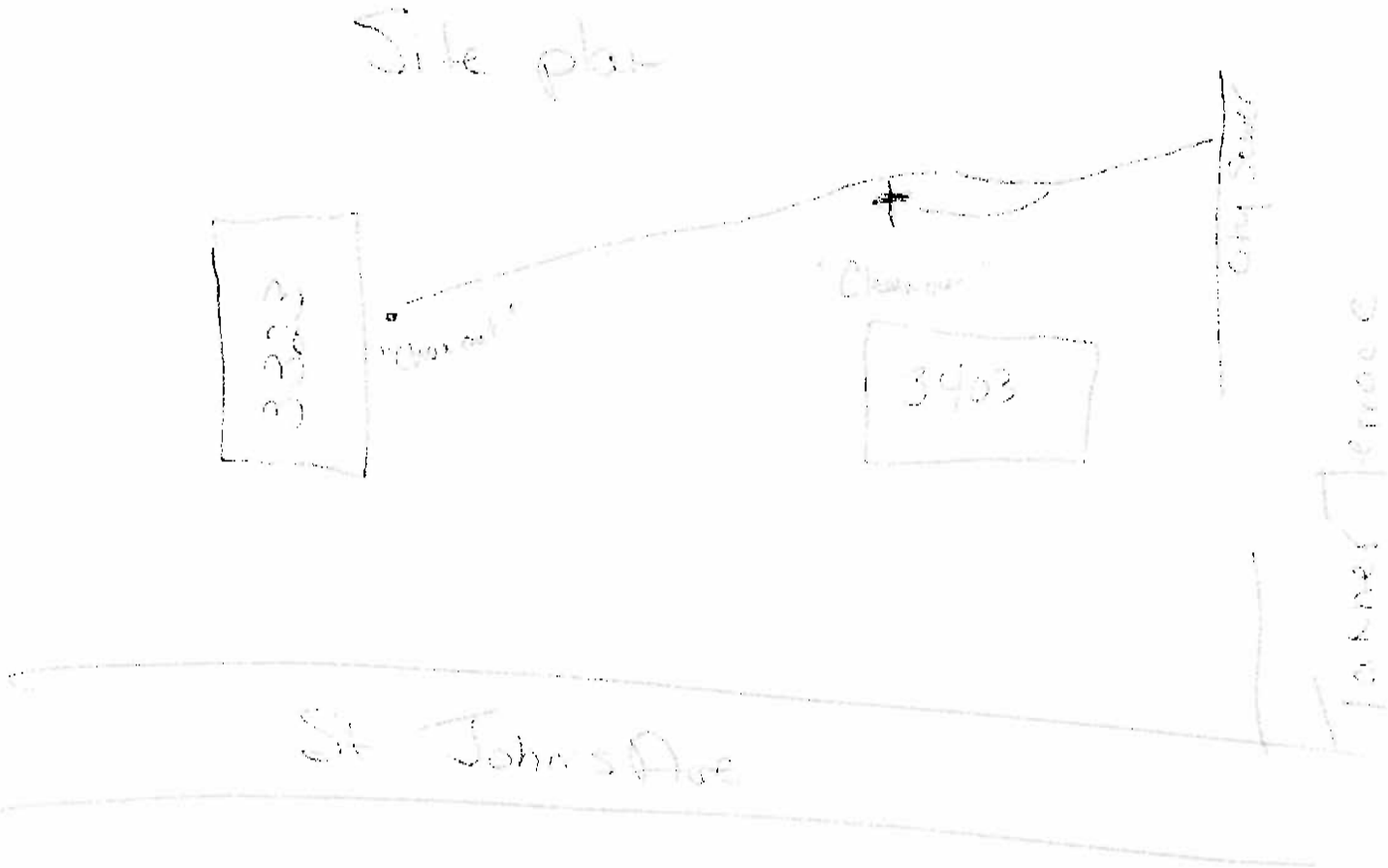
SEABOARD COAST LINE
HOLDEN RD
JOHNS AVE
ARDEN DRIVE
JACKSON AVENUE
ELMWOOD AVENUE
KENNEDY STREET
LITTLE ACRES DR.
LIGHT CO. EASEMENT
ROAD
O.R. 84-615
D.B. 238-264
0330-0010
OR 395 P 742
ST. JOHNS RIVER APARTMENTS, LTD.
ORD 74-2
0090-0000
OR43 P 263
4470-0000-0010
OR 51 P644
SCHOOL LOT
0090-0000
PUTNAM CO. DISTRICT SCHOOL BOARD
0310-0000
BK 226 P325
0320-0000
BK 233 P 423
1030-0000
0190-0000
BK217 P231
0120-0020
OR291 P1902
0120-0090
0120-0070
0120-0040
0120-0050
0120-0051
OR454 P580
0120-0080
OR382 P300
0120-0060
OR371 P498
0120-0010
OR291 P1635
0120-0000
OR 6 P292
0210-0000
OR 36 P515
OR 36 P521
N89°09'E. 550.0'

a Women's Resource Center

P.O. Box 811
Palatka, Florida 32178
Phone: 386-328-9394
Email: positivedecision@bellsouth.net

PROJECT NARRATIVE

Please accept the attached fact sheet for our organization, A Women's Resource Center as an explanation of the present and future use of this property in detail.



FACT SHEET

A Women's Resource Center is an interdenominational evangelical ministry that serves women and men in unplanned pregnancies; shares the love and hope of salvation through Jesus Christ; promotes Adoption as a viable option; provides peer counseling and Bible Study for post-abortive women; provides material services for people in need through the Earn While You Learn Program; offers abstinence programs and events for area youth and communication training for parents of adolescents.

ALL SERVICES ARE FREE AND CONFIDENTIAL!!!

AWRC opened on May 1, 2001 and has seen God work in many situations:

- Over 1800 men and women have received free pregnancy tests and/or peer counseling regarding choosing life for their unborn babies and the importance of committing to abstinence until marriage.
- Over 80% of all tests including abortion-minded or abortion-vulnerable, pregnant women have chosen LIFE for their unborn babies!!!
- Approximately 100 Ultrasounds have been given for women to come face to face with THEIR unborn child and 100% of them have CHOSEN LIFE!!!
- 6 babies have been successfully placed for adoption.
- Thirty-five mothers and dads are currently enrolled in a curriculum based material services program titled "Earn While You Learn."
- Over 100 men, women and teens have received Christ during counseling sessions, Bible studies, and events sponsored by AWRC.
- Over 500 teens have committed to sexual abstinence until marriage during the True Love Waits rallies, chaired by AWRC.
- Approximately 50 parents have been trained to communicate with their adolescents regarding God's plan for abstinence in their lives!
- Many women have participated in a 10 week post abortion Bible study.
- AWRC has provided Thanksgiving and Christmas baskets for 6 years for over 50 families.

A Women's Resource Center is supported solely through churches, private donations and fund raisers. AWRC is a private, not for profit, 501c3 interdenominational corporation.

a Women's Resource Center

...Serving God by loving His creation

PUBLIC NOTICE

Notice is hereby given that the City of Palatka PLANNING BOARD will hold a public hearing at their regular meeting on Tuesday, June 2, 2009 at 4:00PM at City of Palatka City Hall, 201 North 2nd Street, for the purpose of hearing a:

Request to annex into the Palatka city limits, amend the Future Land Use Map from County Urban Service to City Commercial, and rezone from County Commercial, Professional Office (CPO) and single Family residential (R1-A)to City Commercial Neighborhood District (C-1-A)

Location: 3323 and 3403 St. Johns Avenue
Parcel #:
11-10-26-0000-0120-0120 &
11-10-26-0000-0122-0000
Requested by: A Women's Resource Center
Agent: Linda Faw

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE THE CITY COMMISSION WILL REQUIRE A VERBATIM TRANSCRIPT BE MADE AT THE EXPENSE OF THE APPELLANT THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED F.S. 286.0105.

PERSONS WITH DISABILITIES INTERESTED IN ATTENDING THIS MEETING AND REQUIRING ACCOMMODATIONS, SHOULD CONTACT THE CITY BUILDING DEPARTMENT AT 329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

Legal No. 04548521
05/20/2009

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

As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

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02-10-26-0000-0880-0000 and 0890-0000
WATTS WESLEY
1813 REID ST
PALATKA FL 32177

PB 09-10

02-10-26-0000-0900-0000
SELLERS MILDRED L
3400 ST JOHNS AVE
PALATKA FL 32177

PB 09-10

02-10-26-8020-0010-0010
JANISZEWSKI JOHN J + LINDA D
100 GREEN DRIVE
PALATKA FL 32177

PB 09-10

11-10-26-5370-0000-0020
MCCOLM VIRGINIA (E)
622 RIVER ST
PALATKA FL 32177

PB 09-10

11-10-26-0000-0200-0000
BAYLESS MONA L
3313 ST JOHNS AVE
PALATKA FL 32177

PB 09-10

11-10-26-5370-0000-0030
CATERSON MARGARET B + VINCENT L H/W
3110 KENTUCKY AVE
FT PIERCE FL 34947

PB 09-10

11-10-26-5370-0000-0040
BENNETT JULEE N
106 LITTLE ACRES DR
PALATKA FL 32177

PB 09-10

11-10-26-5370-0000-0050
CONNER JAMES L + DIANA L H/W
131 TWIN LAKE GROVE DR
INTERLACHEN FL 32148

PB 09-10

11-10-26-5370-0000-0060
RESCHMEIER FAMILY REVOCABLE TRUST
260 CYPRESS DR
ST AUGUSTINE FL 32086

PB 09-10

11-10-26-0000-0120-0020
MULLINS TOMMY J
115 TANNER TERR
PALATKA FL 32177

PB 09-10

11-10-26-0000-0120-0090
KEY JOHN + ALYSSA J+CHRISTIANA KEY
119 TANNER TERRACE
PALATKA FL 32177

PB 09-10

11-10-26-0000-0120-0010
SHERAR CRAIG Z + JESSICA H/W
147 PINE TREE RD
E PALATKA FL 32131

PB 09-10

11-10-26-0000-0120-0030
LAIBL-CROWE LOIS DARLENE
114 TANNER TERR
PALATKA FL 32177

PB 09-10

11-10-26-0000-0121-0000
WILLIS RALPH C
103 OAK LEAF PT
PALATKA FL 32177

PB 09-10

Rec 5/7/0

Departmental Review Request

Address: 3323/3403 St. Johns Ave. **Case #: 09-10**
Parcel # 11-10-26-0000-0120-0120 & 0122-0000

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other

Meeting Date: 05/0/09	**Response Deadline: 4-18-09**
Date submitted by applicant: 04/08/09	**Date forwarded to Departments for review: 5-6-09**
Submitted to: ☑ Water/Sewer/Streets/Sanitation Public Works Boynton ☐ Police ☐ Fire ☐ Chief Building Official	☐ Sewer Plant ☐ Water Plant ☐ Parks ☐ Weed & Seed ☐ Cemetery ☐ Golf ☐ Airport
Current Property Use: Commercial	**Proposed Property Use:** office
Current Land Use Designation: Urban Service	**Requested Land Use Designation: Commercial**
Current Zoning Classification: County - CPO Commercia, Professional Office and R-1A Single Family Residential	**Requested Zoning Classification: C1-A Commercial Neighborhood District**
Acreage: .23 and .24	**# of Units 2 buildings**
A Women's Resource Center **Owner/Applicant Name** P. O. Box 811 **Owner/Applicant Address** Palatka, FL 32178-0811 **City/State/Zip** (386) 328-9394 **Phone Number**	Linda Faw **Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: Request to annex, amend the future land use map and rezone as required by code for sewer service. Services have been provided pending the city's ability to annex.

Thank you,

☒ **No Comments**
☐ **Comments Attached**

Reviewed by: [signature]

Title: Publicwks Dir.

\\Chdatadc\public\B&ZShared\Planning Board\Case Files 2009\09-10 St Johns Av, 3323 & 3403 Annex FLUMss&Rezone\Departmental Review Request 09-10.doc

5/11/09

Departmental Review Request

Address: 3323/3403 St. Johns Ave. **Case #: 09-10**
Parcel # 11-10-26-0000-0120-0120 & 0122-0000

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

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☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
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☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other
Meeting Date: 05/0/09	**Response Deadline: 4-18-09**
Date submitted by applicant: 04/08/09	**Date forwarded to Departments for review: 5-6-09**

Submitted to:

☐ Water/Sewer/Streets/Sanitation	☐ Sewer Plant	☐ Cemetery
☑ Police	☐ Water Plant	☐ Golf
☐ Fire	☐ Parks	☐ Airport
☐ Chief Building Official	☐ Weed & Seed	

Current Property Use: Commercial	**Proposed Property Use:** office
Current Land Use Designation: Urban Service	**Requested Land Use Designation: Commercial**
Current Zoning Classification: County - CPO Commercia, Professional Office and R-1A Single Family Residential	**Requested Zoning Classification: C1-A Commercial Neighborhood District**
Acreage: .23 and .24	**# of Units 2 buildings**
A Women's Resource Center **Owner/Applicant Name** P. O. Box 811 **Owner/Applicant Address** Palatka, FL 32178-0811 **City/State/Zip** (386) 328-9394 **Phone Number**	Linda Faw **Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: Request to annex, amend the future land use map and rezone as required by code for sewer service. Services have been provided pending the city's ability to annex.

Thank you,

☑ **No Comments**
☐ **Comments Attached**

Reviewed by: Tony S. Mitchell

Title: Chief of Police

Departmental Review Request

Address: 3323/3403 St. Johns Ave. **Case #:** 09-10
Parcel # 11-10-26-0000-0120-0120 & 0122-0000

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☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
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Submitted to:

- ☒ Water/Sewer/Streets/Sanitation Rhett
- ☐ Police
- ☐ Fire
- ☐ Chief Building Official
- ☐ Sewer Plant
- ☐ Water Plant
- ☐ Parks
- ☐ Weed & Seed
- ☐ Cemetery
- ☐ Golf
- ☐ Airport

Current Property Use: Commercial	Proposed Property Use: office
Current Land Use Designation: Urban Service	Requested Land Use Designation: Commercial
Current Zoning Classification: County - CPO Commercia, Professional Office and R-1A Single Family Residential	Requested Zoning Classification: C1-A Commercial Neighborhood District
Acreage: .23 and .24	# of Units 2 buildings
A Women's Resource Center **Owner/Applicant Name** P. O. Box 811 **Owner/Applicant Address** Palatka, FL 32178-0811 **City/State/Zip** (386) 328-9394 **Phone Number**	Linda Faw **Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: Request to annex, amend the future land use map and rezone as required by code for sewer service. Services have been provided pending the city's ability to annex.

Thank you,

☒ No Comments
☐ Comments Attached

Reviewed by: Rhett H. McGaney

Title: Superintendent W&S

Agenda Item

11

This instrument prepared by:
Jim Lee
205 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY C-2 (COMMERCIAL) AND AG(AGRICULTURAL) TO CITY C-2 (INTENSIVE COMMERCIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owners, Putnam Lanes, Inc. to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on May 5, 2009,and two public hearings before the City Commission of the City of Palatka on August 27,2009, and September 10,2009, and

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

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

DESCRIPTION OF PROPERTY:

A part of the East 1/2 of the Northwest 1/4 of Section 2, Township 10 South, Range 26 East, Putnam County, Florida, also being a part of the lands described in Official Records Book 453, page 1733 and Official Records Book 453, page 1735, all of the Public Records of said county being more particularly described as follows:

For a Point of Beginning commence at the southwesterly corner of said lands described in Official Records Book 453, page 1733, said point being on the northerly right of way

line of State Road No. 100; thence N 21 degrees 37 minutes 41 seconds East, along the westerly line of said lands described in Official Records Book 453, page 1733, a distance of 166.87 feet; thence North, continuing along said westerly line of the lands described in Official Records Book 453, page 1733, a distance of 560.00 feet; thence East, a distance of 412.55 feet to the easterly line of said lands described in Official Records Book 453, page 1735; thence South, along said easterly line of the lands described in Official Records Book 453, page 1735, a distance of 903.08 feet to the southeasterly corner of said lands described in Official Records Book 453, page 1735, said point being on said northerly right of way line of State Road No. 100; thence N 68 degrees 22 minutes 19 seconds West, along said northerly right of way line of State Road No. 100, a distance of 509.96 feet to the Point of Beginning, excepting there from the right of way of the Georgia Southern and Florida Railway Company.

Containing 7.35 acres more or less.

(Being tax parcel#02-10-26-0000-0590-0030)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of September, 2009.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

PLANNING BOARD REPORT
May 5, 2009 Regular Meeting

SUBJECT: CASE # 09-08 –3832 REID STREET
Parcel #: 02-10-26-0000-0590-0030

OWNER: Putnam Lanes Inc.

A. REQUEST:
Request to annex, amend the Future Land Use Map (Small Scale) from County Urban Service to City Commercial and rezone from County Commercial (C-2) and Agricultural (AG) to City Intensive Commercial (C-2). for approximately 6.80 acres

B. BACKGROUND:
The applicant applied to annex into the city limits, amend the future land use map and rezone this parcel on November 7, 2008. This property is contiguous to the City limits in two sections along the southern property line and annexation is a requirement to obtain City services. The property's main access is off of Reid Street. This property is developed with as a 35,375.25 square foot bowling center.

Departmental Review Requests were forwarded to the Water Plant Superintendent, Sewer Plant Manager, Public Works Director, Chief Building Official, Police and Fire Chiefs on 4-7-09. Water Plant Superintendent Melvin Register had no comments; Public Works Director/City Manager Woody Boynton responded that water and sewer are being designed by the City through an Economic Development Community Development Block grant and that he had no issues with the applicant's request; Chief Building Official Joff Filion responded with no comments; Chief of Police Gary Getchell's comments are attached stating there would be little or no impact to the City.

Surrounding properties have future land use designations of County Urban Service to the north and County Urban Service and Commercial to the east, south and west of the subject property. The zoning pattern of the site and surrounding area is County light commercial to the east and west, County agricultural to the north and City and County commercial to the south. The existing land use pattern in the area is commercial to light industrial.

ADJACENT DEVELOPMENT:

DIRECTION:	ZONING:	FLUM:	CURRENT USE:
North	County Agriculture	Urban Service (US)	Silviculture(GP)
East	County Light Commercial (C-2); Agriculture (Ag)	County Urban Service and Commercial	Silviculture (FPL)
South	City C-2; County C-2	City Commercial and	Stage Coach Sauces;

	and C-4	County Urban Service	High Level Bar & Lowe's
West	Commercial (C-2); Agriculture (Ag)	County Urban Service and Commercial	Pepsi Bottlers

C. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex 6.80 acres into the City. The subject property is located on Reid Street (SR 100) adjacent to City property to the south which is the Lowe's. Directly north, east and west of the site is County property.

The proposed annexation does not create an enclave and meets the criteria identified in Section 171.043, Florida Statutes. This includes being contiguous to the City's boundaries at this time, is reasonably compact, is not included within the boundary of another incorporated municipality, and is intended to be developed for urban purposes via a grant obtained to install City sewer and water lines to the property.

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

STAFF RECOMMENDATION: Approval of the annexation request.

D. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

The Existing Land Use Designation: The existing Future Land Use is County Urban Service which allows for a variety of residential, agriculture as a holding use, commercial, industrial and public facilities uses per their Comprehensive Plan.

The Proposed Land Use Designation: Policy A.1.9.3.A.2 of the Future Land Use Element states that the 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.

Future Land Use Element

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

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

Policy A.1.6.2 (9J-5.006(3)(c)3)
Minimize scattered and highway strip commercial by directing commercial development to occur in a planned and compact manner through in-filling within already developed commercial areas as identified on the Future Land Use Map.

Staff Analysis: This site is already developed as a bowling center measuring approximately 35,375.25 square feet with a paved asphalt parking lot directly in front of the building. To the west is Pepsi Cola Bottling, to the south Lowe's, High Level Bar, and Stage Coach Sauces, to the north and east is undeveloped vacant land. Other properties in the area are developed for commercial uses or in a County land use designation that allows a variety of intensities of commercial zoning districts. City commercial land use designations are located south of the site. This land use change provides a continuity of commercial land use in a corridor that is being developed for such purposes.

Policy A.1.7.2 (9J-5.006(3)(c)3)
Commercial development adjacent to major and minor arterial roads shall provide sufficient depth to allow adequate set back distance and clearance to accommodate FDOT near and long range roadway improvements.

Staff Analysis: This request is located adjacent to Reid Street (SR 100) a four-lane facility classified by the FDOT as a principal arterial. This development was constructed in the County and would have had to comply with FDOT requirements.

Policy A.1.11.4 (9J-5.006(3)(c)6)
Applications by landowners for a land use amendment to the Comprehensive Plan shall, as part of filing procedures, require the payment of a fee and provisions by the land owner of topographic, soil condition, flood hazard zone and wetland zone and wetland information on all land surveys filed in support of a land use amendment, zoning change or land subdivision. The City on a case-by-case basis may make exceptions for small-scale amendments when the property in question is (1) already developed or (2) is of a size, shape, and location that the normal permitting processes are sufficient.

Staff Analysis: This site is already developed, is a small-scale amendment and would have had to comply with all County and State regulations at time of construction.

Traffic Circulation Element

Objective B.1.1 (9J-5.007(3)(b)1)
Upon plan adoption, the City shall provide for a safe, convenient and efficient motorized and non motorized transportation system by correcting, to the maximum extent feasible, all existing roadway deficiencies identified in this plan and maintain acceptable operating conditions in the future on a priority basis.

Policy B.1.1.1 (9J-5.007(3)(01))
The State-wide minimum acceptable operating Level of Service (LOS) standards for the
State Highway System and City Street System shall be the base LOS standards listed herein, except for those conditions provided in Policies 1.1.1.A. and 1.1.1.B.

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

- principal arterials - LOS C
- collectors and minor arterials -LOS D

Staff Analysis: The property has direct access to Reid Street (SR 100). The Florida Department of Transportation classifies this section of SR 100 as a minor arterial with an adopted Level of Service Standard (LOSS) C. This section of SR 100 is currently operating at a LOSS A.

Public Facilities Element

Objective D.1.1 (9J-5.011(2)(b)2)
Upon Plan adoption, the City of Palatka shall enforce adopted Concurrency Management System procedures to ensure that at the time a building permit or other development order is issued, infrastructure facility capacity is available to meet the demand of development without lowering adopted Levels of Service Standards (LOSS).

Policy D.1.1.2 (9J-5.011 (2)(c)2)
All improvements for replacement, expansion, or increase in capacity of facilities shall be compatible with the adopted level of service standards for the facilities and that distribution of these facilities/services is consistent with the Future Land Use Map.

Staff Analysis: The portion of Reid Street (SR 100) adjacent to the site is operating at LOSS A. Sewer and water lines will be run along the front of the site adjacent to Reid Street, and there is available capacity at the sewer and water plants that will not lower the City's Level of Service Standards (LOSS).

Objective D.1.2 (9J-5.011(2)(b)2)
In order to preserve adopted Level of Service Standards (LOSS), the City of Palatka, upon Plan adoption, shall continue to coordinate the extension of, or increase of, facilities to meet future needs, through implementing the following policies:

Policy D.1.2.1
The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the city; however, the distribution of potable water for areas

outside of City limits is conditioned upon annexation only when those properties become contiguous.

Staff Analysis: This property is contiguous to the City making annexation a requirement to obtain sewer and water services. The City has obtained a grant to run water and sewer lines under Reid Street and work is ongoing on this project.

Objective G.1.5 (9J-5.015(3)(b)3)

The City shall ensure that public facilities are planned and allocated equitably, through effective coordination with the appropriate Federal, State and Local government departments and regulatory agencies.

Policy G.1.5.2

The City shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Properties serviced by City water shall annex into the City when they become sufficiently contiguous. Properties serviced by septic shall be annexed into the City.

Staff Analysis: The City and County are continuing to improve their coordinating relationships as it relates to future development along the existing City boundaries. This includes recent success with School Concurrency and the sharing of information relating to future development in the City and County.

STAFF RECOMMENDATION: Staff recommends approval of this request to amend the future land use map from County Urban Service to City Commercial.

E. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

Rezoning requirements

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

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

   Policy A.1.9.3 of the City of Palatka Comprehensive Plan states:
   "Land designated for commercial use is intended for activities that are predominantly associated with the sale, rental, and distribution of products or the performance of service."

   Staff Analysis: The applicant requests rezoning to the C-2 (Intensive commercial) district from Putnam County C-2 (Commercial) and Ag (Agricultural). This zoning category is consistent with the requested Commercial Future Land Use Map designation. The current land use

designation is Putnam County Urban Service, which anticipates the extension of City utilities to this parcel.

b. The existing land use pattern.

Staff Analysis: This rezoning request to C-2 (Intensive commercial) is consistent with the existing land use pattern in the area which is commercial development. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request.

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

Staff Analysis: This rezoning request will not create an isolated district since the City and County have adjacent parcels with commercial zoning that allow a variety of compatible commercial uses.

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

Staff Analysis: This site has already been developed.

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

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

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

Staff Analysis: This development makes this request consistent with a changing commercial development pattern in the area since there are other commercial facilities adjacent to across from this parcel.

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

Staff Analysis: This is not applicable since this parcel is not a part of an established neighborhood and is adjacent to a four-lane highway.

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

STAFF ANALYSIS: This site is already developed.

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

STAFF ANALYSIS: New development (if any) associated with this request will be required to retain all stormwater on site as part of the St. Johns River Water Management District permitting process.

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

STAFF ANALYSIS: This site is already developed.

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

STAFF ANALYSIS: It is not anticipated that this rezoning request will adversely affect property values.

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

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

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

STAFF ANALYSIS: This rezoning request does not constitute a grant of special privilege.

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

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

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

Staff Analysis: This change is not out of scale with the needs of the neighborhood or City.

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

Staff Analysis: This site is already developed.

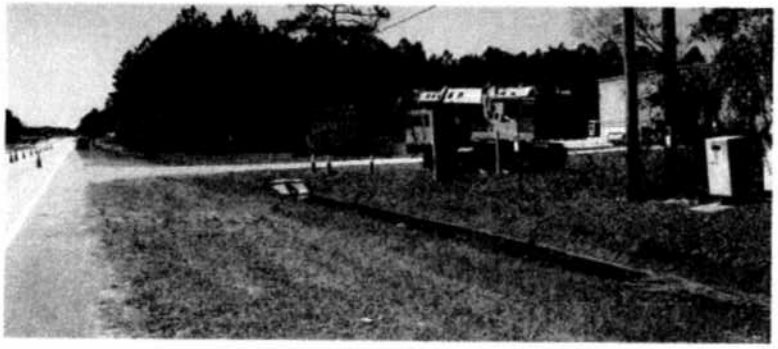
q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.

Staff Analysis: This parcel is not located in a Historic District.

STAFF RECOMMENDATION: Staff recommends approval of the requested zoning change from County Commercial (C-2) and Agricultural (AG) to City Intensive Commercial (C-2). The request complies with the rezoning criteria provided in the Palatka Municipal Code.

F. PHOTOGRAPHS

PHOTOS:



Facing west to entry of Putnam Lanes

Facing east toward State Rd. 19

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

Application Number: PB - 09-08
Date Received: 11/7/08
Hearing date: 05/5/09

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

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

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

TO BE COMPLETED BY APPLICANT

1. Property Address:	2. Parcel Number:	3. Current Property Use:
3832 Reid St	02-10-24-0000-0590-0030	closed bowling center

4. Current Land Use Designation:	5. Requested Land Use Designation:	6. Required Attachments:
Co. Urban Service - Commercial	Commercial - com	☐ Letter of Authorization* ☒ Legal Description ☒ Copy of Recorded Deed ☒ Fees ☐ Project Narrative** ☐ Supplementary Information*** ☒ Site Map for display ad**** ☐ Site Plan*****
7. Current Zoning Designation:	**8. Requested Zoning Designation:**	
Co. C-2a Ag (Commercial + Agriculture)	Commercial - C-2	
9. Lot size/acreage:	**10. Number, types & square footage of structures on property:**	
6.8 acres	1 - 35,350 sq. ft.	
11. Proposed Number, types & square footage of structures on property: Attach plan		

8. **Owner Name:** Putnam Lanes, Inc

Owner Address: 4040 Vaill Point Terrace
St. Augustine, FL 32084

Phone Number:

9. **Agent Name:** NA

Agent Address:

Phone Number:

* Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

**Project Narrative: Explain present and future use of the property in detail.

***Supplementary information that may be required with application relative to the following factors where applicable: Soils. Natural Vegetation/Wildlife: Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.

****Site map for ad to be to be in black & white. no larger than 2 ½" x 3" with nearest intersecting streets shown and named.

*****Site Plan: Detailed project drawing

Application Number: PB - 09-08

Hearing date: _____

10. This application submitted by:

Signature of owner(s): _____ _____

Print owner(s) names(s): Samy F. Bishai Hanaa Bishai

Signature of Agent(s): _____ _____

Print Agent(s) names: _____ _____

STATE OF Florida

County of Putnam

Before me this day personally appeared Samy F. and Hanaa Bishai who executed the foregoing application and acknowledged to and before me that they executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 7th day of Nov. A.D. 2008.

Notary Public State of Florida
Ruby M Williams
My Commission DD692458
Expires 09/26/2011

Ruby M. Williams
Notary Public

My commission expires: 9/26/2011 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:

7. Sign(s) Posted	8. Surrounding property owners notices sent:	9. Legal Ad Ran:	10. Attachments Reviewed:
Date:	Date:	Date:	❑ Letter of Authorization*
By:	By:	Date:	❑ Legal Description ❑ Copy of Recorded Deed ❑ Fees ❑ Project Narrative** ❑ Supplementary Information*** ❑ Site Map for display ad**** ❑ Site Plan***** ❑ Survey

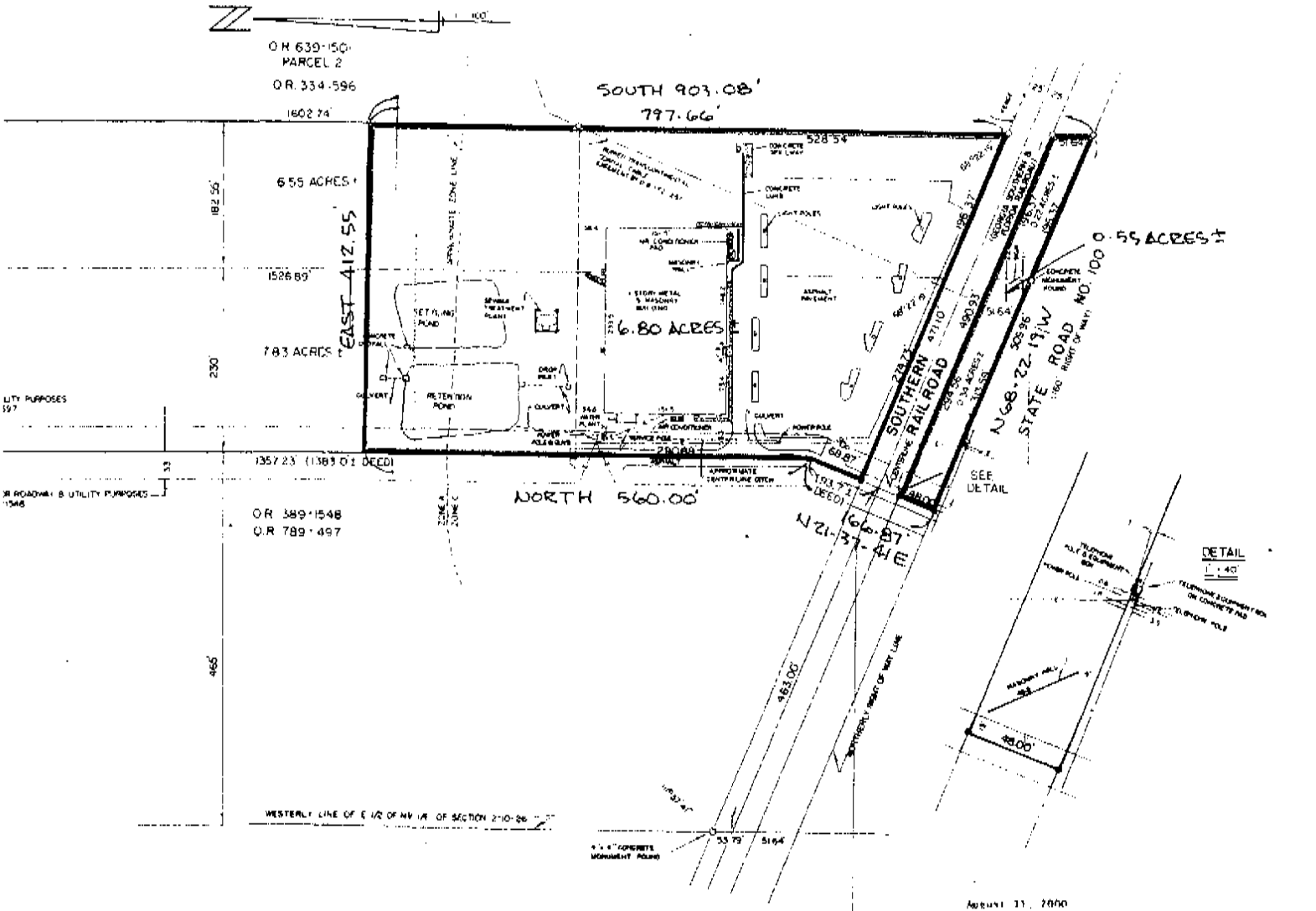
City Commission Hearing Date: _____

(as furnished).

Records Book 154, page 2005

part of the East 1/2 of the NW 1/4 of Section 2, Township 10
right of way line of State Road No. 100, EXCEPTING THEREFR
he Georgia Southern and Florida Railroad and those portions described in Official Records Book 324,
and Official Records Book 324, page 11568 of the public records of Putnam County, Florida.

with an easement, 66.0 feet in width, for roadway and utility purposes, the centerline of which is described
as: Commencing at the intersection of the centerline of the Georgia Southern and Florida Railroad with the
of the East 1/2 of the NW 1/4 of Section 2, Township 10 South, Range 26 East and run thence Southeasterly,
centerline of said Railroad, a distance of 461.0 feet to the point of beginning of this description,
point of beginning (1) run thence Southwesterly, perpendicular to said railroad, a distance of 33.0 feet
westerly right of way of State Road No. 100. Return to the point of beginning and (2) run thence Northeasterly,
heasterly projection of said (1), a distance of 91.7 feet, more or less, to a point 66.0 feet easterly,
ed at right angles, from the West line of the East 1/2 of the NW 1/4 of Section 2, (3) thence Northerly,
with said West line and at a distance of 66.0 feet easterly therefrom, a distance of 1383.0 feet, more or
the North line of the SE 1/4 of the NW 1/4 of Section 2 and the continuation of this bearing course, excepting
that part thereof that lies within the right of way of the Georgia Southern and Florida Railroad



August 11, 2000

I certify that I have surveyed the above captioned parcel of land and that this survey meets the minimum technical standards set forth by the Florida Board of Professional Land Surveyors.

FOR INFORMATIONAL PURPOSES ONLY
THIS IS NOT A VALID SURVEY UNLESS
SIGNED BY AND EMBOSSED WITH THE
SEAL OF LAND SURVEYOR.

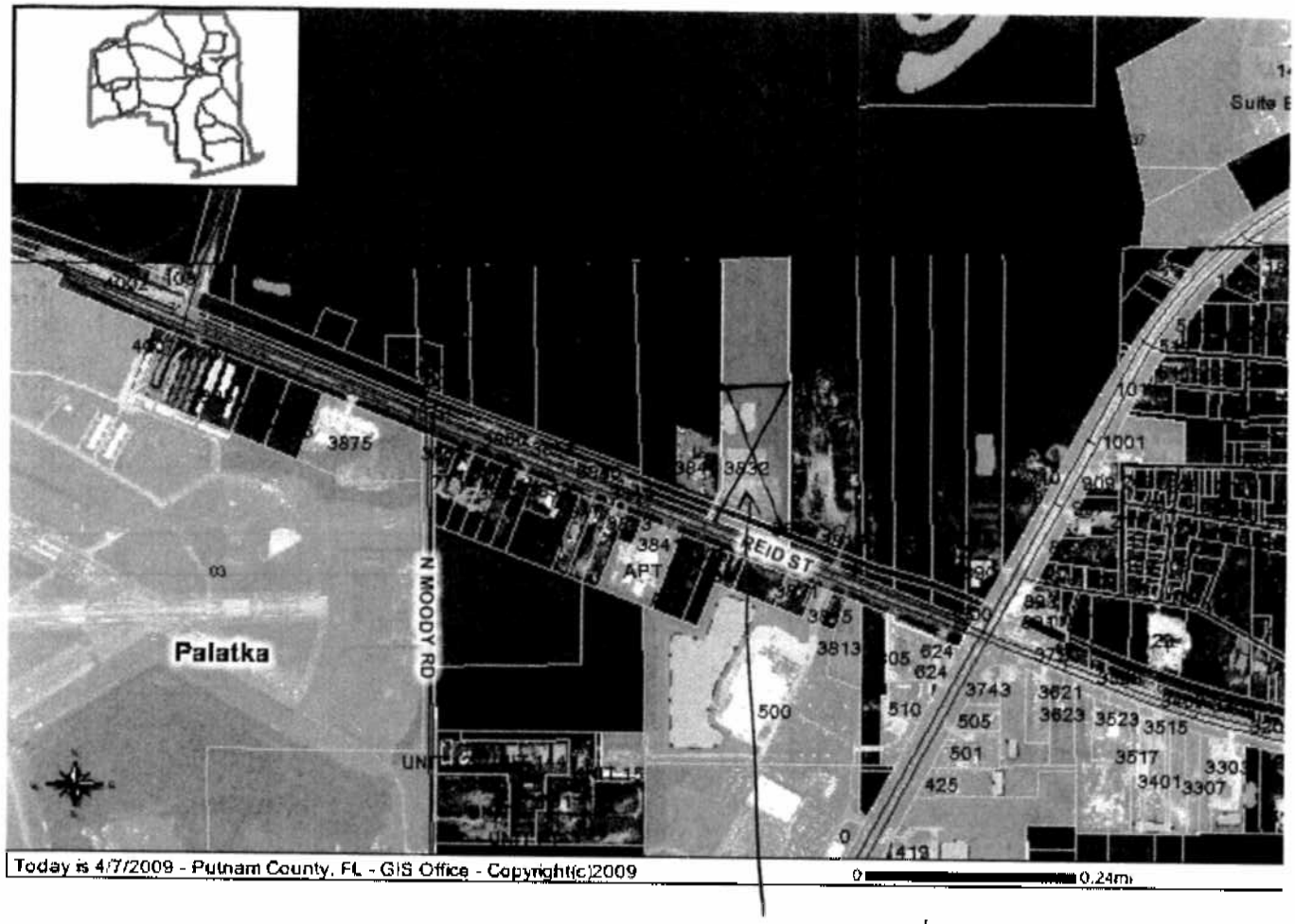
R. Earl Wallace, II
Registered Land Surveyor No. 1164 State of Florida
124 N. 6th Street
Palatka, Florida 32177

Reduced portion of survey
DB

A part of the East 1/2 of the Northwest 1/4 of Secton 2, Township 10 South, Range 26 East, Putnam County, Florida, also being a part of the lands described in Official Records Book 453, page 1733 and Official Records Book 453, page 1735, all of the Public Records of said county being more particularly described as follows:

For a Point of Beginning commence at the southwesterly corner of said lands described in Official Records Book 453, page 1733, said point being on the northerly right of way line of State Road No. 100; thence N 21 degrees 37 minutes 41 seconds East, along the westerly line of said lands described in Official Records Book 453, page 1733, a distance of 166.87 feet; thence North, continuing along said westerly line of the lands described in Official Records Book 453, page 1733, a distance of 560.00 feet; thence East, a distance of 412.55 feet to the easterly line of said lands described in Official Records Book 453, page 1735; thence South, along said easterly line of the lands described in Official Records Book 453, page 1735, a distance of 903.08 feet to the southeasterly corner of said lands described in Official Records Book 453, page 1735, said point being on said northerly right of way line of State Road No. 100; thence N 68 degrees 22 minutes 19 seconds West, along said northerly right of way line of State Road No. 100, a distance of 509.96 feet to the Point of Beginning, excepting therefrom the right of way of the Georgia Southern and Florida Railway Company.

Containing 7.35 acres more or less.



Subject parcel

2009 Interim Property Information for Parcel: 02-10-26-0000-0590-0030

2008 Certified Tax Collector Information

Putnam Lanes Inc

4040 Vaill Point Terr
St Augustine Fl 32086-7184 (**Putnam County GIS Interactive Mapping**)

Parcel 911 Addresses

3832 Reid St, Palatka (**MapQuest map**)

Detail Information for Parcel: 02-10-26-0000-0590-0030

Property Use:	Bowling Alleys, Skating Rinks, Pool Halls, Enclosed Arenas	Structures:	1
Mobile Homes:	0	MH Unextended:	0
Census Tract:	950600	Census Block:	1004
Total Acreage:	14.82	Location:	Putnam County

Property Legal Description

E1/2 OF NW1/4 LYING N OF SR100 OR278 P205(EX OR334 P596 OR389 P1548)

Parcel Sales Data

Book	Page	Instrument	Month	Year	QSCD	Price
0592	0169	Quit Claim Deed	November	1991	01	$3000
0453	1733	Warranty Deed	August	1984	01	$325000
0425	0723	Warranty Deed	October	1982	01	$45500
0420	0395	Warranty Deed	June	1982	00 I	$67750
0420	0397	Warranty Deed	June	1982	00 V	$27000
0325	1976	Warranty Deed	November	1975		$90000
0318	1526	Certificate of Title	April	1975		$75000
0213	0443	Warranty Deed	January	1969		$30000

Land Data

Units	Descriptions
4.80	Commercial Acres
10.02	Commercial Acres

Zoning Data

Department	Code	Descriptions
Putnam County	AG	Agriculture
Putnam County	C-2	Commercial, General, Light

Future Land Use Map (FLUM)

Code	Descriptions
US	Urban Service
CR	Commercial

Structure Data

Type	Year	Area	Square Feet
Butler Type/Retail-Wholesale	1982	BASE	9870
		LOUNGE	2865
		SNKBAR	187
		OFFICE	682
		NURSE	649
		SPN	504
		ALLEY	25850

40,607 ft

Notice:

NOTICE - This is an interim Putnam County file. Property assessment information will not be displayed until it is certified in October.

Click **here** to do another search or use your browser's back button to return to previous search results.

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

As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

PUBLIC NOTICE

Notice is hereby given that the City of Palatka PLANNING BOARD will hold a public hearing at their regular meeting on Tuesday, May 5, 2009 at 4:00PM at City of Palatka City Hall, 201 North 2nd Street, for the purpose of hearing a:

Request to annex into the Palatka city limits, amend the Future Land Use Map from County Urban Service to City Commercial, and rezone from county Commercial (C-2) and Agricultural (AG) to City Intensive Commercial (C-2)

Location:	3832 Reid Street
Parcel #:	02-10-26-0000-0590-0030
Requested by:	Putnam Lanes, Inc.
Agent:	Jeff Norton

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE THE CITY COMMISSION WILL REQUIRE A VERBATIM TRANSCRIPT BE MADE AT THE EXPENSE OF THE APPELLANT THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED F.S. 286.0105.

PERSONS WITH DISABILITIES INTERESTED IN ATTENDING THIS MEETING AND REQUIRING ACCOMMODATIONS, SHOULD CONTACT THE CITY BUILDING DEPARTMENT AT 329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

CHARLES E ALFORD SR REVOC TRUST AGR
3816 REID STREET
PALATKA FL 32177
PB 09-08

BOTTLING GROUP LLC
PO BOX 743185
DALLAS TX 75374
PB 09-08

GEORGIA-PACIFIC CONSUMER OPER LLC
PO BOX 105681
ATLANTA GA 30348
PB 09-08

Agenda Item

12

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: The first reading of an ordinance changing the zoning from R-4 (Mobile home/conventional home residential) to R-1 (Single Family Residential)

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS
1. An Ordinance of the City of Palatka changing the zoning from R-4 (Mobile home/conventional home residential) to R-1 (Single Family Residential)
2. July 7, 2009, Planning Board Minutes.
3. July 7, 2009, Planning Board Packet.

DATE: August 27, 2009

SUMMARY HIGHLIGHTS:

The identified purpose of this application is to provide a more consistent zoning pattern for the single family residences located in this area.

A public hearing was held by the Planning Board on July 7, 2009, at the applicant's request to change the zoning from R-4 (Mobile home/conventional home residential) to R-1 (Single Family Residential). There was no public testimony. The Planning Board voted to recommend approval of this request.

RECOMMENDED ACTION:

Staff recommends approval of the first public hearing on the related zoning ordinance. The second public hearing for the zoning ordinance is scheduled for September 10, 2009.

AGENDA ITEM NUMBER: AGENDA PAGE NUMBER:

2nd Reading
9-10-09

This instrument prepared by:
Jim Lee
205 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 10, TOWNSHIP 10 SOUTH, RANGE 26 EAST;FROM-R-4(MOBILE HOME/CONVEN-TIONAL HOME RESIDENTIAL) TO R-1(SINGLE FAMILY RESIDENTIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owners, Kenneth M. and Susan M. Downs and Brooke and Jared Guy to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on July 7,2009,and two public hearings before the City Commission of the City of Palatka on August 27,2009, and September 10,2009, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of R-4(Mobile Home/Conventional Home Residential District) to R-1(Single Family Residential).

DESCRIPTION OF PROPERTY:

ASHBROOKE ESTATES MB6 P97 LOT 1 (SUBJECT TO 20 FT EASEMENT), AND ASHBROOKE ESTATES MB6 P97 LOTS 2, 3, AND 4 (All Book and Page references are to the public records of Putnam County, Florida)

(Being tax parcels 10-10-26-0085-0000-0010; 10-10-26-0085-0000-0020; 10-10-26-0085-0000-0030 and 10-10-26-0085-0000-0040)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of September, 2009.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

Case PB08-29 N 16th from Reid St. to St. Johns Ave. – continued

Mr. Sloan advised that he would be amenable to either option. He further shared that GM has asked that all dealership facilities meet new, more stringent, facility requirements with new dealer agreements that must be met within 12 months. Their challenge will be to bring the current facility up to full compliance by that time by redesigning the dealership and lot, in hopes not to have to relocate the facility. Mr. Sloan said that the request for a road closure, if approved, should allow them to be able meet the requirements they must be met, if they are not able to meet the requirements, the dealership facility will not be allowed to operate at the current location. So unless they can grow in some other direction, they will have to move the dealership.

Discussion continued.

Motion made by Phil Leary to recommend to the City Commission that the road be closed with the stipulation that the road be re-opened if the dealership fails. Motion failed for a lack of a second.

Motion by Zachary Landis to table this case to satisfy the end site plan and gain current traffic accident/incident reports for that portion of 16th Street. Seconded by Earl Wallace. Discussion: Mr. Leary suggested for time sake, maybe this request should be forwarded to the City Commission. Mr. Sloan stated that he had no problem providing the requested information. By a show of hands with 3 yeas and 1 nay, motion carried.

Ms. Holmes asked for clarity, what specific items the Board wanted to see as far as more information on the site plan.

Mr. Sloan advised that he had asked the Palatka Police Department for traffic reports for that portion of 16th Street and was told they could not provide that information. He said if the City could secure that information, he would love to have it as well. He also stated that he would forward a site plan that will be as envisioned in the end, with all the requirements met and the improvements done. It will include how the lot will transition, traffic flow, signage, parking, ingress/egress and fencing.

Mr. Landis stated that he wanted to see a completed plan, how it will look when all is said and done.

Motion made by Phil Leary to request that staff develop a road closing criteria or application. Seconded by Randy Braddy. All voting members voted affirmative. Motion carried.

NEW BUSINESS

Case PB 09-16 Address: Ashbrooke Estates
Parcel(s): 10-10-26-0000-0010; 0020; 0030; and 0040
Applicant: Kenneth M. & Susan M. Downs and Brooke D. & Jared Guy

Case PB 09-16 Ashbrooke Estates - continued

Request: To rezone from R-4 (Mobile home/conventional home residential district) to R-1 (Single-family residential) for three +/- acres.

(Public Hearing)

Mr. Downs explained that this portion of land should have been included when the original rezoning of Ashbrooke sub-division was submitted but he failed to include it. This is consistent with the Future Land Use map.

(Regular Meeting)

Motion made by Randy Braddy to recommend approval to the City Commission to rezone from R-4 (Mobile home/conventional home residential district) to R-1 (Single-family residential) for three +/- acres. Seconded by Phil Leary. All present voted, affirmative. Motion carried.

Meeting adjourned at 5:45 pm.

PLANNING BOARD REPORT
July 7, 2009 Regular Meeting

SUBJECT: CASE PB 09-16 Ashbrooke Estates

A. REQUEST:

Request to rezone from R-4 (Mobile home/conventional home residential district) to R-1 (Single Family Residential) for approximately 3 +/- acres.

B. BACKGROUND:

1. Owner: Kenneth M. & Susan M. Downs and Brooke & Jared Guy
2. Agent: NA
3. General Parcel Information:
   a. Location: Ashbrooke Estates
   b. Parcel #: 10-10-26-0085-0000-0010; 0020; 0030; 0040
   c. Size: 3 +/- acres
   d. Current Zoning: R-4
   e. Requested Zoning: R-1
   f. Current Land Use Map: Residential Medium Density
   g. Requested Land Use Map: NA

C. ADJACENT DEVELOPMENT:

DIRECTION:	ZONING:	FLUM:	CURRENT USE:
North	R-1	RM – Residential Medium Density	Single-family homes
East	R-3	RH – Residential High Density	Church
South	R-1	RM – Residential Medium Density	Single-family homes
West	R-1	RM – Residential Medium Density	Single-family homes

D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE:

Rezoning requirements

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

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

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

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

A. Land Use Districts

1. Residential

Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types.

Medium Density - provides for a range of densities up to 10 units per acre.

The applicant requests rezoning to R-1 (Single-family residential) district. This zoning category is consistent with the Residential Medium Density Future Land Use designation.

b. The existing land use pattern.

This rezoning will not affect the existing land use pattern but will provide consistency with neighboring parcels to the north, south, and west and is compatible with the church's residential high density land use to the east.

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

This rezoning will not create an isolated district but will provide a consistency with the adjacent parcels zoned R-1 to the north, south and west.

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

Any building permits submitted will be reviewed for concurrency.

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

The existing district boundaries are not illogically drawn. With the approval of this request, the site's zoning will be consistent with the surrounding area.

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

While not necessary, the proposed rezoning will provide consistency of zoning with adjacent properties and remove the "island" of R-4 zoning of city annexed properties in this neighborhood.

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

This proposal will not adversely affect living conditions in the neighborhood.

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

No changes to traffic or public safety will be created. All concurrency reviews will be conducted at permit issuance if any are applied for in the future.

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

Applicant will have to comply with any requirements of the St. Johns River Water Management District as part of any permitting applied for in the future.

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

This change will not reduce light or air to adjacent areas; the existing setbacks and maximum impervious area limitations serve to prevent the reduction of light or air to adjacent areas.

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

It is not anticipated that this rezoning request will adversely affect property values.

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

This rezoning will not affect the improvement or development of residential uses on adjacent properties since those adjacent properties are also zoned residential.

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

This rezoning does not constitute a grant of special privilege.

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

The existing use and zoning are appropriate for residential development, however, rezoning will allow for consistency in zoning.

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

This change is not out of scale with the needs of the neighborhood but provides consistency in zoning for the residential area.

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

There are no other proposed uses for this site.

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.

This parcel is not located in a Historic District.

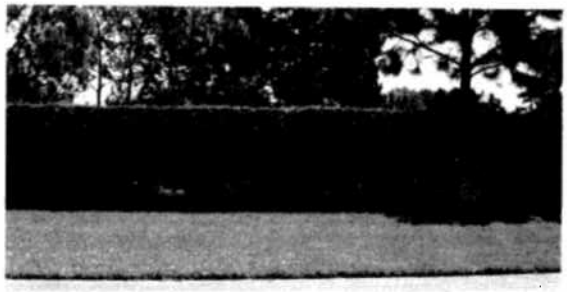
E. SUMMARY AND STAFF RECOMMENDATION:

R-1 (Single-family residential) is intended for areas of lower density residential. This rezoning would provide a more consistent zoning pattern and complies with the rezoning criteria provided in the Palatka Municipal Code.

Staff recommends approval.

F. PHOTOS

Posting on Viking St.



Posting on Viking Blvd.

Viking Blvd. facing College Rd.

Viking Blvd. Facing Viking St.

Viking St. facing north.

Viking St. facing south.

Application for Rezoning

Application Number: PB -	09-16
Date Received:	6/3/09
Hearing date:	7/7/09

This application must be **typed or printed in black ink** and submitted with any required attachments and application fee of $130 (Checks payable to the City of Palatka) to:

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

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

TO BE COMPLETED BY APPLICANT

1. Property Address: See Attached		**2. Current Property Use:** Residential
3. Parcel Number: See Attached	**4. Lot size/acreage:** 8½ acres +/-	**5. Proposed Use:** Residential
6. Current Zoning Designation: R-4	**7. Requested Zoning Designation:** R-1	**8. Required Attachments:** ☐ Letter of Authorization* ☐ Legal Description ☐ Copy of Recorded Deed ☐ Fees ☐ Project Narrative** ☐ If applicable, attach Small or Large Scale Future Land Use Amendment application
9. Square footage of any proposed structures:	**10. Number & types of structures on property:**	

8. Owner Name: _____

Owner Address: _____ 10-10-26-9130-0010-0001

_____

Phone Number: _____

9. Agent Name: Kenneth M. Downs

Agent Address: 2020 Ashbrooke Lane
Palatka, FL 32177

Phone Number: 386-328-3500

*Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

**Project Narrative: Explain present and future use of the property detailing project.

C-RMD

Application Number: PB - 09-16
Hearing date: 7/7/09

10. This application submitted by:

Signature of owner(s): See Attached

Print owner(s) names(s): _____

Signature of Agent(s): Kenneth M Downs

Print Agent(s) names: Kenneth M. Downs

STATE OF Florida

County of Putnam

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

WITNESS my hand and official seal, this 21st day of April A.D. 2008.

VALERY E. LEONARD
Notary Public, State of Florida
My comm. exp. Nov. 22, 2008
Comm. No: DD 374213

Valery E. Leonard
Notary Public

My commission expires: 11/22/08 State of Florida at Large

FOR OFFICIAL USE ONLY

1. Date Submitted	2. Received By:	3. Current Zoning:	4. Requested Zoning:	5. Preliminary review by:
6/3	DB	R-4	R-1	DB

7. Sign(s) Posted	8. Surrounding property owners notices sent:	9. Legal Ad Ran:	10. Attachments Reviewed:
Date: By: 6/12 DB	Date: 6/12 By: DB	Date: 6/19	☐ Letter of Authorization* ☑ Legal Description ☐ Copy of Recorded Deed ☑ Fees ☐ Project Narrative** ☐ Supplementary Information*** ☐ Site Map for display ad**** ☐ Site Plan*****

City Commission Hearing Date:

STATE OF FLORIDA

County of Putnam

The undersigned personally appeared before me, a Notary Public for the State of Florida, and deposes that the Palatka Daily News is a daily newspaper of general circulation, printed in the English language and published in the City of Palatka in said County and State; and that the attached order, notice, publication and/or advertisement:

Notice is hereby given that t

Was published in said newspaper 1 time(s) with said publication being made on the following dates:

06/19/2009

The Palatka Daily News has been continuously published as a daily newspaper, and has been entered as second class matter at the post office at the City of Palatka, Putnam County, Florida, each for a period of more than one year next preceding the date of the first publication of the above described order, notice and/or advertisement.

Jeannette Eveland

Sworn to and subscribed to before me this 19th day of June, 2009 by Jeannette Eveland, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Mary Kaye Wells

Mary Kaye Wells, Notary Public
My commission expires July 22, 2011

Notary Seal
Seal of Office:

MARY KAYE WELLS
MY COMMISSION # DD 654041
EXPIRES: July 22, 2011
Bonded Thru Notary Public Underwriters

_____ Personally known to me, or
_____ Produced identification:
_____ Did take an oath

PUBLIC NOTICE

Notice is hereby given that the City of Palatka Planning Board will hold a public hearing at their regular meeting on Tuesday, July 7, 2009 at 4:00PM at City Hall, 201 North 2nd Street, for the purpose of hearing a request:

To rezone from R-4 (Mobile home/conventional home residential district) to R-1 (Single-family residential district) for three +/- acres. Case 09-16.

Location: Ashbrooke Estates
Parcel #: 10-10-26-0085-0000-0010; 0020; 0030; and 0040
Requested by: Kenneth M. & Susan M. Downs and Brooke D. & Jared Guy

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE THE CITY COMMISSION WILL REQUIRE A VERBATIM TRANSCRIPT BE MADE AT THE EXPENSE OF THE APPELLANT THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED F.S. 286.0105.

PERSONS WITH DISABILITIES INTERESTED IN ATTENDING THIS MEETING AND REQUIRING ACCOMMODATIONS, SHOULD CONTACT THE CITY BUILDING DEPARTMENT AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

Legal No. 04543930
06/19/09

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

As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

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To rezone from R-4 (Mobile home/conventional home residential district) to R-1(Single-family residential district) for three +/- acres. Case 09-16

Location:	Ashbrooke Estates
Parcel #:	10-10-26-0085-0000-0010; 0020; 0030; and 0040
Requested by:	Kenneth M. & Susan M. Downs and Brooke D. & Jared Guy

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

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PERSONS WITH DISABILITIES INTERESTED IN ATTENDING THIS MEETING AND REQUIRE ACCOMMODATIONS, SHOULD CONTACT THE CITY BUILDING DEPARTMENT AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

PB 09-16
COLLEGE ROAD CHURCH OF CHRIST INC
400 COLLEGE ROAD
PALATKA FL 32177

PB 09-16
PENNY LUCILE ANDERSON
6003 4TH MANOR E
PALATKA FL 32177

PB 09-16
MILES C + TERESA A ANDERSON
6005 4TH MANOR E
PALATKA FL 32177

RUTH T SHAVE PB 09-16
PO BOX 1185
PALATKA FL 32178

PB 09-16
JAMES N + BRIGETTE E DOHERTY
6102 3RD MANOR W
PALATKA FL 32177

PB 09-16
JACK MAYNARD+MARLIN SLEEMAN REV TR
6101 3RD MANOR W
PALATKA FL 32177

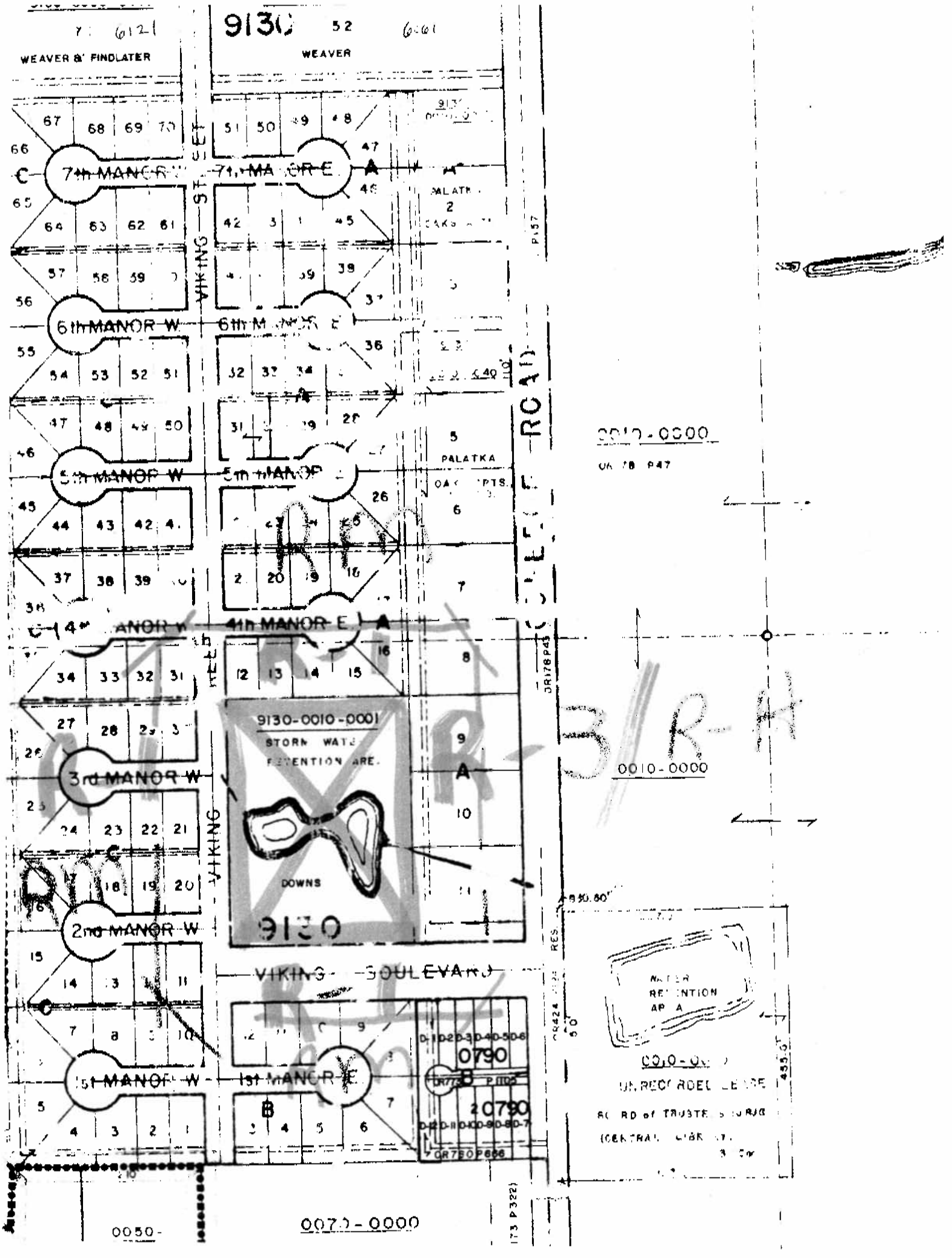
PB 09-16
THOMAS J + LAURA R WALL
6007 4TH MANOR E
PALATKA FL 32177

PB 09-16
DOROTHY M+JOHN KARL BURMESTER
6008 1ST MANOR E
PALATKA FL 32177

MARY ALMA WEAVER PB 09-16
6012 BROOKHAVENS LANE
PALATKA FL 32177

JULIA A BRADSHER PB 09-16
6008 BROOKEHAVEN LN
PALATKA FL 32177

CAROL A KEULER PB 09-16
6006 1ST MANOR E
PALATKA FL 32177



9130
WEAVER & FINDLATER
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VIKING
VIKING BOULEVARD
PALATKA
9130-0010-0001
STORM WATER RETENTION AREA
DOWNS
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0790
0010-0000
0070-0000
0050-
WATER RETENTION AREA
UNRECORDED LEASE

Agenda Item

13

ORDINANCE NO. 09 - 44

entitled

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA BE AMENDED BY REVISING APPENDIX "A" TO SECTION 86-314 AND APPENDIX "A" TO SECTION 86-315 THEREOF, PROVIDING NEW WATER RATE SCHEDULES EFFECTIVE OCTOBER 1, 2009, BOTH INSIDE AND OUTSIDE THE CITY LIMITS RESPECTIVELY; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1. That the Code of Ordinances of the City of Palatka, Florida, is hereby amended by revising Appendix "A" to Section 86-314 to read as follows:

Sec. 86-314. ***Water rates generally.***

(a) *Schedule*:

No. of Gallons	Residential Rates	Commercial Rates
4M	$13.41	$14.63
All over 4,000	$1.33 per 1,000 gallons	$1.33 per 1,000 gallons

All rates are figured per 1,000 gallons

Section 2. That the Code of Ordinances of the City of Palatka, Florida, is hereby amended by revising Appendix "A" to Section 86-315 to read as follows:

Sec. 86-315. ***Water rates outside city limits.***

(a) *Schedule*:

No. of Gallons	Residential Rates	Commercial Rates
4M	$16.01	$17.53
All over 4,000	$1.66 per 1,000 gallons	$1.66 per 1,000 gallons

All rates are figured per 1,000 gallons

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.

Section 4. This Ordinance shall become effective as of October 1, 2009.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 24th day of September, 2009.

CITY OF PALATKA

By:_____
Its Mayor

ATTEST:

_____
City Clerk

Agenda Item

14

ORDINANCE NO. 09 - 45

entitled

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA BE AMENDED BY REVISING APPENDIX "A" TO SECTION 86-344 AND APPENDIX "A" TO SECTION 86-345 THEREOF, PROVIDING NEW SEWER CHARGES EFFECTIVE OCTOBER 1, 2009, BOTH INSIDE AND OUTSIDE THE CITY LIMITS RESPECTIVELY; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1. That the Code of Ordinances of the City of Palatka, Florida, is hereby amended by revising Appendix "A" to Section 86-344 to read as follows:

Sec. 86-344. ***Sewer Rates Inside City Limits.***

(a) *Schedule*:

Gallons of Water Used	Residential Multi-family Unit	Commercial
4M	$18.86	$23.10
5M	20.19	24.43
6M	21.52	25.76
7M	22.85	27.09
8M	24.18	28.42
9M	25.51	29.75
10M	26.84	31.08
11M	28.17	32.41
12M	29.50	33.74
13M	30.83	35.07
14M	32.16	36.40
15M		37.73
16M		39.06
17M		40.39
18M		41.72
19M		43.05
20M		44.38

(b) *Residential sewer bill*: Not to exceed $32.16.

(c) *Commercial sewer rate*: All over 20,000 at $1.33 per thousand, not to exceed $400.00.

(d) *Industrial and large institutional user*: 100% of the water bill above the minimum; provided, however, that the minimum charge shall be $140.00 per month.

(e) *Plant replacement charge*: Twenty percent (20%) of the user's sewer charge.

Section 2. That the Code of Ordinances of the City of Palatka, Florida, is hereby amended by revising Appendix "A" to Section 86-345 to read as follows:

Sec. 86-345. *Sewer Rates Outside City Limits.*

(a) *Schedule*:

Gallons of Water Used	Residential Multi-family Unit	Commercial
4M	$22.83	$28.13
5M	24.49	29.79
6M	26.15	31.45
7M	27.81	33.11
8M	29.47	34.77
9M	31.13	36.43
10M	32.79	38.09
11M	34.45	39.75
12M	36.11	41.41
13M	37.77	43.07
14M	39.43	44.73
15M		46.39
16M		48.05
17M		49.71
18M		51.37
19M		53.03
20M		54.69

(b) *Outside residential bill*: Not to exceed $39.43

(c) *Commercial sewer outside*: All over 20,000 at $1.66 per thousand, not to exceed $500.00.

(d) *Industrial and large institutional users*: 100% of the water bill, provided, however, that the minimum charge shall be $177.96 per month.

(e) *Plant replacement charge* - Twenty (20%) of the user's sewer charges.

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.

Section 4. This Ordinance shall become effective as of October 1, 2009.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 24th day of September, 2009.

CITY OF PALATKA

By:_____
Its Mayor

ATTEST:

_____
City Clerk

Agenda Item

15

Minutes from 8/27/09 City Commission meeting:

14. **ADMINISTRATIVE REPORTS**

Golf Course Update – City Manager Boynton passed out a letter the City received from Billy Casper Golf, an organization that buys and leases golf courses. During the budget workshop he was asked by the Commission to look at options for the golf course. The Course has lost $100,000 in this fiscal year so far, and he's had no assurance there won't be more losses. After discussion with Billy Casper Golf, their representative returned with a non-committal letter indicating building a project management team for the golf course was the only option they could consider, mainly because of the $182,000/year debt over the next 15 years. They would negotiate for a lease option if the City would assume part of the debt. Another possible option was leasing the clubhouse only. They have talked to a local entrepreneur who would consider this; however, when they looked at this option, it was found that because the City would still have to employ full and part time people, they would lose more money by leasing out the clubhouse. He can provide the Commission with the full accounting on how they arrived at this. It appears that leasing the golf course won't be a zero net loss to the City and leasing the clubhouse won't give them an adequate return. Two years ago they lost over $350,000 at the golf course and cumulatively they were $1.7 million in debt. The loan took the debt service to $182,000/yr. In one year the City has incurred an additional $130,000.00 in debt; the debt trend was reduced by $250,000 in one year. They attempted to hold a "new member" membership drive, which was not as successful as they thought it would be. Mr. Boynton said this year they are increasing greens and play fees; with this effort they believe they will break even. The only guarantee they have to continue to have a golf course is to keep it. If they finance the debt for a longer term, they can further reduce the yearly debt service.

Mr. Boynton said there are three options. They are:

1. Continue with the existing structure;

2. Hire a project management team specializing in the golf industry to increase rounds of play, which may increase revenue;

3 Sell the golf course, which would eliminate any future risk altogether. If this option is chosen, they would have to receive at least $1.8 million in order to break even. He has had no appraisal done on the property and has no estimate of what the property is worth.

Mr. Boynton said other municipally owned golf courses around the state are subsidized by the General Fund. He is confident with the proposal they put together during the budget hearings; however, he cannot guarantee there will be no further loss exposure with the lease options. The next step is up to the Commission. He can begin a more formal RFP process. Commissioner Kitchens asked if the city refinances the loan from 15 to 20 years, if that will enable the Course to break even? Mr. Boynton said it should give them a 3 – 5% cushion on the budget over and above the operating costs. Commissioner Kitchens said selling is not a option, but if they can refinance and get the cushion, that's the way they should go. If it doesn't break even by next year, they should look at a bringing in a project

management team or leasing all or part of it out. She is not in favor of selling the Course. The Hotel project could be tied in to the golf course. Discussion ensued regarding reasons the golf course is in trouble. Commissioner Brown said they need to approach the County again to solicit their help, as many users are county residents. Commissioner Norwood said on the one hand the City is laying people off, but then contemplating taking money from the General Fund and putting it into the golf course. He has a problem with that. He is not anti-golf, but history has shown that they cannot maintain the golf course. They wouldn't continue holding on to this business if it was their own personal business. At some point they have to address the issue. If leasing the Course or hiring a management consultant are not good options, they have to look at selling. Commissioner Myers spoke of the letter from Billy Casper golf talking about what options are feasible and which are not, and noted leasing the Course is most preferable to the City but the most unattractive due to the debt. It will at least retire the debt. He'd love to retain the golf course. They need it to support growth. They should approach others about leasing. Mayor Flagg recommended they instruct the City Manger to prepare an RFP for their approval and get more proposals. It is not an option for this City to do business as usual. This is no reflection on City leadership. He is not in favor of selling. The golf course was never designed to be a money maker. If they knew what to expect regarding how much they would have to subsidize it every year, that would be one thing.

Mr. Holmes said the agenda item scheduled this for an update, not action, so if they are going to take action, they should move to make this an emergency item. Mayor Flagg said the RFP will come back to them; they aren't going to approve one tonight. There was consensus to place this on the agenda for action in September. Commissioner Kitchens asked if Mr. Boynton anticipates there will be any money needed from the general fund to break even next year. Mr. Boynton said they do expect to break even in 2009-10, but that is only speculation. Regarding layoffs, Mr. Boynton said they will reduce one staff member to part time in B&Z. All other departments will have the same number of employees; some positions are not being filled. Most departments have full contingents.

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

City of Palatka

Office of the City Manager

To: **Mayor Flagg, Commissioners**

From: Woody Boynton, City Manager

Date: September 8, 2009

RE: Selection of Matt Reynolds as Finance Director

We are asking for your concurrence with the selection of Matt Reynolds as the City's Finance Director. As you know we received 22 applications for the position. A committee comprised of Gary Getchell, Mike Lambert, Ruby Williams, Betsy Driggers and I met and reduced the list to four candidates to be interviewed. The interviews were conducted on September 1, 2009 (due to a conflict, Gary had to excuse himself from the interviews). After the interviews, we met and discussed our rankings, Matt was a near unanimous selection from the panel.

Although Matt is young, you will find him very personable and hard working at his profession. During the interview process, no one candidate had the municipal government experience that the City required. Matt's familiarity with our systems and Ruby's steadfast belief that he was more than capable to oversee the City's finances confirmed our decision to select Matt.

Should you have any questions, please do not hesitate to call.

Matthew Reynolds

[redacted] Palatka, Florida 32177 • (386[redacted] • [redacted]

Highly motivated, results-driven individual that combines financial management and information technology skills to achieve exceptional results. Organized and detail-oriented with strong analytical and strategic thinking skills, as well as a proven ability to work on numerous projects simultaneously.

TECHNICAL SKILLS:

Database	Microsoft SQL Server, Microsoft Access
Software	CitySoft Financial Software, Microsoft Office 1997, 2000, 2003, 2007
Operating System	Microsoft Windows 98, 2000 Pro/Server, XP Pro, Vista
Language	HTML, ColdFusion, MS-SQL, Java, C, C++, COBOL

CORE STRENGTHS:

✓ Financial & Strategic Planning	✓ Process Improvement
✓ Financial & Quality Management	✓ Information Design
✓ Project Analysis & Design	✓ Customer Relations

EDUCATION:

August 2005 - May 2008 — **Bachelor of Business Administration**
- **Major: Finance**
- Graduated cum laude, GPA 3.60
- University of North Florida, Jacksonville, Florida

August 2001 - May 2004 — **Associate of Arts (dual enrollment during high school)**
Concentration in Information Technology
- Graduated magna cum laude, GPA 3.63
- St. Johns River Community College, Palatka, Florida

August 1998 - May 2002 — **High School Diploma**
- Graduated summa cum laude, GPA 4.1 (weighted)
- Palatka High School, Palatka, Florida

EXPERIENCE:

City of Palatka • Palatka, Florida — **February 2009 – Present**

Contractual Employee

Numbered and organized accounting funds in CitySoft financial accounting software to reflect current uniform accounting standards, designed spreadsheet and charts for better understanding of current and historical city financial information, designed database to control and report pension contribution amounts for individual employees, designed spreadsheets for Municipal Golf Course daily profit and loss assessment, recalculated construction cost estimates for city manager, redesigned inventory management database for Water & Sewer Department, redesigned business inspection database for Fire Marshal, reviewed and updated city vehicle insurance schedule, configured and installed several new computers for city employees, consulted with the Web Site Administrator and provided assistance on several issues, coordinated with Network Administrator to ensure smooth network operation, provided city employees of all departments with support for hardware and software issues.

Matthew Reynolds

[redacted] Palatka, Florida 32177 • (386[redacted] • [redacted]

EXPERIENCE (continued):

Apply Networks Corporation • Palatka, Florida | **March 2003 – July 2006**

Senior Developer

Designed and created student information systems software for multiple school districts throughout the state of Florida. Assisted in financial planning and management, managed several projects simultaneously, designed and programmed website and custom software, provided customer service and technical support, assisted in product sales to new and existing customers.

Palatka Daily News • Palatka, Florida | **August 1998 - March 2003**

Photograph Technician

Customer Service Representative

Developed film, selected and toned photographs for publication, photographed local events, assisted customers in placing advertisements.

HONORS AND ACHIEVEMENTS:

Beta Gamma Sigma: International Honor Society, Member, 2008 to present.

Golden Key Society: International Honor Society, Member, 2006 to present.

Phi Theta Kappa Society: International Scholastic Order, Member, 2002 to present.

St. Johns River C.C. Academic Scholarship: Palatka, Florida, 2002-2004.

Florida Bright Futures Academic Scholarship (100%): Palatka High School, 2002.

Top 50 Scholar: Putnam County, Florida, 2002.

Future Business Leaders of America: 1st Place-Chapter Website, FBLA District 27, 2000.

Future Business Leaders of America: 2nd Place-Technology Concepts, FBLA District 27, 2000.

REFERENCES:

Mr. Ben Bates
President
Coldwell Banker Ben Bates, Inc.
3400 Crill Avenue, Suite 1
Tel: (386) 328-6716

Dr. John W. Wolfenden, MD
Home Address: [redacted]
Palatka, FL 32177
Home Tel: [redacted]
Cell Tel: (386) 546-0219
[redacted]21

Dr. Stephen L. Beckett, DDS
Home Address: [redacted]
Office Address: 700 Zeagler Drive
Palatka, FL 32177
Home Tel: [redacted]
Office Tel: (386) 328-8337

Mr. Ronald E. Clark
Attorney at Law
Chairman of the Board – Putnam State Bank
Chairman of the Board – Neighborhood Bank Corporation
[redacted]
Palatka, FL 32177
Tel: (386) 328-2778

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer
(Valid for only 90 days)

Please answer all questions. Resumes are not accepted in lieu of completion of this application. Note: This application was designed to use with several types of job positions. Some questions may not be completely applicable to the job position you are seeking; however, we ask that you answer all questions.

Reynolds	Matthew	Dalton	[redacted]	8/11/09
Last Name (Please Print)	First	Middle	Social Security Number	Date

[redacted]	Palatka	Florida	32177	[redacted]
Present Address: Street	City	State	Zip Code	Telephone Number

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your legal right to work in the U.S. and your identity? ☒ Yes ☐ No

Have you ever been convicted of any crime? ☐ Yes ☒ No Have you ever had adjudication withheld for any crime? ☐ Yes ☒ No If Yes to either question as to crimes, give details as to the type of crime, the date of conviction, and the penalty imposed. (Attach separate paper if necessary.) A conviction will not necessarily disqualify you from employment.

Are you over 18 years of age? ☒ Yes ☐ No Position applying for: Finance Director

EDUCATIONAL DATA

School	Print Name, Number and Street, City, State and Zip Code for Each School	No. of Years Completed	Degree	Major Courses of Study
High School	Palatka High School 300 Mellon Road, Palatka FL 32177	4	High School Diploma	Dual Enrollment at SJRCC
College	University of North Florida 1 UNF Drive, Jacksonville, FL 32224	4	Bachelor of Bus. Adm.	Finance
Graduate School				
Trade, Bus., Night or Corres.				
Other				

Driver's License Number [redacted] Exp. Date 12/6/09 State FL

Other Skills: List any other job-related skills or qualifications that support your application. Knowledge of CityServ Financial accounting software previous experience working with Finance Director on budget and reports, experience designing and creating databases and spreadsheets for the City of Palatka.

Honors Received: Top 50 Scholar (Putnam County, 2002) Florida Bright Futures Academic Scholarship St. Johns River Community College Academic Scholarship

In order to check your work and educational records, should we be made aware of any change of name or assumed name that you previously used? ☐ Yes ☒ No If Yes, identify names and relevant dates.

Have you had prior educational experience which relates to the job for which you are applying? ☒ Yes ☐ No
If **Yes**, describe: Financial Accounting, Managerial Accounting, Financial Management, Administrative Management, Micro and Balancing, Strategic Management, Business Policy

Are you a veteran of the U.S. Military Service? ☐ Yes ☒ No If Yes, what branch of service? _____

If **Yes**, beginning date and ending date of active duty: From: _____ (Yr. Mo.) To: _____ (Yr. Mo.)

Date of Discharge from Military Service: _____

Have you ever been known by any other names? ☐ Yes ☒ No If Yes, provide name(s).

Have you ever been dismissed of forced to resign from any employment? ☐ Yes ☒ No If Yes , please explain:

Have you ever been disciplined or fired for insubordination? ☐ Yes ☒ No If Yes, please explain:

Have you ever been disciplined or discharged for violating a safety rule? ☐ Yes ☒ No If Yes, please explain:

Have you ever been disciplined or fired for fighting, assault or similar offenses? ☐ Yes ☒ No If Yes, please explain:

Have you ever been sued for an intentional tort (such as fraud, assault, battery, etc.)? ☐ Yes ☒ No If Yes, explain the nature of the tort or suit and the disposition of the action. (Attach separate paper if necessary.)

INCASE OF EMERGENCY, NOTIFY:

Pat Reynolds (386) [redacted] Grandmother

Name Phone Number Relationship

[redacted] Palatka, FL 32177

Address City/State

Do you have transportation to work? ☒ Yes ☐ No Will you work overtime if asked? ☒ Yes ☐ No
Are there any hours, shifts or days you will not work? ☐ Yes ☒ No If Yes, pleas explain:

Do you have any friends or relatives who work here? ☐ Yes ☒ No

Name _____ Relationship _____

Name Relationship

Spouse _____

Name Address Where Employed

Are you now employed? ☒ Yes ☐ No Are you on a layoff? ☐ Yes ☐ No Are you subject to recall ? ☐ Yes ☐ No
May we contact your present employer? ☒ Yes ☐ No Previous employers? ☒ Yes ☐ No
Please identify any exceptions and reasons for not contacting prior employers.

CHARACTER REFERENCES

List three persons not related to you, whom you have known at least one year.

NAME	ADDRESS AND TELEPHONE	OCCUPATION
1. Stephen Beckett	2001 Country Club Terrace (386)328-8337	Dentist
2. Ben Bates	3400 Crill Avenue, Suite 1 (386)328-6716	President - Caldwell Bank & Ben Bates Realty
3. Ronald Clark	2040 Country Club Terrace (386)328-2778	Attorney

List below any other information or remarks that you wish to have considered as a part of your application for employment. I currently work for the City of Palatka and I have enjoyed working here immensely. I have resided in Palatka for the majority of my lifetime, and I absolutely love the atmosphere of the City of Palatka and its surrounding areas. My dream job is to work in a position where I can help the city grow and prosper both economically and societally.

Have you filed an application here before? ☐ Yes ☒ No If Yes, give date: _____
Have you ever been employed here before? ☒ Yes ☐ No If Yes, give dates: February 2019 - August 2019

EMPLOYMENT EXPERIENCE:

ALL FORMER JOBS (List most recent job first.) Account for all time periods including unemployment, self-employment and military service. (Attach separate paper(s). if necessary.)

City of Palatka — February 2009 - August 2009 — Ruby Williams
Employer — Dates Employed (from/To) — Immediate Supervisor

201 N. 2nd Street, Palatka, Florida 32177
Address

Contractual Employee — $12.50 — (386) 329-0100
Job Title — Hourly Rate/ Salary (Starting/Final) — Telephone No.

Budget and accounting reports, designed databases and spreadsheets, general computer support
Work Performed

Still employed by the City of Palatka
Reason for Leaving

Self-employed/Contractual — July 2006 - February 2009 — Myself or my contract
Employer — Dates Employed (from/To) — Immediate Supervisor

[redacted] Palatka, Florida 32177
Address

[redacted] — Depended on type and amount of work — [redacted]
Job Title — Hourly Rate/ Salary (Starting/Final) — Telephone No.

Computer design and repair, contractual work for my former employer (Apply Networks)
Work Performed

To pursue a career with my degree.
Reason for Leaving

Apply Networks Corporation — March 2003 - July 2006 — Joe Egli
Employer — Dates Employed (from/To) — Immediate Supervisor

613 St. Johns Avenue, Palatka, Florida 32177
Address

Senior Developer — Salary: $30,000 - $32,000 — (386) 328-6408
Job Title — Hourly Rate/ Salary (Starting/Final) — Telephone No.

Assisted in financial planning and management, project management, website and software design.
Work Performed

To finish my bachelor's degree at the University of North Florida
Reason for Leaving

Palatka Daily News — August 1998 - March 2003 — Rusty Starr
Employer — Dates Employed (from/To) — Immediate Supervisor

1825 St. Johns Avenue, Palatka, Florida 32177
Address

Photograph Technician/Customer Service Rep. — $7.50 - $8.50 — (386) 312-5200
Job Title — Hourly Rate/ Salary (Starting/Final) — Telephone No.

Film development, photo selection and toning, advertisement sales
Work Performed

To pursue a management opportunity at Apply Networks.
Reason for Leaving

NOTICE TO APPLICANTS: This employer complies with the American with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give the employer permission to contact schools, previous employers, references, and others, and hereby release the employer from any liability as a result of such contact. I understand that misrepresentations, omissions of facts or incomplete information provided in this application may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts in this application will be cause for dismissal at any time without previous notice.

I understand that my employment with the Employer is for no specific term and may be terminated by me or the Employer with or without notice or cause at any time. I further understand that no oral promise, Employer policy, custom, business practice or other procedure (including the Employer's Personnel Handbook or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between me and the Employer.

The contents of any employee handbook or personnel manuals, as well as other Employer policies and practices, are subject to change or modification by the Employer, solely at its discretion, without notice. I also understand that no supervisor or other official of the Employer (except its Chief Executive Officer, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.

We conduct our business with the highest possible degree of safety and efficiency. Because of this, the Employer may require applicants for employment to undergo blood and/or urinalysis screening for drug or alcohol use as part of our pre-placement physical examination. In addition, all employees of the Employer are subject to blood tests or urinalysis screening for drug or alcohol use.

This application will remain active for ninety (90) days. Any applicant wishing to be considered for employment beyond ninety (90) days should reapply.

Signature Matthew Fulton Reynolds Date August 11, 2009

This Employer is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability or marital status. We assure you that your opportunity for employment with this Employer depends solely on your qualifications.

CITY OF PALATKA
201 N 2ND STREET
PALATKA, FL 32177

Personal Inquiry Waiver
Authority for Release of Information

Name: Matthew Dalton Reynolds

Social Security No: 589-78-4418

To: The custodian of any and all records pertaining to the undersigned.

I respectfully request and authorize you to furnish the City of Palatka all information that you may have concerning my work record, school record and reputation including license check and criminal background check. This information is to be used to assist the City of Palatka in determining my fitness and qualifications for the position I am seeking with the City.

I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested above.

Your prompt reply to this request will be greatly appreciated.

Matthew Dalton Reynolds — August 11, 2009
Applicant's Signature — Date

8-11-09
Witness

120 Quail Lane
Applicant's Address

DRUG TESTING CONSENT FORM

I understand that as part of the pre-appointment process, the City of Palatka will conduct in-depth background investigation in an effort to determine my suitability to fill the position for which I have applied. In keeping with the efforts of the City of Palatka to identify the most qualified individuals for employment, I do hereby voluntarily consent to the sampling and subsequent testing of my body fluids, including urine and/or blood. I understand that refusal to supply the necessary samples may be grounds for rejection of my application for appointment. I further understand that the results of the testing may be utilized in conjunction with any other information developed during the pre-appointment process to determine my eligibility for the position for which I have applied, and that written confirmatory laboratory reports may be subject to disclosure under the Florida Public Records Act.

Matthew Dalton Reynolds — August 11, 2009

Applicant's Signature — Date

Witness Signature

Applicant Refused to Sign Consent Form — Yes _____

Dear Applicant:

As a toll to insure maximum savings for the City of Palatka it is requested that you report to the WORK*Source* office located at the Palatka Mall, 400 Hwy 19 North, F-5, for screening and to check your registration.

TO: WORK*Source*

Comments: _____

_____

_____

Date: _____

_____

Signature: WORK*Source* Representative