

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

AGENDA CITY OF PALATKA December 8, 2011

CALL TO ORDER:

- a. Invocation – The Reverend Charles Rabun, Associate Pastor, First Baptist Church of Palatka
- b. Pledge of Allegiance
- c. Roll Call

APPROVAL OF MINUTES – 11/10/11 and 11/23/11 Special Meeting

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. PROCLAMATION – Reverend Charlie Rabun Day – December 11, 2011
 - b. BOY SCOUTS OF AMERICA – Eagle Scout Recognition – Christopher Graham, Kyle Paul Brooks, Michael Ryan Welch, Lanie Jacob Moore and Daniel Cole Davis
 - d. STUDENT OF THE MONTH – December, 2011 – Mayor Myers & Commissioner Norwood
- | | |
|--------------------|--|
| Kenneth Neely | Beasley Middle School |
| Brandon Lee | Browning Pearce Elementary School |
| Jasmine Williams | Children's Reading Center Charter School |
| Phillip Holmes | E.H. Miller School |
| Nathan Futch | James A. Long Elementary School |
| Jarvis Melton | Jenkins Middle School |
| Cheyanna Drawdy | Kelley Smith Elementary School |
| Samatha Stephenson | Mellon Elementary School |
| Ontarriyus Reid | Moseley Elementary School |
| Willie Miller, III | Palatka High School |
| David Kelly | Peniel Baptist Academy |

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

3. CONSENT AGENDA:

- *a. Adopt Airport Business Plan per Airport Manager's Recommendation
- *b. Authorize execution of modification to FEMA Subgrant Agreement #11HM-3H-04-64-02-007 to extend the completion date to March 29, 2012 for the St. Johns Avenue/16th Street Drainage Hazard Mitigation Project, per City Manager's recommendation
- *c. Authorize removal of traffic light at 11th & Madison Streets, per City Manager's recommendation
- *d. Reappoint Marcia Lane and Ellsworth Taylor, Jr. to the Palatka Board of Zoning Appeals for five year terms to expire July, 2016 (incumbent members; sole applicants)
- *e. Reappoint Kenneth Venables and Joseph Petrucci to the Palatka Planning Board for three-year terms to expire December 31, 2014 (incumbents; sole applicants)
- *f. Recommend the appointment of Adam Bujak to the Putnam County Library Board for a three-year term to expire June 30, 2014 (sole applicant)
- *g. Accept Sue Roshkosh's resignation from the Palatka Planning Board, effective immediately
- *h. Adopt City Commission Meeting Calendar for January 1, 2012 through December 31, 2012

AGENDA - CITY OF PALATKA

December 8, 2011

Page 2

- ** 4. **COMMUNITY REDEVELOPMENT AGENCY BUSINESS** – Accept CRA Recommendations as follows (CRA meeting held 12/8/11)
 - a. **ADOPT 2012 CRA ANNUAL PLAN**, including the Central Business District (CBD), North Historic District (NHD) and South Historic District (SHD)
 - b. **APPROVE BRANDING PROPOSAL and authorize execution of contract with Arnett Muldow & Associates** at an amount not to exceed \$8,000, per Main Street Board Recommendation
- * 5. **COMMISSION DISCUSSION** – 100 Block Redevelopment
 - *a. **REQUEST TO PRESERVE THE 100 BLOCK BUILDINGS** – Anthony Harwell
- * 6. **PUBLIC HEARING: USDA Grant Application to purchase a Fire Engine** – Fire Chief Mike Lambert
 - a. **RESOLUTION** Authorizing execution and submittal of all grant agreement documents to obtain a USDA Rural Development CF Grant not to exceed \$150,000.00 from the US Dept. of Agriculture for the purchase of a fire engine - Adopt
- * 7. **PUBLIC HEARING/ORDINANCE** Amending the Future Land Use Map on 4 Parcels of Land on Kay Larkin Circle and 2 Parcels of Land North of St. Johns Ave. and West of Moody Rd. (a total of more than 20 acres in size) from OPF (Other Public Facilities) to City IN (Industrial) – City of Palatka Building & Zoning Dept., Applicant - Adopt
- * 8. **ORDINANCE** amending Municipal Code Section 94-201 to allow additional products sold at Farmers Markets – 1st Reading
- * 9. **ORDINANCE** amending Municipal Code Section 94-111(b) to allow Planned Unit Developments in OPF and PB Future Land Use Map categories – 1st Reading
- * 10. **ORDINANCE** amending Municipal Code Section 94-161(i) and 94-162(i) exempting single residential units within a building from the minimum parking requirements in the downtown zoning districts – 1st Reading
- * 11. **ORDINANCE** amending Municipal Code Section 38-8 to reference recently adopted Flood Hazard Maps - 1st Reading
- 12. **ADMINISTRATIVE REPORTS**
 - *a. **Proposed Workshop Dates** – Thad Crowe, Planning Director
 - *b. **Airport Fly-in 1/28/12** – John Youell, Airport Manager
- 13. **COMMISSIONER COMMENTS**
- 14. **ADJOURN**

*Attachment **Separate Cover

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

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

Upcoming Events:

Dec. 23 & 26, 2011 – City offices closed to observe Christmas
Dec. 30, 2011 – City offices closed to observe New Year's Eve
Jan. 16, 2012 – City offices closed to observe Martin Luther King Day
Jan. 28, 2012 – Palatka Municipal Airport Fly-In

Board Openings:

Tree Committee	1 Vacancy
Planning Board	1 Member (at large)
Historic Preservation Board:	1 alternate
Fire Pension Board	1 Vacancy ("5 th member")
Code Enforcement Board:	2 Vacancies (Architect. & Alt.)

Agenda Item

3a

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

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. This request form, together with any attachments or backup material that would help the Commission to better consider your request, should be submitted to the City Clerk's office **no later than 10:00 a.m. on the Wednesday one week prior to the next regularly scheduled Thursday City Commission meeting.** Meeting dates are subject to change. Please verify the closing date for agenda items with the Clerk's office.

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

John Youell

Name of Individual making presentation or request, if different:

Address: 4015 Reid St. e-mail JYouell@Palatka-FL.org

Daytime Phone 329-0149 Other ph. -0148 Fax 312-2230

Requested meeting date for Agenda Item: Dec. 8, 2011

Request for Commission Action or Presentation Only; no action required

Subject Matter you wish to address: Approve / Endorse Airport Business Plan

(REQUIRED!) Commission Action Requested, if any: Approve Airport

Business Plan

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 288.105

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.



PALATKA MUNICIPAL AIRPORT
Lt. Jasper Kennedy "Kay" Larkin Field (28J)

4015 Reid Street, Highway 100
Palatka, Florida 32177

386-329-0148 office
386-329-0106 fax

Nov. 26, 2011

John E. Youell, Airport Manager
4015 Reid Street
Palatka, FL 32177

Re: Recommendation to Approve Airport Business Plan

To: Palatka City Commission

Dear Commissioners,

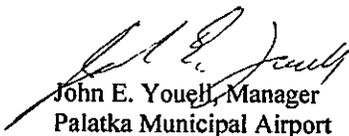
I would like to request your support for the Airport Business Plan (attached). The plan is the result of a year-long collaborative effort initiated by City Manager Boynton and designed by the team of professionals from various fields that I have identified in paragraph three below.

The plan is a working document designed to be used as a roadmap by the Airport Advisory Board, City Commission and others to identify the goals and objectives desired for continuing development efforts at the airport. A significant aspect of approving the plan is that it will provide the Commission the ability to quickly monitor progress of specific "actionable steps" toward achieving the goals and objectives established for airport.

The following individuals gave generously of their time to develop the plan for presentation to you. Each member provided unique skills and experience to the project as identified in parentheses. Mr. Woody Boynton (City Manager), Mr. Wayne McClain (Banking and Airport Advisory Board Member), Mr. Alex McCoy (Economic Development and Chamber of Commerce), Mr. Andrew Holesko, Passero and Associates, (Airport Development and Engineering), Mr. Carry Green, Avia Aero Services, (Commercial Aviation and Flight School Development), Mr. John Youell (General Aviation and Airport Manager). Chief Garry Getchell professionally applied his skills and experience in business consulting facilitating team discussions and compiling the final plan as you see it. The plan has been reviewed and refined by the Airport Advisory Board and is respectfully submitted for your approval.

If you have any questions please contact me at jyouell@palatka-fl.gov or call (386) 329-0149.

Sincerely,


John E. Youell, Manager
Palatka Municipal Airport

Atch. 1 ea, Airport Business Plan

Palatka Municipal



Airport

Kay Larkin Field

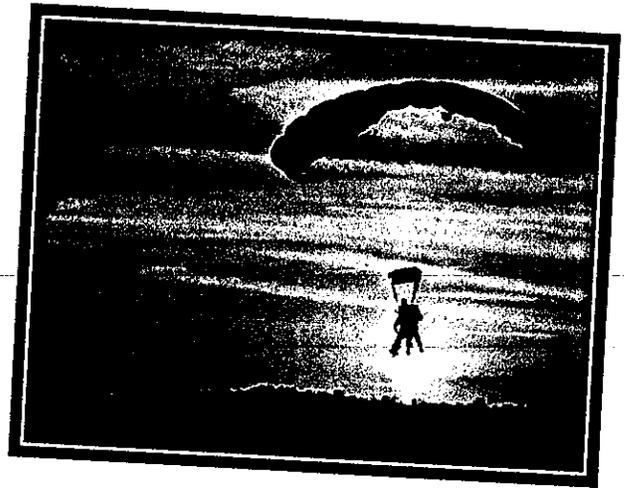
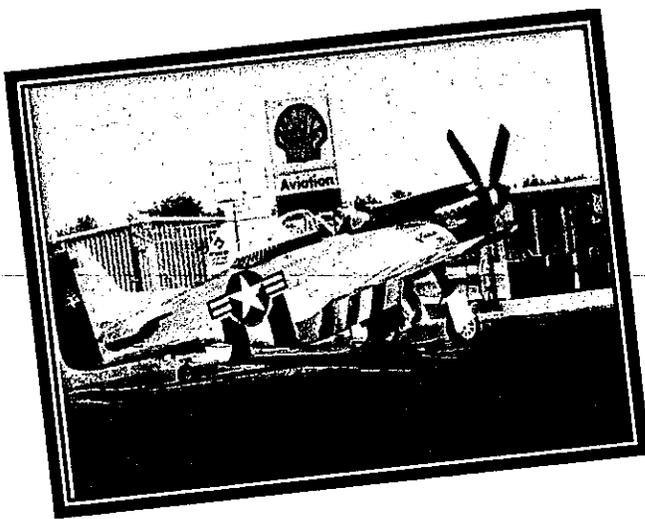
Business Plan

Palatka, Florida



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1. Executive Summary
2. Introduction And Background
3. Changes at the Airport and Aviation Statistics
4. Fixed Base Operator Needs
5. Land Use and Economic Development Opportunities



1 Executive Summary

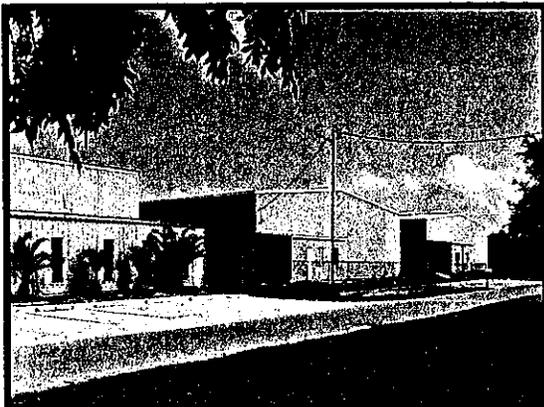


Every outstanding business needs a road map to success and the Palatka Municipal Airport is no exception. The goal of the business planning effort is to map current and future conditions and then apply strategic plans to accomplish the critical goals of the airport and the community owners.



In 2003 the Airport Master Plan was updated and the City of Palatka is currently in the process of updating it again. The goal of the Master Plan is to assess and direct improvements that will likely be necessary to accommodate future aviation needs. The Master Plan does not identify critical components of a Business Plan, notably:

- Business vision and goals;
- Funding plans, revenue and expenditure goals;
- Economic development principals;
- Encourage private investment;
- Operational success strategies; and
- Opportunities, both short and long-term, for improvement.



This Business Plan document seeks to provide a strategic plan for the success of Palatka Municipal Airport. The Plan will be updated on a regular basis to support changes in the airport, community, and business environment seeking to be a living document guiding airport management and leadership.

Vision Statement

The Palatka Municipal Airport (Kay Larkin Field) will develop into a small-to-moderate size general aviation and commercial airport.

The Goals of the Palatka Municipal Airport

Palatka Municipal Airport will be a leader in providing competitive general aviation services to the public, including corporate flight activities, pilot training, and personal aviation.

Palatka Municipal Airport will provide outstanding opportunities as an investment engine for aeronautical related business, including FBO services, facility investment, hangar operations, aeronautical operations, and aircraft manufacturing and sales.

Palatka Municipal Airport will provide economic development opportunities, both on and off airport, through support of investment zones and appropriate corporate incentives that support the mission of the airport and community owners. The airport will seek to attract forward thinking investors with sound business models who will be industry leaders and attract investment and employment opportunities to the region. Palatka Municipal Airport will seek to work with existing businesses to retain, expand, and attract opportunities for economic growth and vitality.

Palatka Municipal Airport will seek to be a good neighbor with the surrounding community by working actively with regional jurisdictions to secure appropriate adjoining land uses and support public disclosure of aircraft activities in nearby residential development. The airport will seek to operate within all industry standard and FAA noise abatement standards and expect all operations to be conducted safely and responsibly within those parameters.

Palatka Municipal Airport will invest all federal, state and local monies in support of a long-term capital and financial plan to maintain the highest standards of airport infrastructure and in accordance with FAA Regulations and to grow the airport to a self-sustaining enterprise fund owned by the City of Palatka.

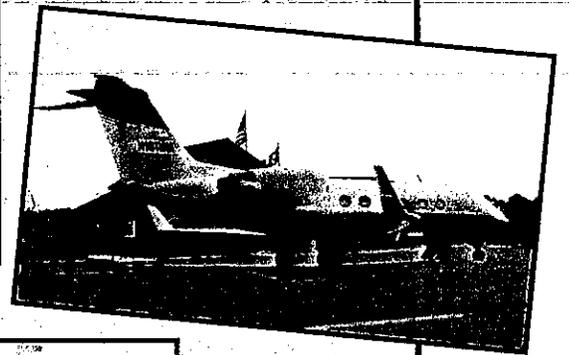
Palatka Municipal Airport will work within FAA, the Department of Agriculture, and EPA regarding air and water quality to promote an environmentally conscientious airport in support of greater community goals and to maintain the safety of air travel.



Goals and Objectives

Airport Self-Sustainability

- Develop revenue-generating facilities and activities
- Facilitate enhanced public-private partnership through grant opportunities
- Seek and utilize available grant programs consistent with Airport improvement needs
- Promote aviation and non-aviation leases for industrial park development
- Develop and maintain an environmentally compatible facility
- Make the Airport as aesthetically pleasing as possible
- Promote the Airport to the Community



2 Introduction and Background

How does the Business Plan Compare to the Master Plan?

The current Airport Master Plan which will soon be completed is an update to the 2003 Plan. The FAA funded the Master Plan study to determine the existing and future aviation needs to accommodate the anticipated development within the next 20-year time frame. The Master Plan addresses the long-range physical needs of the airport. The primary goal is the continued improvement of the airport in a manner that is financially realistic and appropriate in the consideration of its surroundings. The Business Plan goes beyond where the Master Plan stops.

The Business Plan establishes the strategies necessary for the City to achieve the goals and objectives of the airport over the long-term. The Business Plan identifies the Vision and Goals of the Airport, evaluates governance options to operate the airport, maximize Federal and State funding to make improvements, identify methods to maximize the development and revenue potential of the airport property, and develop strategies to implement the plans necessary to accomplish the goals and objectives.

Airport Master Plan	Business Plan
Formation of the long term physical needs. <ul style="list-style-type: none"> • 20 year time frame • Determine aviation Needs • Address concerns of a Development plan 	Establish strategies to achieve goals/objectives <ul style="list-style-type: none"> • Mission of the airport • Funding • Maximize development and revenue potential

Facilities

Palatka Municipal Field serves most facets of general aviation. It features three active runways and a new 4,000 square foot terminal building. Revenue opportunities on the field are found within the fifty-four (54) T-hangar units, various storage units, four (4) commercial hangars, two (2) executive hangars and the hundreds of acres available for new development. Maintenance service includes minor airframe and minor power plant for both reciprocating and jet-engine powered aircraft. Skydiving has been based at the airport since the 1970's and remains the largest commercial business on the airfield. The airport currently has fifty-five (55) general aviation aircraft and two (2) commercial aircraft based on the field. The commercial aircraft are used for skydiving operations. The largest airplanes that use the airport on a semi-regular basis are common turbo-prop and turbo-jet business aircraft. The airport primarily serves flight training, recreational general aviation and amounts of business flying activities.

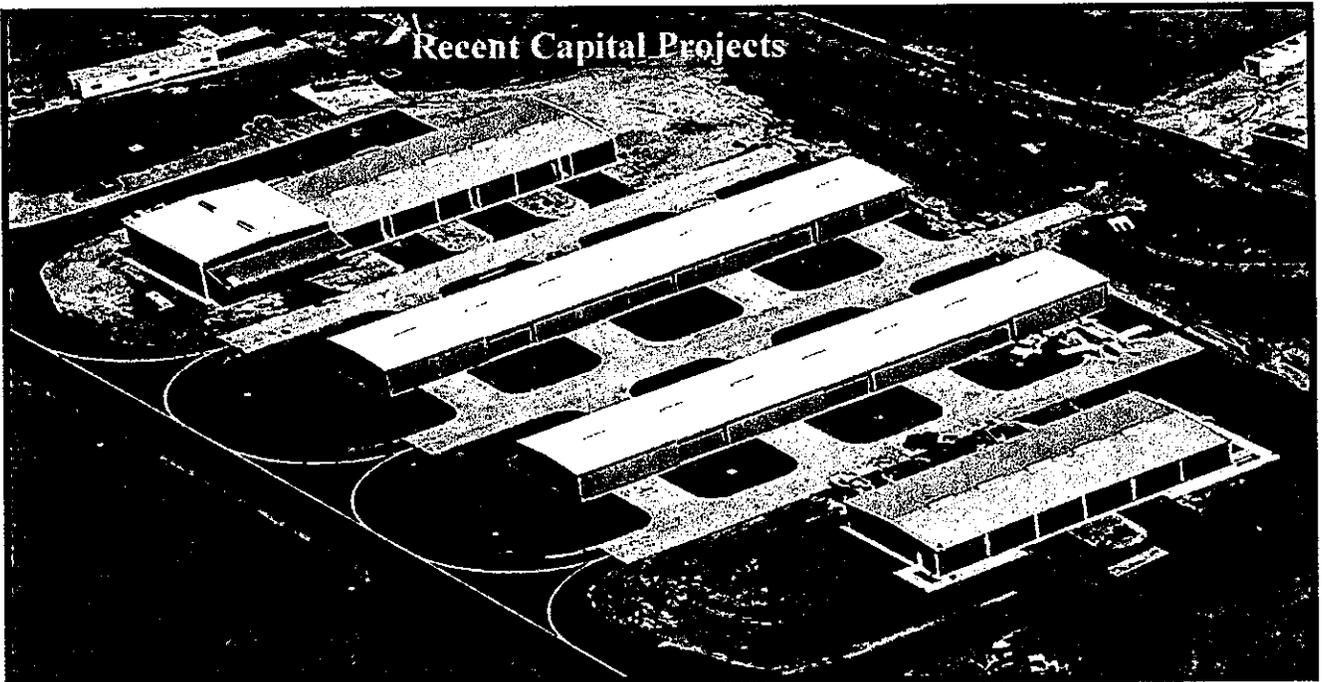
Size	694 Acres
Runway (main)	6,000' x 100'
Based Aircraft	55
T-Hangars	54
Comm. Hangars	4
Executive Hangars	2

Tenant Provided Aviation Services

- Fixed Based Operations
- Fuel Sales
- General Aviation Repairs
- Reciprocating and Jet Airframe and Power Plant Maintenance
- Hangar Rentals
- Sky Diving



Recent Capital Projects

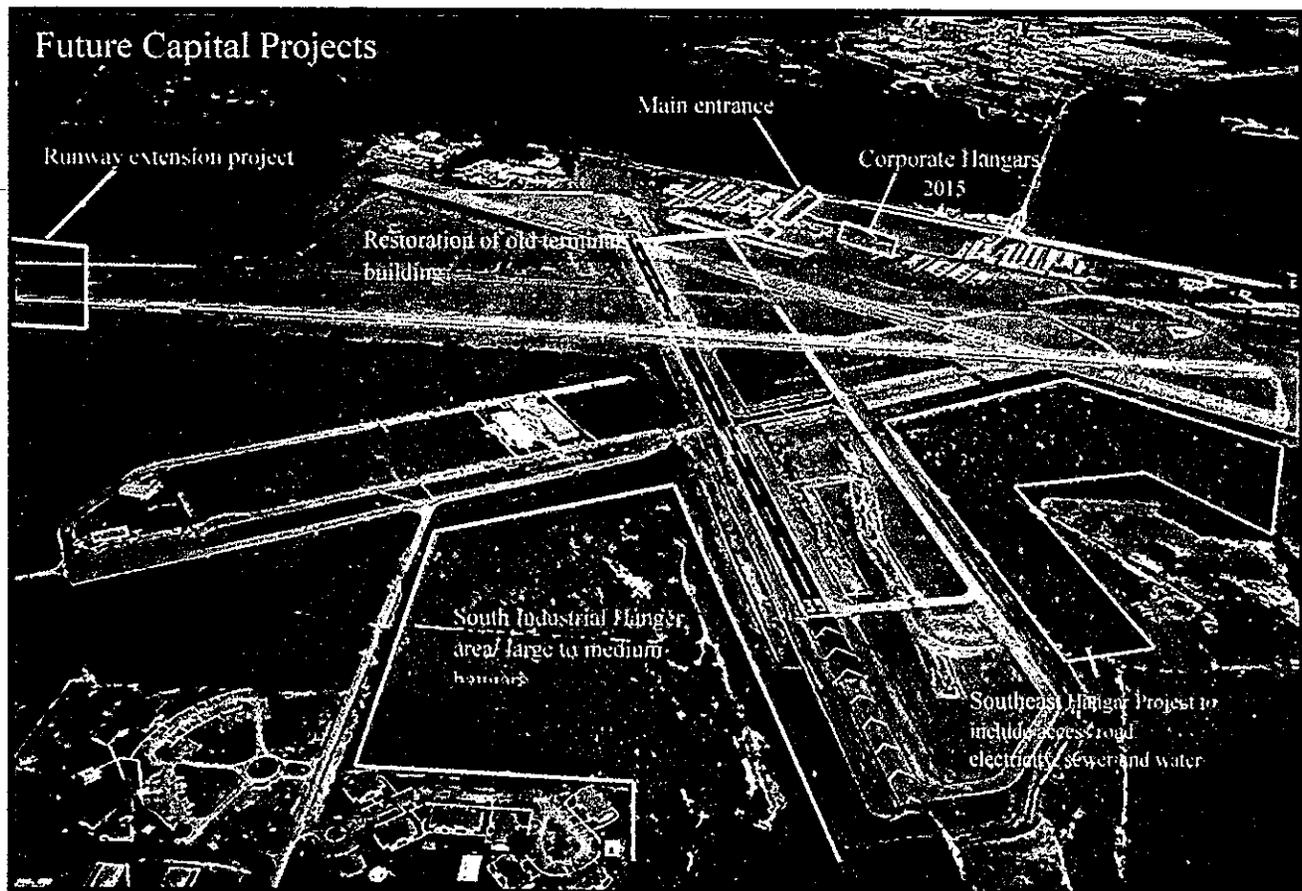


Airport Master Plan Proposed Improvements

The Airport Master Plan identifies approximately \$65 million of airport improvements by 2026. The most significant improvements include: a 2,500 foot extension and strengthening of the primary runway by 2027, re-surfacing of existing taxiways and construction of new taxiways, drainage system rehabilitation and improvement, apron expansion, development of additional hangars (corporate, commercial and storage) and numerous access road improvements.



The short term improvement projects which should be completed by the end of 2011 include a security upgrade which will bring security up to industry standards and allow video monitoring of airfield activity 24/7. This project will also allow the terminal facility to be used as a command center during local emergencies. Also currently being built is a new equipment storage building with restrooms and a covered break area located at the self-serve fuel facility for visitors to enjoy while their aircraft is being fueled up.



3 Aviation and Airport Trends

Based on FAA's 2008 to 2025 Aviation Forecasts, the increasing high fuel prices and concerns about the economy are dampening the near-term prospects for the general aviation industry, but the long-term outlook remains favorable. There continues to be a strong growth in business aviation demand driven by a growing U.S. and world economy.

The number of general aviation hours flown is projected to increase an average of 3.0 percent per year through 2025. The FAA continues to be optimistic about the future. These national and international trends will also impact operations at Palatka Municipal Airport. The following highlights some of the major trends:

- **Growth in Airport Building Square Footage and Uses:** In 2009 the airport opened a new 4,000 square foot terminal building. To help defray the cost of financing, a 500 square foot office suite was designed into the building to encourage airport business. Construction of ten T-hangar units and a 3,300 square foot commercial hangar were also completed to help increase revenue. Additional projects have also been completed which help improve the infrastructure and appearance of the airport.
- **New Pilots:** The number of people starting to learn to fly has been on the decline. However, most new pilots are entering the field for career opportunities and not for personal enjoyment as in the past. This trend is being addressed by the pilot organizations and flight training businesses.
- **Community Services:** The airport is used by several government agencies, including local law enforcement; forestry; marine patrol; and the Game, Fish, and Wildlife Commission. The airport sees itself experiencing moderate growth in the coming years. The City of Palatka is looking toward moves into commercial activity as well as increasing training and recreational activities. This includes possible air taxi and charter service, a trade zone, as well as international, domestic, and continued industrial developments.
- **Light Sport Aircraft:** The new Light Sport Pilot Certificate and its associated Light Sport Aircraft (LSA) offer a new variation on the recreational flying theme and should eventually provide a boost to the General Aviation (GA) industry. Requiring exactly half of the training time necessary to become a Private Pilot; and approximately half the amount of fuel to operate as common single engine aircraft, this new category of flying stands to energize a very sluggish recreational flying industry.

4 Fixed Base Operations

Fixed Base Operation (FBO) Facility

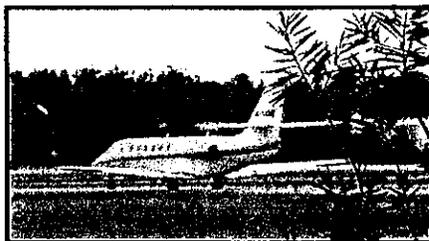
The Fixed Base Operation (FBO) facility houses the primary business on the airport and is owned by the City of Palatka. It provides basic services to the flying community such as: fuel sales, aircraft tie-down, hangar storage, pilot supplies and passenger services. FBO personnel operate and maintain airfield assets such as the fuel storage and dispensing operation, airfield lighting, hangar and building upkeep and repairs and facilities janitorial requirements. The primary source of revenue for the FBO is rent generated from hangar facilities on the airfield. Fuel sales provide the second highest source of revenue. During FY 2010/2011, \$205,505 in revenue was collected from hangar rentals and the gross profit from fuel sales was approximately \$64,040. Pilot supplies and vending accounted for another \$3,500 in revenue.

Existing Lease Terms, Conditions, and Rental Rates

The airport's existing lease terms, conditions, and rental rates are consistent with industry standards. Fifty-four (54) T-hangars, two (2) executive hangars, three (3) commercial hangars, one (1) skydive facility with associated drop zone, and one (1) off field commercial building comprise the rental properties. The sluggish economy and record high prices of oil have combined to stifle the growth of general and commercial aviation. This is undercutting revenue sources of the FBO industry and is aggravating the financial viability of the airport's FBO business. However, facility rental rates are strong and are helping to offset the downturn in the fuel market.

Other Revenue Options

The goal of the Airport is to become a self-sustaining municipal enterprise. To accomplish this it will be necessary for the airport to increase awareness of its services and assets. It will also be necessary to continue the enhancements to the airport infrastructure such as increasing the load capacities of the runway.



5 Airport Economic Development Opportunities

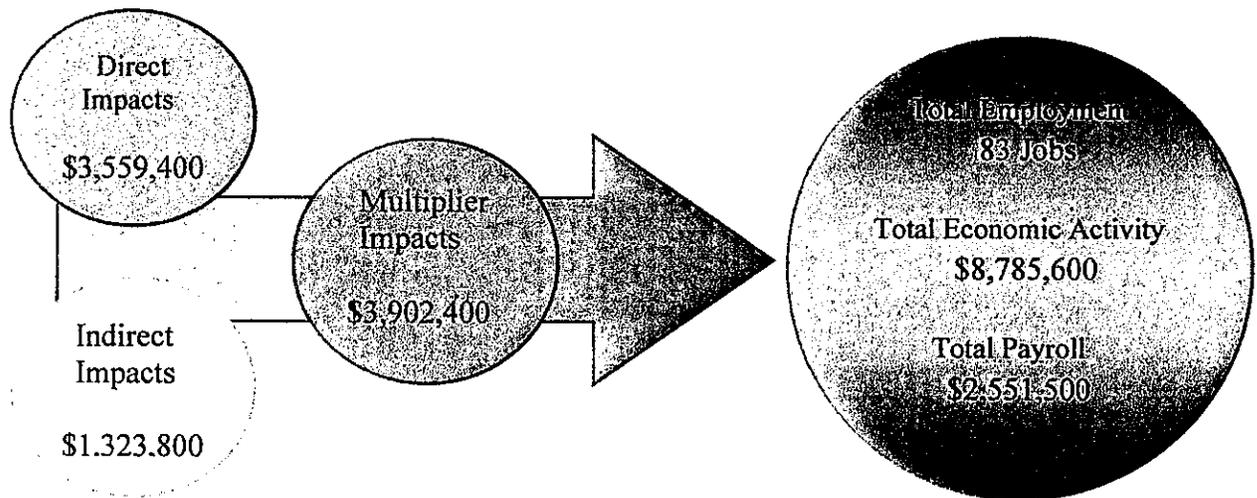
Palatka Municipal Airport is one of the one-hundred-seven general aviation airports in the State of Florida. The statewide system of airports is important to the economic well-being of Florida and serves the need to receive and welcome tourists as well as local citizens. In 2009, Palatka Municipal Airport was awarded the Regional Award for Excellence in Transportation for taking initiative to improve its infrastructure and customer service.

Recent Development History

A cooperative effort between the City and County resulted in the closure of an abandoned runway produced an airfield adjacent Industrial/Business Park. The project included installation of utilities, including Phase III power, accessibility by paved inner roadways to adjacent county and state roads. Opportunities on the field are found within the fifty-four (54) t-hangars, various storage units, Commercial Hangars, Executive Hangars and the hundreds of acres available for new development.

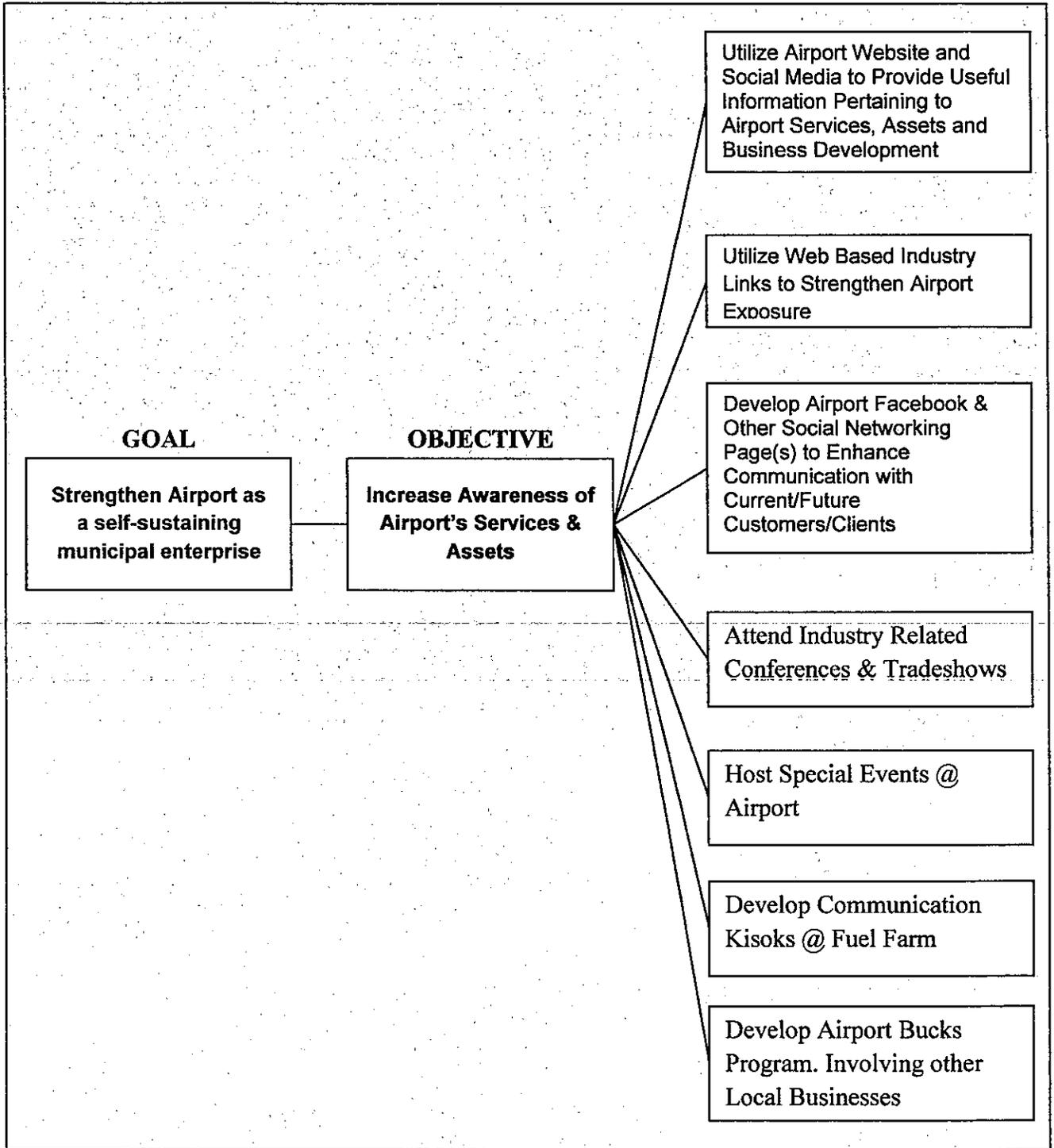
Market Needs

The State of Florida's Economic Impact of Palatka Municipal Airport is associated with direct impacts that come from tenants and businesses located at the airport and construction projects undertaken by the airport or by on-site businesses. Indirect impacts are associated with spending from visitors who arrive in the area via general aviation aircraft. The airport's total annual economic impact follows:



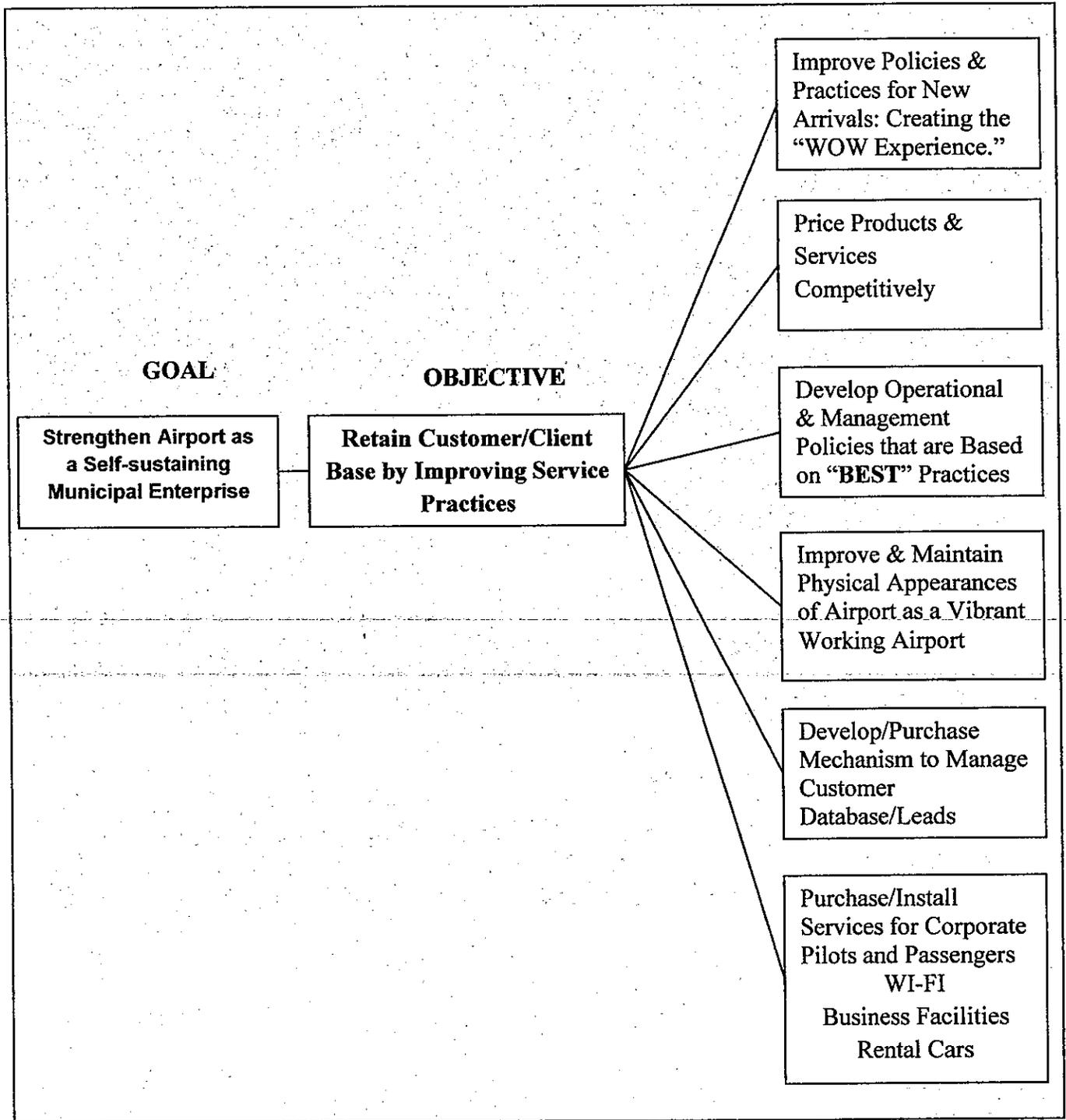
CITY OF PALATKA

AIRPORT MARKETING GOALS & OBJECTIVES 2011



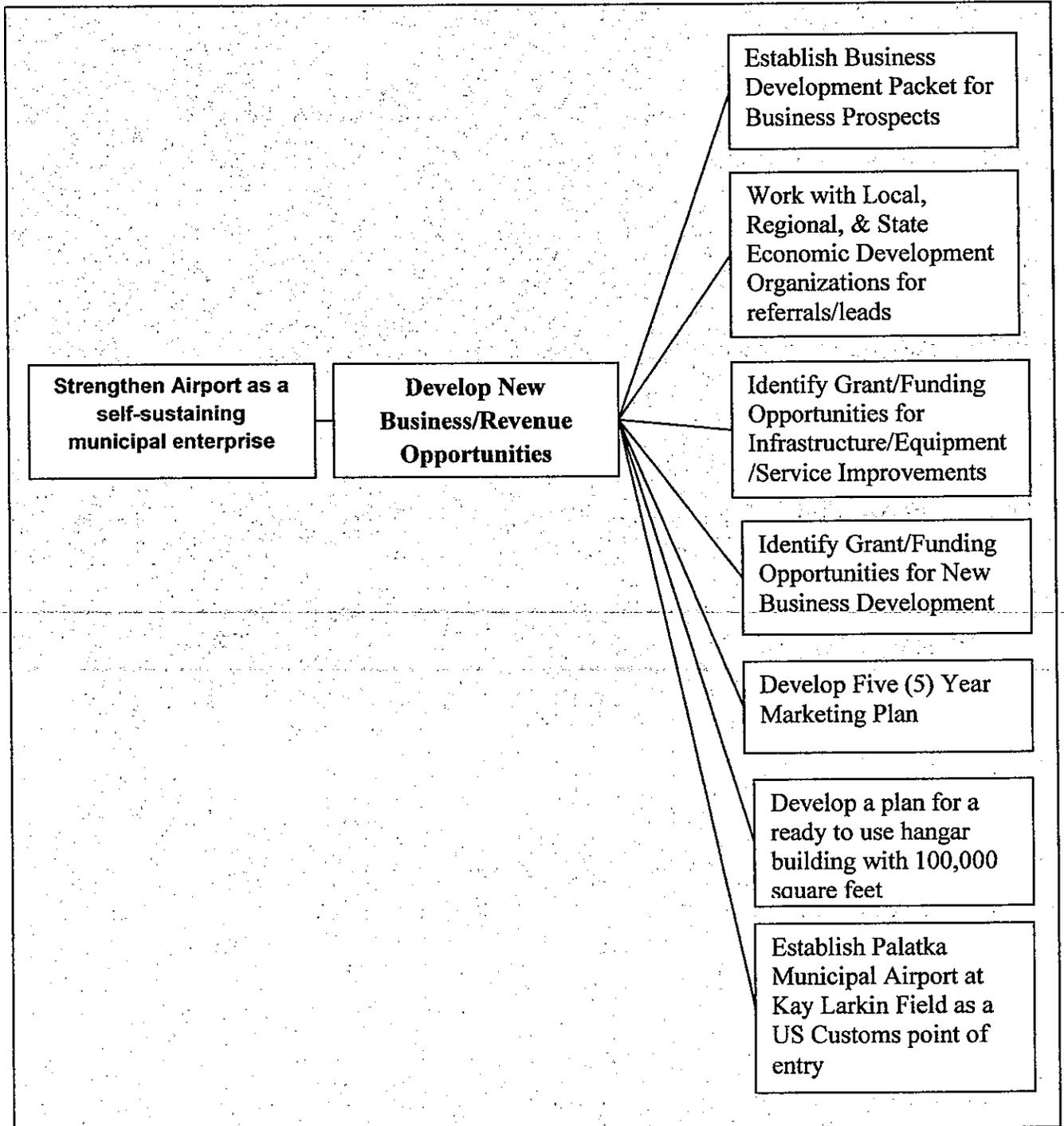
CITY OF PALATKA

AIRPORT MARKETING GOALS & OBJECTIVES 2011



CITY OF PALATKA

AIRPORT MARKETING GOALS & OBJECTIVES 2011





*Agenda
Item*

36

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

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners
From: Woody Boynton, City Manager
Date: December 2, 2011
RE: Contract Modification to FEMA Grant #11HMI-3H-04-64-02-007

The attached contract modification extends the contract date to March 29, 2012. All aspects of the design, permitting and contract requirements have been completed by the City's engineer and submitted to FEMA for review. This extension allows for FEMA staff to make a full review and maintain compliance with the Contract schedule.

This project consists of the engineering design associated with drainage issues on St. Johns Avenue from 15th Street to 18th Street. Runoff from this area all drains to Oak Street and 15th Street and during heavy rains floods Oak Street. This project will provide additional inlets along St. Johns Avenue to reduce this concentration.

We take no exception to this modification and recommend approval of the time extension. Should you have any questions, please call.



STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

November 18, 2011

Mr. Elwin Boynton, City Manager
City of Palatka
201 North 2nd Street
Palatka, Florida 32177

Re: HMGP DR-1840-06-R (State Project Number 1840-026), City of Palatka, Putnam County, St. Johns Avenue, Drainage – Phase I – Period of Performance Extension – Contract Modification Number One

Dear Mr. Boynton:

Please print four copies of the attached, proposed modification agreement between 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 forty-five (45) days after receipt of this letter **but no later than Monday, January 2, 2012**. One fully executed modification will be returned to the County for its files.

Additional assistance is available regarding your Project on the Florida Division of Emergency Management Website:

<http://www.floridadisaster.org/Mitigation/Hazard/index.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:

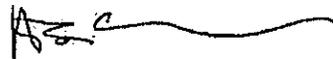
County:	Chairman of the Board of Commissioners
City:	Mayor
Indian Tribe:	Chief or President
Water Management District:	Chairman
Non-Profit:	Chairman of the Board

Mr. Elwin Boynton
November 18, 2011
Page Two

If there is an official that is not listed above who is authorized to sign the modification 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 Holly Swift at 407-888-3781.

Respectfully,



Miles E. Anderson
Bureau Chief, Mitigation
State Hazard Mitigation Officer

MEA/hms

Enclosure(s): Contract Modification Number One

cc: Jason McCright, Planning Manager

Contract Number: 11HM-3H-04-64-02-007

Project Number: 1840-06-R

**MODIFICATION TO SUBGRANT AGREEMENT BETWEEN
THE DIVISION OF EMERGENCY MANAGEMENT AND
THE 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: 11HM-3H-04-64-02-007, dated November 10, 2010 ("the Agreement").

WHEREAS, the Division and the Recipient have entered into the Agreement, pursuant to which the Division has provided a subgrant to the Recipient under the Hazard Mitigation Grants Program of \$21,375.00; and

WHEREAS, the Agreement expired on September 29, 2011; and

WHEREAS, the Division and the Recipient desire to reinstate the Agreement and extend the terms of the Agreement.

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 January 5, 2010, and shall end March 29, 2012, unless terminated earlier in accordance with the provisions of paragraph (12) of this Agreement.

3. The Budget and Scope of Work, Attachment A to the Agreement, are hereby modified as set forth in the Revised Attachment A to this Modification, a copy of which is attached hereto and incorporated herein by reference.
4. 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.
5. 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.
6. 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

DIVISION OF EMERGENCY MANAGEMENT

By: _____

By: _____

Name and Title: H. Vernon Myers,
MAYOR

Name and Title: Bryan W. Koon, Director

Date: _____

Date: _____

ATTEST:

CITY CLERK

Attachment A (Revised)

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 of St John's Avenue, 16th Street and surrounding area in the City of Palatka. This project is a Phase I engineering design and analysis, surveying and environmental permitting, that is necessary to implement project that, when completed, will involve the installation of a storm water collection system on St. Johns Avenue to collect and convey storm water in closed pipe system. The project also includes construction of a new trunk sewer and collection system on 16th Street, which will parallel the existing system on 15th Street. The project will eliminate or reduce flooding for up to a 10-year storm event.

The Phase I deliverables should:

- Have an engineer's plan that clearly shows the engineer's estimate of the pre and post-mitigation effects of the proposed project and the relationship of the damages to be mitigated (commensurate with the level of funding requested). This includes, but is not limited to, the existing and proposed hydrology and hydraulics for the level of event being mitigated.
- Demonstrate mitigation effectiveness, in part, by showing the physical location(s) and elevation(s) of the infrastructure/structures that is being damaged and the Federal Emergency Management Agency (FEMA) Special Flood Hazard Areas on the same plan.
- Meet all required environmental laws and policies. All environmental permits and approvals/concurrences must be obtained. A public notice must be published to notify interested parties of the proposed activity. Notices must be published in a manner that anyone that may be affected or interested in this project has access to the posting. The comment period expired and all comments addressed prior to initiating any construction activities.
- Refine the cost estimate. A new Benefit Cost Analysis will be performed using the revised information.
- Provide a set of Community Approved, State reviewed construction plans (sealed) for review and comment including milestones and timelines for completion of the final phase of the project and bid documents/award.

Phase I of this project is approved with the condition that the above list of deliverables will be submitted for review and approval by the State and FEMA before Phase II is considered. No construction work may begin until Phase II is approved.

This is FEMA project 1840-006-R, funded under 1840-DR-FL.

The Period of Performance for this project ends on March 29, 2012.

Schedule of Work

<u>Engineering Design and Permitting:</u>	26 Months
Total Period of Performance:	26 Months

Budget

Line Item Budget*

	Project Cost	Federal Share	Local Share
<u>Engineering Design and Permitting:</u>	<u>\$ 28,500.00</u>	<u>\$ 21,375.00</u>	<u>\$ 7,125.00</u>
Total:	\$ 28,500.00	\$ 21,375.00	\$ 7,125.00

** 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:	\$21,375.00 (75%)
<u>Local Share:</u>	<u>\$ 7,125.00 (25%)</u>
Total Project Cost:	\$28,500.00 (100%)

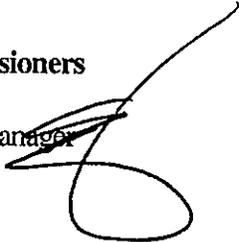
*** The project cost is inclusive of administrative cost.*

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 Myers, Commissioners
From: Woody Boynton, City Manager 
Date: December 2, 2011
RE: Traffic Light at Madison and North 11th Street

Florida Power & Light is replacing many utility poles on the north side of town. It came to their attention that the traffic light at Madison & North 11th Street was attached to their utility pole. It is their policy that traffic lights are not allowed on their utility poles and that we would have to provide our own support. They did offer to leave the existing poles in place and that we would only need to secure these poles. There is a concern that once the electric lines are removed, the weight of the traffic light and wiring would cause the traffic light to sag further.

I discussed this issue with H.C. Dunning with Summerville Electric and had requested price to place guide wires on the poles to better secure the traffic light. Several concerns were raised as to the placement of the guide wire and the placement on private property. Mr. Dunning then indicated that he did not believe the signal was warranted and why not just remove the signal and place stop signs on Madison as is standard at most intersections.

I discussed this Gary Getchell, Police Chief and he also agreed preliminarily that the signal was not warranted, but requested that a traffic study be conducted before making a recommendation. Attached is the traffic study. As you can see, traffic volumes do not warrant a traffic light. Based on this study and the minimal effect removing this light will have on traffic flow in this area, we are recommending removing this light and installing stop signs on Madison Avenue at 11th Street. We will monitor traffic flow in this area and should it be necessary to stop traffic on 11th Street at this intersection, we would recommend that four-way stop signs be utilized versus a traffic light.

Should you have any questions, please call.



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

To: Woody Boynton, City Manager
From: Gary Getchell, Chief of Police *gjt*
CC: Betsy Driggers, City Clerk
Date: 12/02/2011
Re: Traffic Count Survey at 11th & Madison

Attached you will find the data from the traffic count survey from 11th Street and Madison Street. Based on our review it would be prudent to remove the light at that intersection and replace it with a stop sign on both east and west bound sides of Madison which would allow through traffic on 11th. The survey may appear to be skewed but this device is electronically triggered by movement and it may have picked up on the passing of the train at various times of the day and night. Nonetheless, the data is sufficient to warrant the removal of the light. Before implementing this change, it is also advised that the City utilize the local media in alerting the public to the new traffic configuration along with appropriate signage at the intersections.

**PALATKA POLICE DEPARTMENT
TRAFFIC COUNT PROJECT
MADISON STREET**

DATE	DAY	TIME	EAST	WEST	TOTAL		
11/21/2011	Monday	8:00 AM	61	56	117		
		9:00 AM	70	64	134		
		10:00 AM	69	53	122		
		11:00 AM	60	60	120		
		12:00 PM	80	80	160		
		1:00 PM	75	57	132		
		2:00 PM	83	81	164		
		3:00 PM	89	69	158		
		4:00 PM	83	62	145		
		5:00 PM	91	72	163		
		6:00 PM	71	73	144		
		7:00 PM	57	48	105		
		8:00 PM	34	26	60		
		9:00 PM	40	16	56		
		10:00 PM	15	55	70		
		11:00 PM	18	3	21		
		12:00 AM	16	5	21		
		11/22/2011	Tuesday	1:00 AM	19	7	26
				2:00 AM	3	5	8
3:00 AM	6			2	8		
4:00 AM	3			3	6		
5:00 AM	7			2	9		
6:00 AM	36			14	50		
7:00 AM	32			36	68		
8:00 AM	43			63	106		
9:00 AM	60			59	119		
10:00 AM	62			66	128		
11:00 AM	72			71	143		
12:00 PM	75			59	134		
1:00 PM	71			64	135		
2:00 PM	96	69	165				
3:00 PM	96	90	186				
4:00 PM	101	74	175				
5:00 PM	111	72	183				

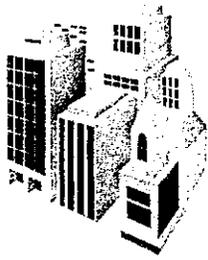
SUMMARY	
Project Total (34 Hours)	3,541
Avg/Hour	104

24 Hour Total 8:00AM/7:00AM	2,067
Avg/Hour	86

24 Hour East	1,118
Percent	54%
24 Hour West	949
Percent	46%

Agenda
Item

3d



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

Memorandum

To: City Commission
CC: Thad Crowe, Planning Director
From: Betsy Driggers, City Clerk
Date: 12/1/2011
Re: Board of Zoning Appeals Appointments

Marcia Lane's and Elsworth Taylor, Jr.'s terms on the Board of Zoning Appeals expired July 31, 2011. These members have both submitted an application for reappointment to this Board and are the sole applicants. They meet all membership requirements.

Since the only applications received are from the incumbents, it is **Staff's recommendation to re-appoint Marcia Lane and Elsworth Taylor, Jr. to the Board of Zoning Appeals for respective five-year terms to expire July, 2016.**

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

GEORGE E. SANDERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER



ALLEN R. BUSH
CITY MANAGER
BETSY JORDAN DRIGGER
CITY CLERK
RUBY M. WILLIAMS
FINANCE DIRECTOR
GARY S. GETCHELL
CHIEF OF POLICE
KENNETH E. VENABLES
CHIEF FIRE DEPT.
DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

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

MEMBER: MARCIA LANE # of years' prior service: 12 yrs
Residence 210 E. FOREST PARK DRIVE Phone: (386) 325-7444
(911 Address) 210 E. FOREST PARK DRIVE Fax: _____
Business Name _____ Phone: _____
& Address _____ Fax: _____
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)
Preferred Mailing Address: 210 E. FOREST PARK DRIVE

E-mail: mlane1950@att.net Daytime Phone: (386) 972-1585

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

Marcia J. Lane
SIGNATURE OF APPLICANT DATE 11-30-11 *imo per Marcia Lane*

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

CHAIRMAN/DIRECTOR'S COMMENTS (if any) _____

Chairman's/Director's Signature _____

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER



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

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

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

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

MEMBER: Ellsworth Lowry Taylor III # of years' prior service: 10+ YEARS
Residence 602 South 13th Street, Palatka, FL 32177 Phone: 386-325-2822
(911 Address) 602 South 13th Street, Palatka, FL 32177 Fax: _____
Business Name _____ Phone: 386-325-2822
& Address SAME Fax: _____

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: 602 South 13th Street, Palatka, FL 32177

E-mail: _____ Daytime Phone: 386-325-2822

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

Ellsworth Lowry Taylor III

11/15/11

SIGNATURE OF APPLICANT

DATE

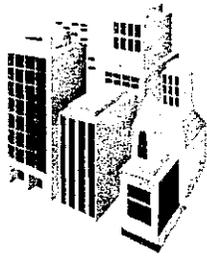
Chairman/Director:: Please return this form, together with a copy of this member's attendance record, to Betsy Driggers, City Clerk, 201 N. 2nd Street, Palatka, Florida.

CHAIRMAN/DIRECTOR'S COMMENTS (if any) _____

Chairman's/Director's Signature _____

Agenda Item

3e



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

Memorandum

To: Palatka City Commission
CC: Thad Crowe, Planning Director
From: Betsy Driggers, City Clerk
Date: 12/1/2011
Re: Palatka Planning Board Appointments

Per City Commission policy, the City advertised that the Commission was seeking applicants for appointment to the Palatka Planning Board. Currently there are two positions up for reappointment and one opening due to a resignation, for a total of three open positions.

Applications for reappointment have been received from Kenneth Venables and Joseph Petrucci, both incumbent members whose terms are expiring. You will find those attached. Both are members in good standing. Mr. Crowe concurs on these reappointments.

It is Staff's recommendation to waive the 2nd meeting requirement and re-appoint Kenneth Venables and Joseph Petrucci to the Palatka Planning Board for three-year terms to expire December 31, 2014.

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER



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

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

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

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

MEMBER: Kenneth E. Venables # of years' prior service: 1 1/2
Residence 2002 Cherry Lane Phone: 386-325-8497
(911 Address) 2002 Cherry Lane Fax: None
Business Name N/A Phone: _____
& Address N/A Fax: _____

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: P.O. Box 892 Palatka, FL 32178

E-mail: KENEVANVEN@AOL.COM Daytime Phone: 386-325-8497

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

K. E. Venables 11/18/11
SIGNATURE OF APPLICANT DATE

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

CHAIRMAN/DIRECTOR'S COMMENTS (if any) _____

Chairman's/Director's Signature _____

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER



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

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

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

MEMBER: Joseph M. Petrucci # of years' prior service: _____
Residence 2301 CAMPBELL ST Phone: 386-336-1615
(911 Address) 2301 CAMPBELL ST Fax: _____
Business Name _____ Phone: _____
& Address _____ Fax: _____

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: 2301 CAMPBELL ST PALATKA, FL 32177

E-mail: JMP1024@YAHOO.COM Daytime Phone: 386-336-1615

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

Joseph M. Petrucci 10/31/11
SIGNATURE OF APPLICANT DATE

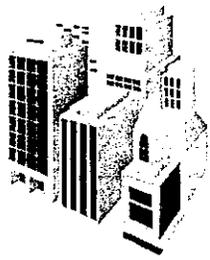
Chairman/Director:: Please return this form, together with a copy of this member's attendance record, to Betsy Driggers, City Clerk, 201 N. 2nd Street, Palatka, Florida.

CHAIRMAN/DIRECTOR'S COMMENTS (if any) _____

Chairman's/Director's Signature _____

Agenda Item

3_f



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

Memorandum

To: Commission & Staff
From: Betsy Driggers, City Clerk
Date: 12/1/2011
Re: Library Board Appointment

At this time there is one position up for appointment to the Putnam County Library Board, due to a term expiration. The incumbent cannot be reappointed due to a two-term limit. This vacancy for a three-year term to expire June, 2014. This is an at-large position. The only "requirement" for appointment is the City Commission's preference that the appointee reside within the City Limits. This position has been advertised per City procedure.

Attached you will find an application from Adam Bujak; he is the sole applicant, lives within the City limits and otherwise is qualified to serve on this Board.

Policy calls for applicants' interviews at the commission meeting prior to appointment. **As Mr. Bujak is the sole applicant, Staff requests that the Commission waive the 2nd meeting requirement and recommend to the County the appointment of Mr. Adam Bujak Haengel to its Library Board to represent the Palatka City Commission for a three-year term to expire June, 2014.**

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Adgm BUJAK (Must be at least 18 yrs. old)
Residence 800 South 13th Street Phone: 585-3321
(911 Address) Palatka FL 32177-5014 Fax: _____
Business Name _____ Phone: _____
& Address _____ Fax: _____

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: SAME 325-2246

E-mail: ABUJAK@ATT.NET Daytime Phone: 585-3321

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)

Stay at home Father

OTHER COMMENTS OR INFORMATION:

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

[Signature] 11/14/2011
SIGNATURE OF APPLICANT DATE

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

Agenda Item

3g

October 14, 2011

I love Palatka and am very proud to have been a member of the Planning Board for quite a number of years and hope that I have made some impact on our town, but I feel that the time has come that I must resign. You have good members, an excellent Chairman and a very capable Planning Director!

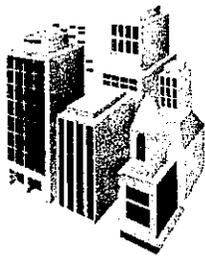
Sincerely,

Aue Roskoth

RECEIVED
OCT 27 2011
BY: *[Signature]*

Agenda Item

3h



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

Memorandum

To: City Commission & Staff
From: Betsy J. Driggers, City Clerk
Date: 12/2/2011
Re: 2012 City Commission Meeting Calendar

Please find the 2012 City Commission meeting calendar attached. This calendar includes the summer and holiday season schedules. This is being presented to you for adoption.

Please note that this calendar is subject to revision during the year as needed.

2012 PALATKA CITY COMMISSION CALENDAR

Rev. 11-09-11

January 1 – June 30, 2012

JANUARY

- 5 - Pre-Agenda mtg. 2:30 p.m.
- 12 - City Commission mtg. 6:00 p.m. - City Hall
- 16 - City offices closed in observance of Martin Luther King, Jr. Day
- 19 - Pre-Agenda mtg. 9:00 a.m.
- 19 - NEFLC Meeting @ St. Augustine
- 25 - FLC – Legislative Action Day, Tallahassee
- 26 - City Commission mtg. 6:00 p.m. - City Hall

FEBRUARY

Black History Month

- 2 - Pre-Agenda mtg. 2:30 p.m.
- 9 - CRA mtg. 4:00 p.m. - City Hall
- 9 - City Commission mtg. 6:00 p.m. - City Hall
- 16 - Pre-Agenda mtg. 9:00 a.m.
- 16 - NEFLC Meeting - Green Cove Springs
- 23 - City Commission mtg. 6:00 p.m. - City Hall

MARCH

Women's History Month

- 1 - Pre-Agenda mtg. 2:30 p.m.
- 2 - Azalea Fest. Mayor's Reception
- 8 - City Commission mtg. 6:00 p.m. - City Hall
- 15 - Pre-Agenda mtg. 9:00 a.m.
- 15 - NEFLC Meeting – Lake Butler
- 22 - City Commission mtg. 6:00 p.m. - City Hall

APRIL

- 5 - Pre-Agenda mtg. 2:30 p.m.
- 12 - CRA mtg. 4:00 p.m. - City Hall
- 12 - City Commission mtg. 6:00 p.m. - City Hall
- 19 - Pre-Agenda mtg. 9:00 a.m.
- 19 - NEFLC Meeting - Keystone Heights
- 26 - City Commission regular meeting 6:00 p.m. - City Hall

MAY

- 3 - Pre-Agenda mtg. 2:30 p.m.
- 10 - City Commission mtg. 6:00 p.m. - City Hall
- 17 - Pre-Agenda mtg. 9:00 a.m.
- 17 - NEFLC Meeting - Jacksonville Beach
- 24 - Pre-Budget Workshop - 4:00 p.m. - City Hall
- 24 - City Commission mtg. 6:00 p.m. - City Hall
- 28 - City offices closed in observance of Memorial Day Holiday

JUNE

- 7 - Pre-Agenda mtg. 2:30 p.m.
- 14 - CRA mtg. 4:00 p.m. - City Hall
- 14 - City Commission mtg. 6:00 p.m. - City Hall
- 21 - Pre-Agenda mtg. 9:00 a.m.
- 21 - NEFLC Meeting - Orange Park
- 28 - City Commission 6:00 p.m. - City Hall

Upcoming Events & Conferences:

- January 25 - Legislative Action Day, Tallahassee
- May 25 - 28 - Blue Crab Festival
- August 9 - 11 - FLC Annual Conference, World Center Marriott, Orlando
- November 15 & 16 - FLC Legislative Conference, Hyatt Regency Orlando International Airport Hotel, Orlando

2012 PALATKA CITY COMMISSION CALENDAR

Rev. 11/09/11

July 1 – December 30, 2012

- JULY**
- 4 - City offices closed to observe Independence Day
 - 5 - Pre Agenda mtg. 2:30 p.m. for Budget Workshop/Reg. meeting
 - 12 - Budget Workshop 4:00p.m. - City Hall
 - 12 - City Commission regular meeting to set tentative millage rate (immediately following budget workshop)
- AUGUST**
- 9 - 11 - FLC Annual Conference, World Center Marriott, Orlando
 - 16 - Pre-Agenda mtg. 9:00 a.m.
 - 23 - CRA mtg. 4:00 p.m. - City Hall
 - 23 - City Commission mtg. 6:00 p.m. - City Hall
- SEPTEMBER**
- 3 - City offices closed in observance of Labor Day
 - 6 - Pre-Agenda mtg. 2:30 p.m.
 - 13 - City Commission mtg. 6:00 p.m. (1st Public Hearing on Budget) - City Hall
 - 20 - Pre-Agenda mtg. 9:00 a.m.
 - 20 - NEFLC Meeting - Palatka
 - 27 - City Commission mtg. 6:00 p.m. (Adoption of Budget) - City Hall
- OCTOBER**
- 4 - Pre-Agenda mtg. 2:30 p.m.
 - 5 - City Safety Luncheon - 12:00 noon; Palatka Golf Course
 - 11 - CRA mtg. 4:00 p.m. - City Hall
 - 11 - City Commission mtg. 6:00 p.m. - City Hall
 - 18 - Pre-Agenda mtg. 9:00 a.m.
 - 18 - NEFLC Meeting - St. Augustine Beach
 - 25 - City Commission mtg. 6:00 p.m. - City Hall
 - 31 - Halloween Trick or Treat, 6:00 - 8:00 p.m.
- NOVEMBER**
- 1 - Pre-Agenda mtg. 2:30 p.m.
 - 8 - City Commission mtg. 6:00 p.m. - City Hall
 - 12 - City Offices Closed in observance of Veterans' Day
 - 15 & 16 - Legislative Conference - Hyatt Regency Orlando Int'l Airport Hotel
 - 22 & 23 - City offices closed in observance of Thanksgiving Holiday
- DECEMBER**
- 6 - Pre-Agenda mtg. 2:30 p.m.
 - NEFLC Meeting - Jacksonville
 - 13 - CRA mtg. 4:00 p.m. - City Hall
 - 13 - City Commission mtg. 6:00 p.m. - City Hall
 - Dates TBD - City offices closed in observance of Christmas Holiday

Upcoming Events & Conferences:

- August 9 - 11, 2012 - FLC Annual Conference, World Center Marriott, Orlando
- November 15 & 17 - FLC Legislative Conference, Hyatt Regency Orlando International Airport Hotel, Orlando, FL

Agenda Item

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CRA Agenda

Agenda Item

5

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

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager

Date: December 2, 2011

RE: 100 Block Redevelopment



At a recent workshop related to the redevelopment of the 100 Block, two very different views were presented on the fate of the 100 Block buildings. One group favored removing the buildings all together and the other group was for preserving the buildings. As this forum was for citizen input and no action was to be taken by the commission, City Administration has not taken any action to further this discussion.

At the short Commission meeting held on November 23, 2011, this topic was raised during commissioner comment. It was asked that this topic be placed on the Commission agenda for December 8, 2011. I have placed this on the agenda for discussion and deliberation, but do not believe it is appropriate at this time for any decision to be made related to the fate of the buildings. I am requesting the Commission direct City staff to evaluate all options related to the buildings including tearing the buildings down to preserving the buildings to all options in between that may be feasible.

I believe that minimally this would include costs associated with removing the buildings and costs associated with preserving the buildings. I believe that any proposal should also include the value of the exterior walls (facades) and the costs associated with refacing the existing walls versus constructing new. I believe that it is necessary for the commission to have these facts and any other facts that the commission would require before making such a decision.

In addition to the above information, we need to give some consideration to the issuance of a Request for Proposals and what timeline we are looking at. Each of you has been given the previous RFP that was issued in 2007. I am looking for direction on this as well.

Should you have any questions, please call.

Agenda Item

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

DEC 23 2011

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. This request form, together with any attachments or backup material that would help the Commission to better consider your request, should be submitted to the City Clerk's office *no later than 10:00 a.m. on the Wednesday one week prior to the next regularly scheduled Thursday City Commission meeting.* Meeting dates are subject to change. Please verify the closing date for agenda items with the Clerk's office.

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

Anthony Harwell

Name of Individual making presentation or request, if different:

Anthony Harwell

Address: 322 Madison Street Palatka, FL 32177

e-mail arharwell@gmail.com anthonyharwell.com

Daytime Phone 386-530-1226 Other ph. _____

Fax _____

Requested meeting date for Agenda Item: 12/08/2011

Request for Commission Action or Presentation Only; no action required

Subject Matter you wish to address: Downtown Development and preservation of
100 Block Historic Buildings

(REQUIRED!) Commission Action Requested, if any: Preserve the Historic 100
block buildings

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.

12/23/11

Agenda
Item

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RESOLUTION No. 9 - 16

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA
TO ENTER INTO A GRANT AGREEMENT WITH THE
UNITED STATES DEPARTMENT OF AGRICULTURE TO
PURCHASE A FIRE ENGINE, AND AUTHORIZING
EXECUTION AND SUBMITTAL OF ALL NECESSARY
DOCUMENTS IN CONNECTION THEREWITH**

WHEREAS, the City of Palatka desires to apply for a United States Department of Agriculture Grant in the amount of \$150,000.00 to purchase a fire engine; and

WHEREAS, a public hearing was held on December 8, 2011 before the Palatka City Commission regarding its intent to apply for USDA funds for the purpose of purchasing a fire engine, in order to allow the public to become acquainted with the project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, and other matters of concern; and

WHEREAS, the Palatka City Commission has determined it is in the public's best interest to move forward with submittal of said Grant Application.

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

Section 1. The City of Palatka shall apply for a grant in the amount of \$150,000.00 from the United States Department of Agriculture (USDA), with the proceeds of said grant being utilized to purchase a fire engine for the Palatka Fire Department;

Section 2. The Mayor, Vernon Myers, is specifically authorized to execute any and all documents necessary and required by USDA to file the Grant Application referred to in Section 1 above, and to confirm the City's assurance that the City will comply, as appropriate, with those requirements under Title VI, Civil Rights Act of 1964, Drug-Free Workplace Regulations and Equal Opportunity Regulations, and any other Federal regulations as may be required by USDA; and

Section 3. That Elwin C. Boynton, Jr., as the City Manager, is hereby designated as the City's authorized representative in carrying out the City's responsibilities under the grant agreement.

PASSED AND ADOPTED by the Palatka City Commission this 8th day of December, 2011.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

U.S. DEPARTMENT OF AGRICULTURE
**NOTICE OF PREAPPLICATION REVIEW
 ACTION**

From: USDA Rural Development
 (Department, bureau, or establishment)

Agency Number _____

To: Mr. Elwin "Woody" Boynton, Jr.
 City of Palatka
 201 N 2nd Street
 Palatka, FL 32177

Reference Your Preapplication
 Number _____

Dated: 08-22-2011

1. We have reviewed your preapplication for Federal assistance under _____ CF Grant _____ and have determined that your proposal is:
 - eligible for funding by this agency and can compete with similar applications from other grantees.
 - _____ eligible but does not have the priority necessary for further consideration at this time.
 - _____ not eligible for funding by this agency.
2. Therefore, we suggest that You:
 - file a formal application with us by (date) 12-31-2011
 - _____ file an application with _____ (Suggested Federal agency).
 - _____ find other means of funding this project.
3. Based upon the funds available for this program over the last two fiscal years and the number of applications reviewed, or pending, we anticipate that funds for which you are competing will be available after (month, year) 10-11.
4. You requested \$ 150,000.00 Federal funding in your preapplication form, and we:
 - are agreeable to consideration of approximately this amount in the formal application.
 - _____ will need to analyze the amount requested in more detail.
5. A preapplication conference will be _____ necessary not necessary. We are recommending that it be held at _____, on _____, at _____ a.m./p.m. Please contact the undersigned for confirmation.
6. Enclosures: Forms _____ Instructions _____ Other (Specify) _____
7. Other Remarks:
 Please submit the requested information to our office ASAP

Signature <i>Rebecca Sk...</i>	Title Area Director	Date 11-07-2011
Organizational Unit USDA RD	Administrative Office Ocala Area Office	Telephone Number (352) 732-9796

Address
 2441 NE 3rd Street, Suite 204-1
 Ocala, Florida 34470

NOTE: This form will be used by Federal agencies to inform applicants of the results of a review of their preapplication request for Federal assistance. When the review cannot be performed within 45 days, the applicant shall be informed by letter as to when the review will be completed. When Federal agencies determine that the proposal is not eligible for Federal assistance, specific reasons should be provided in Item 7 Other Remarks.

All signed forms
 must be dated



Florida/Virgin Islands
2441 NE 3rd Street
Suite 204-1
Ocala, FL 34470

Ocala Area Office
Telephone: (352) 732-9796
FAX: (352) 732-9728
TDD: (352) 338-3499
www.rurdev.usda.gov/fl

November 7, 2011

ATTACHMENT TO FORM AD-622

City of Palatka CF Program Application – Purchase Fire Truck

The action taken herein is based upon representations made in your preliminary application materials. Any changes, including but not limited to changes in cost, size, or scope of services, sources of funds, etc., may adversely affect this decision and must be reported to and approved by USDA Rural Development in writing. Any changes not approved by USDA Rural Development will be cause for USDA Rural Development to discontinue processing your request for services. All applicants requesting changes will be required to give full justification for each change, and if USDA Rural Development approval is not given, written reasons will be given with a 30-day negotiation period to resolve the differences.

This action should not be misconstrued as a reservation of funds, the availability of funds, or loan approval.

Grant processing will continue based upon a grant not to exceed the amount specified on this Form AD-622 and will be in accordance with the requirements contained and referenced in RD Instruction 1942-C.

If a complete application has not been submitted to USDA Rural Development by the date specified on the face of form AD-622, USDA Rural Development reserves the right to discontinue processing your grant request with 30 days written notice. If a longer time frame to develop your application is necessary, you should submit a request in writing with specific reasons why a longer time frame is required with a projected date to accomplish such action. Failure to submit a complete application, or request a longer time frame, will be considered a lack of interest on your part and a request to withdraw the pre-application. Continued processing after such withdrawal, would require a new pre-application to be submitted, rated and ranked without regard to previous processing priorities.

Committed to the future of rural communities.

"USDA is an equal opportunity provider, employer and lender."

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

You are advised against taking any actions or incurring any obligations which would either limit the range of alternatives to be considered or which would have an adverse affect on the environment. Satisfactory completion of the environmental review process in accordance with RD Instruction 1940-G must occur prior to loan approval. The issuance of this notice does not constitute site approval.

The following items must be completed and submitted to USDA Rural Development for review/approval:

1. FL Guide 17, Certificate of Public Meeting
2. Legal Services Agreement," RD Instruction 1942-A, Guide 14.
3. Form RD 1942-47, Loan Resolution
4. Form RD 400-1, Equal Opportunity Agreement
5. Form RD 400-4, Assurance Agreement
6. Form RD 1942-8, Resolution of Members or Stockholders
7. Certified list of directors or officers with expiration and terms
8. Letter of Concurrence of proposed project from Putnam County Government
9. Letter from City giving evidence of the \$150,000.00 contribution
10. Form AD 1049, Certification Regarding Drug Free.....
11. Form AD 1047, Certification Regarding Debarment.....
12. FL Instruction 1942-C, Guide 25, Certification for Contracts, Grants and Loans

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(10) Suballocation by the State Director. See paragraph (b)(10) of this section. The State Director has the option to suballocate funds to processing offices.

§1780.19 Public information.

(a) Public notice of intent to file an application with the Agency. Within 60 days of filing an application with the Agency the applicant must publish a notice of intent to apply for a RUS loan or grant. The notice of intent must be published in a newspaper of general circulation in the proposed area to be served.

(b) General public meeting. Applicants should inform the general public regarding the development of any proposed project. Any applicant, not required to obtain authorization by vote of its membership or by public referendum, to incur the obligations of the proposed loan or grant, must hold at least one public information meeting. The public meeting must be held not later than loan or grant approval. The meeting must give the citizenry an opportunity to become acquainted with the proposed project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, or any other issue identified by Agency. To the extent possible, this meeting should cover items necessary to satisfy all public information meeting requirements for the proposed project. To minimize duplication of public notices and public involvement, the applicant shall, where possible, coordinate and integrate the public involvement activities of the environmental review process into this requirement. The applicant will be required, at least 10 days prior to the meeting, to publish a notice of the meeting in a newspaper of general circulation in the service area, to post a public notice at the applicant's principal office, and to notify the Agency. The applicant will provide the Agency a copy of the published notice and minutes of the public meeting. A public meeting is not normally required for subsequent loans or grants which are needed to complete the financing of a project.

§§1780.20 - 1780.23 [Reserved]

§1780.24 Approval authorities.

Appropriate reviews, concurrence, and authorization must be obtained for all loans or grants in excess of the amounts indicated in RUS Staff Instruction 1780-1.

(a) Redelegation of authority by State Directors. Unless restricted by memorandum from the RUS Administrator, State Directors can redelegate their approval authorities to State employees by memorandum.

(b) Restriction of approval authority by the RUS Administrator. The RUS Administrator can make written restrictions or revocations of the authority given to any approval official.

§1780.25 Exception authority.

The Administrator may, in individual cases, make an exception to any requirement or provision of this part which is not inconsistent with the authorizing statute or other applicable law and is determined to be in the Government's interest.

§§1780.26 - 1780.30 [Reserved]

CERTIFICATE OF PUBLIC MEETING

This is to certify that _____ conducted a public
Public meeting on _____ at _____ to
Give the citizens an opportunity to become acquainted with the proposed
_____ and to comment on such items as
economic and environmental impacts, service area, alternatives to the project
and other matters of concern. I further certify that notice of the meeting was
published in a newspaper of general circulation in the service area, a notice was
posted in this organization's principal office and a copy of the notice was
furnished in the Rural Development office in _____.

A copy of the published notice and minutes of the public meeting are attached
hereto: _____

Name of Organization

By:

Title

Attest: _____
Name and Title

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Development
LEGAL SERVICES AGREEMENT

This agreement made this _____ day of _____,
19_____ between _____

(sponsors) (organizing committee) (Name of organization) hereinafter referred to as "Owners," and _____, attorney at law, of _____, hereinafter referred to as "Attorney":

WHEREAS, Owners are intending to _____ (have formed) _____ ("public water supply

district," "public service district," "not for profit corporation," or

_____, a _____ other official designation) ("body politic," "municipal

corporation," "nonprofit corporation," or other organization) in

_____ County _____ under

the provisions of _____ (Cite statute(s) _____ under which applicant will be

organized) _____; and

WHEREAS, the Attorney agrees to perform all legal services necessary to organize and incorporate said _____

_____ under the provisions of said statutes and to perform all other customary legal services necessary to the organization, financing, construction, and initial operation of a _____ system;

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

SECTION A - LEGAL SERVICES

That the Attorney will perform such services as are necessary to accomplish the above recited objectives including, but not limited to, the following:

1. Preparation and filing of petition for incorporation and supervision and assistance in the taking of such other actions as may be necessary or incidental to cause the Owners to become duly organized and incorporated and to be authorized to undertake the proposed system.
2. Furnish advice and assistance to the governing body of the duly incorporated association in connection with (a) the notice for and conduct of meetings; (b) the preparation of minutes of meetings; (c) the preparation and enactment of such resolutions as may be necessary in connection with the authorization, financing, construction, and initial operation of the system;

d) the preparation of such affidavits, publication notices, ballots, reports, certifications, and other instruments and advice as may be needed in the conduct of such bond elections as may be necessary; (e) the preparation and completion of such bonds or other obligations as may be necessary to finance the system; (f) the completion and execution of documents for obtaining a loan made or insured or a grant made by the United States of America, acting through the Rural Development, U. S. Department of Agriculture; (g) entering into construction contracts; (h) preparation and adoption of By-Laws, Rules and Regulations, and rate schedules; (i) such other corporate action as may be necessary in connection with the financing, construction, and initial operation of the system.

3. Review of construction contracts, bid-letting procedure, and surety and contractual bonds in connection therewith.

4. Preparation, negotiation, or review of contract with a city or other source of water supply when necessary.

5. Preparation, where necessary, and review of deeds, easements and other rights-of-way documents, and other instruments for sites for source of water supply, pumping stations, treatment plants, and other facilities necessary to the system and to provide continuous rights-of-way therefore; rendering title opinions with reference thereto; and providing for the recordation thereof.

6. Obtain necessary permits and certificates from county and municipal bodies, from State regulatory agencies, and from other public or private sources with respect to the approval of the system, the construction and operation thereof, pipeline crossings, and the like.

7. Cooperate with the engineer employed by Owners in connection with preparation of tract sheets, easements, and other necessary title documents, construction contracts, water supply contracts, health permits, crossing permits, and other instruments.

8. When applicable, secure assistance of and cooperate with recognized bond counsel in the preparation of the documents necessary for the financing aspects of the system. The attorney shall pay all bond counsel in perfecting the financing aspects, e.g., assessment procedures and completion of documents. Where bond counsel is retained, the Attorney will not be responsible for the preparation and approval of those documents pertaining to the issuance of the Owner's obligations.

SECTION B - COMPENSATION

1. Owners will pay to the Attorney for professional services rendered in accordance herewith, fees as follows:

Said fees to be payable in the following manner and at the following times:

SECTION C - OTHER PROVISIONS

1. That upon organization and incorporation the association shall by appropriate resolution adopt and ratify this Agreement, that the association shall be substituted for the individual Owners as a party to this Agreement, and that the Owners as individuals shall thereupon be relieved of all personal liability existing or arising from this Agreement.
2. That upon organization and incorporation should the association fail or refuse to adopt and ratify this Agreement by appropriate resolution within _____ days from the date of the commencement of its legal existence, this Agreement shall terminate and Owners shall be liable to the Attorney for payment of \$_____, which sum represents payment in full for the organization and incorporation of the association and for all other legal services rendered to Owners under the terms of this Agreement to the date of said termination.

Attorney:

Owners:

oOo

Attachment to Legal Services Agreement Local Counsel

Owner _____ Phone _____

Attorney _____ Phone _____

Project Name _____

Itemization of Services Provided and Fee Charged:

	# of Hours	\$ Per Hour	Total
1. _____	_____	\$ _____	\$ _____
2. _____	_____	\$ _____	\$ _____
3. _____	_____	\$ _____	\$ _____
4. _____	_____	\$ _____	\$ _____
5. _____	_____	\$ _____	\$ _____
6. _____	_____	\$ _____	\$ _____
7. _____	_____	\$ _____	\$ _____
8. _____	_____	\$ _____	\$ _____
9. _____	_____	\$ _____	\$ _____
10. _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	\$ _____
11. _____	_____	_____	_____
_____	_____	_____	\$ _____
TOTAL	_____	_____	\$ _____

Owner Signature

(date)

Attorney Signature

(date)

Committed to the future of rural communities.

"USDA is an equal opportunity provider, employer and lender."

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD).



USDA
Form RD 1942-47
(Rev. 12-97)

LOAN RESOLUTION
(Public Bodies)

FORM APPROVED
OMB NO. 0575-0015

A RESOLUTION OF THE Commission

OF THE City of Palatka

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

PALATKA, CITY OF FIRE TRUCK

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the CITY OF PALATKA
(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of zero loan funds

pursuant to the provisions of Florida Statutes; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be ne to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Govt to constitute default under any other instrument held by the Government and executed or assumed by the Association, and under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.

CERTIFICATION TO BE EXECUTED AT LOAN CLOSING

I, the undersigned, as _____ of the CITY OF PALATKA _____

hereby certify that the _____ of such Association is composed of _____ members, of whom _____, constituting a quorum, were present at a meeting thereof duly called and held on the _____ day of _____, _____; and that the foregoing resolution was adopted at such meeting by the vote shown above. I further certify that as of _____, the date of closing of the loan from the Government, said resolution remains in effect and has not been rescinded or amended in any way.

Dated, this _____ day of _____, _____.

Title _____

EQUAL OPPORTUNITY AGREEMENT

This agreement, dated _____ between
PALATKA, CITY OF _____

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (g) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as , but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

Recipient

Recipient

(CORPORATE SEAL)

City of Palatka

Name of Corporate Recipient

Attest:

Secretary

By _____
President

USDA
Form RD 400-4
(Rev. 06-10)

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The City of Palatka - Fire Truck

(name of recipient)

201 North 2nd Street, Palatka, FL 32177

(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

1. Recipient agrees that any transfer of any aided facility, other than personal property, by sale, lease or other conveyance of contract, shall be, and shall be made expressly, subject to the obligations of this agreement and transferee's assumption thereof.

2. Recipient shall:

(a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.

(b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.

(c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.

3. The obligations of this agreement shall continue:

(a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.

(b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.

(c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.

4. Upon any breach or violation this agreement the Government may, at its option:

(a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.

(b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, City of Palatka on this _____
(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)

Recipient

Date

Attest: Clerk

Mayor

Title

Title

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number for this information collection is 0570-0018 and 0570-0062. The time required to complete this information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

RESOLUTION OF MEMBERS OR STOCKHOLDERS

PALATKA, CITY OF
(Name of Association)

201 NORTH 2ND STREET
PALATKA, FL 32177

(Address, including Zip Code)

RESOLVED, that the Governing Board of this Association be and it hereby is authorized and empowered to take all action necessary or appropriate —

1. To obtain for and on behalf of the Association through the United States Department of Agriculture (USDA) or any other Governmental agency:
 - (a) A loan in a sum not to exceed \$ \$0.00 ;
 - (b) A grant in a sum not to exceed \$ \$150,000.00 ;
 to be advanced by the lender or grantor in one or more advances at such time or times as may be agreed upon.
2. In case of a loan or grant or both —
 - (a) For the execution of such application or applications (including exhibits, amendments and/or supplements thereto) as may be required;
 - (b) For the execution and delivery to the lender or grantor of all such written instruments as may be required in regard to or as evidence of such loan or grant; and
 - (c) In its judgment to carry out the terms of this resolution.
3. And in case of a loan —
 - (a) To obligate this Association for the repayment of the loan at such rates of interest and on such other terms and conditions as the Governing Board shall deem proper;
 - (b) To pledge, hypothecate, mortgage, convey, or assign property of this Association of any kind and in any amount now owned or hereafter acquired, as security for any or all obligations (past, present and/or future) of this Association to such lender; and
 - (c) From time to time to pay, extend, or renew any such obligations.

CERTIFICATION

I, the undersigned, as _____ of the above named Association, hereby
(Secretary) (Acting Secretary)

certify that said Association on the _____ day of _____, _____, had _____
(Number)

_____ ; that _____ of these
(members) (stockholders) or (shares of voting stock outstanding)

constituted a quorum; that _____ said members or stockholders or shares of voting stock were present at a meeting of the members or stockholders duly called and held on the _____ day of _____, _____; that the foregoing resolution was adopted at such meeting by the affirmative vote of _____ said members or stockholders or shares of voting stock; and that said resolution has not been rescinded or amended in any way.

Dated this day _____ of _____, _____.

Secretary of _____

U.S. DEPARTMENT OF AGRICULTURE

CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)
ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS

This certification is required by the regulations implementing Section 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C.701 et seq.), 7 CFR Part 3017. Subpart F, Section 3017.600, Purpose. The January 13, 1989, regulations were amended and published as Part 11 of the May 25, 1990 Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON PAGE 3)

Alternative I

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position

title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

PALATKA, CITY OF
201 NORTH 2ND STREET
PALATKA, PUTNAM, FL 32177

Check If there are workplaces on file that are not identified here.

PALATKA, CITY OF
Organization Name

FIRE TRUCK
Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace - requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or States criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g. volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces)

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, and Other
Responsibility Matters - Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal 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/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PALATKA, CITY OF

Organization Name

PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Instructions for Certification

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

CERTIFICATION FOR CONTRACTS, GRANTS, AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, 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, or 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 or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.
- 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, or loan, 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 contracts, subcontracts, and subgrants under grants and loans) and all subrecipients shall certify and disclose accordingly.

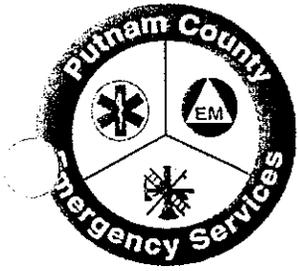
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 of U.S. Code. Any person who fails to 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.

Name

Title

Date





Emergency Services of Putnam County

Fire - EMS - Emergency Management

November 9, 2011

USDA Rural Development
Florida/Virgin Islands
Attn: Rebecca Manning
2441 NE 3rd Street, Suite 204-1
Ocala, Florida 34470

RE: City of Palatka Application for Federal Assistance – City Fire Engine Purchase
Putnam County Letter of Concurrence

Dear Rebecca:

This letter shall serve as Putnam County's letter of concurrence with the City of Palatka's application for grant to assist with the purchase of a fire engine. Palatka and Putnam County provide each other mutual aid and this much needed engine will insure that the residents of Palatka and the surrounding area receive adequate fire and fire rescue services.

If you require any additional information or documentation, please advise.

Sincerely,


Chief Quin Romay
Emergency Operations & Preparedness

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 OF PUBLIC MEETING The

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

11/26/2011

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

Vicki Rafuse

Sworn to and subscribed to before me this 28th day of November, 2011 by Vicki Rafuse, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Mary Kaye Wells

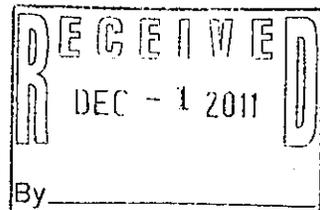
Mary Kaye Wells, Notary Public
My commission expires July 22, 2015



Notary Seal
Seal of Office:

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

PUBLIC NOTICE
NOTICE OF PUBLIC MEETING
The Palatka City Commission shall hold a public meeting on Thursday, December 8, 2011 beginning at 8:00 p.m. or as soon as possible thereafter, regarding its intent to apply for USDA funds for the purpose of purchasing a Fire Engine. This meeting is being held in order to allow the public to become acquainted with the project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, and other matters of concern. Written comments will be accepted and can be mailed to the attention of Fire Chief Mike Lambert, 500 N. Moody Road, Palatka, Florida, e-mailed to mlambert@palatka-fl.gov, or faxed to 386-329-0155. For more information on this project, contact Chief Lambert at 386-329-0155. 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.
Please govern yourselves according.
by/s/ Betsey J. Driggers,
City Clerk
Legal No. 05617290
11/26/11



Agenda Item

7

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Adoption of Amendment to Future Land Use Map for Privately Owned Airport Properties **DEPARTMENT:** Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:

1. Future Land Use Map Change Ordinance
2. Planning Board Minutes excerpts
3. Staff report excerpts

MEETING DATE: Dec. 8, 2011

ISSUE: This is an administrative request to amend the FLUM from OPF (Other Public Facilities) to IN (Industrial) for six privately owned parcels located within the airport complex. Four parcels are located on Kay Larkin Drive and two are located west of North Moody Road. The Kay Larkin properties include several existing aviation-related businesses and undeveloped land, and the Moody properties are undeveloped. As private properties, it is not appropriate to have a public FLUM designation. The Commission transmitted the amendment in August of this year to state agencies for review and no objections were received. There are companion rezoning for the properties, from M-1 (Light Industrial) to AP-2 (Airport-related) that will come to the commission in January.

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

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO SIX PARCELS OF LAND (GREATER THAN 20 ACRES IN SIZE) LOCATED ALONG KAY LARKIN CIRCLE AND WEST OF NORTH MOODY ROAD AND NORTH OF ST JOHNS AVENUE FROM OFF (OTHER PUBLIC FACILITIES) TO IN (INDUSTRIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Subsection 163.3187(3), Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187(3)(b)1-4, Florida Statutes, as amended, provides that the City Commission may transmit the proposed amendment ordinance and supporting data and analysis to state reviewing agencies and any other local government or governmental agency that has filed a written request with the governing body, and

WHEREAS, Section 163.3187(3)(b)2-4, Florida Statutes, as amended, provides that state agencies shall transmit to the City of Palatka comments regarding adverse impacts on important state resources and facilities by the amendments, and

WHEREAS, Section 163.3187(3)(c)1, Florida Statutes, as amended, provides that the City Commission shall hold a second public hearing to adopt the amendment within 180 days after receipt of agency comments, and

WHEREAS, the Planning Board conducted a public hearing on June 7, 2011, and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission conducted a public hearing on August 25, and recommended transmittal of this amendment to state agencies for review, and those agencies did not object to the

amendment, and

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

Section 1. Adopted Large Scale Amendment

That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use 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.

TABLE 1
ADOPTED SMALL SCALE AMENDMENT

<u>Property Tax Number</u>	<u>Acreage</u>	<u>Current Land Use</u>	<u>Future Land Use</u>	<u>Amended Land Use</u>	<u>Future Land Use</u>
03-10-26-7720-0200-0090	0.38	OPF (Other Public Facilities)	Public	IN (Industrial)	
03-10-26-7720-0260-0120	0.15	OPF (Other Public Facilities)	Public	IN (Industrial)	
03-10-26-0000-0010-0060	5.68	OPF (Other Public Facilities)	Public	IN (Industrial)	
03-10-26-0000-0010-0070	6.74	OPF (Other Public Facilities)	Public	IN (Industrial)	
03-10-26-0000-0010-0071	7.47	OPF (Other Public Facilities)	Public	IN (Industrial)	
03-10-26-0000-0010-0030	7.46	OPF (Other Public Facilities)	Public	IN (Industrial)	

DESCRIPTION OF PROPERTY:

<u>Property Tax Number</u>	<u>Legal Description</u>
03-10-26-7720-0200-0090	RIDGEDALE MB3 P164, BLK 20 LOTS 9 + 10 + THAT PT OF CLOSED ST OR396 P1671
03-10-26-7720-0260-0120	RIDGEDALE MB3 P164 BLK 26 LOT 12 + THAT PT OF CLOSED ST OR396 P1671
03-10-26-0000-0010-0060	PT OF SW1/4 SEC 3 + PT OF SE1/4 SEC 4 OR1184 P307
03-10-26-0000-0010-0070	PT OF NW1/4 OF SW1/4 OR1214 P77 (PARCEL 1) (SUBJECT TO ESMT OR1214 P83)
03-10-26-0000-0010-0071	PT OF NW1/4 OF SW1/4 OR1214 P77 (PARCEL 2) (SUBJECT TO ESMT OR1214 P83)
03-10-26-0000-0010-0030	PT OF W1/2 OF SEC OR614 P122

Section 3. Effect on the Comprehensive Plan

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

Section 4. Severability

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

Section 5. Effective date

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 8th day of December, 2012.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk

**Planning Board Minutes
June 7, 2011**

Table 3: Private Properties corrective Future Land Use amendments and/or rezoning:

Site	Address	Allowable Uses	Existing Use	FLUM	Proposed FLUM	Zoning	Proposed Zoning
Airport area		water plants, ponds, etc.	Airport-related	OPF	IN	M-1	AP-2
Parcel SW of Jail	N side of HWY 19	water plants, ponds, etc.	Undeveloped	OPF	COM	No change	
310 S. Palm Ave.		water plants, ponds, etc.	Retail/office	OPF	COM	(By applicant)	
306 S. Palm Ave.		water plants, ponds, etc.	Service (credit union)	OPF	COM	No change	
Residential area around Beasley Middle School		Parks	Single-family	REC	RL	No change	
Portion of Rolling Hills Subdivision		Multi-family	Single-family	RM	RL	No change	
Residential area east of Ravines		water plants, ponds, etc.	Single-family	OPF	RL	No change	

Mr. Crowe explained with regards to Table no. 1, the schools are currently in a variety of land use categories, and that the Comprehensive Plan directs us to put schools and government facilities into the PB (Public Buildings and Grounds) category. He explained that OPF (Other Public Facilities) is meant for things like sewer plants and wastewater treatment plants, and that RH and RL are Residential use classifications for low and high density residential development. He added that these are public properties, that these areas are basically in the wrong land use category and that this is a housekeeping measure to put them where they belong.

Mr. Crowe advised with regards to Table no. 2, that these are the public properties that are basically in the wrong land use category. He added that this is a housekeeping measure to put them in the appropriate land use category, which is PB. He stated that unlike the school properties, they are proposing a rezoning change for most of them, mostly to PBG-1 (Public Buildings and Grounds and Other Public Facilities districts) and AP-1 (Airport zoning) for the runway part and AP-2 (Airport Related zoning) for the non-runway portion for the Airport areas, which are the appropriate zoning categories for these quasi-government uses. He requested that the Water Treatment Plant (320 Moody Rd.) be removed from the table as it already has the appropriate OPF designation.

Mr. Crowe further advised with regard to Table no. 3, the Airport area includes various parcels privately owned which are recommended for Industrial Land Use: The small parcel SW of the Jail and also 306 and 310 S. Palm Avenue which are currently designated Other Public Facilities and would be more correctly categorized as Commercial. The residential area around Beasley Middle School (mostly single family homes) is inappropriately categorized as Recreation (for parks), and of course, people are not supposed to live in parks, so we are proposing to put the appropriate low-density land use designation in the rear of the school area. He stated that the area east of the Ravines is a single-family neighborhood and is proposed for a RL use designation. He ended by saying that all of these proposed changes are meant to be corrective measures, to have the Comprehensive Plan map more accurately reflect what is actually out there.

Yvonne Johnson stated that she has lived near Jenkins Middle School for years and that she wants to stay in the county. Acting Chairman Venables advised that this is not an annexation request, and would not impact her property in that way.

Mike Lewis, 2313 Prosper St., stated that he lives in front of Moseley School/warehouse and has for over 23 years and he does not want to see a bus barn and warehouse there. He spoke in opposition of the request, stating that he and his neighbors are bothered by the noise with trucks coming and going, the sanitation trucks and the unsightly storage yard.

**Planning Board Minutes
June 7, 2011**

Mr. Pickens told the Board that he would abstain from voting on the St. Johns River State College item that was removed from table no. 2, due to the fact that he is the president of the college.
No one spoke to this request.

Motion made by Mr. Wallace and seconded by Ms. Roskosh to remove St. Johns River College (5001 St. Johns Ave.) from table no. 2 and have that item stand alone for consideration. Motion carried 5-0.

St. Johns River State College	5001 St. Johns Ave.	water plants, ponds, etc.	College	OPF	PBG	R-3	PBG-1
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Mr. Crowe advised that this item is as the others were - a corrective measure.

Motion by Joe Petrucci and seconded by Sue Roskosh to approve the request for St. Johns River State College. Motion carried 4-0, with Mr. Pickens abstaining.

Mr. Crowe gave an overview of Table no. 3 and advised that all of the measures are meant to be corrective in the eyes of the Comprehensive Plan, and to reflect what is actually there, if it is commercial or residential it should appropriately reflect what is there.

No one spoke to the request.

Mr. Wallace asked what portion of the airport was included. Mr. Crowe stated that it included the airport and Kay Larkin Circle, adding that most of the airport is publically owned, but that there were a few parcels that are privately owned within the airport boundaries. The zoning for most of those will not change, with the exception of the airport area being changed from Industrial to AP-2.

Mr. Petrucci if the Rolling Hills zoning would be appropriate. Mr. Crowe advised that staff did a field visit and determined which homes were duplexes and which were single-family to make sure the correct Future Land Use category was assigned.

Motion made by Joe Petrucci and seconded by Joe Pickens to approve Table no. 3. Motion carried 5-0.

Case 11-18 **Address:** 3829 Reid St.
 Parcel #: 02-10-26-0000-0390-0010
 Owner: Terry L & Lisa M Geck

Request to annex, amend the Future Land Use Map from County CR (Commercial) to COM (Commercial) and rezone from County C-2 (General Commercial) to ~~M-1 (Industrial)~~ C-2 (Intensive Commercial)

Mr. Crowe advised that Reid St. is a commercial corridor and that this request meets the annexation, Future Land Use Map amendment, and rezoning criteria. He added that the applicant wants to connect to city utilities to expand his existing business and recommended approval.

Mr. Geck stated that he currently has C-4 zoning in the County and wanted to know if the requested city zoning was the equivalent. Mr. Crowe advised that it was the closest equivalent without going to a different category and this zoning would allow for the sale and associated preparation of his sauces.

No one spoke to this request.

Motion by Joe Pickens and seconded by Ms. Roskosh to approve the request. Motion carried 5-0.

Case 11-15
Request to Amend FLUM & Rezone
(Corrective Actions, Multiple Locations)
Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: May 29, 2011
TO: Planning Board members
FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

Request to consider amendments to the Comprehensive Plan Future Land Use Map (FLUM) and/or the Official Zoning Map, for certain properties throughout the City, as an administrative measure, and make recommendation to the City Commission to correct discrepancies as described below. Required public notice for rezonings included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). Required public notice for FLUM amendments was legal advertisement.

APPLICATION BACKGROUND

Staff recently reviewed the FLUM to determine clear inconsistencies between FLUM designation and actual use. This was not intended to be a detailed analysis, but a "low hanging fruit" exercise. The Comprehensive Plan is the guiding document for land use within the City, which means that existing land uses that are not allowed in their land use category effectively become nonconforming uses. This could prevent buildings and other improvements on such properties from being substantially maintained and being rebuilt in the event of destruction.

There are three categories of proposed amendments as shown in tables on the next two pages: School District properties, other public properties, and private properties. Most private properties are established residential or commercial uses that have been assigned FLUM categories that are intended for publicly-owned properties, with two exceptions: the first being a single-family section of the Rolling Hills subdivision that has a higher-density land use and an undeveloped parcel on N. Hwy. 19 that is within a commercially zoned corridor.

Also please note that Staff has changed the recommended FLUM for two of the properties upon further review. One is the City lift station at 1215 Cleveland Ave, which should go to OPF, not PBG; and the other is the Water Plant, which is currently in an appropriate FLUM (OPF).

Staff also reviewed the zoning designation for properties recommended for FLUM changes to determine if accompanying zoning changes were required. The only zoning changes recommended are for public properties in order to assign a zoning category that fits with the proposed FLUM. The following tables provide information about the properties and there are also accompanying maps.

Table 3: Private Properties corrective Future Land Use amendments and/or rezoning:

Site	Address	Allowable Uses	Existing Use	FLUM	Proposed FLUM	Zoning	Proposed Zoning
Airport area		water plants, ponds, etc.	Airport-related	OPF	IN	M-1	AP-2
Parcel SW of Jail	N side of HWY 19	water plants, ponds, etc.	Undeveloped	OPF	COM	No change	
310 S. Palm Ave.		water plants, ponds, etc.	Retail/office	OPF	COM	(By applicant)	
306 S. Palm Ave.		water plants, ponds, etc.	Service (credit union)	OPF	COM	No change	
Resid. Area around Beasley Middle School		Parks	Single-family	REC	RL	No change	
Portion of Rolling Hills Subdivision		Multi-family	Single-family	RM	RL	No change	
Resid. Area east of Ravines		water plants, ponds, etc.	Single-family	OPF	RL	No change	

PROJECT ANALYSIS

Future Land Use Analysis

Florida House Bill 7129, recently signed by the Governor, provides amended criteria for consideration of comprehensive plan amendments under F.S. 163-3187, shown in italics below (staff response follows each criterion, and comprehensive plan extracts are underlined).

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

The intent of this amendment is to assign appropriate FLUM categories to developed and established public and private properties. The application does not conflict with plan elements.

Provide analysis of the availability of facilities and services.

All properties are within city limits and are served by urban services including water, sewer, police, fire, etc.

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

All properties are either established uses are in areas that are primarily developed and are therefore suitable for amendment for a more appropriate land use designation.

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

Not applicable, as this is to be determined at the next revision of the Comprehensive Plan.

Agenda Item

8

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: First Reading - request to amend Zoning Code Section 94-201 to allow for additional products for sale at farmers markets **DEPARTMENT:** Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS: 1. Draft Ordinance
 2. Planning Board memo excerpt

MEETING DATE: Dec. 8, 2011

ISSUE: This is a staff-initiated Municipal Code revision, with a recommendation of approval from the Planning Board. Staff has met with DPI, Inc. and also with various City staff, Keep Putnam Beautiful, and the Main Street Manager to develop conditions applicable to farmers markets. The Commission approved the use allowable by right in the downtown zoning districts at their October 13 meeting, and also approved expanding allowable products to include sales of arts and crafts, cottage foods (per recent state legislation allowing home-based preparation of baked goods, jams, cookies, etc.), fresh seafood, eggs, house plants, etc. At that meeting the Keep Palatka Beautiful Coordinator requested that additional items that require a permit from the Department of Agriculture (which must be prominently displayed) be sold, items such as fresh or dried meat or meat products including jerky; canned fruits, vegetables, vegetable butters, salsas and similar products; fish or shellfish products; refrigerated bakery goods, barbeque sauces, etc. Staff supports these additional items. This item is scheduled for the December 6 Planning Board meeting and Staff will report to the Commission on the Board's action at 1st reading.

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

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF
PALATKA, FLORIDA AMENDING ZONING
CODE SECTION 94-201 TO ALLOW
ADDITIONAL PRODUCTS TO BE SOLD AT
FARMERS MARKETS; PROVIDING FOR
SEVERABILITY 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 Building and Zoning Department, to the City for certain amendments to the Zoning Code of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on December 6, 2011, and a public hearing before the City Commission of the City of Palatka on December 8, 2011, and January 12, 2012, and

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

Section 2. The following sections of the Zoning Code of the City of Palatka, Florida are hereby amended in the following manner, with new language indicated by underlining.

Section 94-201 - Farmers markets

- (a) *Definitions.* For purposes of this section, the following definitions shall apply:

Farmers markets means the sale of fruits and vegetables in an unprocessed state or condition; arts and crafts, cottage foods including but not limited to breads, cakes, cookies, candies, jams, jellies, and fruit pies; house plants; eggs; herbs; nuts; fresh seafood; and prepared food. The following products are also allowed for sale with a permit from the Department of Agriculture, which must be prominently displayed:

fresh or dried meat or meat products including jerky;
canned fruits, vegetables, vegetable butters, salsas
and similar products; fish or shellfish products;
canned pickled products such as corn relish, pickles,
and sauerkraut; raw seed sprouts; bakery goods which
require any type of refrigeration such as cream,
custard, or meringue pies and cakes or pastries with
cream cheese icings or fillings; milk and dairy
products including hard, soft and cottage cheeses and
yogurt; cut fresh fruits and/or vegetables and juices
made from fresh fruits or vegetables; ice and/or ice
products; barbeque sauces, ketchups, and/or mustards;
and foccaccia-style breads with vegetables and/or
cheeses. A vendor, whether stationary or mobile,
locating along a roadside or on a parcel with
prominent frontage, shall not be considered a farmers
market for purposes of this section.

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 12th day of January, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

Case 11-50
Request to Amend Zoning Code
(Farmers' Market Additional Allowable Goods)
Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: November 29, 2011

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To consider additional goods for sale at Farmer's Markets. Public notice consisted of newspaper advertisement.

APPLICATION BACKGROUND

This is a staff-initiated Municipal Code revision which was reviewed and recommended approval of by the Board at their August meeting. The action proposed to allow Farmer's markets by right in the downtown zoning districts, expand allowable products to include sales of arts and crafts, cottage foods (per recent state legislation allowing home-based preparation of baked goods, jams, cookies, etc.), fresh seafood, eggs, house plants, etc., and provide for operational standards for this use. The Commission approved the item at their October 13 meeting. At that meeting the Keep Palatka Beautiful Coordinator requested that additional items be sold that require a permit from the Department of Agriculture (which must be prominently displayed), items such as fresh or dried meat or meat products including jerky; canned fruits, vegetables, vegetable butters, salsas and similar products; fish or shellfish products; refrigerated bakery goods; barbeque sauces, etc. Staff supports these additional items.

The definition of this use is shown below, with proposed new language shown as underlined text.

Farmers markets means the sale of fruits and vegetables in an unprocessed state or condition; arts and crafts, cottage foods including but not limited to breads, cakes, cookies, candies, jams, jellies, and fruit pies; house plants; eggs; herbs; nuts; fresh seafood; and prepared food. The following products are also allowed for sale with a permit from the Department of Agriculture which must be prominently displayed: fresh or dried meat or meat products including jerky; canned fruits, vegetables, vegetable butters, salsas and similar products; fish or shellfish products; canned pickled products such as corn relish, pickles, and sauerkraut; raw seed sprouts; bakery goods which require any type of refrigeration such as cream, custard, or meringue pies and cakes or pastries with cream cheese icings or fillings; milk and dairy products including hard, soft and cottage cheeses and yogurt; cut fresh fruits and/or vegetables and juices made from fresh fruits or vegetables; ice and/or ice products; barbeque sauces, ketchups, and/or mustards; and foccaccia-style breads with vegetables and/or cheeses. A vendor, whether stationary or mobile, locating along a roadside or on a parcel with prominent frontage, shall not be considered a farmers market for purposes of this section.

APPLICATION ANALYSIS

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

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

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

The change does not conflict with the Comprehensive Plan.

b. The existing land use pattern.

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

The change does not pertain to land uses.

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

The proposed change would not overtax public facilities.

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

Not applicable as this is not a zoning map change.

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

The proposed change for both this and the previous Farmer's market changes pertain to the need for more flexibility for allowable products. The ongoing economic downtown has made it more difficult to attract shoppers and visitors to downtown Palatka, and a thriving market can help to increase traffic and sales.

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

The proposed change will not adversely affect living conditions.

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

Allowing additional items for sale will not adversely affect businesses and nearby residences.

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

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

The above criteria are not applicable

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

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

See response to g. above.

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

This change 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.

Not applicable.

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

See response to g. above.

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

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.

The above criteria are not applicable.

STAFF RECOMMENDATION

This proposed Zoning Code text amendment is in keeping with applicable criteria. Staff recommends approval of the following Code revision of Case 11-50 to allow for the sale of the following products at Farmer's markets with a permit from the Department of Agriculture prominently displayed: fresh or dried meat or meat products including jerky; canned fruits, vegetables, vegetable butters, salsas and similar products; fish or shellfish products; canned pickled products such as corn relish, pickles, and sauerkraut; raw seed sprouts; bakery goods which require any type of refrigeration such as cream, custard, or meringue pies and cakes or pastries with cream cheese icings or fillings; milk and dairy products including hard, soft and cottage cheeses and yogurt; cut fresh fruits and/or vegetables and juices made from fresh fruits or vegetables; ice and/or ice products; barbeque sauces, ketchups, and/or mustards; and foccaccia-style breads with vegetables and/or cheeses.

Agenda Item

9

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: First Reading - request to amend Zoning Code Sections 94-111(b) to allow PUDs in the OPF and PB FLUM categories **DEPARTMENT:** Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

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

MEETING DATE: Dec. 8, 2011

ISSUE: This is a staff-initiated Zoning Code revision, with a recommendation of approval from the Planning Board. Allowing PUDs in these public land use categories can provide for an approach that mitigates the impacts of more intensive public uses.

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

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF
PALATKA, FLORIDA AMENDING ZONING
CODE SECTION 94-111 TO ALLOW
PLANNED UNIT DEVELOPMENTS IN THE
PUBLIC BUILDINGS AND FACILITIES
AND OTHER PUBLIC FACILITIES FUTURE
LAND USE MAP CATEGORIES; PROVIDING
FOR SEVERABILITY 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 Building and Zoning Department, to the City for certain amendments to the Zoning Code of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on December 6, 2011, and a public hearing before the City Commission of the City of Palatka on December 8, 2011, and January 12, 2012, and

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

Section 2. The following sections of the Zoning Code of the City of Palatka, Florida are hereby amended in the following manner, with new language indicated by underlined text.

Section 94-111. - Establishment; official zoning map

(a) *Districts generally.* The city is hereby divided into zoning districts as provided in this section and as shown on the official zoning map, which, together with all explanatory material shown therein, is hereby adopted by reference and declared to be a part of this chapter.

(b) *Relationship of districts.* Districts as defined on the official zoning map must be consistent with adopted land uses as shown on the future land use map. Zoning districts, their relationship to land uses, and zoning abbreviations for symbol purposes are as follows:

GENERAL ZONING SPECIFICATIONS

Land Use Designation	Zoning District	Symbol
Low-density residential	Single-family residential	R-1AA
	Single-family residential	R-1A
	Single-family residential	R-1
	Two-family residential	R-2
	Multiple-family residential	R-3
	Mobile home residential	R-4
	Historic district	HD
	Planned unit development	PUD
Medium-density residential	Single-family residential	R-1AA
	Single-family residential	R-1A
	Single-family residential	R-1
	Two-family residential	R-2
	Multiple-family residential	R-3
	Mobile home residential	R-4
	Historic district	HD
	Planned unit development	PUD
High-density residential	Single-family residential	R-1AA
	Single-family residential	R-1A
	Single-family residential	R-1
	Two-family residential	R-2
	Multiple-family residential	R-3
	Mobile home residential	R-4
	Historic district	HD
	Planned unit development	PUD
Commercial	Neighborhood commercial	C-1A
	General commercial	C-1
	Intensive commercial	C-2
	Downtown riverfront	DR
	Downtown business	DB
	Historic district	HD
	Planned unit development	PUD
	Light industrial	M-1
Industrial	Historic district	HD
	Planned unit development	PUD
	Recreation/open space	ROS
Recreational	Recreation/open space	ROS
	Public buildings and grounds	PBG-1
Public buildings and grounds	Public buildings and grounds	PBG-1
	Planned unit development	
Other public facilities	Other public facilities	PBG-2
	Planned unit development	
Conservation	Airport zoning	AP-1
	Airport-related zoning	AP-2
Agriculture	Conservation	CON
	Open rural	OR
	Planned unit development	PUD

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 12th day of January, 2012.

CITY OF PALATKA

BY: _____
Its **MAYOR**

ATTEST:

City Clerk

PLANNING BOARD

Meeting Minutes
November 1, 2011

DRAFT COPY

Heather, a Human Resource Manager for Lowes was present and stated that they would like the ability to continue the tree sales for longer than the 30 days.

Discussion ensued regarding the Board's desire to have staff review this portion of the code for a possible amendment to the 30 day limitation.

Motion made by Mr. Sheffield and seconded by Mr. Harwell to approve the request with staff recommendation. All present voted affirmative. Motion carried.

OLD BUSINESS continued

Allow PUDs in PB & OPF Amend Chapter 94 (Zoning) Section 94-111(b) to allow the Planned Unit Development Zoning District within the Public Buildings and Grounds and the Other Public Facilities (comprehensive plan map) land use categories.

Mr. Crowe advised that PUD's are allowed in most other non-residential zoning districts and realized the need for this as there has been discussion of the Emergency Management Services considering locating a warehouse near a multifamily zoning district and an application for rezoning was received from the School District for the Moseley warehouse on Husson Avenue. He recognized the objection of the neighbors for the warehouse facility. He stated that the goal is to try and work with the two parties in an effort to come up with a middle ground solution possibly. If you have the ability to do a PUD it might give the applicant and the City a tool to come up with a more unique, customized zoning district that looks to protecting residential areas protecting compatibility and we would like to have that in these two land use categories, as we do have some pretty intense public uses.

Mr. Stewart commented that this consideration would not mean that the Board is necessarily in favor of the warehouse being over there.

Mr. Venables asked if the hours of operation could be negotiated into the PUD.

Mr. Crowe agreed, and said that everything is on the table, and both parties have to agree to the conditions of the PUD but it is ultimately up to the School board to submit the application and be in charge of what it is they are ultimately requesting. Stating that his job is to work with the applicant and the neighborhood to hopefully come up with a compromise that would allow the use to remain and provide conditions to protect the neighborhood.

Motion made by Mr. Venables and seconded by Mr. Harwell to approve the request authorizing Mr. Crowe the ability to move forward with this request. All present voted, resulting in 5 yeas and 1 nay. Motion carried.

Required Parking Exemption for Downtown Single Residential Units Amend Chapter 94 (Zoning) Section 94-161(i) and Section 94-162(i) to exempt the minimum parking requirement for single residential units within buildings within the Downtown Business and Downtown Riverfront zoning districts.

Mr. Crowe explained we have had a number of requests in the downtown area for upper floor residences and the hardship is that most of these buildings do not even have parking so the intent is to exempt the single residential uses on the upper floor them, and that it is typical for small cities and downtowns to have what is called de minimums exemptions.

Request to Amend Municipal Code

(Sign Definitions and Standards, Allowing PUDs in PB & OPF Districts, Parking Exemption for Single Residential Uses in Downtown Zoning Districts, Reduction of Required Parking Space Size)

Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: October 17, 2011

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To consider the following administrative text amendments to the Municipal Code:

Sign Standards

The Board approved definitions and/or design standards for the following types of signs at the October meeting: changeable copy signs and directional signs; bulletin board signs, downtown gateway signs, downtown street art signs, educational/interpretative signs, electronic changeable copy signs, gasoline price signs, menu pricing boards. Other signs on the agenda for consideration were not considered due to the loss of a quorum and are included on this month's agenda.

1. Provide definitions in Section 62.1 for bulletin board signs, downtown gateway signs, downtown street art signs, educational/interpretative signs, gasoline price signs, and menu pricing boards.
2. Amend Chapter 62 (Signs) Section to amend definitions and/or provide design standards for promotional banners; clarify the maximum sign square footage for freestanding signs; eliminate the exclusion from maximum number of signs for owner identification signs; eliminate the restriction that walls signs only be allowed in C-1, C-2, C-3, and M-1 zoning districts; and require landscaping areas around new signs.
3. Amend Chapter 50 (Parks and Recreation) to provide conformity between Special Events banner regulations in this chapter and Chapter 62.
4. Amend Chapter 94 (Zoning) Division II to specify zoning districts that allow the following signs: changeable copy signs, directional signs, downtown gateway signs, downtown street art signs, educational/interpretative signs, electronic changeable copy signs, gasoline price signs, menu pricing boards, and promotional banners.

Allow PUDs in PB & OPF

5. Amend Chapter 94 (Zoning) Section 94-111(b) to allow the Planned Unit Development Zoning District within the Public Buildings and Grounds and the Other Public Facilities land use categories.

Required Parking Exemption for Downtown Single Residential Units

6. Amend Chapter 94 (Zoning) Section 94-161(i) and Section 94-162(i) to exempt the minimum parking requirement for single residential units within buildings within the Downtown Business and Downtown Riverfront zoning districts, subject to specific criteria.

Reduction of Minimum Parking Space Size

(Sign Definitions and Standards, Allowing PUDs in PB & OPF Districts, Parking Exemption for Single Residential Uses in Downtown Zoning Districts, Reduction of Required Parking Space Size)

Landscaping around signs. Unlike the sign codes of many other jurisdictions, the City's code does not require any landscaping around signs. Landscaping effectively frames signs and provides an attractive entry point for a business, and also "softens" the appearance of signs, particularly with large and tall signs allowed in the City. Staff recommends a simple standard that requires landscaping areas around the base of the sign, sized at or above the square footage of the sign to be installed, and including shrubs and groundcover plants.

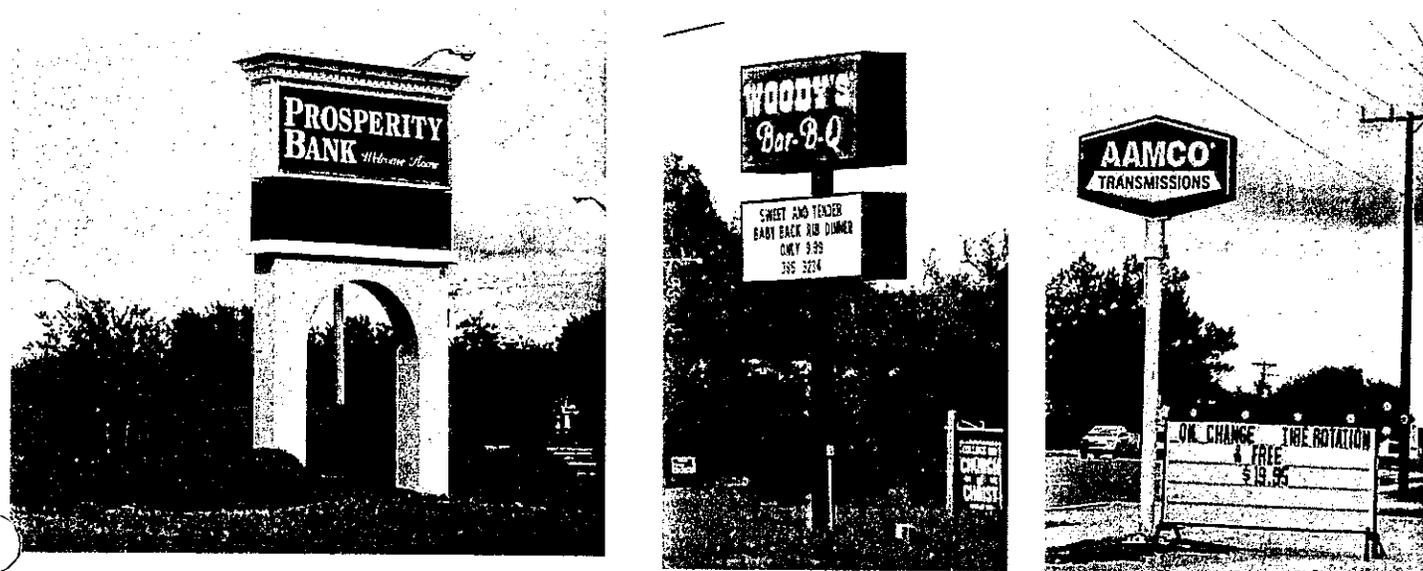


Figure 3: Examples of Signs With and Without Landscaping

Allow PUDs in PB & OPF

The need for this change was demonstrated by the recent citation of the Putnam County School District for operating a warehouse in the old Moseley school location, which is an activity that is not in compliance with the Comprehensive Plan and Zoning Code. Staff is working with the School District and neighborhood residents to develop some site-specific conditions such as truck access, hours of operation, and screening and buffering. Such conditions could be part of a Planned Unit Development overlay zoning for the property, but the Zoning Code does not allow this overlay in the PB (Public Buildings and Grounds) Comprehensive Plan Map land use category. Staff recommends allowing PUDs in this land use category and also within the OPF (Other Public Facilities) land use category.

Required Parking Exemption for Downtown Single Residential Units

The need for this change was demonstrated by a downtown property owner who wished to construct an apartment above his business. The Zoning Code exempts commercial uses from minimum parking requirements now, but residential uses must provide off-street parking. This is not practical, and in many cases not possible with downtown properties where the entire parcel is usually covered by a building. While Staff is not prepared to exempt all residential uses from parking requirements, since apartments might create parking shortages for businesses, at this time Staff does recommend exempting single residential uses within a building from the parking requirement. It is not anticipated that there will be enough upper floor residences to affect the public and private parking inventory.

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

e. *Whether 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.*

The above criteria are not applicable.

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

The sign changes accomplish the following: clarify current vague sign standards, reduce visual clutter, allow businesses to effectively advertise, and provide a strong public sign component. These goals all improve living conditions in the City as a whole as well as its neighborhoods. **Allowing PUDs in public land use categories helps to mitigate impacts on neighborhoods and the City as a whole.** Eliminating the parking requirement for single residences in upper floor downtown buildings will encourage such uses and increase vitality in the downtown. Finally, reducing minimum parking space size and allowing for compact car parking spaces reduces paved areas, increases open space, and reduces development costs for businesses.

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

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

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

The above criteria are not applicable

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

See response to g. above.

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

See response to g. above.

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

These changes apply to many and multiple properties, and do not constitute a grant of special privilege.

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

Not applicable.

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

See response to g. above.

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

Agenda
Item

10

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: First Reading - request to amend Zoning Code Sections 94-161(i) and 94-162(i) to exempt single residential units within a building from the minimum parking requirement in downtown zoning districts

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:

1. Draft Ordinance
2. Planning Board minutes excerpt
3. Planning Board memo excerpt

MEETING DATE: Dec. 8, 2011

ISSUE: This is a staff-initiated Zoning Code revision, with a recommendation of approval from the Planning Board. The Zoning Code exempts commercial uses from minimum parking requirements now, but residential uses must provide off-street parking. This is not practical, and in many cases not possible with downtown properties where the entire parcel is often covered by a building. While Staff is not prepared to exempt all residential uses from parking requirements, since apartments with no parking spaces might create parking shortages for businesses, at this time Staff recommends exempting single residential uses within a building from the parking requirement. It is not anticipated that there will be enough upper floor residences to affect the public and private parking inventory – a windshield survey indicated that if all buildings where it was allowable and practicable to have residential units received an exemption such exemptions would comprise less than 10% of nearby available public on-street and off-street parking.

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

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF
PALATKA, FLORIDA AMENDING ZONING
CODE SECTIONS 94-161 AND 94-162 TO
EXEMPT SINGLE RESIDENTIAL UNITS
WITHIN A BUILDING FROM THE MINIMUM
PARKING REQUIREMENT IN DOWNTOWN
ZONING DISTRICTS; PROVIDING FOR
SEVERABILITY 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 Building and Zoning Department, to the City for certain amendments to the Zoning Code of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on November 1, 2011, and a public hearing before the City Commission of the City of Palatka on December 8, 2011, and January 12, 2012, and

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

Section 2. The following sections of the Zoning Code of the City of Palatka, Florida are hereby amended in the following manner, with new language indicated by underlining.

Section 94-161 - DR downtown riverfront district

i) Off-street parking and loading. (See also section 94-262 of article V.) Parking requirements are as follows:

1) Residential: One space per dwelling unit, except that a single unit within a building that is an individual parcel shall not be subject to the minimum parking requirement.

Section 94-162 - DB downtown business district

i) Off-street parking and loading. (See also section 94-262 of article V.) Parking requirements are as follows:

1) Residential: One space per dwelling unit, except that a single unit within a building that is an individual parcel shall not be subject to the minimum parking requirement.

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 12th day of January, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

PLANNING BOARD

Meeting Minutes

November 1, 2011

DRAFT COPY

Heather, a Human Resource Manager for Lowes was present and stated that they would like the ability to continue the tree sales for longer than the 30 days.

Discussion ensued regarding the Board's desire to have staff review this portion of the code for a possible amendment to the 30 day limitation.

Motion made by Mr. Sheffield and seconded by Mr. Harwell to approve the request with staff recommendation. All present voted affirmative. Motion carried.

OLD BUSINESS continued

Allow PUDs in PB & OPF Amend Chapter 94 (Zoning) Section 94-111(b) to allow the Planned Unit Development Zoning District within the Public Buildings and Grounds and the Other Public Facilities (comprehensive plan map) land use categories.

Mr. Crowe advised that PUD's are allowed in most other non-residential zoning districts and realized the need for this as there has been discussion of the Emergency Management Services considering locating a warehouse near a multifamily zoning district and an application for rezoning was received from the School District for the Moseley warehouse on Husson Avenue. He recognized the objection of the neighbors for the warehouse facility. He stated that the goal is to try and work with the two parties in an effort to come up with a middle ground solution possibly. If you have the ability to do a PUD it might give the applicant and the City a tool to come up with a more unique, customized zoning district that looks to protecting residential areas protecting compatibility and we would like to have that in these two land use categories, as we do have some pretty intense public uses.

Mr. Stewart commented that this consideration would not mean that the Board is necessarily in favor of the warehouse being over there.

Mr. Venables asked if the hours of operation could be negotiated into the PUD.

Mr. Crowe agreed, and said that everything is on the table, and both parties have to agree to the conditions of the PUD but it is ultimately up to the School board to submit the application and be in charge of what it is they are ultimately requesting. Stating that his job is to work with the applicant and the neighborhood to hopefully come up with a compromise that would allow the use to remain and provide conditions to protect the neighborhood.

Motion made by Mr. Venables and seconded by Mr. Harwell to approve the request authorizing Mr. Crowe the ability to move forward with this request. All present voted, resulting in 5 yeas and 1 nay. Motion carried.

Required Parking Exemption for Downtown Single Residential Units Amend Chapter 94 (Zoning) Section 94-161(i) and Section 94-162(i) to exempt the minimum parking requirement for single residential units within buildings within the Downtown Business and Downtown Riverfront zoning districts.

Mr. Crowe explained we have had a number of requests in the downtown area for upper floor residences and the hardship is that most of these buildings do not even have parking so the intent is to exempt the single residential uses on the upper floor them, and that it is typical for small cities and downtowns to have what is called de minimis exemptions.

Mr. Venables requested clarification as to whether the exemption was referring to each building with multiple single residential units or one building with only one unit.

Mr. Crowe advised that it is per building with one residential unit, that those commercial buildings with multiple residential units would have to provide parking for those residential units. He further explained that eventually all cities have to do this. That the current infrastructure project going on at the riverfront includes renovating and providing additional parking. Eventually there will have to be small structured parking lots scattered throughout downtown, and possibly sometime in the distant future, there will have to be a parking structure as well. He stated that this is a judgment call, but he believed that at this time, the collective impact of the single residential units above the first floor will not have significant to the available parking downtown.

The overall consensus of the Board was that they liked the idea of encouraging people to move downtown.

Motion made by Mr. Venables and seconded by Mr. Harwell to approve as submitted. All present voted affirmative. Motion carried.

Reduction of Minimum Parking Space Size Amend Chapter 94 (Zoning) Section 94-261(f) to reduce the minimum size of parking spaces from 10 feet by 20 feet to 9 feet by 18 feet, and to allow for compact car spaces sized at 7.5 feet by 16 feet with compact spaces not to exceed 25% of total required parking spaces.

Mr. Crowe advised that he has looked a lot of other communities and it is pretty standard to have 9 feet x 18 feet standard parking spaces. We currently have a 10 feet x 20 feet standard space requirement and provide no compact car space requirements. He said that the City has embarked on a green sustainable program, it is in the infant stages of that, but we are looking at ways that we can reduce not only environmental impacts, but costs for new developments,

Ms. Buck asked how many parking spaces this change would create for the downtown area.

Mr. Crowe advised that this was not so much geared toward downtown, but rather parking lots and new developments.

Discussion regarding keeping the parking spaces size requirements.

Motion made by Ms. Buck and seconded by Mr. Sheffield to deny the request as submitted. Discussion continued regarding keeping the parking spaces size requirements. Ms. Buck amended the motion to approve the portion of this request to require compact spaces not exceed 25% of the total required parking spaces, but to deny the portion of the request pertaining to standard parking space size reduction. All present voted affirmative on the amended motion. Motion carried.

With no further business, meeting adjourned at 5:00 p.m.

Request to Amend Municipal Code

(Sign Definitions and Standards, Allowing PUDs in PB & OPF Districts, Parking Exemption for Single Residential Uses in Downtown Zoning Districts, Reduction of Required Parking Space Size)

Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: October 17, 2011

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To consider the following administrative text amendments to the Municipal Code:

Sign Standards

The Board approved definitions and/or design standards for the following types of signs at the October meeting: changeable copy signs and directional signs; bulletin board signs, downtown gateway signs, downtown street art signs, educational/interpretative signs, electronic changeable copy signs, gasoline price signs, menu pricing boards. Other signs on the agenda for consideration were not considered due to the loss of a quorum and are included on this month's agenda.

1. Provide definitions in Section 62.1 for bulletin board signs, downtown gateway signs, downtown street art signs, educational/interpretative signs, gasoline price signs, and menu pricing boards.
2. Amend Chapter 62 (Signs) Section to amend definitions and/or provide design standards for promotional banners; clarify the maximum sign square footage for freestanding signs; eliminate the exclusion from maximum number of signs for owner identification signs; eliminate the restriction that walls signs only be allowed in C-1, C-2, C-3, and M-1 zoning districts; and require landscaping areas around new signs.
3. Amend Chapter 50 (Parks and Recreation) to provide conformity between Special Events banner regulations in this chapter and Chapter 62.
4. Amend Chapter 94 (Zoning) Division II to specify zoning districts that allow the following signs: changeable copy signs, directional signs, downtown gateway signs, downtown street art signs, educational/interpretative signs, electronic changeable copy signs, gasoline price signs, menu pricing boards, and promotional banners.

Allow PUDs in PB & OPF

5. Amend Chapter 94 (Zoning) Section 94-111(b) to allow the Planned Unit Development Zoning District within the Public Buildings and Grounds and the Other Public Facilities land use categories.

Required Parking Exemption for Downtown Single Residential Units

6. Amend Chapter 94 (Zoning) Section 94-161(i) and Section 94-162(i) to exempt the minimum parking requirement for single residential units within buildings within the Downtown Business and Downtown Riverfront zoning districts, subject to specific criteria.

Reduction of Minimum Parking Space Size

(Sign Definitions and Standards, Allowing PUDs in PB & OPF Districts, Parking Exemption for Single Residential Uses in Downtown Zoning Districts, Reduction of Required Parking Space Size)

Landscaping around signs. Unlike the sign codes of many other jurisdictions, the City's code does not require any landscaping around signs. Landscaping effectively frames signs and provides an attractive entry point for a business, and also "softens" the appearance of signs, particularly with large and tall signs allowed in the City. Staff recommends a simple standard that requires landscaping areas around the base of the sign, sized at or above the square footage of the sign to be installed, and including shrubs and groundcover plants.



Figure 3: Examples of Signs With and Without Landscaping

Allow PUDs in PB & OPF

The need for this change was demonstrated by the recent citation of the Putnam County School District for operating a warehouse in the old Moseley school location, which is an activity that is not in compliance with the Comprehensive Plan and Zoning Code. Staff is working with the School District and neighborhood residents to develop some site-specific conditions such as truck access, hours of operation, and screening and buffering. Such conditions could be part of a Planned Unit Development overlay zoning for the property, but the Zoning Code does not allow this overlay in the PB (Public Buildings and Grounds) Comprehensive Plan Map land use category. Staff recommends allowing PUDs in this land use category and also within the OPF (Other Public Facilities) land use category.

Required Parking Exemption for Downtown Single Residential Units

The need for this change was demonstrated by a downtown property owner who wished to construct an apartment above his business. The Zoning Code exempts commercial uses from minimum parking requirements now, but residential uses must provide off-street parking. This is not practical, and in many cases not possible with downtown properties where the entire parcel is usually covered by a building. While Staff is not prepared to exempt all residential uses from parking requirements, since apartments might create parking shortages for businesses, at this time Staff does recommend exempting single residential uses within a building from the parking requirement. It is not anticipated that there will be enough upper floor residences to affect the public and private parking inventory.

Agenda Item

11

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: First Reading - request to amend Floods Code Section 38-8 to reference recently updated flood hazard maps **DEPARTMENT:** Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS: 1. Draft Ordinance

MEETING DATE: Dec. 8, 2011

ISSUE: This is a staff-initiated Floods Code revision which is a housekeeping measure. The National Flood Insurance Program has updated the City's flood hazard maps and the Floods Code must be changed to reference the new maps by date.

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

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF
PALATKA FLORIDA, AMENDING FLOODS
CODE SECTION 38-8 TO REFERENCE
UPDATED FLOOD HAZARD MAPS;
PROVIDING FOR SEVERABILITY AND
PROVIDING AN EFFECTIVE DATE

Section 1.

WHEREAS, the City of Palatka City Commission passed and adopted its Floodplain Ordinance No. 87-14 on June 25, 1987; and

WHEREAS, The National Flood Insurance Program requires the city to periodically update its Floodplain Ordinance to comply with national standards; and

WHEREAS, the City of Palatka City Commission repealed Ordinance No. 87-14 and adopted Ordinance No. 10-30 to comply with changed national standards; and

WHEREAS, the National Flood Insurance Program recently issued revised Flood Insurance Rate Maps to become effective February 2, 2012.

SECTION 2: The following sections of the Zoning Code of the City of Palatka, Florida are hereby amended in the following manner, with new language indicated by underlining and stricken text indicating deletions.

Sec. 38-8. - Basis for establishing areas of special flood hazard.

The areas of special flood hazard identified by the Federal Emergency Management Agency in its Flood Insurance Study (FIS), dated ~~June 11, 2010~~ February 2, 2012, with accompanying maps and other supporting data, and any revision thereto, are adopted by reference and declared to be a part of this chapter. Upon annexation by the city of parcels from Putnam County, all associated FIRM map panels are adopted by reference and declared to be a part of this chapter.

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 on February 2, 2012, and after its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 12th day of January, 2012.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk

Approved as to form and content:

City Attorney

Agenda Item

12

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Administrative Report

DEPARTMENT: Building & Zoning

AGENDA SECTION: Administrative Reports

ATTACHMENTS: none

MEETING DATE: Dec. 8, 2011

ISSUE: Staff is proposing the following workshops for the upcoming several months.

1. January 27, 2012: Chronic Nuisance Properties Ordinance. Staff has been working with the Police Chief to prepare alternatives for the City Commission to address both run-down properties that impact the surrounding neighborhood and properties that require a high level of city resources in service calls.
2. February 24, 2012: Historic Preservation Issues. Staff will present information pertaining to streamlining of the Historic Preservation Ordinance, a potential Downtown Historic District with Design Standards, a Certified Local Government resolution, and Historic Tax Exemptions.
3. March 24, 2012: Landscape Code Revisions. Staff will present possible revisions to the landscape code that pertain to water conservation, updating some of the more onerous provisions of this code, and focusing on strategic buffering and tree planting and preservation.

Based on the Commission's input Staff will proceed (or not) in preparing ordinances to amend the Municipal Code pertaining to these issues. At this point, we are requesting an informal assessment of the topics and dates above.

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