KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

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

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

AGENDA
CITY OF PALATKA
Price-Martin Community Center
December 10, 2009

CALL TO ORDER:
a. Invocation – The Reverend Jason Carter, Youth Ministries, Victory Christian Fellowship
b. Pledge of Allegiance
c. Roll Call

APPROVAL OF MINUTES – 11/12/09

1. **PUBLIC RECOGNITION**
   a. **EMPLOYEE RETIREMENT – Jeffrey Spencer** – Line Locater, Water & Sewer Distr. – 12 yrs.
   b. **POLICE DEPT. EMPLOYEE RECOGNITION:** Officer of the Year: Ofc. Todd Bryant
      Detective of the Year: Det. Mike Kelly
      Employee of the Year: Cathy Anderson
   c. **STUDENT OF THE MONTH – December, 2009** – Mayor Flagg & Commissioner Myers

Brandon "Alex" Busey Jr.	Beasley Middle School
Gage Winkler	Children's Reading Center Charter School
Xavior Lowe	E.H. Miller School
Kayla Booth	James A. Long Elementary School
Alyssa Curtis	Jenkins Middle School
Peyton Kalaczynski	Kelley Smith Elementary School
Kenneth Landis	Mellon Elementary School
Kenneth Neely	Moseley Elementary School
Billy Sampson	Palatka High School
Emily Lands	Peniel Baptist Academy

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

3. **CONSENT AGENDA:**
   *a. **Issue permit to exceed noise levels established by Chapter 30, Palatka Code of Ordinances, to Steamboat Willies** for December 25 and December 31, 2009
   *b. **Declare as Surplus Parks Department Equipment** as listed for Disposition by Parks Supt.
   *c. **Authorize execution of contract in the amount of $8,000 with LAN Associates** for bid administration for River Street Stormwater Project, per City Manager
   *d. **Accept and authorize execution of FDEP Grant Award in the amount of $150,000** for River Street Stormwater Project
   *e. **Authorize City Manager and City Attorney to negotiate a contract with Martin SE** for Bus Stop Bench/Shelter Advertising
   *f. **Reappoint Earl Wallace, Ezekiel Johnson, and Skip Harwell to the Palatka Planning Board** for 3-year terms to expire December 31, 2012 (sole applicants)
   *g. **Concur on reappointment of Sgt. Scott Reinhold to Palatka Police Officers' Pension Board** for a 2-year term to expire December 31, 2011, per results of PD Pension Board Rep. Election 11/17/09

3. **CONSENT AGENDA (Continued)**
   - ***h. Appoint Citizens Advisory Task Force for CDBG 2009-10** Community Development Block Grant Application Cycle per staff recommendation: Larry Beaton, Richard Perallon, Marjorie Tooley Shanks, Ken Venables, James Williams, and Commissioner Allegra Kitchens, Liaison
   - ***i. Concur on Mayoral Appointment of Christine Bolden as Resident Representative to the Palatka Housing Authority Board** for a partial term to expire 4/15/2011
   - ***j. Accept resignation of Clem Saccareccia from Palatka Planning Board**
   - ***k. Adopt City Commission Meeting Calendar** for January 1, 2010 through June 30, 2010
   - ***l. Amend permit to exceed noise levels established by Chapter 30, Palatka Code of Ordinances to Pilc Club** of Palatka for Annual Light the Riverfront Event at the Palatka Riverfront Park to revise the date fror 12/5/09 to Sunday, Dec. 13 from 5:00 p.m. to 8:00 p.m., per Special Events Coordinator (rain date)

* 4. **PUBLIC HEARINGS – Community Development Block Grant:**
   - *a. Community Development Block Grant Application Preparation 2009-10 Cycle – 1st Public Hearing
   - *b. Community Development Block Grant – Fair Housing Workshop

* 5. **RESOLUTION** requesting a waiver in SJRWMD permit fees for F/Y 2009-10 – Adopt

* 6. **PUBLIC HEARING** – Ordinance 09-59 Amending the City of Palatka Comprehensive Plan's Capital Improvement Element to adopt the Financially Feasible Five-year Schedule of Capital Improvements – Adopt

* 7. **PUBLIC HEARING** – 3310 Crill Avenue – Planning Board Recommendation to Annex, Amend the Future Land Use Map and Future Land Use Element from Putnam County Urban Service to City of Palatka High Density Residential, and Rezone from Putnam Co. R-1 (Single-Family Residential) to City of Palatka R-3 (Multi-Family Residential) – Palatka Housing Authority, applicant; John Nelson, Executive Director, Agent
   a. Annexation Ordinance #09-55 – Adopt
   b. Land Use Amendment Ordinance #-056 with Land Use Agreement - Adopt
   c. Rezoning Ordinance – 1st reading

* 8. **PUBLIC HEARING** – Parcel of Land off St. Johns Avenue (portion of Putnam Co. Business Park) – Planning Board Recommendation to Annex and Amend the Future Land Use Map and Future Land Use Element from Putnam County Urban Reserve to City of Palatka Industrial – Putnam County Board of County Commissioners, Applicant
   a. Annexation Ordinance #09-57 – Adopt
   b. Land Use Amendment Ordinance #-09-58 - Adopt

* 9. **PUBLIC HEARING - ORDINANCE** - Planning Board Case #PB 09 - 27 - Request to close Viking Street between 4th Manor and 5th Manor - Kenneth Downs, Applicant – Planning Board Recommendation to Deny – 1st Reading

* 10. **ORDINANCE** rezoning 5015 Crill Avenue from Putnam Co. C-1 (Commercial) and AG (Agricultural) to City of Palatka C-2 (Intensive Commercial) – Jacob Spells, applicant – 2nd Reading, Adopt

* 11. **ORDINANCE** rezoning 6677 & 6679 Crill Avenue Putnam County Agricultural (AG) to City of Palatka Commercial Neighborhood (C-1A) – Rural Health Care, Inc., applicant; Juli Holmes, Agent – 2nd Reading, Adopt

* 12. **ORDINANCE** rezoning 6681 Crill Avenue from Putnam Co. R-1A (Single Family Residential) and AG (Agricultural) to City of Palatka C-1A (Commercial Neighborhood) – Beck/Sloan Properties, Inc., applicant – 2nd Reading, Adopt

* 13. **ACCEPT CRA RECOMMENDATIONS** as follows:

1. **Adopt/Approve Main Street Building Improvement Grant Program,** per CRA recommendation 12/10/09
2. **Adopt/Approve CRA Annual Plan,** per CRA recommendation 12/10/09
3. **Accept South Historic Neighborhood Association recommendation to reallocate funds,** per CR. Recommendation 12/10/09

14. **DISCUSSION** – City Involvement in 2010 Blue Crab Festival – Jeff Norton and Woody Boynton

15. **ADMINISTRATIVE REPORTS**

16. **COMMISSIONER COMMENTS**

17. **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:

December 24 & 25, 2009 – City offices closed in observance of Christmas Holiday
January 1, 2010 – City offices closed in observance of New Year's Day
January 18, 2010 – City Offices closed in observance of Martin Luther King Jr. Day

BOARD OPENINGS:

Code Enforcement Board:	1 alternate (at large)
Historic Preservation Board:	1 member with Legal Experience
Housing Authority Board:	1 Resident Representative
Tree Committee:	1 Vacancy (at large)

Agenda Item

3a

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

Memorandum

To: Palatka City Commission

From: Betsy J. Driggers, City Clerk

Date: December 3, 2009

Re: Steamboat Willie's request for permission to exceed established noise levels

---

On October 22 John Lyons, owner of Steamboat Willies, requested permission to exceed established noise levels for six dates: Oct. 30, Nov. 13, Nov. 27, Nov. 28, Dec. 25 and Dec. 31. The hours are from 10:00 p.m. until 1:00 a.m. each date. The commission granted approval for October 30 and Nov. 13 on Oct. 22; for Nov. 27 and 28 on Nov. 12, and tabled the remaining dates for consideration at the Dec. 10 meeting. This was done to gauge reaction and experience in the surrounding area on the prior dates.

A memorandum from Chief Getchell regarding this request is attached. He states there were no issues reported for November dates.

Please grant permission to exceed allowable noise levels on Dec. 25 and Dec. 31 (New Year's Eve) to Steamboat Willies.

Palatka Police Department
110 North 11th Street

Memorandum

Date: December 4, 2009

To: Betsy Driggers, City Clerk

From: Gary S. Getchell, Chief of Police

Subject: Noise Variance Request

A review of Police Department Calls for Service pertaining to Steamboat Willie's request for a noise ordinance variance for 11-27 and 11-28 revealed no apparent reports and no reported issues pertaining to noise.

Cc;

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

Memorandum

To: Palatka City Commission

From: Betsy J. Driggers, City Clerk

Date: November 5, 2009

Re: Steamboat Willie's request for permission to exceed established noise levels

---

On October 22 John Lyons, owner of Steamboat Willies, requested permission to exceed established noise levels for six dates: Oct. 30, Nov. 13, Nov. 27, Nov. 28, Dec. 25 and Dec. 31. The hours are from 10:00 p.m. until 1:00 a.m. each date. The commission granted approval for October 30 and Nov. 13 and tabled the remaining dates for consideration at the Nov. 12 meeting. This was done to gauge reaction and experience in the surrounding area on the Oct 30th date. A memorandum from Chief Getchell regarding PD experience is attached.

The recommendation from staff is to consider only the next two upcoming dates of Nov. 27 and Nov. 28 at this time, *and to consider the December 25 and December 31 dates at the City Commission's December 10 meeting.*

granted via consent
11-12-09

10/13/2009

October 13, 2009

ATTN: City Manager

From: Steamboat Willies

Mr. Boynton,

According to the Building and Zoning office and the Chief of Police of Palatka ordinance 30-109 gives the option for a noise variance for events without the event classifying as a Special Event. This ordinance also states the request has to be made through the City Manager.

I would like to request a noise variance for the following dates:

granted
October 30th 2009
November 13th 2009

cont. to 11-12
November 27th 2009
November 28th 2009
December 25th 2009
December 31st 2009

10:00 pm - 1:00 am

These are the dates I have booked to provide live entertainment for my customers as this is Halloween, Thanksgiving, Christmas, and to celebrate the New Year. Also since the City Commission only meets once during November and December is the reason I requested the dates through that time.

If you think I should request the dates before the meetings of each month let me know and I will be glad to do so.

I would like to obtain a variance from 10pm of the proposed dates until 1am.

I will consider any input you have to help this process along.

Hope you had a good vacation.

Thanks,

John Lyon
Steamboat Willies
Owner

cc: City Manager
City Clerk

Excerpt from the minutes of the 10-22-09 City Commission meeting

4. **REQUEST to Issue Permission** to exceed noise levels established by Chapter 30, Palatka Code of Ordinances to John Lyon, owner, Steamboat Willies, for the following dates:
October 30, November 13, November 27, November 28, December 25, December 31, 2009 – John Lyons, owner, Steamboat Willie's, was present. Upon Mayor Flagg's request, the Clerk read Mr. Lyon's letter of request into the record (filed). Mr. Boynton said he took no exception to the request.

Police Chief Getchell said he didn't receive a package regarding this request, however he did see a memo from Mr. Lyons last week. With the absence of any additional information, his recommendation is to be consistent with other special events regarding times of events. Mayor Flagg asked if this is a special event. Chief Getchell said he has no way of reviewing this with the absence of any information other than that memo. Mr. Lyons said this is no different than what he's done in the past. His reason for coming to the Commission is to request permission. This is his normal business operation. There is no need for the PD to waste their time on noise complaints should permission to exceed the noise ordinance be granted.

George Beret, Member, Sky High Band, 1601 St. Johns Ave #13, said he is here to speak in favor of the request. They are a hip-hop band and perform at Steamboat Willie's. Their families come to support them. It is motivating. He was accompanied by his bass player and singer.

Willie DeBary, Sky High Band Member, 607 S. Moody Road, spoke in favor of this request. There wasn't much offered here when he came three years ago. It is always exciting to go to Steamboat's. This is their entertainment. There aren't many places to go here. Steamboat's provides a needed service.

Francisco Federo, Sky High Band Member, St. Augustine, said he appreciates the management at Steamboat's for letting them perform. Customers are respectful. It is a nice place for people to go and have respectful fun.

Mr. Lyons said the entertainment usually goes until 2:00 a.m. Most people don't come out until around 11:00 p.m. Production companies have to perform for a certain number of hours. People pay a $5 fee to get in and three to four hours is a nominal amount of time for this.

Commissioner Kitchens said she has had a problem with noise generated by festivals, as have her neighbors. She can no longer hear festivals due to action taken on complaints made by her when she was a citizen. She has tried to call Steamboats at night when the noise is too loud. All they hear is the banging and drumming. They have sick and old people in her neighborhood. She is not against entertainment, but is trying to sleep when her windows are rattling and her neighbors are calling her complaining. She will call the PD to complain. It is not fair to the citizens. Dec. 31 is New Year's Eve and many downtown churches have watch night services during that time. Festivals stop their noise at 11:00. She noted the Code states that such permits are not granted over 15 days and are renewable by the Commission, but in absence of the City Attorney, she will defer that question. Many people, including her, suffer from severe migraine headaches. When people are home and trying to rest, they should turn down the bass so they don't hear the pounding. You can't even hear the TV. It causes medical problems.

Commissioner Brown said change is coming. She'd like to suggest they try granting this for October 30. If it works without noise complaints, they can move on to the next date. If the volume of noise is too much, they can ask them to turn it down. No one likes to have their windows vibrate. They want to utilize their waterfront, which will create noise. They need to do this in moderation or look at ways to dampen and minimize the sound.

Commissioner Myers asked if this is any different from what he's done in the Past. Mr. Lyons said no. Commissioner Myers said Steamboat's has had entertainment in the back in the past. Mr. Lyons said he had a band there last Thursday night and got no complaints. They played until 12:30 a.m. Commissioner Myers said he has no problems supporting this request. It is important for the viability of the downtown district. He does have a concern that if it is too loud it should be turned down, especially the base. Mr. Lyon said they try to deal with complaints by doing just that. They are looking at ways to adjust the direction of the travel of the sound, but until FP&L moves the light poles they can't. They are looking at possibly moving the stage. They get few complaints.

Commissioner Kitchens said if they are going to do what they've always done, why do they have the variance? Mr. Lyons said he gets a few complaints. The police come and have to stand there with the noise meter to record the sound; if a car drives by they have to start over. It is a waste of time.

Commissioner Norwood thanked Mr. Lyons for seeking the variance. Anything they do they must do in moderation. They cannot just turn up the volume. He has no problem supporting this if they act in a responsible manner. The three young men who spoke said they were interested in making Palatka their permanent residence and spoke of the positive influence their performing has had over them. He does not want citizens calling a 1 or 2 a.m. saying there is an issue with noise. He knows there are services on Dec. 31 at area churches that have gone on for many years. This is in conflict with accepted standards. Mr. Lyon said he will speak with the area churches and will bring those results to the Commission. Commissioner Norwood said they will not know the impact until the evening arrives. He wants to make certain the churches are not hindered from doing what they have always done.

Mayor Flagg asked the Commission to consider all the information, and asked Mr. Lyon to work with the Commission on this issue. He asked they vote to grant permission on Oct 30 and Nov 13 tonight and deal with the other four dates on Nov. 12. They want this to work out for all. They are not conducting a witch hunt. He hopes they will try to stay in compliance. If the PD shows up with complaints, he does not want them to claim variance and not cooperate. They want to keep neighborhood tranquility intact. Commissioner Norwood moved to exclude Nov 27, 28, Dec 25 and 31 from this discussion. Seconded by Myers and passed.

Commissioner Norwood moved to approve granting permission to Steamboat Willie's to exceed allowable noise levels on Oct 30 and Nov 13. Commissioner Myers seconded the motion. The motion passed, opposed by Commissioner Kitchens. Commissioner Brown said she wants to use his establishment's compliance as an example for other similar establishments.

Agenda Item

3b

INTEROFFICE MEMORANDUM

TO: ALL DEPARTMENTS

FROM: JEFF NORTON

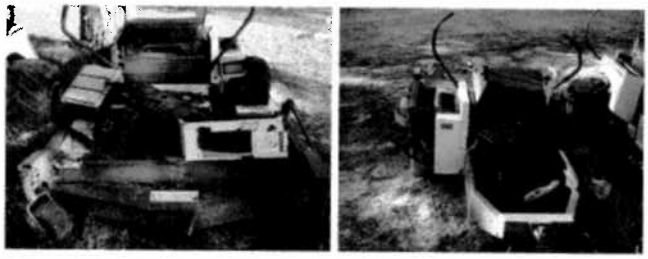
SUBJECT: SURPLUS

DATE: 12/2/2009

CC: CITY CLERK

The following items will be placed on surplus at the December 10, 2009 Commission meeting.

1. 1994 721D Grasshopper – Parts/Scrap

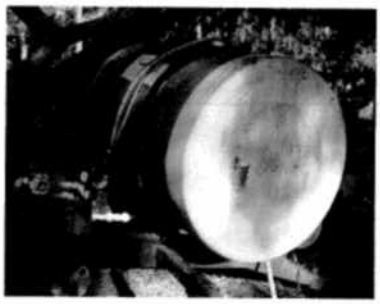


2. 618 Grasshopper- Parts/Scrap

3. Grasshopper Mower- Parts/Scrap

4.) 2003 Grasshopper – Parts

5.) 300 Gallon Tanker



If you are interested in any of these items, they can be viewed at the Oak Hill East Cemetery or contact the Parks Department at 329-0100.

Agenda Item

3c

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

City of Palatka

Office of the City Manager

To: **Mayor Flagg, Commissioners**

From: Woody Boynton, City Manager

Date: December 6, 2009

RE: Bid Administrative Service for River Street Outfall Project

---

Attached is an engineering proposal from LAN Associates, Inc. to provide bid administrative services for the River Street Outfall Project. The amount of this proposal is $8,000.00. This project will relocate the stormwater drainage pipe from Kirby Street to River Street in addition to installing a nutrient separating baffle box. This project will assist in the City meeting its TMDL reduction allocation goal.

Engineering design for this project was paid for by Norm Jutras. Construction funding including the bid administration services will be paid from grants awarded by the FDEP and the SJRWMD.

The proposal from LAN Associates, Inc. meets the guidelines of the City's procurement policies for professional services.

LAN ASSOCIATES, INC.
CONSULTING • ENGINEERING • PLANNING

November 3, 2009

VIA EMAIL & USPS
wboynton@palatka-fl.gov

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

Subject: Bid Administration Services
LAN Ref. #2.3803.01-09029

Dear Mr. Boynton:

LAN Associates, Inc. (LAN) is pleased to provide you with a proposal for bid administration services on the City of Palatka's River Street Outfall Stormwater Pipe Relocation Project. We understand that the project is being funded by grants from the St. Johns River Water Management District and the Florida Department of Environment Protection, and that invoices must be submitted by the City to these agencies in order to obtain funds for payment of contract work.

Our proposed scope of services would include the following:

- Preparation of bid package with specifications and drawings
- Advertising for bid
- Issuing bid documents to bidders
- Conducting a non-mandatory pre-bid conference
- Bid opening and review of bids
- Recommendation letter to the City for contractor selection

The above services can be performed for a lump sum of $8,000. We are prepared to immediately start working on this project upon receipt of an executed copy of this proposal.

LAN greatly appreciates the opportunity to be of service to you and the City of Palatka.

Sincerely,

Guy D. Van Doren, P.E.
President

GVD:kk
2.3803.01-09029-P-Bid Administration-091103-gvd

LAN ASSOCIATES, INC.
CONSULTING • ENGINEERING • PLANNING

Attachments: #1- Indemnification Statement

By signature below, it is hereby agreed and understood that the listed attachments are incorporated by reference.

Approved By:_____

Print Name:_____

Date:_____

2.3803.01-09029-P-Bid Administration-091103-gvd

LAN ASSOCIATES, INC.
CONSULTING · ENGINEERING · PLANNING

Attachment 1

LIABILITY AGREEMENT AND INDEMNIFICATION AGREEMENT CLAUSE

LAN Associates, Inc. (LAN), shall be responsible for all damage to life and property due to negligent activities of LAN, its subcontractors, agents, or employees in connection with its services under this **AGREEMENT**. LAN specifically agrees that its subcontractors, agents, or employees shall possess the experience and knowledge necessary to qualify them individually for the particular duties they perform. Moreover, LAN shall indemnify and save claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against it by reason of any negligent omission or negligent act of LAN its agents, employees, or subcontractors in the execution of this **AGREEMENT**.

The client will indemnify and hold harmless LAN from and against any and all loss, claim, or suit, including expenses and reasonable attorney fees which result from:

a) Any negligent act or omission of the client, its agents, servants and employees: or

b) Any claim for liability against LAN for professional services, assistance or advice rendered to the client where the existence or possible existence of hazardous substances may create a danger to the public or to the environment unless it is subsequently proven that LAN was solely negligent.

The client shall further assume any and all responsibility and expenses that may be incurred with regard to the removal, remediation or disposal of any wastes or other hazardous substances as may be disclosed as a result of any site investigation or site work for property which he owns.

Agenda Item

3d

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

City of Palatka

Office of the City Manager

To: **Mayor Flagg, Commissioners**

From: Woody Boynton, City Manager

Date: December 6, 2009

RE: FDEP Grant Award for River Street Outfall Project

Attached is grant award contract in the amount of $150,000 for the River Street Outfall Project from the FDEP. This project will relocate the stormwater drainage pipe from Kirby Street to River Street in addition to installing a nutrient separating baffle box. Previous to receiving this grant, a grant in the amount of $125,000 was received from the SJRWMD. These two grants ($275,000) will fund the construction and construction administration of the project. It is not expected that any money will be required to be contributed by the City of Palatka. We will however, have a long-term maintenance and observation requirement.

This project will assist in the City meeting its TMDL reduction allocation goal. In addition, we are hopeful that this project will help alleviated flooding near the underpass during heavy rain events. We are recommending that the grant be accepted.

DEP AGREEMENT NO. G0287

STATE OF FLORIDA
GRANT AGREEMENT
PURSUANT TO
ENVIRONMENTAL PROTECTION AGENCY GRANT AWARD(S)

THIS AGREEMENT is entered into between the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, whose address is 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000 (hereinafter referred to as the "Department" or "DEP") and the CITY OF PALATKA, whose address is 201 North 2nd Street, Palatka, Florida 32177, (hereinafter referred to as "Grantee" or "Recipient"), a local government, to provide financial assistance for City of Palatka River Street Outfall.

WHEREAS, the Department is the recipient of federal financial assistance from the U.S. Environmental Protection Agency (EPA); and,

WHEREAS, the Florida Department of Environmental Protection was awarded funding by the EPA pursuant to Grant Agreement No. C9-99451506-0; and,

WHEREAS, the Grantee has been determined to be a subrecipient of federal financial assistance from the EPA; and,

WHEREAS, the Grantee is responsible for complying with the appropriate federal guidelines in performance of its activities pursuant to this Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual benefits to be derived herefrom, the Department and the Grantee do hereby agree as follows:

1. The Grantee does hereby agree to perform in accordance with the terms and conditions set forth in this Agreement, **Attachment A, Grant Work Plan**, and all attachments and exhibits named herein which are attached hereto and incorporated by reference. For purposes of this Agreement, the terms "Contract" and "Agreement" and the terms "Grantee", "Recipient" and "Contractor", are used interchangeably.

2. This Agreement shall begin upon execution by both parties and remain in effect for a period of twenty-four (24) months, inclusive. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution and until the expiration of this Agreement. This Agreement may be amended to provide for additional services if additional funding is made available by EPA and/or the Legislature.

3. A. As consideration for the services rendered by the Grantee under the terms of this Agreement, the Department shall pay the Grantee on a cost reimbursement basis in an amount not to exceed $150,000 toward the total project cost described in **Attachment A.** Prior written approval from the Department's Grant Manger shall be required for changes between budget categories up to 10% of the total budget amount. The DEP Grant Manager will transmit a copy of the written approval and revised budget to the DEP Procurement Office and the DEP Contracts Disbursements Office for inclusion in the Agreement file. Changes greater than 10% will require a formal change order to the Agreement. Any change in the budget that increases or decreases the total funding amount will require a formal amendment to the Agreement.

B. The Grantee shall be reimbursed on a cost reimbursement basis for all eligible project costs upon receipt and acceptance of a properly completed **Attachment B, Payment Request Summary Form.** The Grantee shall submit the Payment Request Summary Form to the Department on a quarterly basis. A final payment request must be submitted to the Department no later than thirty (30) days following the completion date of the Agreement, to assure the availability of funds for payment. Each payment request submitted shall document all matching funds and/or match efforts

(i.e. in-kind services) provided during the service period covered by each request. The Chief Financial Officer requires detailed supporting documentation of all costs under a cost reimbursement agreement. In accordance with the **Attachment C, Contract Payment Requirements**, the Grantee shall comply with the minimum requirements set forth therein. The Payment Request Summary Form shall be accompanied by supporting documentation and other requirements as follows:

1. Salaries/Wages – The Grantee shall not be reimbursed for direct salaries or multiplier (i.e., fringe benefits, overhead, and/or general and administrative rates) for Grantee's employees.

2. Overhead/Indirect/General and Administrative Costs – All multipliers used (i.e., fringe benefits, overhead, and/or general and administrative rates) shall be supported by audit. If the Department determines that multipliers charged by the Grantee exceeded the rates supported by audit, the Grantee shall be required to reimburse such funds to the Department within thirty (30) days of written notification. Interest on the excessive charges shall be calculated based on the prevailing rate used by the State Board of Administration.

   a. Fringe Benefits – Shall not be reimbursed under this Agreement.

   b. Indirect Cost – Shall not be reimbursed under this Agreement.

3. Contractual (Subcontractors) - Reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from the Grantee. Subcontracts that involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours/time spent on the project. All multipliers used (i.e. fringe benefits, overhead, and/or general and administrative rates) shall be supported by audit. If the Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, the Grantee shall be required to reimburse such funds to the Department within thirty (30) days of written notification. Interest on the excessive charges shall be calculated based on the prevailing rate used by the State Board of Administration. Reimbursement of fixed price subcontracts approved by the Department shall be documented by copies of the paid invoices.

4. Travel – The Grantee will not be reimbursed for travel expenses under this Agreement.

5. Equipment – (Capital outlay costing $1,000 or more) – The Grantee will not be reimbursed for the purchase of non-expendable equipment costing $1,000 or more under the terms and conditions of this Agreement.

6. Rental/Lease of Equipment – Include copies of invoices or receipts to document charges.

7. Other Expenses – e.g., Materials, supplies, phone, reproduction, mailing, and other expenses must be documented by itemizing and including copies of receipts or invoices.

C. In addition to the invoicing requirements contained in paragraph 3.B. above, the Department will periodically request proof of a transaction (invoice, payroll register, etc.) to evaluate the appropriateness of costs to the agreement pursuant to State and Federal guidelines (including cost allocation guidelines), as appropriate. When requested, this information must be provided within 30 calendar days of such request. The Grantee may also be required to submit a cost allocation plan to the Department in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). All bills for amounts due under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. State guidelines for allowable costs

can be found in the Department of Financial Services' Reference Guide for State Expenditures at http://www.fldfs.com/aadir/reference%5Fguide; allowable costs for Federal Programs can be found under 48 CFR Part 31 and Appendix E of 45 CFR Part 74, at http://www.access.gpo.gov/nara/cfr/cfr-table-search.html and OMB Circulars A-87 (2 CFR 225), A-122 (2 CFR 230), A-21 (2 CFR 220); and administrative requirements can be found in OMB Circulars A-102 and A-110 (2 CFR 215) at http://www.whitehouse.gov/omb/circulars/index.html#numerical.

D. The parties hereto understand and agree that this Agreement does require a cost sharing or match on the part of the Grantee. The Grantee is responsible for providing $210,000 in cash or third party in-kind, towards the work funded under this Agreement. All cost sharing/match shall meet the federal requirements established in 40 CFR Part 30, 40 CFR Part 31 and OMB Circulars A-87 (2 CFR 225), A-122 (2 CFR 230) and A-21 (2 CFR 220), as appliicable.

E. Allowable costs will be determined in accordance with the cost principles applicable to the organization incurring the costs. For purposes of this Agreement, the following cost principles are incorporated by reference.

Organization Type	Applicable Cost Principles
State, local or Indian tribal government.	OMB Circular A-87 (2 CFR 225)
Private non-profit organization other than (1) an institution of higher education, (2) hospital, or (3) organization named in OMB Circular A-122 as not subject to that circular.	OMB Circular A-122 (2 CFR 230)
Education Institutions	OMB Circular A-21 (2 CFR 220)
For-profit organization other than a hospital and an organization named in OMB A-122 as not subject to that circular.	48 CFR Part 31, Contract Cost Principles and Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the federal agency.
Hospital	45 CFR Subtitle A - Appendix E to Part 74-Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals.

F. The table below identifies the funding supporting this Agreement and EPA Grants providing the funds.

EPA Grant Number	CFDA	Program Title	Funding Amount
C9-99451506-0	66.460	Nonpoint Source Implementation Grants	$150,000.00
		Total Funding:	$150,000.00

4. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. The parties hereto understand that this Agreement is not a commitment of future appropriations.

5. A. The Grantee shall submit progress reports quarterly. Progress reports shall be submitted in conjunction with the Payment Request Summary Form, described in paragraph 3.B. Progress reports shall describe the work performed, problems encountered, problem resolution, schedule updates and proposed work for the next reporting period. The Grantee shall utilize the **Attachment D, Progress Report Form**, for submitting its progress report. Reports shall be submitted to the Department's Grant Manager no later than twenty (20) days following the

completion of the quarterly reporting period. The final report shall be submitted no later than the completion date of the Agreement. The Department's Grant Manager shall have ten (10) calendar days to review deliverables submitted by the Grantee. Final payment, up to ten (10) percent of the total Agreement amount identified in paragraph 3.A., may be withheld until all work is completed and the final report has been received and approved.

B. The Grantee agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority, and Women's Business Enterprises in procurement under this Agreement.

1. The Grantee accepts the Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) "Fair Share" goals and objectives negotiated with EPA as follows:

Florida Fair Share Goals	
Industry	Goal
Architectural & Engineering Services	10% MBE and 15% WBE
Commodities	7% MBE and 17% WBE
Contractual Services	14% MBE and 36% WBE
Construction (non SRF)	10% MBE and 11% WBE

2. If the Grantee does not want to rely on the applicable State's MBE/WBE goals, the Grantee agrees to submit proposed MBE/WBE goals based on availability of qualified minority and women-owned business to do work in the relevant market for construction, services, supplies and equipment. "Fair Share" objectives must be submitted to the EPA Grants Management Office, 61 Forsyth Street, Atlanta, GA 30303 within thirty (30) calendar days of award and approved by EPA no later than thirty (30) calendar days thereafter. Copies of all correspondence with EPA shall also be forwarded to the Department's Grant Manager.

3. The Grantee agrees to ensure, to the fullest extent possible, that at least the applicable "Fair Share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women and Historically Black Colleges and Universities.

4. The Grantee agrees to include in its bid documents the applicable "Fair Share" objectives and require all of its prime contractors to include in their bid documents for subcontracts the negotiated "Fair Share" percentages.

5. The Grantee agrees to follow the six affirmative steps or positive efforts stated in 40 C.F.R. 30.44(b), 40 C.F.R. 31.36(e), or 40 C.F.R. 35.6580, as appropriate, and retain records documenting compliance.

6. The Grantee agrees to submit a report documenting MBE/WBE utilization under federal grants in conjunction with the required progress reports (see paragraph 5.A).

7. If race and/or gender neutral efforts prove inadequate to achieve a "Fair Share" objective, the Grantee agrees to notify the Department and EPA in advance of any race and/or gender conscious action it plans to take to more closely achieve the "Fair Share" objective.

8. In accordance with Section 129 of Public Law 100-590, the Small Business Administration Reauthorization and Amendment Act of 1988, the Grantee agrees to utilize and to encourage any prime contractors under this Agreement to utilize small businesses located in rural areas to the maximum extent possible. The Grantee agrees to

follow the six affirmative steps stated in 40 C.F.R. 30.44(b), 40 C.F.R. 31.36, or 40 C.F.R. 35.6580, as appropriate, in the award of any contracts under this Agreement.

C. Pursuant to EPA Order 1000.25, dated January 24, 1990, the Grantee agrees to use recycled paper for all reports which are prepared as a part of this Agreement and delivered to the Department. This requirement does not apply to reports which are prepared on forms supplied by EPA. This requirement applies even when the cost of recycled paper is higher than that of virgin paper. Any State agency or agency of a political subdivision of a State which is using appropriated Federal funds shall comply with the requirements set forth in Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6962). Regulations issued under RCRA Section 6002 apply to any acquisition of an item where the purchase price exceeds $10,000 or where the quantity of such items acquired in the course of the preceding fiscal year was $10,000 or more. RCRA Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by EPA. These guidelines are listed in 40 CFR 247.

D. A draft comprehensive final report (hard copy and electronic) must be submitted no later than sixty (60) days prior to the completion date of the Agreement. The Department will review the draft final report and provide comments for inclusion in the final report within 30 days. Five (5) hard copies, plus one electronic copy in Adobe.pdf format or Microsoft Word Format, of a comprehensive final report must be submitted no later than the completion date of the Agreement. The Grantee's final report shall include an accounting of all project expenses, a report of all matching funds contributed on behalf of the Grantee, and a statement acknowledging that the project has been supported by a grant from the U.S. Environmental Protection Agency. The following language shall be included on the cover page of the final project report:

"This project and the preparation of this report was funded in part by a Section 319 Nonpoint Source Management Program Implementation grant from the U.S. Environmental Protection Agency through an agreement/contract with the Nonpoint Source Management Section of the Florida Department of Environmental Protection. The total cost of the project was $[show actual amount], of which $[show actual amount] or [show actual percentage] percent was provided by the U.S. Environmental Protection Agency."

Additionally, all other final deliverables required by this Agreement (such as booklets, pamphlets, videos, scientific papers, etc.) which were funded in whole or in part by federal sources shall include the language below to acknowledge the federal government's participation in the project.

"This _____ (booklet, pamphlet, video, paper, etc. as appropriate) was funded in part by a Section 319 Nonpoint Source Management Program Implementation grant from the U.S. Environmental Protection Agency through an agreement/contract with the Nonpoint Source Management Section of the Florida Department of Environmental Protection."

The Grantee agrees to provide a copy of any draft report and/or final report to the Department before making, or allowing to be made, a press release, publication, or other public announcement of the project's outcome. This shall not be construed to be a limitation upon the operation and applicability of Chapter 119, Florida Statutes.

6. Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, Florida Statutes.

7. A. The Department may terminate this Agreement at any time in the event of the failure of the Grantee to fulfill any of its obligations under this Agreement. Prior to termination, the Department shall provide thirty (30) calendar days written notice of its intent to terminate and shall provide the Grantee an opportunity to consult with the Department regarding the reason(s) for termination.

B. The Department may terminate this Agreement for convenience by providing the Grantee with thirty (30) calendar days written notice.

C. This Agreement may be unilaterally canceled by the Department for refusal by the Grantee to allow public access to all documents, papers, letters, or other material made or received by the Grantee in conjunction with this Agreement, unless the records are exempt from Section 24(a) of Article I of the State Constitution and Section 119.07(1)(a), Florida Statutes.

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8. If the Grantee materially fails to comply with the terms and conditions of this Agreement, including any Federal or State statutes, rules or regulations, applicable to this Agreement, the Department may take one or more of the following actions, as appropriate for the circumstances.

A. Temporarily withhold cash payments pending correction of the deficiency by the Grantee.

B. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.

C. Wholly or partly suspend or terminate this Agreement.

D. Withhold further awards for the project or program.

E. Take other remedies that may be legally available.

F. Costs of the Grantee resulting from obligations incurred by the Grantee during a suspension or after termination of the Agreement are not allowable unless the Department expressly authorizes them in the notice of suspension or termination. Other Grantee costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if the following apply.

1. The costs result from obligations which were properly incurred by the Grantee before the effective date of suspension or termination, are not in anticipation of it, and in the case of termination, are noncancellable.

2. The cost would be allowable if the Agreement were not suspended or expired normally at the end of the funding period in which the termination takes place.

G. The remedies identified above, do not preclude the Grantee from being subject to debarment and suspension under Executive Orders 12549 and 12689.

9. A. The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five years following Agreement completion. In the event any work is subgranted or subcontracted, the Grantee shall similarly require each subgrantee and subcontractor to maintain and allow access to such records for audit purposes.

B. The Grantee agrees that if any litigation, claim, or audit is started before the expiration of the record retention period established above, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

C. Records for real property and equipment acquired with Federal funds shall be retained for five years following final disposition.

10. A. In addition to the requirements of the preceding paragraph, the Grantee shall comply with the applicable provisions contained in **Attachment E, Special Audit Requirements**, attached hereto and made a part hereof. **Exhibit 1** to **Attachment E** summarizes the funding sources supporting the Agreement for purposes of assisting the Grantee in complying with the requirements of **Attachment E**. A revised copy of **Exhibit 1** must be provided to the Grantee for each amendment which authorizes a funding increase or decrease. If the Grantee fails to receive a revised copy of **Exhibit 1**, the Grantee shall notify the Department's Grants Development and Review Manager at 850/245-2361 to request a copy of the updated information.

B. The Grantee is hereby advised that the Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. The Grantee shall consider the type of financial assistance (federal and/or state) identified in **Attachment E, Exhibit 1** when making its determination. For federal financial assistance, the Grantee shall utilize the guidance provided under OMB Circular A-133, Subpart B, Section ___.210 for determining whether the relationship represents that of a subrecipient or vendor. For state financial assistance, the Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website:

https://apps.fldfs.com/fsaa

The Grantee should confer with its chief financial officer, audit director or contact the Department for assistance with questions pertaining to the applicability of these requirements.

C. In addition, the Grantee agrees to complete and submit the **Certification of Applicability to Single Audit Act Reporting, Attachment F,** attached hereto and made a part hereof, within four (4) months following the end of the Grantee's fiscal year. Attachment F should be submitted to the Department's Grants Development and Review Manager at 3900 Commonwealth Boulevard, Mail Station 93, Tallahassee, Florida 32399-3000. The Grants Development and Review Manager is available to answer any questions at (850) 245-2361.

11. A. The Grantee shall not subcontract work under this Agreement without the prior written consent of the Department's Grant Manager, unless the subcontractor has been identified in the Grant Work Plan. The Grantee agrees to be responsible for the fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract. It is understood and agreed by the Grantee that the Department shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

B. The Grantee agrees to comply with the procurement requirements contained in 40 C.F.R. 31.36 for its selection of subcontractors.

C. The Grantee agrees to notify the Department of all subcontractors not identified in the Grant Work Plan no less than twenty days prior to the effective date of the subcontracts for the purpose of approval by the Department. The Grantee agrees to provide the Department with an executed copy of all subcontracts within ten days after the effective date of the agreement.

D. The Department of Environmental Protection supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State of Florida. A list of minority owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.

12. A. The Grantee certifies that no Federal appropriated funds have been paid or will be paid, on or after December 22, 1989, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding, renewal, amending or modifying of any Federal contract, grant, or cooperative agreement. If any non-Federal funds are used for lobbying activities as described above, the Grantee shall submit **Attachment G, Standard Form-LLL, "Disclosure of Lobbying Activities"** and shall file quarterly updates of any material changes. The Grantee shall require the language of this certification to be included in all subcontracts, and all subcontractors shall certify and disclose accordingly. **[40 CFR 34]**

B. In accordance with Section 216.347, Florida Statutes, the Grantee is hereby prohibited from using funds provided by this Agreement for the purpose of lobbying the Legislature, the judicial branch or a state agency.

C. Pursuant to the Lobbying Disclosure Act of 1995, any organization described in Section 501(c)4 of the Internal Revenue Code of 1986 shall not be eligible for subgrants under this Agreement, unless such organization warrants that it does not, and will not, engage in lobbying activities prohibited by the Act as a special condition of the subgrant. This restriction does not apply to loans made pursuant to approved revolving loan programs or to contracts awarded using proper procurement procedures.

D. The Grantee's Chief Executive Officer shall certify that no funds provided under this Agreement have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The Grantee shall submit **Attachment H, "Lobbying and Litigation Certificate"** to the Department within ninety (90) days following the completion of the Agreement period.

13. The Grantee shall comply with all applicable federal, state and local rules and regulations in performing under this Agreement. The Grantee acknowledges that this requirement includes compliance with all applicable federal, state and local health and safety rules and regulations. The Grantee further agrees to include this provision in all subcontracts issued as a result of this Agreement.

14. The Department's Grant Manager (which may also be referred to as the Department's Project Manager) for this Agreement is identified below.

Borja Crane-Amores	
Florida Department of Environmental Protection	
Bureau of Watershed Restoration	
2600 Blair Stone Road, MS 3510	
Tallahassee, Florida 32399-2400	
Telephone No.:	850-245-8425
Fax No.:	850-245-8434
E-mail Address:	Borja.craneamores@dep.state.fl.us

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15. The Grantee's Grant Manager (which may also be referred to as the Grantee's Project Manager) for this Agreement is identified below.

Woody Boynton, City Manager	
City of Palatka	
201 North 2nd Street	
Palatka, Florida 32177	
Telephone No.:	386-329-0100
Fax No.:	386-329-0106
E-mail Address:	wboynton@palatka-fl.gov

16. To the extent required by law, the Grantee will be self-insured against, or will secure and maintain during the life of this Agreement, Workers' Compensation Insurance for all of its employees connected with the work of this project and, in case any work is subcontracted, the Grantee shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Grantee. Such self-insurance program or insurance coverage shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this Agreement is not protected under Workers' Compensation statutes, the Grantee shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Department, for the protection of his employees not otherwise protected.

17. The Grantee warrants and represents that it is self-funded for liability insurance, appropriate and allowable under Florida law, and that such self-insurance offers protection applicable to the Grantee's officers, employees, servants and agents while acting within the scope of their employment with the Grantee.

18. The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

19. Reimbursement for equipment purchases costing $1,000 or more is not authorized under the terms and conditions of this Project Agreement.

20. The Department may at any time, by written order designated to be a change order, make any change in the Grant Manager information or task timelines within the current authorized Agreement period. All change orders are subject to the mutual agreement of both parties as evidenced in writing. Any change, which causes an increase or decrease in the Grantee's cost or time, shall require formal amendment to this Agreement.

21. The Hotel and Motel Fire Safety Act of 1990 (Public Law 101-391) establishes a number of fire safety standards which must be met for hotels and motels. The Grantee acknowledges that Federal funds may not be used to sponsor a conference, meeting, or training seminar held in a hotel or motel which does not meet the requirements of the Hotel and Motel Fire Safety Act of 1990.

22. If the Grantee's project involves environmentally related measurements or data generation, including the development of models that may be used in regulatory decisions, the Grantee shall develop and implement quality assurance practices consisting of policies, procedures, specifications, standards, and documentation sufficient to produce data of quality adequate to meet project objectives and to minimize loss of data due to out-of-control conditions or malfunctions. All sampling and analyses performed under this Agreement must conform with the requirements set forth in Chapter 62-160, Florida Administrative Code, and the Quality Assurance Requirements for Department Agreements, attached hereto and made part hereof as **Attachment I, Quality Assurance Requirements.**

23. A. No person, on the grounds of race, creed, color, national origin, age, sex, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.

B. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and intends to post the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity at 850/487-0915.

24. In accordance with Executive Order 12549, Debarment and Suspension (**40 CFR 32**), the Grantee agrees and certifies that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and, that the Grantee shall not knowingly enter into any lower tier contract, or other covered transaction, with a person who is similarly debarred or suspended from participating in this covered transaction, unless authorized in writing by EPA to the Department. The Grantee shall include the language of this section in all subcontracts or lower tier agreements executed to support the Grantee's work under this Agreement.

25. The Environmental Protection Agency and Department, reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes:

A. The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant.

B. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

26. The Grantee agrees to comply with, and include as appropriate in contracts and subgrants, the provisions contained in **Attachment J, Contract Provisions**, attached hereto and made a part hereof. In addition, the Grantee acknowledges that the applicable regulations listed in **Attachment K, Regulations**, attached hereto and made a part hereof, shall apply to this Agreement.

27. Land acquisition is not authorized under the terms of this Agreement.

28. This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement, unless otherwise provided herein.

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IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed, the day and year last written below.

CITY OF PALATKA

By:_____
Title:*

Date:_____

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

By:_____
Secretary or designee

Date:_____

_____
Borja Crane-Amores, DEP Grant Manager

_____
DEP Contracts Administrator

Approved as to form and legality:

_____
DEP Attorney

FEID No.: 59-6000401

*For Agreements with governmental boards/commissions: If someone other than the Chairman signs this Agreement, a resolution, statement or other document authorizing that person to sign the Agreement on behalf of the governmental board/commission must accompany the Agreement.

List of attachments/exhibits included as part of this Agreement:

Specify Type	Letter/ Number	Description (include number of pages)
Attachment	A	Grant Work Plan (11 Pages)
Attachment	B	Payment Request Summary Form and Instructions (2 Pages)
Attachment	C	Contract Payment Requirements (1 Page)
Attachment	D	Progress Report Form (2 Pages)
Attachment	E	Special Audit Requirements (5 Pages)
Attachment	F	Certification of Applicability to Single Audit Act Reporting (1 Page)
Attachment	G	Disclosure of Lobbying Activities (2 Pages)
Attachment	H	Lobbying and Litigation Certificate (1 Page)
Attachment	I	Quality Assurance Requirements (14 Pages)
Attachment	J	Contract Provisions (4 Pages)
Attachment	K	Regulations (1 Page)

Agenda Item

3e

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

City of Palatka

Office of the City Manager

To: **Mayor Flagg, Commissioners**

From: Woody Boynton, City Manager

Date: December 6, 2009

RE: Bus Stop Bench Advertising

Attached is a proposal from Martin Southeast Media LLC to provide street furniture products, most notably street benches at no cost to the City. Martin Southeast would solicit advertising from various businesses to pay for the services. This program is being offered to the City at no cost with the potential for a 6% gross revenue return.

A sample Agreement is provided for your review. We are asking for your approval to move forward with this program. If this program is agreeable to the Commission, I would ask that the City Attorney be authorized to negotiate a final Agreement and the Mayor be authorized to sign said Agreement. We expect that some negotiations and/or discussions would need to occur with Ride Solutions to ensure that the benches/shelters are conveniently placed. It is also expect that these benches could be placed along our riverfront as well as our downtown area. Final locations are at the discretion of the City.

Should you be interested in what type of furniture is available please see Christeen in City Hall. She has a catalogue with various types of configurations.

As always should you have any questions, please do not hesitate to call.

Martin-Southeast Media, LLC
151 NE 166th Street
Miami, Florida 33162

Phone: 904-537-0322
Fax: 305-655-9949
www.martinoutdoormedia.com

September 24, 2009

Prepared for: City of Palatka

Prepared by: Patrick Mency
President

Description

The City of Palatka ("City") is an outstanding city that seeks to provide its citizens the best services and an environment that allows both its businesses and citizenry to prosper. Currently, the City has identified a need for additional revenue. In addition, the City also needs places for people to sit safely while using the public transit system. Martin-Southeast Media can help the City accomplish both goals and more. Martin-Southeast Media can provide street furniture at no cost to the City, provide additional revenue, connect communities, and keep businesses in the "green."

Introduction

Martin-Southeast Media, LLC will provide the City of Palatka with street furniture at no cost to the city. The founders of Martin-Southeast Media have over 25 years of experience working with cities to provide education to communities and cities on street furniture and transit advertising. We understand how the transit operates and the best placement locations. Martin-Southeast Media understands the difference between county, state and city roads. We also have a background in ADA requirements regarding the right of way and other issues concerning the right of way.

This program has absolutely no cost to the city and will provide an annual income. Martin-Southeast Media's street furniture is fully insured and we hold the city harmless for any damages or unforseen incidents in connection with our products.

We will show the City of Palatka:

- How to increase their income at no cost to the city
- How to save the expense from maintenance and trash pickup
- Increase transit ridership to its maximum capacity
- How to disseminate information for public messages

Martin-Southeast Media has a wide range of street furniture products that we offer for the city's benefit that were designed with ADA requirements in mind. Safety is our number one concern. Our products meet and exceed all hurricane and wind requirements. We understand that each city's needs are different and we design products to meet the cities décor, aesthetics and can even be custom tailored to meet any cities unique charm. All street furniture will be maintained by Martin-Southeast Media to keep their original appearance.

We understand the homeless and trash issues that cities face and our products are specially designed make it impossible to sleeping on our furniture. Martin-Southeast Media maintains all of our products including trash and liter pickup. We have experience in waste management such as size of trash receptacles needed for each location and how often to empty the receptacle on a daily basis where necessary because each individual location is unique to itself. We will also provide monthly reports to the city.

The benefits of the program will be long tern by providing the city with an annual income, increasing job security and saving time. Job security will be increased through local advertisers gaining more exposure and making more money thus being able to expand their businesses and provide new jobs. Martin-Southeast Media will also be hiring all local people for maintenance, installation and sales of our products. The city will save time and money from having to hire multiple employees to write proposals for grants and to install and maintain the products. Hiring just one new employee costs approximately 30 percent of their starting salary. We will help build the local economy by increasing local businesses revenue through local advertising.

The City of Palatka has a responsibility to its citizens and organizations which rely on its assistance to continue to make Palatka a strong city. A current need for the city is street furniture. In 2007, Americans took 10.3 billion trips on public transportation which was the highest ridership level in 50 years. The current state of our economy is driving people to use public transportation. Transit use is on the rise and the citizens need a place to sit and protection from variable weather conditions. As gas prices continue to rise more and more citizens will be using public transportation. We will give the city an asset that they will not have to maintain.

We look forward to working with the City of Palatka's staff and its community.

Best,

Patrick Mency, President

The program

"I know that this program will be a great benefit to the City of Palatka, FL because it will help combat the recent loss in the city budget. This program will add not only new revenue but it will help keep the community in Palatka strong," said Senator Daryl Jones.

Martin-Southeast Media proposes to place street furniture throughout the City of Palatka for several purposes. The street furniture will:

1. Be sponsored by local merchants advertising on them. No liquor, beer, tobacco, and other age related or illegal substances, and no obscene, immoral, pornographic advertising of any kind shall be permitted.
2. Help the public in determine the designated bus stop areas along the bus routes throughout the city;
3. Greatly benefit senior citizens, disabled persons, families with young children, shoppers, and pedestrians by providing a safe place to sit; and
4. Meet all ADA accessibility requirements

Martin-Southeast Media will:

1. Provide street furniture that are aesthetically appealing;
2. Pay the City of Palatka 6 percent gross revenue received per year for each bus bench and transit shelter approved by the city;
3. Offer the City 10 percent of all street furniture placed in the city to advertise city activities, public service announcements, etc.;
4. Offer local Transit free use of the first board seat of the bus bench and space inside the transit shelters both of which are visible to pedestrians, e.g., Transit could provide information such as "The bus stops here hourly" or "The bus stops here each half hour.";
5. File a certificate of insurance with the City of Palatka which provides proof of liability coverage in the amount of one million dollars;
6. Be responsible for any liability in connection with the street furniture and agrees to hold the city harmless;
7. Help create new business for merchants who want to advertise;
8. Place all street furniture in a manner that does not restrict or interfere with the flow or view of traffic;
9. Maintain all street furniture including mowing, liter pickup and keeping the benches clean;
10. Provide monthly reports to the City;

11. Physically inspect each bus bench and transit shelter on a regular basis, and make repairs immediately (the City can assist by reporting the need for any such maintenance or repair);

12. Stain all hardwood bus bench seats annually; and

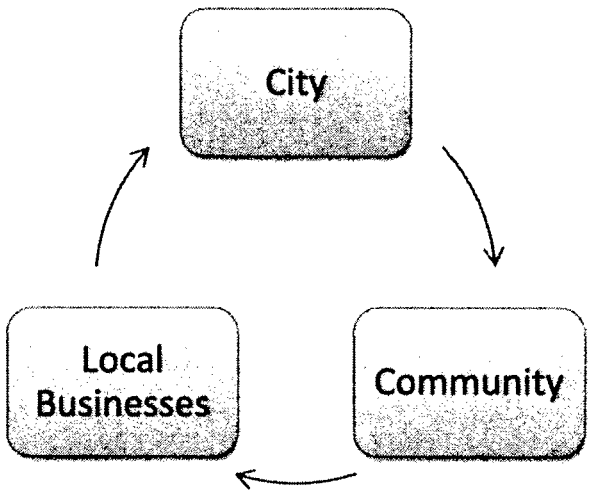
13. Provide the City at its option, with free counseling based on our years of experience educating transits, transit riders and cities on how to best: expand transit systems, implement new routes, and keep the public informed of various changes, etc.

The City of Palatka will:

1. Approve all bench and shelter locations, designs, and can choose decorative features for benches and shelters.

"Upon investigation and inquiry, the city commission has determined and finds, as a matter of fact, that the placement and construction of bus benches and bus shelters shall enhance the quality of life in the city; shall aid in the conservation of energy; and shall serve to protect the health, safety and welfare of those persons seeking the various public transportation systems operating within the city," said Code of Ordinances, City of Deltona, FL, Sec. 102-228. Bus benches and shelters.

Circle of Success



Here at MSM we provide a WIN-WIN-WIN solution for our three customers: the City, Community and Local Businesses. Our Circle of Success shows our continuous dedication to each of our customers. The Circle of Success also connects our customers together. In a city, you can't function without businesses or residents so each customer really is reliant upon the other to have a successful, desirable place to live. With our Streetscape Enhancement Program we will identify what is best for each customer while working to promote a connected environment.

AGREEMENT

THIS IS AN AGREEMENT, made and entered into this ___day of _____ 2009, by and between:

The City of Palatka, a municipal corporation in Putnam County in the State of Florida, Hereinafter referred to as "City",

AND

Martin-Southeast Media, LLC, a Florida Limited Liability Company, hereinafter referred to as "MSM".

In Consideration of the Mutual Promises, Covenants and Agreements, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. PURPOSE AND USE

MSM shall have the exclusive right to use the right-of-way or the road system within the City for the purpose of constructing, installing, or erecting, and maintaining bus benches and transit shelters with advertising for the use of the public. MSM shall bear all costs associated therewith and the City shall have no liability for any such costs.

The potential locations shall include public bus stops, parks, shopping centers, business zones, school bus stops and in other similar areas needed for pedestrian convenience and for the accommodation of the public.

2. INSTALLATION, CONSTRUCTION, AND DESIGN

MSM shall obtain permission from the City prior to the installation of any bus benches or transit shelters on public property. MSM shall obtain all necessary permits at its sole cost and expense. Bus bench and transit shelter installations must adhere to all federal, state and local laws, ordinances and regulations. This Agreement provides for a minimum number of: **bus benches with signs at Fifty (50) locations.**

MSM shall design, provide plans and specifications for, and erect the bus benches and transit shelters. The size, shape, configuration, and location of each and every bench and transit shelter are subject to prior approval by the City. All benches and transit shelters shall meet or exceed hurricane wind resistance building code requirements. All benches and transit shelters shall be erected in public rights-of-way along the street frontage, other public locations for pedestrian convenience, and any other location the City deems appropriate. Notwithstanding the above, MSM may locate benches and transit shelters on private property

provided however, that MSM shall secure, at its own expense, written leases, authorizations, or grants of easements from the owners of such property as may be necessary, and provided further that such benches and transit shelters shall be subject to compliance with the provisions of this Agreement. Construction materials, techniques, design, and lighting are subject to prior approval by the City. Also, MSM shall locate and design the benches and transit shelters so that access for utilities and cable TV is not substantially impaired and will coordinate with such utilities and cable TV companies. MSM agrees to use solar powered products to light its shelters. Light sources shall be shielded so as to not be directly visible from adjacent vehicles, streets, or nearby buildings. Lighting shall not interfere with the night vision of drivers. No exposed neon tubing is permitted.

No bench, unless otherwise authorized, may be placed so that the angle of its long diversion in relation to the curb line is greater than forty-five degrees (45), and no bench, unless otherwise authorized, may be placed so that it is closer than eighteen inches (18) to the face of the curb.

The Parties acknowledge that certain sections of the City have unique charm and character and MSM may propose the location and use of a different bench and/or shelter design, type and construction more compatible to those areas. MSM shall make all requests for approval to deviate from the standard bus bench and transit shelter construction and design to the City Manager or designee who will approve or reject such deviation in whole or in part at his or her sole discretion, provided, however, that the City Manager may refer any request to the City Council for its formal approval.

3. BUS BENCH AND SHELTER MAINTENANCE

MSM shall, at his sole cost and expense, maintain all bus benches and shelters in good and serviceable condition during the entire term of this Agreement. MSM shall routinely monitor and inspect each bench and shelter receptacle location to remove any trash, weeds or unsightly vegetative growth found on or around the surrounding grounds within five feet of each end of the bench or shelter but limited to the public-right-of-way area of the bus bench or shelter. MSM shall repair, recondition or replace each bench or shelter found damaged or in disrepair. Graffiti and/or acts of vandalism shall be removed or repaired within forty-eight (48) hours of notification so as to restore the bench or transit shelter to an aesthetically pleasing appearance consistent with its condition as originally installed. MSM shall maintain records of the inspections it provides, and will make these records available for review by the appropriate City personnel.

MSM shall have during working hours, sufficient personnel to answer the phone for citizens, who wish to call concerning benches or shelters, a log of complaints about bus benches

and/or shelters, including the subject of the complaint and the action taken. MSM shall make these records available to the City upon request.

The City reserves the right to inspect such bus benches and shelters to determine their condition. MSM shall replace or recondition, to the satisfaction of the City Manager or designee, any bus benches or shelters which the City determines are no longer in good or stable or serviceable condition. The style and construction of any replacement bus bench or shelter shall be the same as the bus bench or shelter replaced, unless prior City approval is received as provided in Section 2 of this Agreement. In the event the City determines that a bus bench or shelter requires repair, replacement, or removal for noncompliance with this Agreement, MSM shall repair, replace or remove the same within ten (10) working days of receipt of such notice.

In the event the City Manager or designee determines that a bench or shelter constitutes a hazard to persons or property or disrupts the public right of way, MSM shall remove the bench or shelter no later than forty-eight (48) hours of receipt of such notice. In the event, MSM fails to repair, replace or remove the same within the above-specified period, the City shall have the right to move or remove said bus bench or shelter at the expense of MSM.

4. ADVERTISING

MSM is authorized to sell advertising to be placed upon the benches and shelters only in the manner provided herein.

Advertising of brand liquor, cigarettes, firearms, massage parlors, adult bookstores, adult theaters, adult escort services, and nude, pornographic, erotic, obscene or objectionable matters are prohibited. No defamatory, religious, ethnic, racial, discriminatory or politically offensive advertising, nor acts of violence, criminal activity or derogatory statements against the governments of the United States, State of Florida or local government or law enforcement agencies is permitted. The determination of objectionable matter shall be at the sole discretion of the City Council whose decisions are final.

The advertising panel for transit shelters shall not exceed a maximum size of seventy-two (72) by fifty (50) inches. The advertising panel for bus benches shall not exceed a maximum size of twenty-four (24) inches by seventy-two (72) inches and be constructed of plywood or other suitable materials approved by the City. Coroplex (plastic) ads will be placed over the wood ad panel. All advertising including any illustrations, design, arrows, characters, numbers, letters and similar markings shall appear only on the back panel of the bench and not on any other part of the bench. An artificially lighted bus bench-advertising panel is expressly prohibited. MSM shall make all requests to deviate from the standard advertising panel design

and construction to the City Commission which may approve or reject such deviation in whole or in part at its sole discretion.

MSM shall provide up to **10 percent** of its advertising panels, for **public service advertising for the City**. MSM shall provide the bench at no cost to the City with the cost of panel production paid for by the City. No fees or revenue calculation shall apply to these benches. The advertisement copy shall be provided by the City to MSM with no more than one panel change per public location per year. MSM and the City shall mutually agree upon the location of the public service benches. These benches are reserved solely for programs that are under the direction of and are funded by or through the City. Non-Profits do not qualify under this section. A reduced rate is provided for such organizations.

5. ORIGINAL TERM AND RENEWAL

MSM shall have 90 days to begin marketing the product. The contract shall commence for revenue calculation on **November 1, 2009** through **October 31, 2024**. The original contract period is for an initial **Fifteen (15)** years and renews for additional **Ten (10) year** periods upon the same terms and conditions. The Parties acknowledge they will work together and ultimately agree upon the design of the bus benches and transit shelters. MSM will subsequently place the order for the agreed upon bus benches and transit shelters. During the interim period City will permit MSM to place bus benches from its current stock and begin placing advertising. MSM expects that it will begin installing the agreed upon bus benches within 36 months and transit shelters within 60 months of placing the order for new stock on behalf of the City.

It is expressly understood and agreed that the rights and obligations created by the acceptance of this proposal by the City shall remain in full force and effect for each period from and after the inception of such agreement and, thereafter, such rights and obligations shall self-extend and renew for like periods without restrictions in number upon the same terms, covenants and conditions.

The parties acknowledge and agree that the payments as proposed and accepted by the city shall be firm for the initial Agreement term. The payments for subsequent terms shall be subject to negotiation between the parties for each extension, and shall reflect the current economic conditions in the City, the number of bus benches proposed, and anticipated revenues from said bus benches. MSM shall submit to the City its proposed adjustments to the payments at least ninety (90) days prior to the expiration of the contract term then in effect.

The City may, after examination, refuse to accept the proposed adjustments if they are not properly documented, increases are considered insufficient, or decreases are considered excessive. In the event the City does not wish to accept the adjusted annual payments, and the

matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Agreement upon giving thirty (30) days advance written notice to MSM. After the elapse of such thirty (30) day period, the Agreement shall terminate and MSM shall have a twelve (12) month period in which to remove all existing bus benches, during which time MSM will pay the City $5.00 per month per bench until each respective bench is removed.

6. REVENUE PAYMENTS TO CITY

MSM shall pay to the City SIX percent (6%) of the gross rental/advertising revenue collected by MSM. This license fee shall be due on January 31st of each year for the prior year, and shall be adjusted proportionately if the prior year is less than a full year. MSM agrees to provide copies of MSM's Monthly sales tax reports to the Department of Revenue and/or allow a representative of the City to audit the books and records of MSM at the request of the City.

All payments required to be made by this Agreement will be sent or personally delivered to the following address:

City Manager
City of Palatka
201 North 2nd Street
Palatka, Florida 32177

7. RECORDS, ACCOUNTS, AND STATEMENTS

MSM shall keep at a location within Miami-Dade County, Florida, approved by the City, true, accurate, and complete records and accounts of all advertising sales, expenses, and other business transacted under this Agreement throughout the term of the Agreement, including any option terms, and for five (5) years following the expiration or cancellation of this Agreement.

MSM agrees to and shall give City or City's representative access to examine and audit its applicable records and accounts during reasonable business hours upon seven (7) business days notice. MSM shall maintain such records pursuant to generally accepted accounting and auditing standards.

Within sixty (60) days after each fiscal year, MSM shall deliver to the City a written annual financial statement pertaining to their operations under this Agreement. Said statement shall be prepared in accordance with generally accepted accounting and auditing standards and shall be certified as true, accurate and complete by MSM, by and through an authorized independent Certified Public Accountant.

8. REPORTS

MSM shall submit to the City a Quarterly report within (15) business days after the end of each quarterly period of the Agreement. Each report shall contain the following:

(a) The location and date of installation of bus benches and shelters installed during the prior period.
(b) The Location and date of removal of bus benches removed during the prior period.
(c) A listing of all bus benches and shelters located within the City, including identifying numbers and locations at the end of prior quarter.
(d) Application for permission to install bus benches or shelters during the upcoming quarter. The form of the application to be approved by the City.

All reports and maps, including the annual financial statement, shall be sent to the City's Contract Administrator. The form of the report to be developed by MSM is subject to the prior approval of the City or City's Contract Administrator.

9. INSURANCE AND PERFORMANCE

At all times during the term of this Agreement, MSM, at its sole cost and expense, shall maintain in full force and effect, public liability insurance with coverage as follows:

(a) Not less than one million dollars ($1,000,000) with two million dollars ($2,000,000) aggregate for death of or injury to, any one person in any one occurrence.
(b) Not less than one million dollars ($1,000,000) with two million dollars ($2,000,000) aggregate for death of, or injury to, two or more persons in any one occurrence.
(c) Not less than one million dollars ($1,000,000) with two million dollars ($2,000,000) aggregate property damage in any one occurrence.

Certificates of such insurance shall be delivered to City prior to the beginning of any operations under the Agreement; such policies shall name the City as additional insured and shall provide that City's Risk Manager be given at least thirty (30) days advance written notice of cancellation or material modification.

10. INDEMNIFICATION

MSM covenants and agrees to indemnify and hold the City harmless for any death of or injury to persons or damage to or loss of property, which may occur as a result of MSM's performance under this Agreement. MSM also specifically agrees to defend the City in the event any claim is made against the City as a result of any such death, injury or damage, and to pay all costs, judgments and fees, including attorney's fees, which may be incurred by the City as a result of such a claim. If called upon by City, MSM shall assume and defend not only itself but also City in connection with any suit or cause of action in connection with such claim, and such defense shall be at no cost or expense whatsoever to City.

11. SUPERVISION OF MSM PERFORMANCE

The City Manager shall administer the Agreement for the City. The City Manager may delegate to other City staff all or part of the supervision of MSM's performance under this Agreement.

12. INDEPENDENT CONTRACTOR

MSM is an independent contractor under this Agreement. Personal services provided by MSM shall be by employees of MSM or Independent Contractors subject to supervision by MSM, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to goods and services rendered under this Agreement shall be those of MSM. It is the intent of the parties that MSM's principles or senior management personnel will be available for the entire initial contract term. Personnel of equal or higher qualifications may replace such personnel, subject to prior City Manager or designee approval, which shall not be unreasonably withheld. The City acknowledges that MSM may subcontract all or part of its obligations under this Agreement. Substitution of subcontractors shall be done only with the prior written approval of the City Manager, which approval shall not be unreasonably withheld.

13. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")

The City and MSM will be excused from the performance of their respective obligations under this Agreement when and to the extent their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, acts of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from the public utility needed for their performance, provided that:

(a) The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

(b) The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

(c) No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure;

(d) The non-performing party uses its best efforts to remedy its inability to perform. Not withstanding the above, performance shall not be excused for a period in excess of two (2) months, however, provided extenuating circumstances, the City may excuse performance for a longer term.

(e) Economic hardship of MSM will not constitute Force Majeure. The term of the Agreement shall be extended by a period equal to that during which either party's performance is suspended under this provision of the Agreement.

14. ASSIGNMENT

In the event MSM assigns its rights and obligations under this Agreement, including through acquisition by or merger with another entity, the City may determine in good faith whether a conflict of interest exists, or that the resulting assets have substantially decreased, or that any new shareholder, officer, director, or agent has been debarred by the City within the three years prior to the acquisition or merger.

15. PERMITS

MSM shall have the sole responsibility, at its sole cost and expense, to secure all necessary City, County, State and Federal licenses and permits for the installation of the benches and shelters that may be required. There will be no permit charge by the City.

16. CONFORMITY TO LAW

MSM shall comply with all applicable laws, ordinances, regulations, and orders of Federal, State, County and municipal authorities pertaining to MSM's performance under this Agreement. MSM covenants and agrees that there will be no discrimination as to race, color, creed or national origin in MSM's performance of the Agreement.

17. NOTICES

All notices required by law and by this Agreement to be given by one party to the other shall be in writing and sent by certified mail, return receipt requested to the parties at the following addresses:

City: City Manager
City of Palatka
201 North 2nd Street
Palatka, Florida 32177

MSM: Martin-Southeast Media, LLC

151 NE 166th Street
Miami, Florida 33162

or to such other addresses as the parties may by writing to the other designate.

18. DEFAULTS

In the event of the breach of any of the covenants of the Agreement by MSM, and such breach is not cured or corrected or appropriate actions undertaken within thirty (30) days after receipt of written notice of the breach, then the City shall have the right to terminate this Agreement at the expiration of the Thirty (30) day notice.

19. FINAL REPOSITORY

The parties mutually represent and warrant to each other that this Agreement, consisting of sections 1 through 23, inclusive, constitutes the final repository of the parties on this subject matter and may not be changed, modified, discharged or extended except by written instrument duly executed by the parties. The parties agree that no previous representations or warranties shall be binding upon either party nor has the execution of this Agreement been induced on the part of any party except as expressed in writing in this Agreement.

20. INTEREST

All delinquent payments to the City shall bear interest at the rate equivalent to the periodic composite of current annual interest rates on five (5) year United States Government agency issues in effect as of the date of delinquency, but not less than ten per cent (10%) per annum. Such interest shall be calculated from the due date, exclusive of any grace period, to the date of payment, on a daily basis, and will be due and payable when billed.

21. NON-WAIVER

Failure of the City to insist upon the strict performance of any of the covenants conditions and agreements of this Agreement in any one or more instances, shall not be construed as a waiver or relinquishment in the future of any such covenants, conditions and agreements.

22. INDEMNITY AGAINST COSTS AND CHARGES

In the event of any litigation concerning this Agreement, the prevailing party shall be entitled to recover from the losing party all reasonable cost and attorneys' fees through all appeals.

23. LITIGATION VENUE

The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in **Putnam County, Florida**, and that all litigation between them in the Federal Courts shall take place in the **Middle District in and for the State of Florida**.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seal the day and year first written above.

Signed, sealed and delivered in the presence of:

City of Palatka, Florida

By: _____

Print Name: _____
Karl N. Flagg, Mayor

_____

ATTEST:_____

Print Name:_____
Elwin C. "Woody" Boynton, Jr., City Manager

Signed, sealed and delivered in the presence of:

MARTIN-SOUTHEAST MEDIA, LLC

_____

By: _____

Print Name: _____
Patrick Mency, President

_____

Print Name: _____

Approved as to legal form:

By: _____
Donald E. Holmes, City Attorney

Agenda Item

3f

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: Debbie Banks, Planning & Zoning Administrator

From: Betsy Driggers, City Clerk

Date: 12/3/2009

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 three 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 Earl Wallace, Ezekiel Johnson and Skip Harwell, all incumbent members whose terms are expiring. You will find those attached, along with attendance records for both. Mrs. Banks concurs on these reappointments.

Policy calls for applicants' interviews at the commission meeting prior to appointments. **Since only the incumbents have applied for their expiring positions, it is Staff's recommendation to waive the 2nd meeting requirement and re-appoint Earl Wallace, Ezekiel Johnson and Skip Harwell to the Palatka Planning Board for three-year terms to expire December 31, 2012.**

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

RECEIVED
NOV 2009
BY

ELWIN C. "WOODY" BOYNTON, J
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

ROBIN 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 Planning Board **Board.**
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: H. Earl Wallace, II **# of years' prior service:**

Residence (911 Address) 126 Spring Creek Drive, San Mateo, Florida 32187 **Phone:** 328-0086 **Fax:**

Business Name & Address 224 N. 6th Street, Palatka, Florida 32177 **Phone:** 328-3233 **Fax:** 328-3233

(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: 224 N. 6th Street Palatka, Florida 32177

E-mail: **Daytime Phone:** 328-3233

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.

H. Earl Wallace, II November 5, 2009

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

CITY OF PALATKA

RECEIVED
NOV 10 2009
BY

ELWIN C. "WOODY" BOYNTON, II
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

RICKY 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 Building + Zoning **Board.**
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: Ezekiel Johnson **# of years' prior service:** 12

Residence (911 Address) _____ **Phone:** _____

Fax: _____

Business Name & Address Rev. Ezekiel Johnson - 300 Stillwell Ave **Phone:** _____

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: 300 Stillwell Ave. Palatka, FL. 32178

E-mail: NONE **Daytime Phone:** 386-336-1279

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.

Ezekiel Johnson 11-9-09

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

CITY OF PALATKA

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

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

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

CITY OF PALATKA
BOARD REAPPOINTMENT REQUEST

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

MEMBER: ANTHONY HARWELL **# of years' prior service:** 1
Residence
(911 Address) 322 MADISON ST, PALATKA, FL. 32177 **Phone:** 386.530.1226
Fax:
Business Name ANTHONY HARWELL ARCHITECT **Phone:**
& Address 322 MADISON ST. PALATKA, FL. 32177 **Fax:**

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

Preferred Mailing Address:

E-mail: CAPTBOO@GMAIL.COM **Daytime Phone:**

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

SIGNATURE OF APPLICANT 11/12/09 **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

Planning Board
ATTENDANCE RECORD 2009

PLANNING BOARD												
NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Randy Braddy	X	X	—	—	—	—	—	—	—	—	—	
Ezekiel Johnson	X	X	—	—	—	—	—	—	—	—	—	N
Michael Pegg, School Board Rep.	—	----	—	—	---	---	---	--	---	---	---	O
Sue Roskosh	X	X	X	X	X	X	X	X	X	X	X	
Clem Saccareccia	X	X	—	—	—	—	—	—	—	—	—	M
Carl Stewart	X	X	X	—	X	X	—	X	X	X	X	E
Earl Wallace	X	X	—	X	X	X	X	X	X	X	X	E
Zachary Landis	X	—	X	X	X	—	X	X	X	—	X	T
Anthony Harwell	X	X	X	X	X	X	—	X	X	X	X	I
Phil Leary	X	—	X	X	X	—	X	—	X	X	X	N
D. Banks/ J. Lee	X/X	X/X	X/X	X/X	X/--	X/--	X/--	X/--	X/--	X/--	X/--	G
Pam Sprouse Recording Secretary	X	X	X	X	X	X	X	X	X	X	X	
Donald E Holmes	X	X	X	X	X	X	X	X	X	X	X	

X = Present
-- = Absent

Agenda Item

3g

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

Memorandum

To: Palatka City Commission

From: Betsy Driggers, City Clerk

Date: Dec. 3, 2009

Re: Police Officer's Pension Board Employee Representative Appt.

Attached please see a memorandum from Assistant Police Chief James Griffith advising that an election was held for the position of Police Officer Employee Representative on the Police Pension Board. This position is elected by the Plan members. Sgt. Scott Reinhold was re-elected by the members without opposition.

Please concur on Sgt. Reinhold's reappointment to the Palatka Police Officers' Pension Board for a two-year term to expire December 31, 2011.

Palatka Police Department
110 North 11th Street

Memorandum

Date: **11-19-09**
To: **All PPD Sworn Personnel and Betsy Driggers, City Clerk**
From: **Asst. Chief James Griffith**
Subject: **Pension Board Representative Election**

On November 3, 2009 a memorandum was sent to all sworn personnel of the Palatka Police Department advising them that the current term of Sgt. Scott Reinhold had expired and it was time to elect or appoint a new Pension Board representative from the Palatka Police Department. They were advised that if anyone was interested in being one of the two board representatives, they should submit the name to Cathy Anderson or Assistant Chief Griffith by Tuesday, November 17th. They were also advised that Sgt. Reinhold would remain the representative if no one else wished to occupy the position.

As of November 18, 2009, no names were submitted. Based on these results, Sgt. Reinhold will remain as one of the member representatives on the Palatka Police Pension Board.

Asst. Chief Griffith

Cc;
All Sworn Personnel

Palatka Police Department
110 North 11th Street

Memorandum

Date: **11-03-09**
To: **All Sworn Personnel**
From: **Asst. Chief James Griffith**
Subject: **Pension Board Representatives**

It is time to elect or appoint a new Pension Board representative from the Palatka Police Department. If anyone is interested in being one of the two board representatives, please submit your name to Cathy Anderson or myself by Tuesday, November 17th.

Currently, Sgt. Scott Reinhold is the representative in that position. He has agreed to remain our representative for the next two years if no one else wishes to occupy it. If I do not receive any other nominations by Tuesday, November 17th, he will be elected without contest to that position.

Asst. Chief Griffith

Cc;
All Sworn Personnel

Updated 11-03-09

Police Officers' Pension Board

5 members; 2-yr. Terms for Trustees
Created by Ordinance eff. 10/1/99

Name/Address		Term Expires
Lt. James Griffith, Secretary Police Officer's Rep 110 N. 11th Street Palatka FL 32177 Phone 386-329-0115 Fax 386-329-0159	Elected 5/00	December, 2010
Scott Reinhold Police Officer's Rep 110 N. 11th Street Palatka FL 32177 Phone 386-329-0115 Fax 386-329-0159	Elected 5/04	December, 2009
Timothy Parker 528 Kirby Street Palatka FL 32177 Phone (H)386-326-0866 Fax	Commission Appointee Appointed 11/11/04	December, 2010
Commissioner Vernon Myers (Chair) Commission Appointee 201 N. 2nd Street 2500 Fairway Drive Palatka FL 32177 Phone (H)386-325-6133 e-mail: vernonmyers@comcast.net	Appointed 9/08	September, 2010
Charles T. Myers III – 5th Member 244 Crystal Cove Dr. Palatka, FL 32177 Phone (H)386-328-4050 e-mail: c8336@bellsouth.net	Appointed 09/13/08	September, 2010

Agenda Item

3h

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

Memorandum

To: Mayor, Commission and Staff

CC: Fred Fox & Associates

From: Betsy Driggers, City Clerk

Date: December 2, 2009

Re: Citizens Advisory Task Force for 2009-10 CDBG Application Cycle

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At the December 10, 2009 City Commission meeting a public hearing will be held on the 2009-10 CDBG application cycle for all categories. Prior to the beginning of this public hearing, a Citizens Advisory Task Force (CATF) must be in place for this application cycle.

All members of the 2009-10 2005 CDBG-CATF are eligible for this appointment. Staff recommends reappointment of all members of the 2008-09 CATF to serve as the 2009-10 CDBG-CAFT, as has been the Commission's past practice.

Please appoint Larry Beaton, Marjorie Shanks, Richard Perallon, Ken Venables and James Williams, Jr., and Commissioner Allegra Kitchens, Liaison, as the Citizens Advisory Task Force for the 2009-10 Community Development Block Grant Cycle.

CITY OF PALATKA
Karen M. Venables
Assistant City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0106
e-mail: kvenables@palatka-fl.gov

Memorandum

To: Melissa Fox, Fred Fox Enterprises, Inc.

CC: Citizens Advisory Task Force Members

From: Karen Venables, Asst. City Clerk

Date: 12/2/2009

Re: CDBG 2008-09 Grant Cycle
Citizens Advisory Task Force

Hi Melissa:

Citizens Advisory Task Force was appointed as follows:

CDBG CITIZENS ADVISORY TASK FORCE
2008-09 Grant Cycle

Larry Beaton 627 Crill Avenue, Palatka	329-0800 (wk)
Marjorie Tooley Shanks 1400 Ocean Street, Palatka	329-3780 or 328-2838
Ken Venables 2002 Cherry Lane, Palatka	325-8497 or 937-9666
James Williams, Jr. 1424 Ocean Street, Palatka	328-1071 or 328-5479
Richard Perallon 105 Morris St., Palatka	(H)328-4821 (W)325-4504
Commission Liaison: Allegra Kitchens 1027 S. 12th Street, Palatka	(H)325-3576

Thanks!

Agenda Item

3i

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 Driggers, City Clerk

Date: 12/4/2009

Re: Palatka Housing Authority Board Appointment

The Palatka Housing Authority Board currently has an opening for a resident member. The only statutory requirement for this appointment to this Board is that the member must be a client of the Palatka Housing Authority.

Attached you will find an application from Christine Bolden. Mrs. Bolden is a public housing resident and is otherwise qualified for this appointment.

Per the statute, the Mayor is authorized to appoint the members of this Board. Ms. Bolden has been interviewed and vetted by PHA Staff, and is aware of the duties and requirements to fill this position. ***Mayor Flagg is requesting concurrence from the Commission on the appointment of Christine Bolden as resident representative to the Palatka Housing Authority Board to serve the remainder of a four-year term, which expires on April 12, 2011.***

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

HERNAN AZULA
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

GEORGE E. SANDERS
COMMISSIONER

CITY OF PALATKA

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

ALLEN R. BUSH
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

KENNETH E. VENABLES
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Christine Bolden **(Must be at least 18 yrs. old)**
Residence (911 Address) 404 N. 16th St. B-9 **Phone:** 386-336-4102
Business Name & Address P.O. Box 2484 **Fax:**
Phone:
Fax:

Preferred Mailing Address:

E-mail: **Daytime Phone:** 386-972-4738

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)
Resident Public Housing - Retired

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.

Christine Bolden — 9-10-09
SIGNATURE OF APPLICANT **DATE**

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

April 24, 2009

PALATKA HOUSING AUTHORITY

5 Members - 4-Yr. Terms
(Created by Legislative Act)

RESOLUTION DECLARING THE NEED FOR A HOUSING AUTHORITY
DATED 4/12/62

Orig. Appt. Date		Term Expires	Phone #
1/10/02	Annie M. Spell 5019 Crill Avenue Palatka FL 32177	4/12/2010	328-0062
4-24-07	Vacant (prior rep. removed 7/23/09)	4/14/2011	
3/23/06	Marshall Fulghum P.O. Box 1012 Palatka, FL 32178	4/12/2012	312-9804 wk 937-7904 cell
3/25/04	Dr. Gilbert L. Evans 5001 St. Johns Avenue (wk)	4/12/2013	312-4127 wk 698-2662
6/14/07	Emily Blevins 126 Eagerton Trail Palatka FL 32177 day phone	4/12/2013 937-6260	(h)329-9800 (w)328-0457 (f)328-0459

Executive Dir. John Nelson
Palatka Housing Authority
P. O. Box 1277

Regular meetings - Bimonthly on the 3rd Thursday at 12:15 P.M. at PHA office, 400 N. 15th St. (July 1985) February, April, June, August, October, December

*Resident Representative

Agenda Item

3j

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

Memorandum

To: Palatka City Commission

From: Betsy Driggers, City Clerk

Cc: Debbie Banks, Planning & Zoning Administrator

Date: December 4, 2009

Re: Resignation of Clem Saccareccia, Planning Board Member

Due to ill health, Clem Saccareccia has tendered a verbal resignation from the Palatka Planning Board. Mrs. Saccareccia has been unable to attend meeting due to ongoing health issues. At such time that she is able to return, she will be considered for any future openings on this important Board.

Please accept Mrs. Saccareccia's verbal resignation. My office will advertise for applicants for appointment to this Board.

Agenda Item

3k

2010 PALATKA CITY COMMISSION CALENDAR

January 1 – June 30, 2010

Rev. 12-07-09

JANUARY

7 - Pre-Agenda mtg. 9:00 a.m.
14 - City Commission mtg. 6:00 p.m. - City Hall
18 - City offices closed in observance of Martin Luther King, Jr. Day
21 - Pre-Agenda mtg. 9:00 a.m.
21 - NEFLC Meeting @ St. Augustine
28 - City Commission mtg. 6:00 p.m. - Price Martin Center

FEBRUARY

Black History Month
4 - Pre-Agenda mtg. 9:00 a.m.
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 - Green Cove Springs
25 - City Commission mtg. 6:00 p.m. - Price Martin Center

MARCH

Women's History Month
4 - Pre-Agenda mtg. 9:00 a.m.
5 - Azalea Fest. Mayor's Reception
11 - City Commission pre-budget workshop 3:30 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 - Starke
24 - FLC Legislative Action Day, Tallahassee
25 - City Commission mtg. 6:00 p.m. - Price Martin Center

APRIL

1 - Pre-Agenda mtg. 9:00 a.m.
8 - CRA mtg. 4:00 p.m. - City Hall
8 - City Commission mtg. 6:00 p.m. - City Hall
15 - Pre-Agenda mtg. 9:00 a.m.
15 - NEFLC Meeting - Keystone Heights
22 - City Commission regular meeting 6:00 p.m. - Price Martin Center

MAY

6 - Pre-Agenda mtg. 9:00 a.m.
13 - City Commission mtg. 6:00 p.m. - City Hall
20 - Pre-Agenda mtg. 9:00 a.m.
20 - NEFLC Meeting - The Beaches
27 - City Commission mtg. 6:00 p.m. - Price Martin Center
31 - City offices closed in observance of Memorial Day Holiday

JUNE

3 - Pre-Agenda mtg. 9:00 a.m.
10 - CRA mtg. 4:00 p.m. - City Hall
10 - City Commission mtg. 6:00 p.m. - City Hall
17 - Pre-Agenda mtg. 9:00 a.m.
17 - NEFLC Meeting - Orange Park
24 - City Commission 6:00 p.m. - City Hall

Conferences: August, FLC Annual Conference, Orlando World Center Marriott
November, FLC Legislative Conference, Hyatt Regency Orlando International Airport Hotel, Orlando

Agenda Item

3i

CITY OF PALATKA
Jeff Norton
Parks Superintendent
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0106
e-mail: jnorton@palatka-fl.gov

Memorandum

To: Palatka City Commission/Staff

From: Jeff Norton, Parks Supt.

Date: Dec. 7, 2009

Re: Pilot Club "Light The Riverfront" Event – Amended Date

On November 12 the Commission voted to grant permission to the Pilot Club of Palatka to exceed allowable noise levels established under Palatka Code, Chapter 30, for their annual Light the Riverfront Event. Due to inclement weather, the event was postponed from Saturday, Dec. 5 to Sunday, Dec. 13. The time has been revised to begin at 5:00 p.m. and conclude with the Lighted Boat Parade at 7:30 p.m.

This event produces minimal noise. The First Presbyterian Church, which is located across the street from the City Dock, has no services scheduled for that evening. The Church's last service for the day is scheduled at 11:30 a.m.

It is my recommendation that the permission be granted to amend the date of the event for allowable noise level to Sunday, Dec. 13, 2009 from 5:00 p.m. to 8:00 p.m.

Agenda Item

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FIRST PUBLIC HEARING NOTICE

The City of Palatka is considering applying to the Florida Department of Community Affairs (DCA) for a Small Cities Community Development Block Grant (CDBG) of up to Seven Hundred Fifty Thousand Dollars ($750,000.00). These funds must be used for one of the following purposes:

1. To benefit low and moderate income persons;
2. To aid in the prevention or elimination of slums or blight; or
3. To meet other community development needs of recent origin having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.

The categories of activities for which these funds may be used are in the areas of housing, neighborhood revitalization, commercial revitalization, or economic development and include such improvement activities as acquisition of real property, loans to private-for-profit business, purchase of machinery and equipment, construction of infrastructure, rehabilitation of houses and commercial buildings, and energy conservation. Additional information regarding the range of activities that may be undertaken will be provided at the public hearing. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons.

In developing an application for submission to DCA, the City of Palatka must plan to minimize displacement of persons as a result of planned CDBG activities. In addition, the City of Palatka is required to develop a plan to assist displaced persons.

A public hearing to receive citizen views concerning the community's economic and community development needs will be held at the Price Martin Community Center, 220 N. 11th St. Palatka, Florida on Thursday, December 10, 2009, at 6:00 p.m. or as soon thereafter as possible. For information concerning the public hearing contact: Mr. Woody Boynton, City Manager, City of Palatka, 201 North 2nd Street, Palatka, Florida 32177. Telephone (904) 329-0100.

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

A Fair Housing/Equal Opportunity/Handicap Accessible Jurisdiction.

DATE TO RUN: Friday, December 4, 2009

ONE TIME ONLY - BLOCK/DISPLAY AD AS SMALL AS POSSIBLE

Bill to: City of Palatka
201 North 2nd Street
Palatka, Florida 32177

PLEASE SEND AFFIDAVIT AS PROOF OF PUBLICATION TO:

Fred Fox Enterprises, Inc.
P. O. Box 1047
Palatka, FL 32085

Any questions regarding this ad, please contact Melissa Fox at Fred Fox Enterprises, Inc. at (904) 810-5183.

FIRST PUBLIC HEARING NOTICE

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A public hearing to receive citizen views concerning the community's economic and community development needs will be held at the City of Palatka ~~City Hall~~ on Thursday, December 10, 2009, at 6:00 p.m. or as soon thereafter as possible. For information concerning the public hearing contact: Mr. Woody Boynton, City Manager, City of Palatka, 201 North 2nd Street, Palatka, Florida 32177. Telephone (904) 329-0100.

Price Martin Community Center, 22 N. 11th St.

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

A Fair Housing/Equal Opportunity/Handicap Accessible Jurisdiction.

DATE TO RUN: Friday, December 4, 2009

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201 North 2nd Street
Palatka, Florida 32177

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Palatka, FL 32085

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Melissa Fox

FAIR HOUSING WORKSHOP

The City of Palatka is a fair housing advocate. The City is holding a workshop to explain the Fair Housing Ordinance for all of the protected classes (race, color, familial status, handicap, national origin, religion and sex). The public is invited to attend.

The workshop is scheduled for Thursday, December 10, 2009 at 6:00 p.m., or as soon thereafter as possible, at the Price Martin Community Center, 220 N. 11th St., Palatka, Florida. Any handicapped, visually or hearing impaired person or non-English speaking person needing special assistance at the meeting should contact Mr. Woody Boynton, City Manager, City of Palatka at (904) 329-0100, at least five days prior to the meeting and assistance will be provided.

DATE TO RUN: Friday, December 4, 2009

ONE TIME ONLY
BLOCK DISPLAY ONLY
AS SMALL AS POSSIBLE

BILL TO: City of Palatka
201 North 2nd Street
Palatka, Florida 32177

PLEASE SEND AFFIDAVIT AS PROOF OF PUBLICATION TO:

Fred Fox Enterprises, Inc.
P. O. Box 1047
Palatka, Florida 32085-1047

IF YOU HAVE ANY QUESTIONS REGARDING THIS AD PLEASE CONTACT MELISSA FOX AT FRED FOX ENTERPRISES, INC. AT 904-810-5183.

FAIR HOUSING WORKSHOP

The City of Palatka is a fair housing advocate. The City is holding a workshop to explain the Fair Housing Ordinance for all of the protected classes (race, color, familial status, handicap, national origin, religion and sex). The public is invited to attend.

The workshop is scheduled for Thursday, December 10, 2009 at 6:00 6:15 p.m., or as soon thereafter as possible, in the City of Palatka City Hall located at 201 North 2nd Street, Palatka, Florida. Any handicapped, visually or hearing impaired person or non-English speaking person needing special assistance at the meeting should contact Mr. Woody Boynton, City Manager, City of Palatka at (904) 329-0100, at least five days prior to the meeting and assistance will be provided.

at the Price Martin Comm Center, 220 N 11th St.

DATE TO RUN: Friday, December 4, 2009

ONE TIME ONLY
BLOCK DISPLAY ONLY
AS SMALL AS POSSIBLE

BILL TO: City of Palatka
201 North 2nd Street
Palatka, Florida 32177

PLEASE SEND AFFIDAVIT AS PROOF OF PUBLICATION TO:

Fred Fox Enterprises, Inc.
P. O. Box 1047
Palatka, Florida 32085-1047

IF YOU HAVE ANY QUESTIONS REGARDING THIS AD PLEASE CONTACT MELISSA FOX AT FRED FOX ENTERPRISES, INC. AT 904-810-5183.

Agenda Item

5

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

Memorandum

To: Palatka City Commission and Staff

From: Betsy J. Driggers, City Clerk

Date: 12/4/2009

Re: Resolution 8 – 61 Requesting Waiver of SJRWMD Permit Fees

---

Attached is Resolution 8-61 requesting a waiver of permit fees from SJRWMD for fiscal year 2009/10. SJRWMD Rules, Section 40C-1.603(14), relating to license and permit fees, indicates that the City is eligible for a reduction in the SJRWMD fee schedule. The resolution before you follows their form 40C-1.603(13). The Commission has adopted similar resolutions annually for the past three years.

This waiver will enable the City to submit a permit fee of $100 versus a permit fee of $1,500 per permit application for ongoing work throughout the City.

Please take action to adopt Resolution #8-61.

RESOLUTION No. 8 - 81

Entitled

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, REQUESTING A WAIVER IN PERMIT FEES FROM ST. JOHNS RIVER WATER MANAGEMENT DISTRICT.

WHEREAS, the 1994 Legislature enacted Chapter 94-278, Laws of Florida, allowing reduction of permit processing fees for municipalities with a population of 25,000 or less, counties with a population of 50,000 or less, or any county or municipality not included within a metropolitan statistical area upon certification by that county or city that the cost of the permit processing fee is a fiscal hardship; and

WHEREAS, the City of Palatka has a population of less than 25,000; and

WHEREAS, the City of Palatka certifies that it is not included within a metropolitan statistical area; and

WHEREAS, the City of Palatka certifies that it qualifies for permit processing fee reductions for Fiscal Year October 1, 2008 through September 30, 2009, due to the following:

1. Ad valorem operating millage rate for the current fiscal year is greater than 8 mills.

WHEREAS, this factor is supported by the attached resolutions adopting the millage and budget for fiscal year 2009-2010.

NOW, THEREFORE, BE IT RESOLVED, that the City of Palatka Commissioners, do hereby request that the St. Johns River Water Management District reduce the processing fee for public purpose projects for the 2009-10 fiscal year.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this **10th day of December, 2009.**

CITY OF PALATKA

BY:_____
Its MAYOR

ATTEST:

_____
CITY CLERK

Agenda Item

6

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: A public hearing to adopt a financially feasible five-year schedule of capital improvements as required by Florida Statutes.

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS:
1. Ordinance 09-59 which includes amended tables H-1, H-2, and the Putnam County School District's 2009-2010 Work Plan.

DATE: December 10, 2009

SUMMARY HIGHLIGHTS:

The attached ordinance amends the dates in the Comprehensive Plan's Capital Improvement Element and five-year schedule of capital improvements as required by the State. This ordinance also removes the $50,000 scheduled in last year schedule since the State has now amended Senate Bill 360 (SB 360) and removed the requirement for the City to conduct a traffic study. SB 360 designated the city limits of the City of Palatka a "Dense Urban Land Area" which exempts the City from traffic concurrency requirements.

RECOMMENDED ACTION:

Adoption of Ordinance 09-59.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

ORDINANCE 09-59

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE CITY OF PALATKA COMPREHENSIVE PLAN'S CAPITAL IMPROVEMENT ELEMENT TO ADOPT THE FINANCIALLY FEASIBLE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS (FY 2009/10-2013/14) AS REQUIRED BY SECTION 163.3177(3)(b)(1), FLORIDA STATUTES; SETTING FORTH THE AUTHORITY FOR THE AMENDMENT OF THE COMPREHENSIVE PLAN; SETTING FORTH THE PURPOSE AND INTENT OF THE AMENDMENT; IDENTIFYING PLAN ELEMENTS AND SUB-ELEMENTS TO BE AMENDED; PROVIDING FOR A SEVERABILITY CLAUSE, PROVIDING FOR FILING WITH THE DEPARTMENT OF STATE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 163.3161, Florida Statutes, established the Local Government Comprehensive Planning and Land Development Regulation Act, and

WHEREAS, the City Commission of the City of Palatka, Florida has adopted its Comprehensive Plan pursuant to the Act and has now determined that certain amendments to portions of the plan are needed, and

WHEREAS, Section 163.3187, Florida Statutes, allows amendments to be made to the plan, and

WHEREAS, Section 163.3177(3)(b)(1), Florida Statutes, requires the City of Palatka Comprehensive Plan's Capital Improvement Element and five-year schedule of capital improvements to be updated by December 1, 2009 to be financially feasible and reflect the period of FY 2009/10 to FY 20113/2014, and

WHEREAS, Section 163.3177(3)(b)(2), Florida Statutes, provides for the adoption of the amendment to update the City of Palatka Comprehensive Plan's Capital Improvement Element and five-year schedule of capital improvements update at a single adoption hearing by the City Commission, and

WHEREAS, the City Commission has provided for opportunity for public hearing after public notice, provisions for open discussion, communications programs, and

consideration of and response to public comments concerning the proposed amendment to the Comprehensive Plan, and

WHEREAS, the City invited written comment and public participation at the public hearing; and

WHEREAS, the City Commission held a public hearing on the proposed Comprehensive Plan amendment on December 10, 2009 and considered the findings and advice of all interested parties submitting comments at the public hearing, and upon complete consideration and deliberation, approved the amendment to the Comprehensive Plan for adoption, and

WHEREAS, the City Commission had determined that the adoption of the amendment to the Comprehensive Plan is in the best interests of the health, safety and welfare of the citizens of the City of Palatka, Florida.

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

SECTION ONE. AUTHORITY.

This ordinance is adopted in compliance with, and pursuant to the Local Government Comprehensive Planning and Land Development Regulating Act, Section 163.3161, Florida Statutes.

SECTION TWO. PURPOSE AND INTENT.

It is hereby declared that the purpose and intent of the adopted amendments are to provide a financially feasible five-year schedule of capital improvement (FY 2009/10-2013/14) as required by section 163.3177(3)(b)(1), Florida Statutes. The amendment updates the five-year schedule of capital improvements of the Capital Improvement Element by removing the $50,000 allocated for a transportation study since Senate Bill 360 designated the City of Palatka a "Dense Urban Land Area" and the study is no longer necessary.

SECTION THREE. ADOPTION OF AMENDMENTS TO CERTAIN ELEMENTS OF THE COMPREHENSIVE PLAN.

1. The City of Palatka Comprehensive Plan Capital Improvement Element's Five-Year Schedule of Capital Improvements is hereby amended as per the exhibit attached hereto (Exhibit "A"), and as amended, is a part of the official Comprehensive Plan for the City of Palatka, Florida.

2. Policy H.1.1.2 - 9J-5.016(3)(c)(1) a and b - Include all identified facility needs found in the Five Year Schedule of Improvements and the Public School Facilities Capital Improvement Projects for Fiscal Years 20~~08~~-09 thru ~~2013~~ 2014.

3. Policy H.2.1.1 - 9J-5.016(3)(c)6 - Review land use decision impacts and timing against existing and future facilities as proposed in the Capital Improvements Program and the Public School Facilities Capital Improvement Projects for FY 20~~08~~09 thru 20~~13~~14 (adopted as part of this Comprehensive Plan: see Table H-2) for maintenance of the adopted Level of Service Standards

SECTION FOUR. SEVERABILITY.

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is in for any reason held by any court or other forum of competent jurisdiction to be invalid, the validity of the remaining portions of this ordinance shall continue in full force and effect.

SECTION FIVE. EFFECTIVE DATE.

The effective date of this plan amendment shall be the date a final order is issued by the Department of Community Affairs determining the adopted amendments to be in compliance in accordance with Section 163.3184(9), Florida Statutes, or until the Administration Commission issues a final order determining the adopted amendments to be in compliance in accordance with Section 163.3184(10), Florida Statutes. No development orders, development permits, or land uses dependent on these amendments may be issued or commence before it had become effective. If a Final Order of

Noncompliance is issued by the Administration Commission these amendments may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Florida Department of Community Affairs, Division of Community Planning, Plan Processing Team.

PASSED AND ADOPTED this 10th day of December 2009

CITY OF PALATKA

_____

By: ITS MAYOR

ATTEST:

_____

CITY CLERK

APPENDIX G

Table H-1

Revised 12-10-09

CAPITAL IMPROVEMENTS ELEMENT								
City of Palatka **Fiscal Year:**								
Infrastructure Category e.g. roads, drainage, potable, water etc. **REVENUE**	~~**2007-2008 Committed Funds**~~	**2009-2010 Committed Funds**	**2010-2011 Committed Funds**	**2011-2012 Committed Funds**	**2012-2013 Committed Funds**	**Planned Funds**	**2013-2014 Committed Funds**	**Planned Funds**
~~**City-wide Transportation Study**~~ General Operating Funds (funds dedicated and earmarked)	~~$50,000~~	$0						
Planned + Committed (years 4 & 5 only)								
Revenues Total	~~$50,000~~	$0	$0.00	$0.00		$0.00		$0.00

TABLE H-2: PUBLIC SCHOOL FACILITIES CAPITAL IMPROVEMENT PROJECTS FOR

FY ~~2008-09~~ 2009-10 THRU ~~2012-13~~ 2013-2014

Item/Project Name	**FY ~~2008-2009~~**	**FY 2009-2010**	**FY 2010-2011**	**FY 2011-2012**	**FY 2012-2013**	**FY 2013-2014**	**Total**	**Funding Source**
Palatka Senior High School 1st floor renovation north		0	0	0	0	1,500,000	1,500,000	None listed
Kelley Smith Elementary Classroom Renovation				1,250,000			1,250,000	None listed
Mellon Elementary Classroom Renovation				750,000			750,000	None listed
Riverbreeze Elementary Building 2 Renovation					750,000		750,000	None listed
Kelley Smith Elementary expand media center					950,000		950,000	None listed
Palatka Senior High School renovate PE area; vocational shops area; building 10					1,976,029		1,976,029	None listed
Palatka Senior High School renovate west wing second floor, building 1						1,750,000	1,750,000	None listed
Beasley Middle renovate buildings 13, 14						450,000	450,000	None listed
Jenkins Middle renovate buildings 18, 19, 20						819,469	819,469	None listed

The City of Palatka is relying on Putnam County and the Putnam County School District's data and analysis to support changes to this table.

INTRODUCTION

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the districts capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.
If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.
If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

Summary of revenue/expenditures available for new construction and remodeling projects only.

	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014	Five Year Total
Total Revenues	$2,838,101	$195,560	$1,210,985	$1,735,709	$1,868,990	$7,849,345
Total Project Costs	$0	$0	$0	$0	$0	$0
Difference (Remaining Funds)	$2,838,101	$195,560	$1,210,985	$1,735,709	$1,868,990	$7,849,345

District PUTNAM COUNTY SCHOOL DISTRICT

Fiscal Year Range

CERTIFICATION

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent and Chief Financial Officer have approved the information contained in this 5-year district facilities work program, and they have approved this submission and certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

DISTRICT SUPERINTENDENT

CHIEF FINANCIAL OFFICER

DISTRICT POINT-OF-CONTACT PERSON

JOB TITLE ASSOCIATE SUPERINTENDENT

PHONE NUMBER 386-329-0646

E-MAIL ADDRESS SFOERSTER@PUTNAMSCHOOLS.ORG

RECEIVED
SEP 25 2009

INTRODUCTION

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District	PUTNAM COUNTY SCHOOL DISTRICT
Fiscal Year Range	

CERTIFICATION

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DISTRICT SUPERINTENDENT	Thomas Townsend
CHIEF FINANCIAL OFFICER	Rhonda Odom
DISTRICT POINT-OF-CONTACT PERSON	Samuel Foerster
JOB TITLE	Associate Superintendent
PHONE NUMBER	386-329-0646
E-MAIL ADDRESS	sfoerster@putnamschools.org

Expenditures

Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2009 - 2010 Actual Budget	2010 - 2011 Projected	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	Total
HVAC	$1,000,000	$687,000	$469,000	$369,000	$581,000	$3,106,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Flooring	$55,030	$42,050	$25,000	$25,000	$25,000	$172,080
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Roofing	$132,000	$348,000	$150,000	$400,000	$400,000	$1,430,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Safety to Life	$10,000	$10,000	$10,000	$10,000	$10,000	$50,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Fencing	$25,000	$25,000	$25,000	$25,000	$25,000	$125,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Parking	$50,000	$50,000	$50,000	$50,000	$50,000	$250,000

Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						
Electrical		$61,000	$101,000	$130,000	$126,000	$295,000	$713,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						
Fire Alarm		$40,000	$30,000	$30,000	$30,000	$30,000	$160,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						
Telephone/Intercom System		$15,000	$15,000	$15,000	$10,000	$10,000	$65,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						
Closed Circuit Television		$10,000	$10,000	$10,000	$10,000	$10,000	$50,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						
Paint		$100,000	$100,000	$100,000	$100,000	$100,000	$500,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						
Maintenance/Repair		$10,000	$10,000	$10,000	$10,000	$10,000	$50,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						
	Sub Total:	**$1,508,030**	**$1,428,050**	**$1,024,000**	**$1,165,000**	**$1,546,000**	**$6,671,080**

PECO Maintenance Expenditures	$1,578,742	$1,578,379	$1,263,392	$1,354,066	$1,520,906	$7,295,485
1.50 Mill Sub Total:	$29,288	$24,171	$608	$934	$65,094	$120,095

Other	2009 - 2010 Actual Budget	2010 - 2011 Projected	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	Total
Ceiling and Lighting	$50,000	$57,000	$0	$0	$0	$107,000
Locations	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Resurface PE tracks	$0	$0	$100,000	$50,000	$0	$150,000
Locations	CRESCENT CITY JUNIOR SENIOR HIGH, INTERLACHEN SENIOR HIGH					
Gym Bleacher Replacement	$0	$0	$50,000	$50,000	$0	$100,000
Locations	C H PRICE MIDDLE, W H BEASLEY MIDDLE					
Asbestos Abatement	$10,000	$50,000	$50,000	$50,000	$0	$160,000
Locations	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Doors / Hardware	$40,000	$67,500	$40,000	$40,000	$40,000	$227,500
Locations	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, SERVICE CENTER, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Total:	**$1,608,030**	**$1,602,550**	**$1,264,000**	**$1,355,000**	**$1,586,000**	**$7,415,580**

Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2009 - 2010 Actual Budget	2010 - 2011 Projected	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	Total
Remaining Maint and Repair from 1.5 Mills	$29,288	$24,171	$608	$934	$65,094	$120,095
Maintenance/Repair Salaries	$2,157,340	$2,157,340	$2,157,340	$2,157,340	$2,157,340	$10,786,700
School Bus Purchases	$200,000	$600,000	$800,000	$800,000	$800,000	$3,200,000
Other Vehicle Purchases	$0	$0	$0	$0	$0	$0
Capital Outlay Equipment	$0	$0	$0	$0	$0	$0
Rent/Lease Payments	$0	$0	$0	$0	$0	$0
COP Debt Service	$0	$0	$0	$0	$0	$0
Rent/Lease Relocatables	$0	$0	$0	$0	$0	$0

Environmental Problems	$0	$0	$0	$0	$0	$0
s.1011.14 Debt Service	$0	$0	$0	$0	$0	$0
Special Facilities Construction Account	$0	$0	$0	$0	$0	$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	$1,113,173	$1,125,000	$0	$0	$0	$2,238,173
Purchase of Skyward Enterprise Software	$468,010	$400,000	$400,000	$0	$0	$1,268,010
Discretionary capital to schools	$400,125	$400,125	$400,125	$400,125	$400,125	$2,000,625
Technology	$400,000	$0	$0	$0	$0	$400,000
Maint. Dept. non-salary/benefits annual expenses	$1,442,660	$1,442,660	$1,442,660	$1,442,660	$1,442,660	$7,213,300
Local Expenditure Totals:	**$6,210,596**	**$6,149,296**	**$5,200,733**	**$4,801,059**	**$4,865,219**	**$27,226,903**

Revenue

1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2009 - 2010 Actual Value	2010 - 2011 Projected	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	Total
(1) Non-exempt property assessed valuation		$4,201,564,161	$4,222,571,982	$4,243,684,842	$4,264,903,266	$4,286,227,782	$21,218,952,033
(2) The Millege projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		$6,985,100	$7,020,026	$7,055,126	$7,090,402	$7,125,854	$35,276,508
(4) Value of the portion of the 1.50 -Mill ACTUALLY levied	370	$5,987,229	$6,017,165	$6,047,251	$6,077,487	$6,107,875	$30,237,007
(5) Difference of lines (3) and (4)		$997,871	$1,002,861	$1,007,875	$1,012,915	$1,017,979	$5,039,501

PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2009 - 2010 Actual Budget	2010 - 2011 Projected	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	Total
PECO New Construction	340	$0	$0	$31,776	$126,590	$348,643	$507,009
PECO Maintenance Expenditures		$1,578,742	$1,578,379	$1,263,392	$1,354,066	$1,520,906	$7,295,485
		$1,578,742	**$1,578,379**	**$1,295,168**	**$1,480,656**	**$1,869,549**	**$7,802,494**

CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2009 - 2010 Actual Budget	2010 - 2011 Projected	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	Total
CO & DS Cash Flow-through Distributed	360	$73,470	$73,470	$73,470	$73,470	$73,470	$367,350
CO & DS Interest on Undistributed CO	360	$4,221	$4,221	$4,221	$4,221	$4,221	$21,105
		$77,691	$77,691	$77,691	$77,691	$77,691	$388,455

Fair Share Revenue Source

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.

Nothing reported for this section.

Sales Surtax Referendum

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2008 - 2009? No

Additional Revenue Source

Any additional revenue sources

Item	2009 - 2010 Actual Value	2010 - 2011 Projected	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	Total
Proceeds from a s.1011.14/15 F.S. Loans	$0	$0	$0	$0	$0	$0
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	$0	$0	$0	$0	$0	$0
Proceeds from Special Act Bonds	$0	$0	$0	$0	$0	$0
Estimated Revenue from CO & DS Bond Sale	$70,000	$75,000	$75,000	$75,000	$0	$295,000
Proceeds from Voted Capital Improvements millage	$0	$0	$0	$0	$0	$0
Other Revenue for Other Capital Projects	$0	$0	$0	$0	$0	$0
Proceeds from 1/2 cent sales surtax authorized by school board	$0	$0	$0	$0	$0	$0
Proceeds from local governmental infrastructure sales surtax	$0	$0	$0	$0	$0	$0
Proceeds from Certificates of Participation (COP's) Sale	$0	$0	$0	$0	$0	$0
Classrooms First Bond proceeds amount authorized in FY 1997-98	$0	$0	$0	$0	$0	$0
Classrooms for Kids	$0	$0	$0	$0	$0	$0
District Equity Recognition	$0	$0	$0	$0	$0	$0

Federal Grants	$0	$0	$0	$0	$0	$0
Proportionate share mitigation (actual cash revenue only, not in kind donations)	$0	$0	$0	$0	$0	$0
Impact fees received	$0	$0	$0	$0	$0	$0
Private donations	$0	$0	$0	$0	$0	$0
Grants from local governments or not-for-profit organizations	$0	$0	$0	$0	$0	$0
Interest, Including Profit On Investment	$55,000	$75,000	$80,000	$80,000	$100,000	$390,000
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	$0	$0	$0	$0	$0	$0
Total Fund Balance Carried Forward	$0	$100,000	$100,000	$100,000	$100,000	$400,000
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0
Special Facilities Construction Account	$0	$0	$0	$0	$0	$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0
PECO 2008 New Construction carry forward	$548,245	$0	$0	$0	$0	$548,245
PECO 2009 New Construction carry forward	$272,482	$0	$0	$0	$0	$272,482
Recaptured prior years 1.5 mil school discretionary	$555,164	$0	$0	$0	$0	$555,164
Prior years 1.5 mil carry forward	$1,482,886	$0	$0	$0	$0	$1,482,886
Subtotal	**$2,983,777**	**$250,000**	**$255,000**	**$255,000**	**$200,000**	**$3,943,777**

Total Revenue Summary

Item Name	2009 - 2010 Budget	2010 - 2011 Projected	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	$5,987,229	$6,017,165	$6,047,251	$6,077,487	$6,107,875	$30,237,007
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	($6,210,596)	($6,149,296)	($5,200,733)	($4,801,059)	($4,865,219)	($27,226,903)
PECO Maintenance Revenue	$1,578,742	$1,578,379	$1,263,392	$1,354,066	$1,520,906	$7,295,485
Available 1.50 Mill for New Construction	**($223,367)**	**($132,131)**	**$846,518**	**$1,276,428**	**$1,242,656**	**$3,010,104**

Item Name	2009 - 2010 Budget	2010 - 2011 Projected	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	Five Year Total
CO & DS Revenue	$77,691	$77,691	$77,691	$77,691	$77,691	$388,455
PECO New Construction Revenue	$0	$0	$31,776	$126,590	$348,643	$507,009

Other/Additional Revenue	$2,983,777	$250,000	$255,000	$255,000	$200,000	$3,943,777
Total Additional Revenue	**$3,061,468**	**$327,691**	**$364,467**	**$459,281**	**$626,334**	**$4,839,241**
Total Available Revenue	**$2,838,101**	**$195,560**	**$1,210,985**	**$1,735,709**	**$1,868,990**	**$7,849,345**

Project Schedules

Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Nothing reported for this section.

Planned Cost:						
Student Stations:						
Total Classrooms:						
Gross Sq Ft:						

Other Project Schedules

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2009 - 2010 Actual Budget	2010 - 2011 Projected	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	Total	Funded
Classroom Renovation Building 3	JAMES A LONG ELEMENTARY	$0	$0	$0	$0	$450,000	$450,000	No
Classroom Renovation 1st floor north	PALATKA SENIOR HIGH	$0	$0	$0	$0	$1,500,000	$1,500,000	No
District Operations Center	Location not specified	$0	$0	$0	$0	$3,600,000	$3,600,000	No
Classroom Renovation Building 1	CRESCENT CITY JUNIOR SENIOR HIGH	$0	$1,750,000	$0	$0	$0	$1,750,000	No
Classroom Renovation	BROWNING PEARCE ELEMENTARY (NEW)	$0	$1,000,000	$0	$0	$0	$1,000,000	No
Classroom Renovation	INTERLACHEN ELEMENTARY	$0	$993,850	$0	$0	$0	$993,850	No
classroom Renovation Building 1	INTERLACHEN SENIOR HIGH	$0	$1,000,000	$0	$0	$0	$1,000,000	No
Classroom Renovation Building 1	MIDDLETON BURNEY ELEMENTARY	$0	$0	$750,000	$0	$0	$750,000	No

Classroom Renovation Building 6	KELLEY SMITH ELEMENTARY	$0	$0	$1,250,000	$0	$0	$1,250,000	No
ClassroomRenovation Building 5	MELLON ELEMENTARY	$0	$0	$750,000	$0	$0	$750,000	No
Classroom Renovation Building 4	CRESCENT CITY JUNIOR SENIOR HIGH	$0	$675,000	$0	$0	$0	$675,000	No
Classroom Renovation building 3	INTERLACHEN SENIOR HIGH	$0	$675,000	$0	$0	$0	$675,000	No
Renovate Building 2	RIVER BREEZE ELEMENTARY	$0	$0	$0	$750,000	$0	$750,000	No
Expand Media Center	KELLEY SMITH ELEMENTARY	$0	$0	$0	$950,000	$0	$950,000	No
Renovate Building 5	MELROSE ELEMENTARY	$0	$0	$0	$775,000	$0	$775,000	No
Expand Media Center	GEORGE C. MILLER INTERMEDIATE	$0	$0	$0	$750,000	$0	$750,000	No
Renovate Building 12	MIDDLETON BURNEY ELEMENTARY	$0	$0	$0	$750,000	$0	$750,000	No
renovate PE area; vocational shops area; building 10	PALATKA SENIOR HIGH	$0	$0	$0	$1,976,029	$0	$1,976,029	No
renovate basement classrooms building 1	GEORGE C. MILLER INTERMEDIATE	$0	$0	$1,100,000	$0	$0	$1,100,000	No
renovate west wing second floor, building 1	PALATKA SENIOR HIGH	$0	$0	$0	$0	$1,750,000	$1,750,000	No
renovate buildings 16, 17, 18,19, 20	INTERLACHEN SENIOR HIGH	$0	$0	$0	$0	$2,000,000	$2,000,000	No
renovate buildings 2, 6	MELROSE ELEMENTARY	$0	$0	$0	$0	$750,000	$750,000	No
renovate buildings 13, 14	W H BEASLEY MIDDLE	$0	$0	$0	$0	$450,000	$450,000	No
renovate buildings 18, 19, 20	ROBERT H JENKINS JR MIDDLE	$0	$0	$0	$0	$819,469	$819,469	No
renovate admin area, building 1	ELEANOR H MILLER SCHOOL	$0	$0	$0	$0	$250,000	$250,000	No
		$0	**$6,093,850**	**$3,850,000**	**$5,951,029**	**$11,569,469**	**$27,464,348**	

Additional Project Schedules

Any projects that are not identified in the last approved educational plant survey.

Nothing reported for this section.

Non Funded Growth Management Project Schedules

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

Tracking

Capacity Tracking

Location	2009 - 2010 Satis Stu. Sta.	Actual 2009 - 2010 FISH Capacity	Actual 2008 - 2009 COFTE	# Class Rooms	Actual Average 2009 - 2010 Class Size	Actual 2009 - 2010 Utilization	New Stu. Capacity	New Rooms to be Added/Removed	Projected 2013 - 2014 COFTE	Projected 2013 - 2014 Utilization	Projected 2013 - 2014 Class Size
W H BEASLEY MIDDLE	954	859	494	42	12	57.00 %	0	0	477	56.00 %	11
WILLIAM D MOSELEY ELEMENTARY	387	387	256	21	12	66.00 %	0	0	0	0.00 %	0
MELLON ELEMENTARY	554	554	359	29	12	65.00 %	0	0	347	63.00 %	12
KELLEY SMITH ELEMENTARY	898	898	808	48	17	90.00 %	0	0	830	92.00 %	17
INTERLACHEN SENIOR HIGH	1,329	1,196	907	57	16	76.00 %	0	0	877	73.00 %	15
C H PRICE MIDDLE	862	776	528	41	13	68.00 %	0	0	510	66.00 %	12
MELROSE ELEMENTARY	543	543	361	29	12	66.00 %	0	0	349	64.00 %	12
JAMES A LONG ELEMENTARY	677	677	477	36	13	70.00 %	0	0	481	71.00 %	13
ROBERT H JENKINS JR MIDDLE	990	891	653	42	16	73.00 %	0	0	631	71.00 %	15
INTERLACHEN ELEMENTARY	906	906	780	48	16	86.00 %	0	0	757	84.00 %	16
BROWNING PEARCE ELEMENTARY (NEW)	910	910	752	47	16	83.00 %	0	0	736	81.00 %	16
GEORGE C. MILLER INTERMEDIATE	738	738	455	32	14	62.00 %	0	0	439	59.00 %	14
MIDDLETON BURNEY ELEMENTARY	844	844	643	44	15	76.00 %	0	0	621	74.00 %	14
CRESCENT CITY JUNIOR SENIOR HIGH	1,166	1,049	788	49	16	75.00 %	0	0	761	73.00 %	16
PALATKA SENIOR HIGH	2,108	2,003	1,433	90	16	72.00 %	-10	0	1,385	69.00 %	15
ELEANOR H MILLER SCHOOL	236	236	123	23	5	52.00 %	0	0	119	50.00 %	5
OCHWILLA ELEMENTARY	627	627	413	33	13	66.00 %	0	0	410	65.00 %	12
NORTH EAST FLORIDA EDUCATION CONSORTIUM	0	0	0	0	0	0.00 %	0	0	0	0.00 %	0
Q I ROBERTS MIDDLE	456	410	328	19	17	80.00 %	0	0	317	77.00 %	17
RIVER BREEZE ELEMENTARY	788	788	361	40	9	46.00 %	0	0	502	64.00 %	13
	15,973	**15,292**	**10,918**	**770**	**14**	**71.40 %**	**-10**	**0**	**10,549**	**69.03 %**	**14**

The COFTE Projected Total (10,549) for 2013 - 2014 must match the Official Forecasted COFTE Total (10,550) for 2013 - 2014 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2013 - 2014	
Elementary (PK-3)	4,161
Middle (4-8)	3,840
High (9-12)	2,548
	10,550

Grade Level Type	Balanced Projected COFTE for 2013 - 2014
Elementary (PK-3)	0
Middle (4-8)	0
High (9-12)	0
	10,549

Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014	Year 5 Total
Total Relocatable Replacements:	**0**	**0**	**0**	**0**	**0**	**0**

Charter Schools Tracking

Information regarding the use of charter schools.

Location-Type	# Relocatable units or permanent classrooms	Owner	Year Started or Scheduled	Student Stations	Students Enrolled	Years in Contract	Total Charter Students projected for 2013 - 2014
Charter # 1-elementary	12	PRIVATE	2003	240	120	4	240
	12			**240**	**120**		**240**

Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
WILLIAM D MOSELEY ELEMENTARY	Educational	27	0	0	0	0	27
C H PRICE MIDDLE	Educational	0	4	0	0	0	4
MELROSE ELEMENTARY	Educational	1	0	0	0	0	1
ROBERT H JENKINS JR MIDDLE	Educational	0	1	0	0	0	1
MIDDLETON BURNEY ELEMENTARY	Educational	1	0	0	0	0	1
PALATKA SENIOR HIGH	Educational	0	0	2	0	0	2

OCHWILLA ELEMENTARY	Educational	4	0	0	0	0	4
RIVER BREEZE ELEMENTARY	Educational	4	0	0	0	0	4
W H BEASLEY MIDDLE	Educational	0	1	0	0	0	1
Total Educational Classrooms:		**37**	**6**	**2**	**0**	**0**	**45**

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
Total Co-Teaching Classrooms:		**0**	**0**	**0**	**0**	**0**	**0**

Infrastructure Tracking

Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).

Not Specified

Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).

Not Specified

Consistent with Comp Plan? No

Net New Classrooms

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2008 - 2009 fiscal year.					List the net new classrooms to be added in the 2009 - 2010 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2009 - 2010 should match totals in Section 15A.			
Location	2008 - 2009 # Permanent	2008 - 2009 # Modular	2008 - 2009 # Relocatable	2008 - 2009 Total	2009 - 2010 # Permanent	2009 - 2010 # Modular	2009 - 2010 # Relocatable	2009 - 2010 Total
Elementary (PK-3)	0	0	0	0	0	0	0	0
Middle (4-8)	0	0	0	0	0	0	0	0
High (9-12)	0	0	0	0	0	0	0	0
	0	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Relocatable Student Stations

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014	5 Year Average
WILLIAM D MOSELEY ELEMENTARY	22	0	0	0	0	4

MELLON ELEMENTARY	148	0	0	0	0	30
KELLEY SMITH ELEMENTARY	138	138	138	138	138	138
INTERLACHEN SENIOR HIGH	65	12	12	12	0	20
C H PRICE MIDDLE	10	0	0	0	0	2
MELROSE ELEMENTARY	22	0	0	0	0	4
JAMES A LONG ELEMENTARY	22	0	0	0	0	4
ROBERT H JENKINS JR MIDDLE	22	0	0	0	0	4
INTERLACHEN ELEMENTARY	141	60	60	60	0	64
BROWNING PEARCE ELEMENTARY (NEW)	106	106	106	106	106	106
GEORGE C. MILLER INTERMEDIATE	110	110	110	110	110	110
MIDDLETON BURNEY ELEMENTARY	88	88	88	88	88	88
CRESCENT CITY JUNIOR SENIOR HIGH	50	24	24	24	0	24
PALATKA SENIOR HIGH	0	0	0	0	0	0
ELEANOR H MILLER SCHOOL	87	62	62	62	0	55
OCHWILLA ELEMENTARY	40	0	0	0	0	8
RIVER BREEZE ELEMENTARY	36	0	0	0	0	7
Q I ROBERTS MIDDLE	0	0	0	0	0	0
W H BEASLEY MIDDLE	0	0	0	0	0	0
NORTH EAST FLORIDA EDUCATION CONSORTIUM	0	0	0	0	0	0

Totals for PUTNAM COUNTY SCHOOL DISTRICT						
Total students in relocatables by year.	1,107	600	600	600	442	670
Total number of COFTE students projected by year	10,870	10,749	10,593	10,572	10,550	10,667
Percent in relocatables by year.	10 %	6 %	6 %	6 %	4 %	6 %

Leased Facilities Tracking

Exising leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2009 - 2010	FISH Student Stations	Owner	# of Leased Classrooms 2013 - 2014	FISH Student Stations
W H BEASLEY MIDDLE	0	0		0	0
WILLIAM D MOSELEY ELEMENTARY	0	0		0	0
MELLON ELEMENTARY	0	0		0	0
KELLEY SMITH ELEMENTARY	1	18		0	0
INTERLACHEN SENIOR HIGH	0	0		0	0
C H PRICE MIDDLE	0	0		0	0

RIVER BREEZE ELEMENTARY	0	0		0	0
NORTH EAST FLORIDA EDUCATION CONSORTIUM	0	0		0	0
Q I ROBERTS MIDDLE	0	0		0	0
GEORGE C. MILLER INTERMEDIATE	0	0		0	0
MIDDLETON BURNEY ELEMENTARY	0	0		0	0
CRESCENT CITY JUNIOR SENIOR HIGH	0	0		0	0
PALATKA SENIOR HIGH	0	0		0	0
ELEANOR H MILLER SCHOOL	0	0		0	0
OCHWILLA ELEMENTARY	0	0		0	0
MELROSE ELEMENTARY	0	0		0	0
JAMES A LONG ELEMENTARY	0	0		0	0
ROBERT H JENKINS JR MIDDLE	0	0		0	0
INTERLACHEN ELEMENTARY	0	0		0	0
BROWNING PEARCE ELEMENTARY (NEW)	0	0		0	0
	1	18		0	0

Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

Planning

Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

None

School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

None

Five Year Survey - Ten Year Capacity

PUTNAM COUNTY SCHOOL DISTRICT

9/17/2009

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K - 12 programs for the future 5 years beyond the 5-year district facilities work program.

Project	Location,Community,Quadrant or other general location	Projected Cost
New Elementary School A	NE Putnam County	$20,000,000
New Elementary School B	North Putnam County	$20,000,000
New Middle School AA	South Putnam County	$30,000,000
New Middle School BB	North Putnam County	$30,000,000
New Elementary School C	Satsuma Area of Putnam County	$20,000,000
QI Roberts Middle School Addition	SR 100 West Putnam	$5,000,000
EH Miller Intermediate Addition	Horseman's Club Road, Putnam	$3,000,000
New High School AAA	NE Putnam County	$45,000,000
		$173,000,000

Five Year Survey - Ten Year Infrastructure

PUTNAM COUNTY SCHOOL DISTRICT

9/17/2009

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 6 thru 10 out years (Section 28).

new elementary school "A", NE Putnam County; new elementary school "B", north Putnam County; new middle school "AA", south Putnam County; new middle school "BB", north Putnam county; new elementary school "C", Satsuma area; addition to QI Roberts middle school; addition to EH Miller school ESE; new high school "AAA", NE Putnam county

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 6 thru 10 out years (Section 29).

None

Five Year Survey - Ten Year Maintenance

PUTNAM COUNTY SCHOOL DISTRICT

9/17/2009

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6 - 10 beyond the projects plans detailed in the five years covered by the work plan.

Project	Projected Cost
life safety upgrades	$100,000
air conditioning upgrades	$1,000,000
roofing renovations	$3,000,000
paving sealing/striping	$250,000
electrical upgrades	$500,000
flooring upgrades	$300,000
painting renovation	$300,000
indoor air quality	$50,000
fire alarm upgrades/certification	$150,000
minor projects	$500,000
general renovations	$20,000,000
	$26,150,000

Five Year Survey - Ten Year Utilization

PUTNAM COUNTY SCHOOL DISTRICT

9/17/2009

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual FISH Capacity	Actual COFTE	Actual Utilization	Actual new Student Capacity to be added/removed	Projected COFTE	Projected Utilization
Elementary - District Totals	8,085	8,085	5,793.68	71.66 %	2,438	6,164	58.58 %
Middle - District Totals	3,280	2,952	2,062.42	69.87 %	2,149	2,543	49.85 %
High - District Totals	4,790	4,429	3,223.46	72.78 %	1,500	2,451	41.34 %
Other - ESE, etc	236	236	121.06	51.30 %	148	352	91.67 %
	16,391	**15,702**	**11,200.62**	**71.33 %**	**6,235**	**11,510**	**52.47 %**

Five Year Survey - Twenty Year Capacity

PUTNAM COUNTY SCHOOL DISTRICT

9/17/2009

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K - 12 programs for the future 11 - 20 years beyond the 5-year district facilities work program.

Project	Location,Community,Quadrant or other general location	Projected Cost
New Elementary School A	North Putnam County	$30,000,000
New Elementary School B	West Putnam County	$30,000,000
New Elementary School C	South Putnam County	$30,000,000
New Middle School AA	Southwest Putnam County	$40,000,000
New Middle School BB	North Putnam County	$40,000,000
New High School AAA	Putnam County	$75,000,000
New High School BBB	Putnam County	$75,000,000
		$320,000,000

Five Year Survey - Twenty Year Infrastructure

PUTNAM COUNTY SCHOOL DISTRICT

9/17/2009

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in the 11 through 20 out years (Section 28).

new elementary school "A", north putnam; new elementary school "B", west putnam; new elementary school "C", south putnam; new middle school "AA", SW putnam; new middle school "BB", north putnam; new high school "AAA", central putnam; new high school "BBB",NW putnam.

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 11 through 20 out years (Section 29).

None

Five Year Survey - Twenty Year Maintenance

PUTNAM COUNTY SCHOOL DISTRICT

9/17/2009

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11 - 20 beyond the projects plans detailed in the five years covered by the work plan.

Project	Projected Cost
life safty upgrades	$200,000
air conditioning upgrades	$2,000,000
roofing renovations	$10,000,000
paving/sealing/striping	$500,000
electrical upgrades	$500,000
flooring replacements	$500,000
painting renovations	$500,000
Indoor air quality	$100,000
fire alarm/intercom upgrade	$150,000
minor projects	$1,000,000
genral renovations	$20,000,000
	$35,450,000

Five Year Survey - Twenty Year Utilization

PUTNAM COUNTY SCHOOL DISTRICT

9/17/2009

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual FISH Capacity	Actual COFTE	Actual Utilization	Actual new Student Capacity to be added/removed	Projected COFTE	Projected Utilization
Elementary - District Totals	8,085	8,085	5,793.68	71.66 %	3,818	10,564	88.75 %
Middle - District Totals	3,280	2,952	2,062.42	69.87 %	2,694	5,062	89.66 %
High - District Totals	4,790	4,429	3,223.46	72.78 %	3,000	5,180	69.73 %
Other - ESE, etc	236	236	121.06	51.30 %	148	382	99.48 %
	16,391	**15,702**	**11,200.62**	**71.33 %**	**9,660**	**21,188**	**83.54 %**

LARGE LEGAL AD

NOTICE OF COMPREHENSIVE PLAN AMENDMENT

NOTICE IS HEREBY GIVEN that the City of Palatka City Commission is proposing to make changes to its Comprehensive Plan as part of the changes allowed per Chapter 163 Florida Statutes. The proposed text amendment is as follows:

An amendment to the Capital Improvements Element of the City of Palatka Comprehensive Plan for the annual update of the Five-year Schedule of Capital Improvements. (Ordinance 09-59) The ordinance heading is as follows:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE CITY OF PALATKA COMPREHENSIVE PLAN'S CAPITAL IMPROVEMENT ELEMENT TO ADOPT THE FINANCIALLY FEASIBLE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS (FY 2009/10-2013/14) AS REQUIRED BY SECTION 163.3177(3)(b)(1), FLORIDA STATUTES; SETTING FORTH THE AUTHORITY FOR THE AMENDMENT OF THE COMPREHENSIVE PLAN; SETTING FORTH THE PURPOSE AND INTENT OF THE AMENDMENT; IDENTIFYING PLAN ELEMENTS AND SUB-ELEMENTS TO BE AMENDED; PROVIDING FOR A SEVERABILITY CLAUSE, PROVIDING FOR FILING WITH THE DEPARTMENT OF STATE AND PROVIDING AN EFFECTIVE DATE.

The Commissioners for the City of Palatka will be holding a Public Hearing on the proposed amendments on Thursday, December 10, 2009 at 6:00 P.M., or as soon thereafter as the matter may be heard at the Price Martin Center, 220 N 11th Street, Palatka, Florida.

ALL PARTIES ARE INVITED to appear and submit oral or written objections or comments. The failure of a person to appear during said hearing and comment on or object to the amendments, either in person or in writing, may preclude the ability of such person to contest the amendments at a later date. Persons with disabilities requiring accommodations in order to participate should contact Betsy Driggers at 386-329-0103 at least 24 hours in advance to request such accommodations.

Copies of the proposed amendment are available for inspection by the public in the City of Palatka Building & Zoning Department, 205 N 2nd Street, Palatka, FL, or you may call (386) 329-0103.

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE CITY OF PALATKA COMMISSIONERS WITH RESPECT TO ANY MATTER CONSIDERED AT THIS PUBLIC MEETING, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, SUCH PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, INCLUDING THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

By: Debbie Banks
Director of Building & Zoning
City of Palatka

INSTRUCTIONS TO PUBLISHER:

THIS LARGE LEGAL AD to appear one time only in the Palatka Daily News on **Tuesday, *November 24, 2009.*** The required advertisement shall be **no less than two columns wide by ten inches long, with the headline no smaller than 18-point type.** Ad is **not** to appear in the classified ad section of the newspaper.

Please send proof of publication to: Debbie Banks
City of Palatka Building & Zoning
201 N 2nd Street
Palatka, FL 32177
FAX – 386.329.0172

Advertisement to be billed to: City of Palatka
201 N 2nd Street
Palatka, FL 32177

Agenda Item

7

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

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

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS:

1. An Ordinance of the City of Palatka annexing 3310 Crill Avenue.
2. An Ordinance of the City of Palatka amending the future land use designation from Putnam County Urban Service to City of Palatka High Density Residential.
3. An Ordinance of the City of Palatka changing the zoning from Putnam County R-1 to City of Palatka R-3.
4. Land Use Restriction Agreement
5. October 3 and November 3, 2009, Planning Board Minutes.
6. October 6, 2009, Planning Board Packet.

DATE: December 10, 2009 and a January 14, 2010 for the 2nd reading of the zoning ordinance

SUMMARY HIGHLIGHTS:

The identified purpose of these three applications is to allow City water and sewer to a "seniors only" housing project. This is a 2.72 acre parcel of land.

A public hearing was held by the Planning Board on October 3, 2009, at the applicant's request for annexation, change of future land use from County Urban Service to City High Density Residential, and rezoning from Putnam County R-1 (Single Family Residential) to City of Palatka R-3 (Multi-Family Residential). There was no public testimony at this hearing however, the Planning Board voted to table the request until the November 3rd hearing to allow staff time to prepare a "Land Use Restriction Agreement" required by Statute when utilizing the density cap exemption for affordable housing.

A public hearing was held by the Planning Board on November 3, 2009 and the "Land Use Restriction Agreement" was presented. There was public testimony opposed to this request at this hearing. The Planning Board voted to recommend approval of the request to annex but voted to deny the requests to amend the future land use map and to rezone based upon incompatibility of surrounding properties.

RECOMMENDED ACTION:

Staff recommends approval of the attached ordinances and conducting the first public hearing on the related zoning ordinance. The second public hearing for the zoning ordinance is scheduled for January 14, 2010.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

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

ORDINANCE NO. 09 -

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

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

Section 1.

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

Palatka Housing Authority

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

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

Section 2. NOW THEREFORE, be it enacted by the people of the City of Palatka, Florida, that the following described unincorporated lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be within the corporate limits of the City of Palatka, Florida said lands being described as follows:

DESCRIPTION OF PROPERTY:

COMMENCING at the Southwest corner of the Southeast Quarter of the Northeast Quarter of Section 11, Township 10 South, Range 26 East; thence North 520 feet; thence East 258 feet; thence South 520 feet; thence West 258 feet to the PLACE OF BEGINNING, being a part of the Southeast Quarter of the Northeast Quarter of Section 11, Township 10 South, Range 26 East, Putnam County, Florida.
Parcel: 11-10-26-0000-0100-0000

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

Containing 2.72 acres more or less.

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 12th day of November, 2009.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

This instrument prepared by:
Debbie Banks
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 09 - 56

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

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

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

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

WHEREAS, the Planning Board conducted a public hearing on November 3, 2009, and considered this matter in accord with Florida Statute, and

WHEREAS Florida Statute (163.3187(1)(f) provides an exception to the density requirements for small scale amendments involving the construction of affordable housing units meeting the criteria of s.420-0004(3) on property which will be the subject of a Land Use Restriction agreement. (Exhibit A)

WHEREAS, the City Commission conducted a public hearing on this amendment on December 10, 2009,

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

Section 1. Adopted Small Scale Amendment

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

TABLE 1
ADOPTED SMALL SCALE AMENDMENTS

Property Tax Number	Acreage	Current Land Use	Amended Land Use
11-10-26-0000-0100-0000	2.72	County Urban Service	City High Density Residential

DESCRIPTION OF PROPERTY:

COMMENCING at the Southwest corner of the Southeast Quarter of the Northeast Quarter of Section 11, Township 10 South, Range 26 East; thence North 520 feet; thence East 258 feet; thence South 520 feet; thence West 258 feet to the PLACE OF BEGINNING, being a part of the Southeast Quarter of the Northeast Quarter of Section 11, Township 10 South, Range 26 East, Putnam County, Florida. Parcel: 11-10-26-0000-0100-0000

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

Containing 2.72 acres more or less.

Section 3. Effect on the Comprehensive Plan

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

Section 4. Severability

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

Section 5. Effective date

This Ordinance shall become effective thirty-one (31) days after its final passage by the City Commission of the City of Palatka, Florida.

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

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

_____
City Clerk

Approved as to form and correctness

_____
City Attorney

3310 CRILL AVENUE LAND USE RESTRICTION AGREEMENT
PALATKA HOUSING AUTHORITY

THIS LAND USE RESTRICTION AGREEMENT ("Agreement"), is made and entered into as of the _____ day of _____, 2009, by and between the **PALATKA HOUSING AUTHORITY** (**"Developer"**), its successors, or assigns and the **CITY OF PALATKA**("City"), a political subdivision of the State of Florida.

RECITALS:

A. Developer owns the land described on the attached Exhibit "A" containing approximately 2.72 acres (the "Property"). (Parcel 11-10-26-0000-0100-0000)

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

C. Florida Statutes (163.3187(1) (f) provides an exception to the density requirements for small scale amendments involving the construction of affordable housing units meeting the criteria of s.420-0004(3) on property which will be the subject of a land use restriction agreement.

D. Ordinance No. 09- _____ required that an executed agreement be approved by the City of Palatka to limit the residential density to 13 dwelling units per acre for a total number of 36 units and that these units be designated as "seniors-only." This is consistent with prior City Commission actions and based upon a recommendation by the Planning Board. It was also a requirement by the State Department of Community Affairs.

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

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

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

2. Density and Intensity of the Development.

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

(1) A residential density of 13 dwelling units per acre.

(2) A designation for occupancy by "seniors-only."

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

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

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

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

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

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

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

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

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

12. Further Assurances. Each party to this Agreement agrees to do, execute, acknowledge and deliver, or cause to be done, executed, acknowledged and delivered, all such further acts, and assurances in a manner and to the degree allowed by law, as shall be reasonably requested by the other party in order to carry out the intent of and give effect to this Agreement. Without in any manner

limiting the specific rights and obligations set forth in this Agreement or illegally limiting or infringing upon the governmental authority of the City, the parties declare their intention to cooperate with each other in effecting the purposes of this Agreement, and to coordinate the performance of their respective obligations under the terms of this Agreement.

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

For the City:	City of Palatka Attn: Director of Building and Zoning 201 N. 2nd Street Palatka, FL 32177
With copy to:	Don Holmes City Attorney 201 N. 2nd Street Palatka, FL 32177
For Developer:	Palatka Housing Authority P. O. Box 1277 Palatka, FL 32177-1277

Passed and duly adopted by the City Commission of the City of Palatka, this _____ day of _____, 2009.

Attest:

By: _____
City Clerk

City of Palatka

By: _____
It's Mayor

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

Palatka Housing Authority

_____
John Nelson
Executive Director

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2009, by John Nelson Jr., Executive Director, on behalf of the company, Personally Known/ or Produced ID (circle one). Type of ID produced: _____.

_____
Notary Public State of Florida at Large

EXHIBIT "A"

Legal Description

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

Parcel: 11-10-26-0000-0100-0000

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

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY R-1 (SINGLE-FAMILY RESIDENTIAL) TO CITY R-3 (MULTI-FAMILY RESIDENTIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

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

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on November 3, 2009, and two public hearings before the City Commission of the City of Palatka on December 10th, 2009, and January 14th, 2010, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of County R-1(Single-family Residential) to City R-3(Multi-family Residential).

DESCRIPTION OF PROPERTY:

COMMENCING at the Southwest corner of the Southeast Quarter of the Northeast Quarter of Section 11, Township 10 South, Range 26 East; thence North 520 feet; thence East 258 feet; thence South 520 feet; thence West 258 feet to the PLACE OF BEGINNING, being a part of the Southeast Quarter of the Northeast Quarter of Section 11, Township 10 South, Range 26 East, Putnam County, Florida. Parcel: 11-10-26-0000-0100-0000

Containing 2.72 acres more or less.

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

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 14th day of January, 2010.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Land Use Restriction Agreement

October 6, 2009 and

November 3, 2009

Planning Board Minutes

Case PB 09-02

Address: 3310 Crill Ave
Parcel: 11-10-26-0000-0100-0000
Applicant: Palatka Housing Authority
Agent: John Nelson

Request: for Annexation, Future Land Use amendment from County Urban Service to City High Density Residential and Rezone from County Single-family Residential (R-1) to City Multi-family Residential (R-3).

Ms. Banks stated that this one is a little different than what the Board normally sees because of the density requirement. She stated that normally 9.99 units per acre is the tipping point between a small scale and a large scale amendment, however, there is an exemption in the Florida Statutes 163.3187(1) (f) that exempts small scale amendments involving the construction of affordable housing units meeting the criteria of Statute 420-0004(3). She stated that a land use restriction agreement must be done and would reflect the number of units and that the project is for "seniors-only." She further advised that she did not receive any responses from the advertising or the public notices. The comments from department review responses were basically that they will provide additional review when the plans are submitted.

Mr. Stewart asked if the City Attorney was working on an agreement.

Ms. Banks replied that she asked Mr. Holmes to put one together and that it would need to be done before City Commission meeting.

Discussion continued regarding placing and recording conditions in the land use restriction agreement.

Mr. Wallace asked why this project was not being done as a Planned Unit Development (PUD).

Ms. Banks advised that a PUD was not discussed, as the applicant was not contemplating to have to vary from any development standards, and that with a land use restriction agreement, you can restrict what was developed, the number of units and designate "seniors only" as well as other restrictions. She advised that the Board could table this request until Mr. Holmes can get the land use restriction agreement, and give him some ideas on what restrictions to put in place.

John Nelson N. 15th Street, stated that they have no problem with the restrictions and that this project is being developed for 36 units and it will be for seniors only. He further stated that they will all be 1-bedroom units. He believed that this was a good location for this type of development as it is in close proximity to doctor offices, pharmacies, shopping and other amenities.

Mr. Stewart asked how many units per acre there would be developed.

Ms. Banks advised that there are several different exemptions and classifications for Housing Authorities and affordable housing, allowing them to exceed the density requirement which is normally 9.99 units per acre, this one will be 13 units per acre.

Mr. Nelson advised that as they need far more than 36 units per acre to place those that have been displaced from the Frank George building they are settling on the 36 units per acre.

Case PB 09-02 3310 Crill Ave - continued.

Mr. Holmes advised that the Board needs to consider land use decisions such as infrastructure, traffic, and the compatibility of the surrounding uses and things along that line. The Board is entitled to take into account the senior designation because we would be considering entering into an agreement.

Mr. Nelson reiterated that the location is a great site for seniors, that amenities are close at hand, the seniors can walk to shop, bank, eat and doctors, unlike the Frank George apartments.

Mr. Wallace stated that he would like to see the agreement

Mr. Stewart asked Mr. Nelson if tabling this case for 30 days would hurt the project any.

Mr. Nelson stated that would of course delay the project and asked that the Board make recommendation to approve contingent upon the agreement being executed, with the language that meets statutory requirements, that it would be beneficial to all, including the families that have been without permanent housing for a long time and if the Board would recommend approval subject to the restriction agreement as this is a long process.

Mr. Harwell stated that he would rather see the restriction agreement before making a decision.

(Regular Meeting)

Motion made by Earl Wallace and seconded by Anthony Harwell to table this request until the November 3, 2009 Planning Board meeting to be able to view the restrictions agreement. All present voted affirmative, motion carried.

Case PB 09-24

Address: 6677 &6679 Crill Ave
Parcel: 10-10-26-2100-0010-0050; 10-10-26-2100-0010-0010 & 10-10-26-0000-0390-0010
Applicant: Rural Health Care, Inc.

Request: for Annexation, Future Land Use amendment from County Urban Service to City Commercial and Rezone from County Agriculture (AG) to City Commercial Neighborhood (C1-A).

(Public Hearing)

Mr. Wallace recused himself from this case.

Ms. Banks said this request is for utilities as they are expanding their facility and require utility services to this location. She advised there were no comments received from the advertisement, public notices or the department reviews which will continue when plans are submitted.

Juli Holmes, 256 Highway 17 N., spoke on behalf of the applicants, stating that they are in the process of seeking federal grant money and that this project would be 100% funded from the grant funds which should be awarded sometime in November.

Planning Board meeting
Minutes and proceedings
November 3, 2009

Meeting called to order by Chairman Carl Stewart at 4:00PM. **Members present**: Earl Wallace, Phil Leary, Zachary Landis, and Anthony Harwell. **Members absent**: Ezekiel Johnson, Sue Roskosh, Randy Braddy, and Clem Saccareccia. **Also present:** Building & Zoning Department Director, Debbie Banks; Recording Secretary, Pam Sprouse and City Attorney, Donald Holmes.

Motion made by Phil Leary and seconded by Zachary Landis to approve the minutes of the October 6, 2009 meeting (w/correction to page 2; 36 units total for case # 09-02). All present voted affirmative, motion carried.

Debbie Banks read **"To Appeal Any Decision."**

Carl Stewart requested that disclosure of any **"Ex Parte Communication"** be made prior to each case.

NEW BUSINESS

Case PB 09-31	**Address:**	719 S State Rd. 19
	Parcel:	11-10-26-0000-0510-0021
	Applicant:	Walgreen Co.
	Agent:	Babette Ashley/Douglas Myers
	Request:	for a conditional use to sell alcohol within 300' of another established licensed premise selling alcohol.

(Public Hearing)

Ms. Banks advised that no responses were received from the mailings or advertisements and departmental reviews did not have any comments.

Douglas Myers, agent for applicant, was present.

(Regular Meeting)

Motion made by Phil Leary and seconded by Zachary Landis to approve the request for a conditional use to sell alcohol within 300' of another established licensed premise selling alcohol with the stipulation that staff recommended conditions of state and local licensing be maintained. All present voted affirmative, motion carried.

OLD BUSINESS

Case PB 09-02	**Address:**	3310 Crill Ave
	Parcel:	11-10-26-0000-0100-0000
	Applicant:	Palatka Housing Authority
	Agent:	John Nelson

Case PB 09-02 3310 Crill Ave - continued.

Request: for Annexation, Future Land Use amendment from County Urban Service to City High Density Residential and Rezone from County Single-family Residential (R-1) to City Multi-family Residential (R-3).

Tabled for Land Use Restriction Agreement at the October 6, 2009 hearing.

(Public Hearing)

Ms. Banks explained that the Land Use Restriction Agreement had been included in the packet for the Board's review. She stated that this agreement could be more restrictive if the Board wished.

Earl Wallace recused himself.

Ben Bates, 3400 Crill Ave, advised that he and Jerry Mattox own businesses and property next to this property and stated that neither one of them are against senior housing. He questioned why there was not a Planned Unit Development considered for this development, so safeguards can be put in place. He wanted to know what safeguards are in place to ensure this will always be "senior only" housing. He further stated that they have questions and concerns about the design, of the ingress and egress of the development, that the surrounding uses are commercial, and that they believe that this is spot zoning.

John Nelson, Palatka Housing Authority, stated that HUD has approved a "senior only" housing development of 36 one-bedroom units. He stated that this property is located in a very convenient location to meet the needs of seniors and that they will be developing 36 one-bedroom units.

Discussion took place regarding the intended design plan of 9 quadplexes with a retention pond area.

(Regular Meeting)

Anthony Harwell stated that until he had additional information he does not feel comfortable taking a valuable piece of property and changing the zoning.

Phil Leary stated that he fully supports senior housing and from the estimated calculations with regards to impervious development, it appears that this project would be well within acceptable planning standards, but without additional site plan information, he would have a difficult time recommending approval of this request.

Case PB 09-02 3310 Crill Ave - continued.

Motion made by Anthony Harwell and seconded by Zachary Landis to make a recommendation to deny the request of rezoning to the City Commission for case PB 09-02, due to incompatibility with surrounding land uses. DISCUSSION: Phil Leary asked if Mr. Nelson could bring back information that may resolve some questions and concerns that may provide a different outcome. Mr. Nelson advised that until the design build submittals can be reviewed, the only thing we know is that, whatever comes in will meet all city codes. Discussion continued regarding the possibility of annexing the property without changing the Future Land Use amendment or assigning the zoning classification at this time. **Motion was withdrawn** by Anthony Harwell and second withdrawn by Zachary Landis.

Motion made by Anthony Harwell and seconded by Phil Leary to recommend approval of the request to annex the parcel in question. All present voted affirmative. Motion carried.

Motion made to by Anthony Harwell and seconded by Zachary Landis to recommend denial of the request for high-density residential, citing incompatibility with the surrounding area. With a show of hands, the vote resulted in 3 yeas and 0 nays. Motion carried.

Motion by Zachary Landis and seconded by Anthony Harwell to recommend denial of the request to rezone to R-3, Multi-family Residential because the land use amendment was denied. With a show of hands, the vote resulted in 3 yeas and 0 nays. Motion carried.

NEW BUSINESS

Case PB 09-27

Address: Viking Street between 4th Manor and 5th Manor
Applicant: Kenneth Downs
Request: to close Viking Street between 4th Manor and 5th Manor

(Public Hearing)

Phil Leary recused himself from this request.

Mr. Downs, 2020 Ashbrooke Lane, explained that he had requested the street closure once before around 18 years ago. He explained that at that time, his subdivision was nearly 20% complete and that he and Tommy Clay, who owned the entire parcel, except for the lots that Mr. Downs had bought, had agreed to request closure of the street. The request was taken to the Planning Board and received a unanimous recommendation of approval. The request was then forwarded the City Commission and denied at that level. He addressed several concerns that were brought up at that time. He stated that Mr. John Browning and Mr. Charles Smith had told the City Commission that they were going to build like kind houses on the 20 lots that would abut their development, and that closing the street would impede traffic. Access was an issue, as the Fire Marshal had stated that the fire trucks could not turn around if the road was closed, which later was determined to be incorrect and a letter of confirmation was written by the Fire Chief. It was also thought that closing the road would impede the drainage, which is not the case,

October 6, 2009

Planning Board Packet

BUILDING AND ZONING STAFF REPORT
October 6, 2009
Public Hearing

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

OWNER: Palatka Housing Authority

AGENT: John Nelson

REQUEST: The applicant is requesting to annex into the city limits of Palatka, to amend the City's Future Land Use Map from County Urban Service to City High Density Residential and to Rezone from County R-1 (Single-family Residential) to City R-3 (Multi-family Residential) for 2.72 +/- acres of property. (Case – PB 09-02)

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

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

Departmental Review Requests were sent to all departments. The Water & Sewer Superintendent stated they are still discussing the needs of the project. The Public Works Director, Fire Marshal, Water Treatment Plant Superintendent and Chief Building Official responded with "No Comment." The Police Chief submitted comments; however, since his review the Housing Authority by Statute was able to add 8 more units. These additional units would still not merit the need for an additional officer.

There was no response received from the notices sent to surrounding property owners or from the advertisement that ran on September 18th.

SURROUNDING ZONING AND LAND USE:

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

B. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex a 2.72 +/- acre parcel into the City. The subject property is located at 3310 Crill Avenue. Directly north is a City parcel, south and east is both County and City with County to the west of the site.

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

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

STAFF RECOMMENDATION: Approval of the annexation request.

COMPREHENSIVE PLAN:

The Existing Land Use Designation:

Policy A.1.9.3.A.9 (9J-5.006(3)(c)7)
The existing Future Land Use is County Urban Service which recognizes areas where urban infrastructure, such as central water, sewer, stormwater systems, paved major roads, exists or is programmed and available for more urban type of development. Although agricultural activities are allowed as a holding land use, this land use designation allows a broad mix of residential, commercial, industrial, public facility and recreation uses. Residential development can achieve a density of up to 9 dwelling units

per acre, the highest in Putnam County, with adequate density bonus points.

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

The Proposed Land Use Designation:

Policy A.1.9.3.A.1 (9J-5.006(3)(c)7)
Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types. Medium Density Residential (231 acres) provides for a range of densities up to 10 units per acre.

Future Land Use Element

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

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

Policy A.1.1.7 (9J-5.006(3)(c)(2)
The City Building Official shall not issue a building permit or other final development order, or issue final plat approval, until it has been certified that infrastructure facilities and services exist or shall be available pursuant to an executed development agreement to satisfy demands generated by the development in accordance with the adopted City levels of service standards. By June1, 2008, the City shall incorporate into the land development regulations a method for establishing transportation proportionate fair share. Availability of infrastructure will be certified through the Building Official issuing a "Certificate of Concurrency."

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

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

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

Objective A.1.6 (9J-5.006(3)(b)7)
Upon Plan adoption, the City shall discourage urban sprawl. Land Development Regulations shall be adopted that implement the following policies:

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

Housing Element

Objective C.1.1 (9J-5.010(3)(a))
Upon Plan adoption, the City shall promote the provision of adequate and affordable housing in the City.

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

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

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

Traffic Circulation Element

Objective B.1.1 (9J-5.007(3)(b)1)
Upon plan adoption, the City shall provide for a safe, convenient and efficient motorized and non-motorized transportation system by correcting, to the maximum extent feasible, all existing roadway deficiencies identified in this plan and maintain acceptable operating conditions in the future on a priority basis.
Policy B.1.1.1 (9J-5.007(3)(01))
The State-wide minimum acceptable operating Level of Service (LOS) standards for the State Highway System and City Street System shall be the base LOS standards listed herein, except for those conditions provided in Policies 1.1.1.A. and 1.1.1.B.

The City hereby adopts the following LOS standards for each listed facility type:
- principal arterials - LOS C
- collectors and minor arterials - LOS D

Staff Analysis: This section of State Road 20 is classified as a principal arterial operating at a level of service "C" which is an acceptable level of service per the Department of Transportation. The applicant must obtain a permit from the Dept. of Transportation for submittal with their plans.

Public Facilities Element

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

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

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

Staff Analysis: Throughout the development review process all adopted levels of service standards will be maintained.
- Potable Water: 325 gallons per day (2.5 persons per unit) multiplied by 36 units is 29,250 gallons per day at build-out. A new water plant will be going on line within next couple of months with a capacity of 6 million gallons per day. Current peak usage is approximately 3,200,000 gallons per day. Capacity exists for build-out of the project.
- Central Sanitary Sewer System: 312.5 gallons per day (2.5 persons per unit) multiplied by 36 units is 28,125 gallons per day at build-out. The sewer plant has a capacity of 2.42 million gallons per day with an additional capacity of 600,000 gallons per day. Capacity exists for build-out of the project.
- Solid Waste: 6.4 lbs. per person per day multiplied by persons (2.5 persons per unit multiplied by 36 units) is 576 lbs. per day. The City has a contract with Putnam County to use the Central Landfill. The Central Landfill has 40 permitted acres with an additional 140 acres of raw land. Current capacity is for 8.23 years with existing cells. Capacity exists for build-out of the project.
- Drainage: Consistency with the City of Palatka and Ravine State Gardens Stormwater Quality Master Plan and minimum requirements of the St. Johns River Water Management District will be evaluated at plan submittal. A permit cannot be issued without the approval of the District.

Recreation and Open Space Element

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

Policy F.1.1.2 (9J-5.014(3)(c)3
The City shall adopt the following Level of Service Standards: Regional Park/ 1 acre per

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

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

Public Schools Facilities Element

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

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

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

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

C. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

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

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

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

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

b. The existing land use pattern.

STAFF ANALYSIS: This rezoning request to City R-3 (Multi-family Residential) is

consistent with the existing land use pattern in the area which is mixed commercial and residential development, however it does require a higher density. The applicant qualifies for an exemption from the density requirements. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Photographs

Posting

Facing east: Taco Bell, Handy Way

Facing west

Facing south: single family residence and Burger King driveway.

9/8

Departmental Review Request

Address: 3310 Crill Avenue **Case #: 09-02**
Parcel # 11-10-26-0000-0100-0000

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

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other

Meeting Date: 10-06-09	**Response Deadline: 9-11-09**
Date submitted by applicant: 2/11/09& 8/20/09	**Date forwarded to Departments for review: 8-31-09**

Submitted to:

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

Current Property Use: Vacantl	**Proposed Property Use: Multi-family Residential**
Current Land Use Designation: County Urban Service	**Requested Land Use Designation: Medium Density Residential**
Current Zoning Classification: County R-1	**Requested Zoning Classification: R-3 - Multi-family residential**
Acreage: 2.72	**# of Units 28 (code allows 27)**
Palatka Housing Authorityl **Owner/Applicant Name** 400 N 15th St. **Owner/Applicant Address** Palatka, Fl 32177 **City/State/Zip** 329-01332 **Phone Number**	John Nelson **Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed multi-family housing complex.

Thank you!
Debbie

☒ **No Comments**
☐ **Comments Attached**

Reviewed by: Rhett H. McEnney

Title: Superintendent

Property owner still discussing needs.

Departmental Review Request

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Parcel # 11-10-26-0000-0100-0000

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Submitted to:

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

Current Property Use: Vacantl	**Proposed Property Use: Multi-family Residential**
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Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed multi-family housing complex.

Thank you!

☒ No Comments
☐ Comments Attached

Reviewed by:

Title: Public Works

No concerns w/ Annexation/Zoning

Departmental Review Request

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Parcel # 11-10-26-0000-0100-0000

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- ☐ Police
- ☐ Fire
- ☐ Chief Building Official
- ☐ Sewer Plant
- ☑ Water Plant Melvin
- ☐ Parks
- ☐ Weed & Seed
- ☐ Cemetery
- ☐ Golf
- ☐ Airport

Current Property Use: Vacantl	**Proposed Property Use: Multi-family Residential**
Current Land Use Designation: County Urban Service	**Requested Land Use Designation: Medium Density Residential**
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Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed multi-family housing complex.

Thank you!
Debbie

- ☑ No Comments
- ☐ Comments Attached

Reviewed by: Melvin L. Rigsby

Title: WTP Supt.

Departmental Review Request

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Parcel # 11-10-26-0000-0100-0000

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Current Zoning Classification: County R-1	**Requested Zoning Classification: R-3 - Multi-family residential**
Acreage: 2.72	**# of Units 28 (code allows 27)**
Palatka Housing Authorityl **Owner/Applicant Name** 400 N 15th St. **Owner/Applicant Address** Palatka, Fl 32177 **City/State/Zip** 329-01332 **Phone Number**	John Nelson **Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed multi-family housing complex.

Thank you!

- ☐ No Comments
- ☐ Comments Attached

Reviewed by: _____

Title: CBO

a1

Departmental Review Request

Address: 3310 Crill Avenue **Case #: 09-02**
Parcel # 11-10-26-0000-0100-0000

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

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other

Meeting Date: 10-06-09	**Response Deadline: 9-11-09**
Date submitted by applicant: 2/11/09& 8/20/09	**Date forwarded to Departments for review: 8-31-09**

Submitted to:

- ☐ Water/Sewer/Streets/Sanitation
- ☐ Police
- ☐ Fire M. Lynady
- ☐ Chief Building Official
- ☐ Sewer Plant
- ☐ Water Plant
- ☐ Parks
- ☐ Weed & Seed
- ☐ Cemetery
- ☐ Golf
- ☐ Airport

Current Property Use: Vacantl	**Proposed Property Use: Multi-family Residential**
Current Land Use Designation: County Urban Service	**Requested Land Use Designation: Medium Density Residential**
Current Zoning Classification: County R-1	**Requested Zoning Classification: R-3 - Multi-family residential**
Acreage: 2.72	**# of Units 28 (code allows 27)**
Palatka Housing Authorityl **Owner/Applicant Name** 400 N 15th St. **Owner/Applicant Address** Palatka, Fl 32177 **City/State/Zip** 329-01332 **Phone Number**	John Nelson **Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed multi-family housing complex.

Thank you!
Debbie

- ☑ No Comments
- ☐ Comments Attached

Reviewed by: M. Lynady

Title: Fire Marshal

Departmental Review Request

Address: 3310 Crill Avenue **Case #: 09-02**
Parcel # 11-10-26-0000-0100-0000

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

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other
Meeting Date: 10-06-09	**Response Deadline: 9-11-09**
Date submitted by applicant: 2/11/09& 8/20/09	**Date forwarded to Departments for review: 8-31-09**

Submitted to:

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

Current Property Use: Vacantl	**Proposed Property Use: Multi-family Residential**
Current Land Use Designation: County Urban Service	**Requested Land Use Designation: Medium Density Residential**
Current Zoning Classification: County R-1	**Requested Zoning Classification: R-3 - Multi-family residential**
Acreage: 2.72	**# of Units 28 (code allows 27)**
Palatka Housing Authorityl **Owner/Applicant Name** 400 N 15th St. **Owner/Applicant Address** Palatka, Fl 32177 **City/State/Zip** 329-01332 **Phone Number**	John Nelson **Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed multi-family housing complex.

Thank you!
Debbie

☐ No Comments
☑ Comments Attached

Reviewed by: _____

Title: Chief of Police

PALATKA
POLICE DEPARTMENT

LAW ENFORCEMENT IMPACT REVIEW

PALATKA HOUSING AUTHORITY

(ANNEXATION & REZONING OF 3310CRILL AVENUE

CONCEPTUAL REVIEW 09/11/09

PALATKA HOUSING AUTHORITY

3310 CRILL AVENUE – R-3 MULTIHOUSING

PURPOSE

The Police Department's review of the proposed development/annexation is designed to provide City staff, planners, reviewers, elected officials, and citizens with projected impacts to municipal law enforcement services. This review is designed to promote the City's strategic public safety goals, which include crime prevention and reduction, call-for-service management, and timely response to the needs of citizens.

IMPACTS TO POLICE DEPARTMENT STAFFING

- **Sworn officer (Police)**
  - Police Department (PPD) service standard = 469.20[1] calls-for-service (CFS) per year per officer.
  - On average, every citizen generates 1.60[2] CFS per year.
  - Every 1,000 new residents generate 1,600 additional CFS per year.
  - Every 1,600 additional citizen generated CFS would equate to 3.41 additional police officer positions.
  - **The owner has proposed annexation and rezoning of property at 3310 Crill Avenue. Currently, there is no structures; however the owner is asking to develop 28 under the multi-housing classification.[3]**
  - Based on the City of Palatka Impact Fee Study, published in March of 2007, the "Annual Law Enforcement Incidents Per Unit of Development" factor is **2.9549** incidents per square foot for "General Commercial."
  - A review conducted by the Police Department, once this project has been completed and functional, the development/annexation has the potential of generating **82.74 CFS** per year, which would result in **.23** additional police officers, at a first year cost of **$16,844.37**

[1] Source: City of Palatka Police Department Staffing Standards; 2003

[2] Source: City of Palatka Police Department Staffing Average CFS; 2003

[3] Source: City of Palatka Planning Department related to 5015 Crill Avenue; B&Z Case # 08-31.

- **Non-Sworn Personnel (Support)**
  - Currently, the Palatka Police Department utilizes a formula of one (1) support position for every five (5) sworn positions.
  - With an overall increase of **.18** police officers, there will be a need for **0** additional support personnel.

POLICE DEPARTMENT SPACE NEEDS REQUIREMENTS

- The current Police Department building located at 110 N. 11th Street was opened in 1967.
- There exist 7,000 +/- sq ft of office/storage space under roof.
- In 2007, the City purchased 1209 Reid Street for a Police Department annex. Currently, renovations are underway to relocate the department's investigative functions. This space will yield 2,200 +/- addition sq ft.
- Since NO major renovations or additions have been made to the current building and parking, there is a need for additional office and parking. Additional staff will only compound the current space needs.

OTHER IMPACTS/ISSUES

- N/A

STRATEGIES FOR REDUCING IMPACTS TO LAW ENFORCEMENT

Although not required by ordinance, the Police Department does suggest the developer utilize a CPTED (*Crime Prevention Through Environmental Design*) approach to minimizing the impact to City of Palatka Police resources. We suggest the use of *Crime Prevention Through Environmental Design* (CPTED - "sep-ted")as one such tool to minimize the potential for crime and impact to City resources.

CPTED approach involves the use and design of space inside and outside of buildings, the positioning of buildings in relation to one another and the street, lighting, entrances and exits, and landscaping.

CPTED is based on two main assumptions...

- Offenders commit crime when there are not many people around, where they are unlikely to be seen, and where they can easily and quickly get in and out.
- Crime is related to daily routines and activities in the area, such flow of traffic and pedestrians (or lack of flow) on nights and weekends.

- ❖ Keeping possible offenders out and away from your business will reduce your likelihood of being victimized.

Usually, we use locks on doors, alarms and bars on windows to prevent burglars from entering, thus controlling their *access*. However, there are different ways of keeping people and offenders out.

Natural Access Control refers to the use of doors, fences and gates to control access to your business or property. The intention is not to necessarily physically stop the offender, but rather make your business look like a riskier crime target.

Elsewhere on this web site we've discussed cameras and how they can be used to watch over potential offenders. It's also possible to have customers, neighbors, passers-by, and other people watch over your business while they're going about their daily activities.

Natural Surveillance involves designing windows, lighting and landscaping to improve your ability, and everyone else's ability, to observe what is going on inside and around your business. Through clever design you can not only make your business a less attractive target, you can increase the likelihood of detecting a criminal at work.

Design Recommendations

The objective is to maximize the number of "eyes" watching over the business. So create a visual connection between the street, the sidewalk, and the business. It is always good to have people around -- so make sure your business is not isolated and that the entry is not at the back on the building.

Territorial reinforcement uses design and use of sidewalks, landscaping, and porches to create a border between private and public property. These are not meant to prevent anyone from physically entering, but to create a feeling of territoriality and send a message to offenders that the property belongs to someone and they should stay out.

Use landscaping as a natural barrier between private and public areas. Use low fences to mark your property. Use different color bricks or different materials for driveways, so as to separate them visually from the street. Landscaping and bushes can be also used to mark territory, but you have to make sure that they do not obstruct the view, or provide hiding spots for offenders.

Additional information pertaining to CPTED concepts may be obtained through:

DATA TABLES

Table 1 PPD Statistics	
PPD CFS per officer per year	469.2
Average CFS per citizen per year	N/A
CFS per year generated by 1,000 new residents	N/A
# of Units	28
Property Category (Based on City of Palatka Impact Fee Study; 2007)	Multi-Housing
L.E. Incidents per unit of development factor	2.9549
City of Palatka average household size	N/A
Projected population increase due to development/annexation	N/A
Additional CFS generated by development/annexation per year	**82.74**
Additional police officers required	.18
Additional civilian positions required	0

Table 1 PPD Staffing	Current	Proposed
Sworn Police Officers	39	39.18
Non-Sworn Civilian Personnel	8	8
Total	47	47.18

Average CFS Per Officer Per year		469.2
Officers needed to manage increased CFS		**0.18**

START UP COST:

Police Officer(s) (salary & benefits)		56,908.83
	x	0.18
		10243.59
Vehicle (w/Equipment)		32,000.00
	x	0.18
	**	**5,760**
Other Equipment	x	4,671.00
		0.18
	**	**840.78**

Total Cost to City to Provide LEO(s); (first year) **$16,844.37**

* **ESTIMATED**

** **MAY USE IMPACT FEES TO OFFSET COST:** **N/A**

OTHER COST TO BE CONSIDERED:

Civilian (Support)
Personnel
Associated Cost with startup of Support Personnel
Additional office space or new building
Additional parking
Additional IT software & hardware to support increased size of Dept.

DISTRIBUTION: File

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

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

REVISED PUBLIC NOTICE*

Notice is hereby given that the **CITY OF PALATKA PLANNING BOARD** will hold a public hearing on October 6, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Service to City High Density Residential and Rezone from County R-1 (Single-family Residential) to City R-3 (Multi-family Residential). Case: PB 09-02

*An exemption in the Florida Statutes (FS 163.3187(1)(f) allows small scale amendments involving the construction of affordable housing units meeting the criteria of s. 420.0004(3) on property which will be the subject of a land use restriction agreement an exemption from the density requirements of the Statute. 2.72 acres x 18 units per acre would allow up to 48 units for senior housing.

Owner: Palatka Housing Authority

Location: 3310 Crill Avenue

Parcel #: 11-10-26-0000-0100-0000

All interested parties are invited to attend this public hearing.

Debbie Banks
Director of Building & Zoning

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

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

Use Avery® TEMPLATE 5160®
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AVERY® 5160®

11-10-26-0000-1170-0000
MILLS MART HEIRS OF
3313 CRILL AVE
PALATKA FL 32177

PB 09-02

11-10-26-9101-0000-0010
MCCOLM VIRGINIA (E)
622 RIVER ST
PALATKA FL 32177

PB 09-02

11-10-26-0000-0030-0000 & 0020
FINDLATER ERROL N + ANDREA
PO BOX 1128
PALATKA FL 32178

PB 09-02

11-10-26-0000-0100-0000
PALATKA HOUSING AUTHORITY
PO BOX 1277
PALATKA FL 32177

PB 09-02

11-10-26-0000-0340-0000
MATTOX FOY JERALD REVOC LVG TRUST
225 BASQUE RD
ST AUGUSTINE FL 32080

PB 09-02

11-10-26-0000-1190-0000
DEB-LYN INC
6916 W UNIVERSITY AVE EXT
GAINESVILLE FL 32607

PB 09-02

11-10-26-0000-0090-0000
PUTNAM CO DISTRICT SCHOOL BOARD
200 S 7TH ST
Palatka, FL 32177

PB 09-02

11-10-26-0000-0260-0001 & 0000
TAYLOR ANDREW R + LISA S H/W
704 ELMWOOD AVE
Palatka, FL 32177

PB 09-02

11-10-26-0000-0350-0000
ANTHONY TIMOTHY R + CELESTE
910 ELMWOOD AVE
Palatka, FL 32177

PB 09-02

11-10-26-0000-0300-0000
WHITE JOHN W+LARUE W GREATHOUSE
PO BOX 674
Palatka, FL 32177

PB 09-02

Sheridan Landis
109 Hanpard Ln
Palatka, FL 32177

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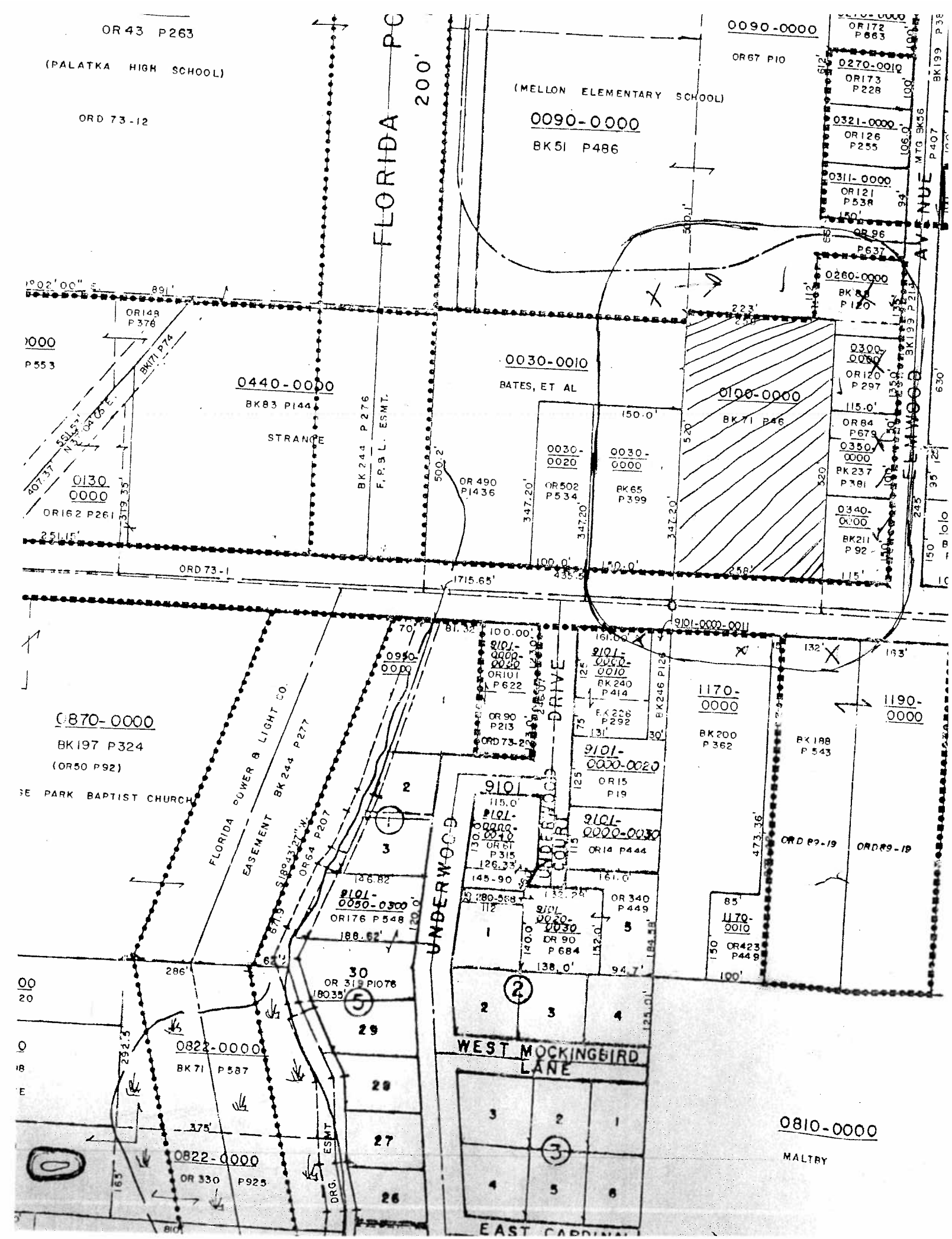


OR43 P263
(PALATKA HIGH SCHOOL)
ORD 73-12
FLORIDA PO
200'
(MELLON ELEMENTARY SCHOOL)
0090-0000
BK51 P486
0090-0000
OR67 P10
0270-0010
OR173 P228
0321-0000
OR126 P255
0311-0000
OR121 P538
0260-0000
0440-0000
BK83 P144
STRANCE
0130 0000
OR162 P261
BK244 P276
F.P.&L. ESMT.
0030-0010
BATES, ET AL
0100-0000
BK71 P46
0030-0020
OR502 P534
0030-0000
BK65 P399
OR 490 P1436
0300-0000
OR120 P297
OR84 P679
0350-0000
BK237 P381
0340-0000
BK211 P92
ELMWOOD AVENUE
ORD 73-1
1715.65'
9101-0000-0011
0870-0000
BK197 P324
(OR50 P92)
SE PARK BAPTIST CHURCH
FLORIDA POWER & LIGHT CO.
EASEMENT BK244 P277
OR64 P207
0950-0000
9101-0000-0050
OR101 P622
OR90 P213
ORD 73-2
9101-0000-0010
BK240 P414
BK226 P292
BK246 P126
1170-0000
BK200 P362
1190-0000
BK188 P543
9101-0000-0020
OR15 P19
9101
9101-0000-0040
OR61 P315
9101-0000-0030
OR14 P444
ORD 89-19
UNDERWOOD DRIVE
UNDERWOOD COURT
9101-0050-0300
OR176 P548
OR 340 P449
9101-0020-0030
OR 90 P684
1170-0010
OR423 P449
OR 319 P1076
0822-0000
BK71 P587
WEST MOCKINGBIRD LANE
0810-0000
MALTBY
0822-0000
OR 330 P925
DRG. ESMT
EAST CARDINAL

PB 09-02

STATE OF FLORIDA

County of Putnam

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

Notice is hereby given that t

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

09/18/2009

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

Jeannette Eveland

Sworn to and subscribed to before me this 18th day of September, 2009 by Jeannette Eveland, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Mary Kaye Wells

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

Notary Seal
Seal of Office:

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

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

PUBLIC NOTICE

Notice is hereby given that the CITY OF PALATKA PLANNING BOARD will hold a public hearing on October 6, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Service to City High Density Residential and Rezone from County R-1 (Single-family Residential) to City R-3 (Multi-family Residential). Case: PB 09-02

Owner: Palatka Housing Authority
Location: 3310 Crill Avenue
Parcel #: 11-10-26-0000-0100-0000

All interested parties are invited to attend this public hearing.

Debbie Banks
Director of Building & Zoning

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

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

Legal No. 04545022
09/18/09

Debbie Banks

From: Debbie Banks
Sent: Tuesday, September 01, 2009 12:52 PM
To: sshemet@palatkaha.org
Cc: Don Holmes (don@donholmeslaw.com)
Subject: 3310 Crill Ave Annex, FLUM, Rezone, Density

Sheryl – please forward to John Nelson

John – I spoke with DCA this morning about the density of the parcel to be annexed. DCA required us to have a developer's agreement the last time we did a density cap. It cannot be put on the ordinance. In that conversation, I was told to review the Statute I included below. It appears that public housing is exempt from the density requirement but there must be documentation to that effect. I was instructed to talk to Ray Eubanks with DCA who is our amendment processor and guru for all things "planning." He is at lunch now but I plan to call him soon. This may be a way to have the density you wanted but we would have to have the land use restriction agreement as well.

More later,
Debbie

The 2009 Florida Statutes

Title XI COUNTY ORGANIZATION AND INTERGOVERNMENTAL RELATIONS | **Chapter 163** INTERGOVERNMENTAL PROGRAMS | **View Entire Chapter**

163.3187 Amendment of adopted comprehensive plan.—

1. The proposed amendment involves a use of 10 acres or fewer and:

(II) A maximum of 80 acres in a local government that does not contain any of the designated areas set forth in sub-sub-subparagraph (I).

f. If the proposed amendment involves a residential land use, the residential land use has a density of 10 units or less per acre or the proposed future land use category allows a maximum residential density of the same or less than the maximum residential density allowable under the existing future land use category, except that this limitation does not apply to small scale amendments involving the construction of affordable housing units meeting the criteria of s. 420.0004(3) on property which will be the subject of a land use restriction agreement, or small scale amendments described in sub-sub-subparagraph a.(I) that are designated in the local comprehensive plan for urban infill, urban redevelopment, or downtown revitalization as defined in s. 163.3164, urban infill and redevelopment areas designated under s. 163.2517, transportation concurrency exception areas approved pursuant

Application for Annexation

Application Number: PB - 09-02
Date Received: 2/11/09
Hearing date: 4/7/09

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

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

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

TO BE COMPLETED BY APPLICANT

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

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

PALATKA HOUSING AUTHORITY **Owner Name**	**Agent Name**
400 N. 15TH STREET, PALATKA, FL 32177 **Owner Address**	**Agent Address**
386-329-0132, EXT. 211 **Phone Number**	**Phone Number**

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

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

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

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

***** Site Plan: Detailed project drawing

RECEIVED
FEB 11 2009
BY: _____

Application Number: PB - _____
Hearing date: _____

10. This application submitted by:

Signature of owner(s): John Nelson Jr Executive Director

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

Signature of Agent(s): _____

Print Agent(s) names: _____

STATE OF FLORIDA

County of PUTNAM

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

WITNESS my hand and official seal, this 5th day of February A.D. 2009.

Notary Public State of Florida
Sheryl L Shemet
My Commission DD636531
Expires 02/05/2011

Sheryl L. Shemet
Notary Public

My commission expires: 02/05/2011 State of Florida at Large

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

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

City Commission Hearing Date:

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

Application Number: PB - 09-02
Date Received: 2/11/09
Hearing date: 4/7/09

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

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

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

TO BE COMPLETED BY APPLICANT

1. Property Address:	2. Parcel Number:	3. Current Property Use:
3310 Crill Avenue	11-10-26-0000-0100-0000	VACANT

4. Current Land Use Designation:	5. Requested Land Use Designation:	6. Required Attachments:
~~COMMERCIAL~~ Urban Service	RESIDENTIAL	❑ Letter of Authorization* ❑ Legal Description ❑ Copy of Recorded Deed ❑ Fees ❑ Project Narrative** ❑ Supplementary Information*** ❑ Site Map for display ad**** ❑ Site Plan*****
7. Current Zoning Designation: R-1	**8. Requested Zoning Designation:** R-3	
9. Lot size/acreage: 2.75 ACRES	**10. Number, types & square footage of structures on property:** NONE	
11. Proposed Number, types & square footage of structures on property: Attach plan		

8. Owner Name: PALATKA HOUSING AUTHORITY

Owner Address: 400 N. 15TH AVE, PALATKA, FL 32177

Phone Number: 386-329-0132 EXT. 211

9. Agent Name: NONE

Agent Address: _____

Phone Number: _____

* Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.
**Project Narrative: Explain present and future use of the property in detail.
***Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.
****Site map for ad to be to be in black & white, no larger than 2 ½" x 3" with nearest intersecting streets shown and named.
*****Site Plan: Detailed project drawing

RECEIVED
FEB 11 2009
BY: _____

Application Number: PB - _____

Hearing date: _____

10. This application submitted by:

Signature of owner(s): John Nelson Jr Executive Director

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

Signature of Agent(s): _____

Print Agent(s) names: _____

STATE OF FLORIDA

County of PUTNAM

Before me this day personally appeared John Nelson, Jr. who executed the foregoing application and acknowledged to and before me that he executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 5th day of February A.D. 2009.

Notary Public State of Florida
Sheryl L Shemet
My Commission DD636531
Expires 02/05/2011

Sheryl L Shemet
Notary Public

My commission expires: 02/05/2011 State of _____ at Large

FOR OFFICIAL USE ONLY				
1. Date Submitted: 4-7-09	2. Received By: DB	3. Confirm Zoning: CM R-1	4. Confirm FLUM: CM US	5. Preliminary review by: DB

7. Sign(s) Posted	8. Surrounding property owners notices sent:	9. Legal Ad Ran:	10. Attachments Reviewed:
Date:	Date: 9/1	Date: 9/19	☒ Letter of Authorization*
By:	By: DB	Date:	☒ Legal Description
			☒ Copy of Recorded Deed
			☒ Fees
			☒ Project Narrative**
			☐ Supplementary Information***
			☐ Site Map for display ad****
			☐ Site Plan*****
			☒ Survey

City Commission Hearing Date:

LEGAL DESCRIPTION

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

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

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

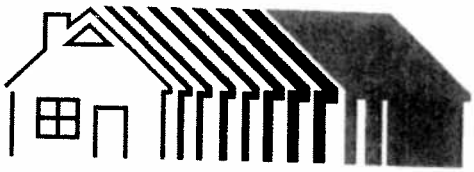
PROJECT NARRATIVE

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

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

Lot is currently zoned commercial, but is vacant. We are requesting zone change to R-3. Upon approval, we will construct 36 units of "senior-only" public housing units. Project will consist of 4-plex units, 9 total.

PALATKA
HOUSING
AUTHORITY



Serving Palatka's Housing Needs Since 1962

September 9, 2009

Debbie Banks
Director of Palatka Building & Zoning
City of Palatka
201 N. 2nd Street
Palatka, FL 32177

RE: PARCEL 11-10-26-0000-0100-0000
Property Address: 3310 Crill Ave., Palatka, FL 32177

Dear Ms. Banks,

Palatka Housing Authority is requesting annexation into the Palatka city limits and requesting an amendment of the Future Land Use Map from County Urban Service to City High Density Residential and Rezoning from County R-1 (Single-family Residential) to City R-3 (Multi-family Residential).

An exemption in the Florida Statute (FS 163.3187(1)(f) allows small scale amendments involving the construction of affordable housing units meeting the criteria of s.420.0004(3) on property which will be the subject of a land use restriction agreement and exemption from the density requirements of the Statute.

Upon approval, we will construct 36 units of "senior-only" public housing units. Project will consist of 4-plex units, 9 total. This is a reduction from 44 units originally proposed.

If you have any additional questions or I can assist further, please contact me at 386-329-0132, ext. 211 or by email at jnelson@palatkaha.org.

Sincerely,

John Nelson Jr.

John Nelson, Jr.
Executive Director

400 North 15th Street • P.O. Box 1277 • Palatka, Florida 32178-1277
Office: 386-329-0132 • Fax: 386-329-0145 • Suncom: 860-0132 • Email: pha@leading.net

RESOLUTION #504 **TO APPROVE APPLICATION FOR 40 UNITS OF SENIOR REPLACEMENT HOUSING**

WHEREAS, the Palatka Housing Authority has entered into cooperation agreements with the City of Palatka to develop and manage a total of 484 units of public housing;

WHEREAS, the Palatka Housing Authority applied for and received approval to dispose of 100 units at Frank G. George Apartments;

WHEREAS, the Palatka Housing Authority is committed to provide alternate housing equal to or better than the disposed of 100 units;

BE IT RESOLVED by the Board of Commissioners of the Palatka Housing Authority that the Executive Director is authorized to execute documents and provide certifications and submit to HUD for approval a request to apply for a maximum of 40 units of public housing, designated seniors-only.

Commissioner Blevins moved the foregoing resolution be adopted, seconded by Commissioner Allen and upon roll call it was determined by the Chairman to have received a majority of the affirmative votes and was declared duly adopted this 26th day of June, 2008.

		AYES	NAYS
Commissioner		Allen	
Commissioner		Blevins	
Commissioner	Evans (absent)		
Commissioner		Spell	
Chairman		Fulghum	

SETFORTH this 26th day of June 2008 by the Board of Commissioners of the Palatka Housing Authority.

I CERTIFY that the above resolution was duly passed at the special meeting of this Authority on the above stated date, with appropriate Notice as required by the by-laws of this agency.

Marshall Fulghum, Chairperson

I CERTIFY that the above resolution was duly passed at the bi-monthly meeting of this Authority on the above stated date, with appropriate Notice as required by the by-laws of this agency.

John Nelson Jr., Executive Director/Secretary

SEAL:

U. S. Department of Housing and Urban Development
Jacksonville Field Office
Charles Bennett Federal Building
400 West Bay Street,
Suite 1015
Jacksonville, Florida 32202-4410

November 5, 2008

Mr. John Nelson Jr.
Executive Director
Palatka HA
400 N 15th Street
Palatka, Florida 32177-3104

Dear Mr.Nelson:

Subject: PH Development Request FL29P057-0000-16.

This is to acknowledge that we have received your letter dated October 27, 2008 for the purchase of land at 3310 Crill Avenue for the development FL29P057-0000-16.

The following documents were received with your letter:

A) Independent appraisal for the property located at 3310 Crill Avenue, Palatka, Florida. The property has been appraised for $305,000.00

B) (HUD-51971-l) "Offer of Sale of Real Property" for the land located in 3310 Crill Avenue, Palatka, Florida. The offer is for $305,000.00 and it expires 90 days from the date offered.

This office considers the information provided by the Palatka Housing Authority to be sufficient to purchase the property located at 3310 Crill Avenue, Palatka, Florida to be developed as a project called "**Annie M. Spells, Senior Community**" Development No. **FL29P057-0000-16**

You are hereby authorized to proceed to acquire the land. Please provide us with a copy of the Bill of Sales and a recorded Declaration of Trust. Please contact Mr. Earl Cox, General Council, at (904) 208- 6120 for assistance in developing the Declaration of Trust. When plans and specifications are developed, provide a copy for our review.

If we can be of further assistance, please contact our Staff Engineer, Greg Caceres, by email at gregorio.caceres@hud.gov or by phone at (904) 232-1777, extension 2090.

Sincerely yours,

John G. Niesz
Director
Office of Public Housing

NOV

Agenda Item

8

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Adoption of an ordinance annexing a parcel of land (a portion of the Business Park) off St. Johns Avenue into the City and adoption of a related ordinance changing the future land use designation from Putnam County Urban Reserve to City of Palatka Industrial.

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS

1. An Ordinance of the City of Palatka annexing parcel 09-10-26-0000-0010-0021
2. An Ordinance of the City of Palatka amending the future land use designation from Putnam County Urban Reserve to City of Palatka Industrial.
3. November 3, 2009, Planning Board Minutes.
4. November 3, 2009, Planning Board Packet.

DATE: December 10, 2009

SUMMARY HIGHLIGHTS:

The identified purpose of these two applications is to allow City water and sewer services in the County's Business Park. This is a 2.75 acre (more or less) parcel of land.

A public hearing was held by the Planning Board on November 3, 2009, at the applicant's request for annexation and change of future land use from County Urban Reserve to City Industrial. Zoning is not requested at this time since this parcel is a part of a proposed Planned Unit Development that will be processed in the near future. There was no public testimony. The Planning Board voted to recommend approval of the two requests.

RECOMMENDED ACTION:

Staff recommends approval of the attached annexation and future land use ordinances

AGENDA ITEM NUMBER: AGENDA PAGE NUMBER:

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

ORDINANCE NO. 09 - _____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IN SECTION 09, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

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

Putnam County (Board of County Commissioners)

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

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

Section 2. NOW THEREFORE, be it enacted by the people of the City of Palatka, Florida, that the following described unincorporated lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be within the corporate limits of the City of Palatka, Florida said lands being described as follows:

DESCRIPTION OF PROPERTY:

(Diocese of St. Augustine Sale to Putnam County)

THE PORTION OF THE FOLLOWING DESCRIBED LANDS LYING NORTH OF THE ST. JOHNS AVENUE EXTENSION WITHIN THE LANDS CONVEYED BY THAT WARRANTY DEED BY RALPH H. OLIVER, JR., AND RACHEL C. OLIVER, HUSBAND AND WIFE, GRANTOR, AND JOHN J. SNYDER, AS BISHOP OF THE DIOCESE OF ST. AUGUSTINE, DATED NOVEMBER 3, 1986, AND RECORDED AT OFFICIAL RECORDS VOLUME 494, PAGE 1874, CURRENT PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA.

THE WEST ½ OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 9, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUTNAM COUNTY, FLORIDA, EXCEPTING THEREFROM THAT PART LYING WITHIN THE SEABOARD COASTLINE RAILROAD RIGHT OF WAY. AND FURTHER EXCEPTING THEREFROM AN EASEMENT OVER A PART OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SAID SECTION 9 AND OVER A PART OF THE NORTHWEST ¼ OF THE NORTHWEST ¼ OF SECTION 10, TOWNSHIP 10 SOUTH, RANGE 26 EAST, SAID EASEMENT BEING MORE PARTICULARLY DESCRIBED AS BEING 66.00 FEET WIDE AND LYING NORTHERLY OF AND ADJACENT TO THE FOLLOWING DESCRIBED LINE:

FOR A POINT OF BEGINNING OF SAID LINE BEING DESCRIBED, COMMENCE AT THE NORTHEASTERLY CORNER OF FOXWOOD AS RECORDED IN MAP BOOK 6, PAGE 19 OF THE PUBLIC RECORDS OF SAID COUNTY, SAID POINT BEING ON

THE WESTERLY RIGHT OF WAY LINE OF ZEAGLER DRIVE; THENCE WESTERLY ALONG THE NORTHERLY LINE OF SAID FOXWOOD AND ITS WESTERLY PROJECTION TO THE EASTERLY LINE OF THE WEST ½ OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SAID SECTION 9 AND THE POINT OF TERMINUS OF SAID LINE BEING DESCRIBED.

Containing 2.75 acres more or less.

(Tax parcel #09-10-26-0000-0010-0021)

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

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

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

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

This instrument prepared by:
Debbie Banks
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 09 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP AND FUTURE LAND USE ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO ONE PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE) IN SECTION 9, TOWNSHIP 10 SOUTH, RANGE 26 EAST FROM COUNTY URBAN RESERVE TO CITY INDUSTRIAL,PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

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

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

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

WHEREAS, the Planning Board conducted a public hearing on November 3, 2009, and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission conducted a public hearing on this amendment on December 10, 2009,

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

Section 1. Adopted Small Scale Amendment

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

TABLE 1
ADOPTED SMALL SCALE AMENDMENTS

Property Tax Number	Acreage	Current Land Use	Amended Land Use
09-10-26-0000-0010-0021	2.75	County Urban Reserve	City Industrial

DESCRIPTION OF PROPERTY:

(Diocese of St. Augustine Sale to Putnam County)

THE PORTION OF THE FOLLOWING DESCRIBED LANDS LYING NORTH OF THE ST. JOHNS AVENUE EXTENSION WITHIN THE LANDS CONVEYED BY THAT WARRANTY DEED BY RALPH H. OLIVER, JR., AND RACHEL C. OLIVER, HUSBAND AND WIFE, GRANTOR, AND JOHN J. SNYDER, AS BISHOP OF THE DIOCESE OF ST. AUGUSTINE, DATED NOVEMBER 3, 1986, AND RECORDED AT

OFFICIAL RECORDS VOLUME 494, PAGE 1874, CURRENT PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA.

THE WEST ½ OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 9, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUTNAM COUNTY, FLORIDA, EXCEPTING THEREFROM THAT PART LYING WITHIN THE SEABOARD COASTLINE RAILROAD RIGHT OF WAY. AND FURTHER EXCEPTING THEREFROM AN EASEMENT OVER A PART OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SAID SECTION 9 AND OVER A PART OF THE NORTHWEST ¼ OF THE NORTHWEST ¼ OF SECTION 10, TOWNSHIP 10 SOUTH, RANGE 26 EAST, SAID EASEMENT BEING MORE PARTICULARLY DESCRIBED AS BEING 66.00 FEET WIDE AND LYING NORTHERLY OF AND ADJACENT TO THE FOLLOWING DESCRIBED LINE:

FOR A POINT OF BEGINNING OF SAID LINE BEING DESCRIBED, COMMENCE AT THE NORTHEASTERLY CORNER OF FOXWOOD AS RECORDED IN MAP BOOK 6, PAGE 19 OF THE PUBLIC RECORDS OF SAID COUNTY, SAID POINT BEING ON THE WESTERLY RIGHT OF WAY LINE OF ZEAGLER DRIVE; THENCE WESTERLY ALONG THE NORTHERLY LINE OF SAID FOXWOOD AND ITS WESTERLY PROJECTION TO THE EASTERLY LINE OF THE WEST ½ OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SAID SECTION 9 AND THE POINT OF TERMINUS OF SAID LINE BEING DESCRIBED.

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

Containing 2.75 acres more or less.

Section 3. Effect on the Comprehensive Plan

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

Section 4. Severability

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

Section 5. Effective date

This Ordinance shall become effective thirty-one (31) days after its final passage by the City Commission of the City of Palatka, Florida.

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

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

_____
City Clerk

Approved as to form and correctness

_____
City Attorney

Case PB 09-27 Viking Street between 4th Manor and 5th Manor – continued.

Mary Counts, 6104 W. 5th Manor, spoke in opposition of the request, stating that she and many others walk regularly through this area in the evenings and she has not seen the crime that has been expressed and believed it was a very nice neighborhood.

(Regular Meeting)

Discussion took place regarding Viking Manor and Deerwood both being one subdivision (Viking Manor), that all the streets were platted and developed at one time as public streets. That the finding of the Board must be that closing of the street is for the public good.

Motion made by Zachary Landis and seconded by Earl Wallace to make recommendation to the City Commission to deny the request. All present voted affirmative, motion carried.

Ms. Banks advised that this case would be forwarded to the City Commission probably for the December meeting.

Case PB 09-29

Address: Vacant parcel off St. Johns Avenue
Parcel: 09-10-26-0000-0010-0021
Applicant: Putnam County (Board of County Commissioners)

Request: for Annexation and Future Land Use amendment from County Urban Reserve (UR) to City Industrial (IN).

(Public Hearing)

Earl Wallace recused himself.

Ms. Banks stated that she did not receive any response from any of the mailings or the advertisement. The Departmental reviews did not include any comments. Request is being made to join this parcel with the rest of the property for the County's Planned Unit Development of the Business Park to be considered in the future plan.

Brian Hammons, Putnam County Planning and Development Director advised that this piece of land was acquired subsequent to the original annexation of the Business Park. He stated that they want to bring this parcel into the city to be included in a request to forward to the Board for PUD rezoning and a plat.

(Regular Meeting)

Motion made by Phil Leary and seconded by Zachary Landis to recommend approval to the City Commission for Annexation and Future Land Use amendment from County Urban Reserve (UR) to City Industrial (IN). All present voted affirmative, motion carried.

PLANNING BOARD REPORT
November 3, 2009

SUBJECT: CASE # PB 09-29 – Vacant parcel off St. Johns Avenue
Parcel #: 09-10-26-0000-0010-0021

OWNER: Putnam County (Board of County Commissioners)

A. REQUEST:

Request to annex and amend the Future Land Use Map (Small Scale) from County Urban Reserve to City Industrial for approximately 2.75 acres

B. BACKGROUND:

This property is contiguous to the City limits along the northern, eastern and western property lines. This parcel was acquired by the County in 2005 subsequent to the annexation of the Business Park in 2002. This parcel will become a part of the Business Park and will be rezoned when the remainder of the Park is rezoned. The property's main access will be internally from within the Business Park. This property is currently undeveloped.

Department review requests were sent to the water, sewer, streets, sanitation, police, fire and building departments. All departments responded with "No comment."

Surrounding properties have future land use designations of County Urban Reserve south of the subject property, City Industrial to the north and west and City High Density Residential to the east. The zoning pattern of the site and surrounding area is County Agriculture to the south, County PUD to the west and north (this will be rezoned to City along with this parcel) and City R-3 (Multi-family Residential) to the east. The existing land use pattern in the area is mainly undeveloped with one call center complex.

ADJACENT DEVELOPMENT:

DIRECTION	ZONING	FLUM	CURRENT USE
North	County PUD	City Industrial	Business Park
East	City R-3	City High Density Residential	Undeveloped
South	County Urban Reserve	County Agriculture	Undeveloped
West	County PUD	City Industrial	Business Park

C. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex 2.75 acres into the City. The subject property is located on St. Johns Avenue adjacent to City property to the north, east and west. Directly south of the site is County.

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

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

STAFF RECOMMENDATION: Approval of the annexation request.

D. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

The Existing Land Use Designation: The existing Future Land Use is County Urban Service which allows for a variety of residential, agriculture as a holding use, commercial, industrial and public facilities uses per their Comprehensive Plan.

The Proposed Land Use Designation: Policy A.1.9.3.A.2 of the Future Land Use Element states that the land designated for commercial use is intended for activities that are predominantly associated with the sale, rental, and distribution of products or the performance of service. Commercial land use includes offices, retail, lodging, restaurants, services, commercial parks, shopping centers, or other similar business activities. Public/Institutional uses and recreational uses are allowed within the commercial land use category. The intensity of commercial use, as measured by impervious surface, should not exceed 70 percent of the parcel. The maximum height should not exceed 40 feet. Land Development Regulations shall provide requirements for buffering commercial land uses (i.e., sight access, noise) from adjacent land uses of lesser density or intensity of use.

Future Land Use Element

Objective (A.1.6 9J-5.006(3)(b)7)
Upon Plan adoption, the City shall discourage urban sprawl. Land Development Regulations shall be adopted that implement the following policies:

Policy A.1.6.2 (9J-5.006(3)(c)3)
Minimize scattered and highway strip commercial by directing commercial development to occur in a planned and compact manner through in-filling within already developed commercial areas as identified on the Future Land Use Map.

Staff Analysis: This site is undeveloped, however it will be part of the planned Business Park with access internally through the Business Park. The Planned Unit Develop Overlay that will be brought forward within the next three months will illustrate the planning of the Business Park to minimize scattered development. Most other properties in the area are undeveloped. City commercial land use designations are located north, east and west of the site. This land use change provides a continuity of industrial land use for the Business Park that is being developed for such purposes.

Policy A.1.7.2 (9J-5.006(3)(c)3)
Commercial development adjacent to major and minor arterial roads shall provide sufficient depth to allow adequate set back distance and clearance to accommodate FDOT near and long range roadway improvements.

Staff Analysis: This parcel will not be accessed off St. Johns Avenue but internally through the Business Park.

Policy A.1.11.4 (9J-5.006(3)(c)6)
Applications by landowners for a land use amendment to the Comprehensive Plan shall, as part of filing procedures, require the payment of a fee and provisions by the land owner of topographic, soil condition, flood hazard zone and wetland zone and wetland information on all land surveys filed in support of a land use amendment, zoning change or land subdivision. The City on a case-by-case basis may make exceptions for small-scale amendments when the property in question is

(1) already developed or (2) is of a size, shape, and location that the normal permitting processes are sufficient.

Staff Analysis: The applicant has provided topographic, soil condition, flood hazard zone and wetland zone maps. Soils include Myakka, Narcoossee and Ona. The Myakka Series consists of soils that are nearly level, poorly drained and very poorly drained and moderately permeable. The Narcoossee series consists of soils that are nearly level, somewhat poorly drained and moderately rapidly permeable. The Ona series consists of soils that are nearly level, poorly drained and moderately permeable.

Traffic Circulation Element

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

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

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

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

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

- principal arterials - LOS C
- collectors and minor arterials -LOS D

Staff Analysis: The property will have no direct access onto a City or County Street, however, future impacts to St. Johns Avenue will be evaluated as permits are submitted based on the use.

Public Facilities Element

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

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

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

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

Staff Analysis: Any improvements will be evaluated to ensure level of service standards are consistent with the Future Land Use Map when plans are submitted for the development of this parcel.

Objective D.1.2 (9J-5.011(2)(b)2)

In order to preserve adopted Level of Service Standards (LOSS), the City of Palatka, upon Plan adoption, shall continue to coordinate the extension of, or increase of, facilities to meet future needs, through implementing the following policies:

Policy D.1.2.1
The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the city; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous.

Staff Analysis: This property is contiguous to the City. Sewer and water lines have been run to that portion of the Business Park that is already within the City limits.

Objective G.1.5 (9J-5.015(3)(b)3)

The City shall ensure that public facilities are planned and allocated equitably, through effective coordination with the appropriate Federal, State and Local government departments and regulatory agencies.

Policy G.1.5.2

The City shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Properties serviced by City water shall annex into the City when they become sufficiently contiguous. Properties serviced by septic shall be annexed into the City.

Staff Analysis: The City and County are continuing to improve their coordinating relationships as it relates to future development along the existing City boundaries. This parcel is owned by the County and they are voluntarily annexing in order to obtain City services when they are needed.

STAFF RECOMMENDATION: Staff recommends approval of this request to amend the future land use map from County Urban Reserve to City Industrial.

D. PHOTOGRAPHS

Facing property

Facing west on St. Johns Avenue toward Business Park entrance.

Facing east on St. Johns Avenue.

Facing south across St. Johns Avenue.

9/3

Departmental Review Request

Address: 09-10-26-0000-0010-0021 - a parcel just East of Wes Larson Blvd off St. Johns Ave.

Case #: 09-29

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

☐ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other
Meeting Date: November 3, 2009	**Response Deadline: October 12, 2009**
Date submitted by applicant: 09/25/09	**Date forwarded to Departments for review: 9/ 29/ 2009**

Submitted to:

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

Current Property Use: Undeveloped	**Proposed Property Use: Mixed Commercial/Industrial**
Current Land Use Designation: County Urban Reserve	**Requested Land Use Designation: City Industrial**
Current Zoning Classification: AG	**Requested Zoning Classification: Will be rezoned with the remainder of the Business Park**
Acreage: 2.75	**# of Units None**
Putnam County Board of County Commissioners **Owner/Applicant Name** P.O. Box 758 **Owner/Applicant Address** Palatka, FL 32178 **City/State/Zip** **Phone Number**	Rick G. Leary, County Adminstrator **Agent Name** **Same** **Agent Address** **City/State/Zip** **386-329-0212** **Phone Number**

Planning Dept. Comments: This parcel was left out when the other 256 acres were annexed. After annexation, this parcel will be included in the rezoning to M-1/PUD for the entire Business Park.

Thank you,
Debbie

☒ No Comments
☐ Comments Attached

Reviewed by: [signature]

Title: Public Works

Parcel #

Departmental Review Request

Address: 09-10-26-0000-0010-0021 - a parcel just East of Wes Larson Blvd off St. Johns Ave.

Case #: 09-29

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

☐ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other
Meeting Date: November 3, 2009	**Response Deadline: October 12, 2009**
Date submitted by applicant: 09/25/09	Date forwarded to Departments for review: 9/ 29/ 2009

Submitted to:

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

Current Property Use: Undeveloped	Proposed Property Use: Mixed Commercial/Industrial
Current Land Use Designation: County Urban Reserve	Requested Land Use Designation: City Industrial
Current Zoning Classification: AG	Requested Zoning Classification: Will be rezoned with the remainder of the Business Park
Acreage: 2.75	# of Units None
Putnam County Board of County Commissioners **Owner/Applicant Name** P.O. Box 758 **Owner/Applicant Address** Palatka, FL 32178 **City/State/Zip** **Phone Number**	Rick G. Leary, County Adminstrator **Agent Name** **Same** **Agent Address** **City/State/Zip** **386-329-0212** **Phone Number**

Planning Dept. Comments: This parcel was left out when the other 256 acres were annexed. After annexation, this parcel will be included in the rezoning to M-1/PUD for the entire Business Park.

Thank you,

Debbi

- ☑ No Comments
- ☐ Comments Attached

Reviewed by: [signature] CBO

Title:

9/30/09

Parcel #

Departmental Review Request

Address: 09-10-26-0000-0010-0021 - a parcel just East of Wes Larson Blvd off St. Johns Ave.

Case #: 09-29

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☐ Rezoning	☐ Site Plan Review
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☐ Street Closing/Street Name Change	☐ Other
Meeting Date: November 3, 2009	**Response Deadline: October 12, 2009**
Date submitted by applicant: 09/25/09	Date forwarded to Departments for review: 9/ 29/ 2009
Submitted to: ☐ Water/Sewer/Streets/Sanitation ☐ Police ☐ Fire ☐ Chief Building Official	☐ Sewer Plant ☐ Water Plant ☐ Parks ☐ Weed & Seed ☐ Cemetery ☐ Golf ☐ Airport
Current Property Use: Undeveloped	Proposed Property Use: Mixed Commercial/Industrial
Current Land Use Designation: County Urban Reserve	Requested Land Use Designation: City Industrial
Current Zoning Classification: AG	Requested Zoning Classification: Will be rezoned with the remainder of the Business Park
Acreage: 2.75	# of Units None
Putnam County Board of County Commissioners **Owner/Applicant Name** P.O. Box 758 **Owner/Applicant Address** Palatka, FL 32178 **City/State/Zip** **Phone Number**	Rick G. Leary, County Adminstrator **Agent Name** **Same** **Agent Address** **City/State/Zip** **386-329-0212** **Phone Number**

Planning Dept. Comments: This parcel was left out when the other 256 acres were annexed. After annexation, this parcel will be included in the rezoning to M-1/PUD for the entire Business Park.

Thank you,

Debbie

☑ No Comments
☐ Comments Attached

Reviewed by: Jerry S. Litchfield

Title: Chief of Police

Parcel #

Application for Annexation

Application Number: PB - 09-29
Date Received: 9-25-09
Hearing date: 11-3-09

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

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

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

TO BE COMPLETED BY APPLICANT		
1. Property Address: N/A	**2. Parcel Number:** 09-10-26-0000-0010-0021	**3. Current Property Use:** vacant
4. Current Land Use Designation: Urban Reserve (County)	**5.Requested Land Use Designation:** Industrial (City)	**6. Required Attachments:** X Legal Description; ☐ Letter of Authorization*; X Copy of Recorded Deed; ☐ Fees; ☑ Project Narrative**; ☑ Supplementary Information***; ☑ Site Map for display ad****; ☐ Site Plan*****; ☐ Survey
7. Current Zoning Designation: AG (Agriculture)	**8. Requested Zoning Designation:** PUD (City)	
9. Acreage to be considered for request: 2.75 acres	**10. Number, types & square footage of structures on property:** None	

Reason for annexation request: ___This property was acquired by the County subsequent (2005) to the creation (2000) and annexation (2002) of the Business Park by the City of Palatka. The County wishes to include this land in the proposed plat to be submitted soon.

_Putnam County Board of County Commissioners	___c/o_Rick G. Leary, County Administrator_
Owner Name	**Agent Name**
_P.O. Box 758, Palatka, FL 32178_____	Same_____
Owner Address	**Agent Address**
_____	__(386) 329-0212_____
_____	_____
Phone Number	**Phone Number**

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

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

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

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

***** Site Plan: Detailed project drawing

Application Number: PB -_____

Hearing date: _____

10. This application submitted by:

Signature of owner(s): __BOCC_____

Print owner(s) names(s): _____

Signature of Agent(s): _____

Print Agent(s) names: _Rick G. Leary, County Administrator _____

STATE OF _____Florida_____

County of ____Putnam_____

Before me this day personally appeared ___Rick G. Leary_____ who executed the foregoing application and acknowledged to and before me that __he_____ executed this document for the purposes therein expressed.

WITNESS my hand and official seal this 23rd day of September A.D. 2009.

TABITHA B. LASSITER
Notary Public - State of Florida
My Commission Expires Feb 28, 2010
Commission # DD 486698
Bonded By National Notary Assn.

Tabitha B Lassiter
Notary Public

My commission expires: 2-28-2010 State of Florida at Large

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

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

City Commission Hearing Date:

Application for Small-Scale Land Use Amendment to the Future Land Use Map and/or Rezoning

Application Number: PB - _____

Date Received: _____

Hearing date: _____

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

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

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

TO BE COMPLETED BY APPLICANT		
1. Property Address: N/A	**2. Parcel Number:** 09-10-26-0000-0010-0021	**3. Current Property Use:** vacant
4. Current Land Use Designation: Urban Reserve (County)	**5.Requested Land Use Designation:** Industrial (City)	**6. Required Attachments:** ❑ Letter of Authorization* X Legal Description (submitted electronically) X Copy of Recorded Deed ❑ Fees X Project Narrative** X Supplementary Information*** X Site Map for display ad**** X Site Plan*****
7. Current Zoning Designation: AG (Agriculture)	**8. Requested Zoning Designation:** PUD (City)	
9. Lot size/acreage: 2.75 acres	**10. Number, types & square footage of structures on property:** None	
11. Proposed Number, types & square footage of structures on property: Attach plan		

8. Owner Name: Board of County Commissioners

Owner Address: P.O. Box 758

Palatka, FL 32178

Phone Number: (386) 329-0212 or (386) 329-0438

9. Agent Name: Rick G. Leary, County Administrator

Agent Address: P.O. Box 758

Palatka, FL 32178

Phone Number: (386) 329-0212 or (386) 329-0438

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

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

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

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

*****Site Plan: Detailed project drawing

Application Number: PB -_____
Hearing date: _____

10. This application submitted by:

Signature of owner(s): _____BOCC_ _____

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

Signature of Agent(s): _____ _____

Print Agent(s) names: ___Rick G. Leary, County Administrator_____

STATE OF ____FLORIDA_____

County of _Putnam_____

Before me this day personally appeared __Rick G. Leary_____ who executed the foregoing application and acknowledged to and before me that __he____ executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 23rd day of September A.D. 2009.

TABITHA B. LASSITER
Notary Public - State of Florida
My Commission Expires Feb 28, 2010
Commission # DD 486698
Bonded By National Notary Assn.

Tabitha B. Lassiter
Notary Public

My commission expires: 2-28-10 State of Florida at Large

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

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

City Commission Hearing Date:

27.00
896.00
923.00

(2)

Prepared by and return to :
William J. Joos, Esquire
Watson & Osborne, P.A.
11234 San Jose Blvd.
Jacksonville, FL 32223

DS ST DEED .70 : 896.00 BK 1049 PG 1581

Parcel Identification # 09-10-26-0000-0010-0020

GRANTOR'S EIN: 59-0637829

0000548982

WARRANTY DEED

This Warranty Deed made the 29th day of May, A.D. 2005, by **Victor Galeone as Bishop of the Diocese of St. Augustine, a corporation sole,** whose address is 11625 Old St. Augustine Road, Jacksonville, Florida 32258, hereinafter called grantor, to **Putnam County, a Political Subdivision of the State of Florida,** whose post office address is P.O. Box 758, Palatka, Florida 32178, hereinafter called the grantee:

(Wherever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporation).

Witnesseth: That the grantor, for and in consideration of TEN DOLLARS ($10.00), and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, that certain land situate in Putnam, Florida, viz:

SEE EXHIBIT "A", ATTACHED HERETO AND MADE A PART HEREOF

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To have and to hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 2004.

IN WITNESS WHEREOF, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered
in our presence:

Judy T. Pinson
Witness

JUDY T. PINSON
Print Name

Nancy G Madden
Witness

Nancy G Madden
Print Name

✓ + Victor Galeone
Victor Galeone, as Bishop of the Diocese of St. Augustine

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 29th day of July 2005, by **Victor Galeone as Bishop of the Diocese of St. Augustine, a corporation sole**, who is ~~personally known to me~~ or who produced _____ as identification and who did/did not take an oath.

Judy T. Pinson
Notary Public JUDY T. PINSON
(Seal)

JUDY T. PINSON
MY COMMISSION EXPIRES
March 16, 2006
#DD 074622
Bonded thru
Notary Public Underwriters
NOTARY PUBLIC, STATE OF FLORIDA

F:\wp51docs\JOOS\DIOCESE\PutnamCty.exc\Warr Deed.wpd 26Jul05 3:02 pm

EXHIBIT A
(Diocese of St. Augustine Sale to Putnam County)

THE PORTION OF THE FOLLOWING DESCRIBED LANDS LYING NORTH OF THE ST. JOHNS AVENUE EXTENSION WITHIN THE LANDS CONVEYED BY THAT WARRANTY DEED BY RALPH H. OLIVER, JR., AND RACHEL C. OLIVER, HUSBAND AND WIFE, GRANTOR, AND JOHN J. SNYDER, AS BISHOP OF THE DIOCESE OF ST. AUGUSTINE, DATED NOVEMBER 3, 1986, AND RECORDED AT OFFICIAL RECORDS VOLUME 494, PAGE 1874, CURRENT PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA.

THE WEST 1/2 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 9, TOWNSHP 10 SOUTH, RANGE 26 EAST, PUTNAM COUNTY, FLORIDA, EXCEPTING THEREFROM THAT PART LYING WITHIN THE SEABOARD COASTLINE RAILROAD RIGHT OF WAY. AND FURTHER EXCEPTING THEREFROM AN EASEMENT OVER A PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 9 AND OVER A PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 10, TOWNSHIP 10 SOUTH, RANGE 26 EAST, SAID EASEMENT BEING MORE PARTICULARLY DESCRIBED AS BEING 66.00 FEET WIDE AND LYING NORTHERLY OF AND ADJACENT TO THE FOLLOWING DESCRIBED LINE:

FOR A POINT OF BEGINNING OF SAID LINE BEING DESCRIBED, COMMENCE AT THE NORTHEASTERLY CORNER OF FOXWOOD AS RECORDED IN MAP BOOK 6, PAGE 19 OF THE PUBLIC RECORDS OF SAID COUNTY, SAID POINT BEING ON THE WESTERLY RIGHT OF WAY LINE OF ZEAGLER DRIVE; THENCE WESTERLY ALONG THE NORTHERLY LINE OF SAID FOXWOOD AND ITS WESTERLY PROJECTION TO THE EASTERLY LINE OF THE WEST 1/2 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 9 AND THE POINT OF TERMINUS OF SAID LINE BEING DESCRIBED.

PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES

P.O. BOX 1486
Palatka, FL 32178-1486
FAX (386) 329-1213
Email: pzb@putnam-fl.com

Building: (386) 329-0307
Zoning: (386) 329-0316
Planning : (386) 329-0491
Codes Enforcement (386) 329-0317

In Florida Toll Free: 1-800-432-0364

September 16, 2009

City of Palatka, Planning and Zoning Dept.
201 N. 2nd Street,
Palatka, FL 32177

RE: Project Narrative

This project was begun under the existing County Planned Unit Development (PUD) zoning approved by the Board of County Commissioners by Ordinance # 00-17. The project was subsequently annexed (City Ordinance # 02-07) by the City in 2002. The County purchased an additional 2.75 acres of land on May 29, 2005 (see deed recorded at OR 1049 PG 1581) which has not been annexed into the City. The City has recently incorporated the Business Park into its' Comprehensive Plan and is preparing to consider the rezoning and subdivision of the property under the City's Zoning Code. The County has included the subject property in the proposed plat that will be submitted in the near future. In order to include this additional acreage, it is necessary for the County to request annexation and a small-scale land use plan amendment on the subject property prior to seeking rezoning and subdivision.

The County's vision of the project is shown in the County's approved PUD Ordinance (#00-17). The uses include a mixture of professional offices, business park development, industrial, warehousing, and various ancillary and accessory activities. The County proposes no significant change to the uses allowed in the County's PUD.

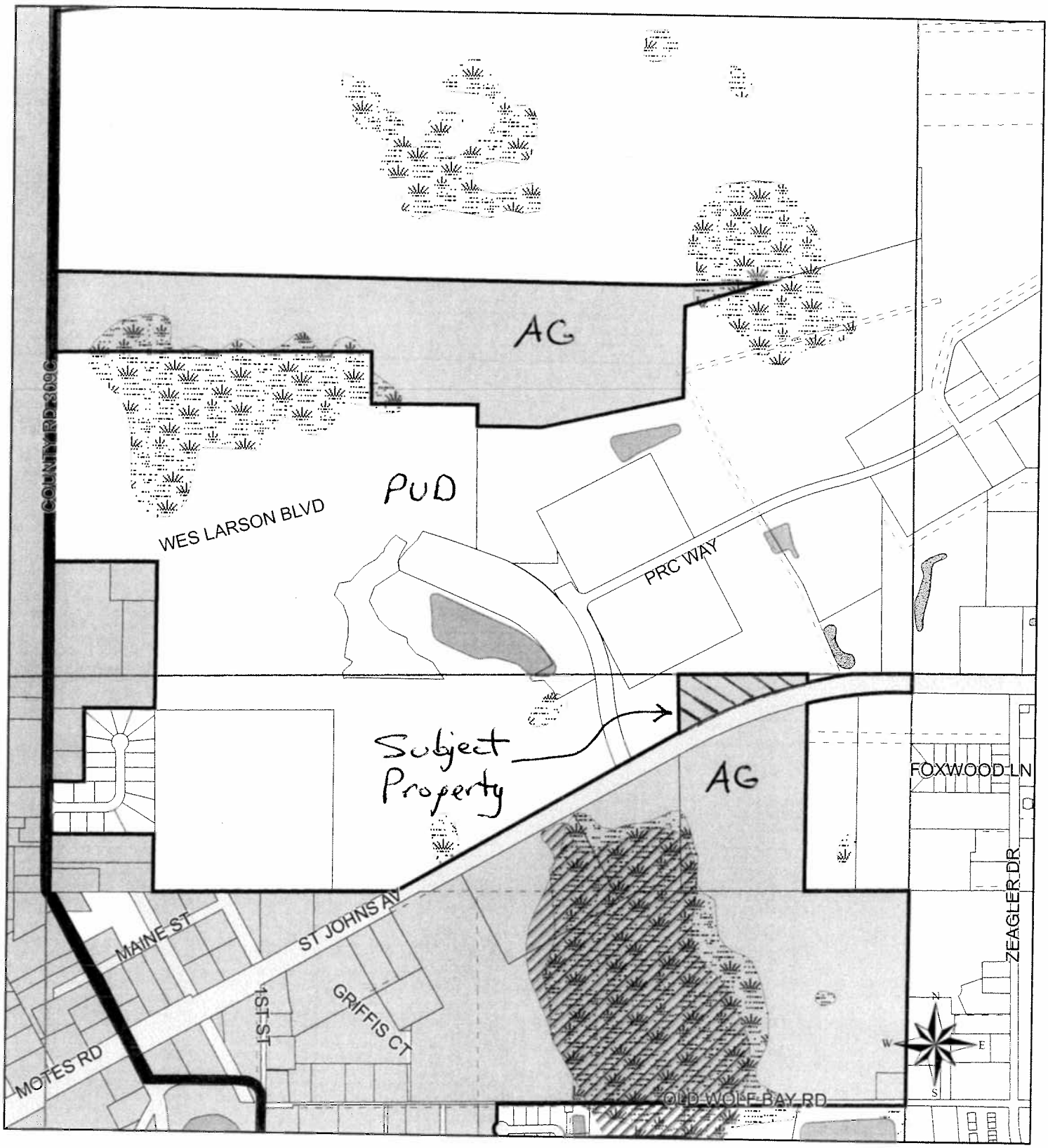
Other than two existing structures, the Business Park remains vacant. The County has built (speculatively) one building shell that remains unoccupied at this time. A second building, currently owned by Stag II Palatka, LLC, is occupied by PRC. The County and the Chamber of Commerce continue to market the property and no definite plans for additional structures currently exist.

If you need additional information, please contact me. I will be happy to assist you.

Sincerely,

Brian S. Hammons, AICP, Director
Putnam County Planning and Development Services
2509 Crill Ave. Ste. 300
Palatka, FL 32178-1486
(386) 329-0438
brian.hammons@putnam-fl.com

ZONING MAP



810 0 810

Feet

Prepared by: CMR	Checked by: LDH	Approved by:
Date: 02/06/09	Date: 02/06/09	Date:
Source: PUTNAM CO. PROPERTY APPRAISER, PLANNING & DEVELOPMENT		
Revisions:		
Revisions:		
Revisions:		

"This map was created using digital database information which was developed from one or more local government sources within Putnam County, Fl., and may include additional information from other public and private sources which may be subject to license and/or copyright. All provided Geographic Information System data is to be considered a generalized spatial representation that is subject to revisions. Maps and associated information must be accepted and used by the recipient with the understanding that the primary information sources should be consulted for verification on the information contained on these maps. As such, no warranties, expressed or implied, are given concerning the accuracy, completeness, reliability or suitability of this data for any particular use. Furthermore, this information is provided as a visual representation only and is not intended to be used as a legal or official representation of legal boundaries."

The Putnam County Board of County Commissioners joined by the county departments, together with the constitutional offices of: Clerk of the Circuit Court; Property Appraiser; Sheriff; Supervisor of Elections; and Tax Collector; assumes no liability whatsoever associated with the use or misuse of this data.

PUTNAM COUNTY

Parcel(s):

Prepared By
PLANNING & DEVELOPMENT SERVICES
PUTNAM COUNTY, FLORIDA
2009

Advertising Receipt

Palatka Daily News
P.O. Box 777
Palatka, FL 32178-0777
Phone: (386) 312-5200
Fax: (386) 312-5209

City of Palatka
201 N. 2nd Street
PALATKA, FL 32177

Cust#:	04100016-000
Ad#:	04545427
Phone:	(386)329-0100
Date:	09/29/09

Ad taker: je **Salesperson:** mkw **Classification:** 0360

Description	Start	Stop	Ins.	Cost/Day	Surcharges	Total
01 Palatka Daily News	10/16/09	10/16/09	1	81.31		81.31
Affidavit						2.50

Payment Reference:

Total:	83.81
Tax:	0.00
Net:	83.81
Prepaid:	0.00
Total Due	83.81

Notice is hereby given that the City of Palatka PLANNING BOARD will hold a public hearing at their regular meeting on Tuesday, November 3, 2009 at 4:00PM at the City of Palatka City Hall, 201 North 2nd Street, for the purpose of hearing a:

Request to annex into the Palatka city limits and amend the Future Land Use Map from County Urban Reserve to City Industrial. Case PB 09-29

Location: Off St. Johns Ave. between Wes Larsen Blvd. and Zeagler Dr.
Parcel #: 09-10-26-0000-0010-0021
Owner: Putnam County
Agent: Rick Leary/Brian Hammons

All interested parties are invited to attend this public hearing.

Debbie Banks

City of Palatka

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

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

PUBLIC NOTICE

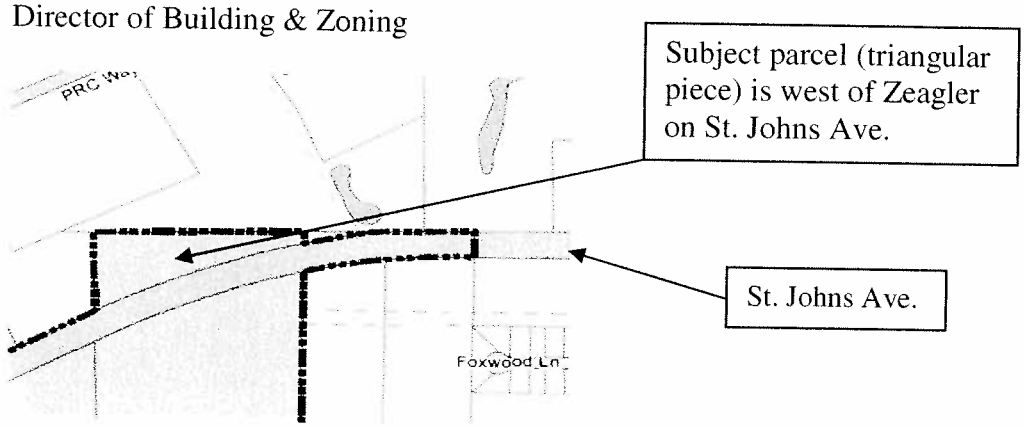
Notice is hereby given that the City of Palatka PLANNING BOARD will hold a public hearing at their regular meeting on Tuesday, November 3, 2009 at 4:00PM at the City of Palatka City Hall, 201 North 2nd Street, for the purpose of hearing a:

Request to annex into the Palatka city limits and amend the Future Land Use Map from County Urban Reserve to City Industrial. Case PB 09-29

Location: Off St. Johns Ave. between Wes Larsen Blvd. and Zeagler Dr.
Parcel #: 09-10-26-0000-0010-0021
Owner: Putnam County
Agent: Rick Leary/Brian Hammons

All interested parties are invited to attend this public hearing.

Debbie Banks
Director of Building & Zoning



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

PERSONS WITH DISABILITIES INTERESTED IN ATTENDING THIS MEETING AND REQUIRING ACCOMMODATIONS, SHOULD CONTACT THE CITY BUILDING DEPARTMENT AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

FRANK W +EDWARD C PEPE JR REV TRST
7136 A1A SOUTH
ST AUGUSTINE FL 32084

PB 09-29

CENTRAL MANAGEMENT CO
201 SOUTH AMELIA AVE G-4
DELAND FL 32724

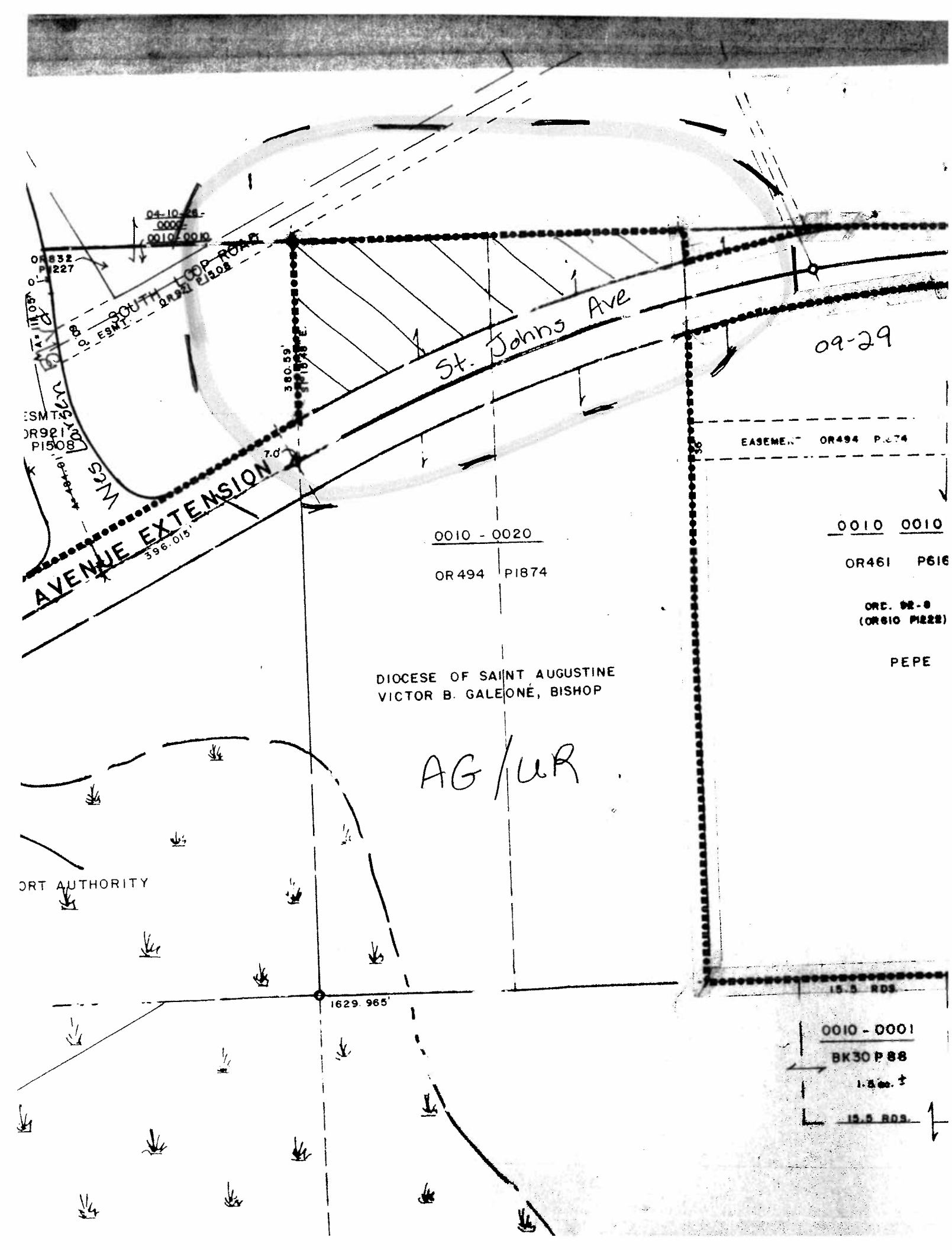
PB 09-29

DIOCESE OF SAINT AUGUSTINE
11625 OLD ST AUGUSTINE RD
JACKSONVILLE FL 32258

PB 09-29

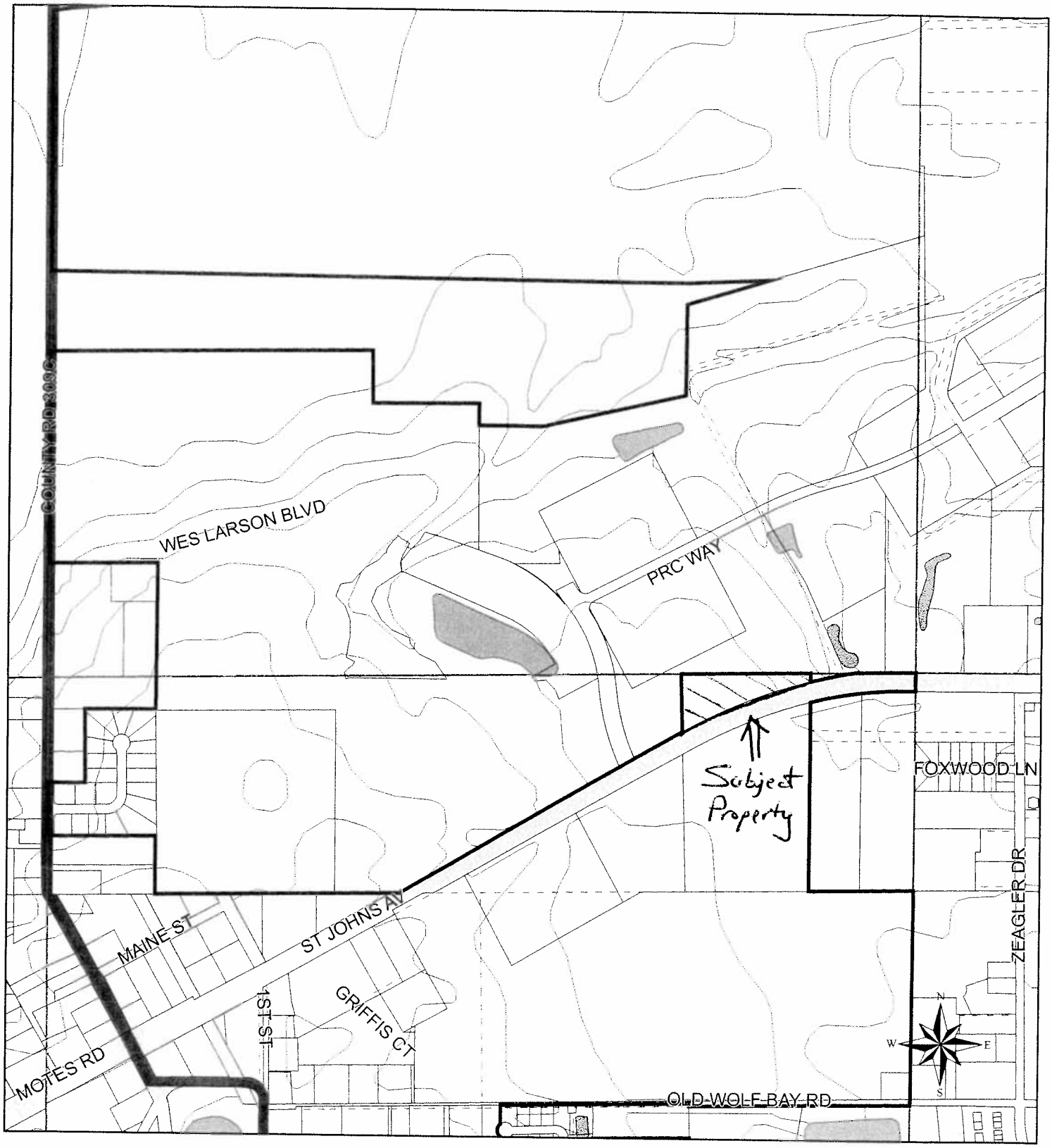
WILLIAM J GRIFFIS
PO BOX 416
SAN MATEO FL 32187

PB 09-29



04-10-26-
0000-
0010-0010
OR832
P1227
SOUTH LOOP ROAD
OR921 P1508
ESMT.
St. Johns Ave
09-29
380.59'
ESMT.
OR921
P1508
Wes Larsen Blvd
AVENUE EXTENSION
396.015'
7.0'
EASEMENT OR494 P1874
0010 - 0020
OR494 P1874
0010 0010
OR461 P616
ORD. 92-8
(OR610 P1222)
PEPE
DIOCESE OF SAINT AUGUSTINE
VICTOR B. GALEONE, BISHOP
AG/UR
ORT AUTHORITY
1629.965'
15.5 RDS.
0010 - 0001
BK30 P88
1.5 ac. ±
15.5 RDS.

Five Foot Contour Interval



810 0 810

Feet

Prepared by CMR	Checked by LDH	Approved by
Date 02/06/09	Date 02/06/09	Date
Source PUTNAM CO. PROPERTY APPRAISER, PLANNING & DEVELOPMENT		
Revisions		
Revisions		
Revisions		

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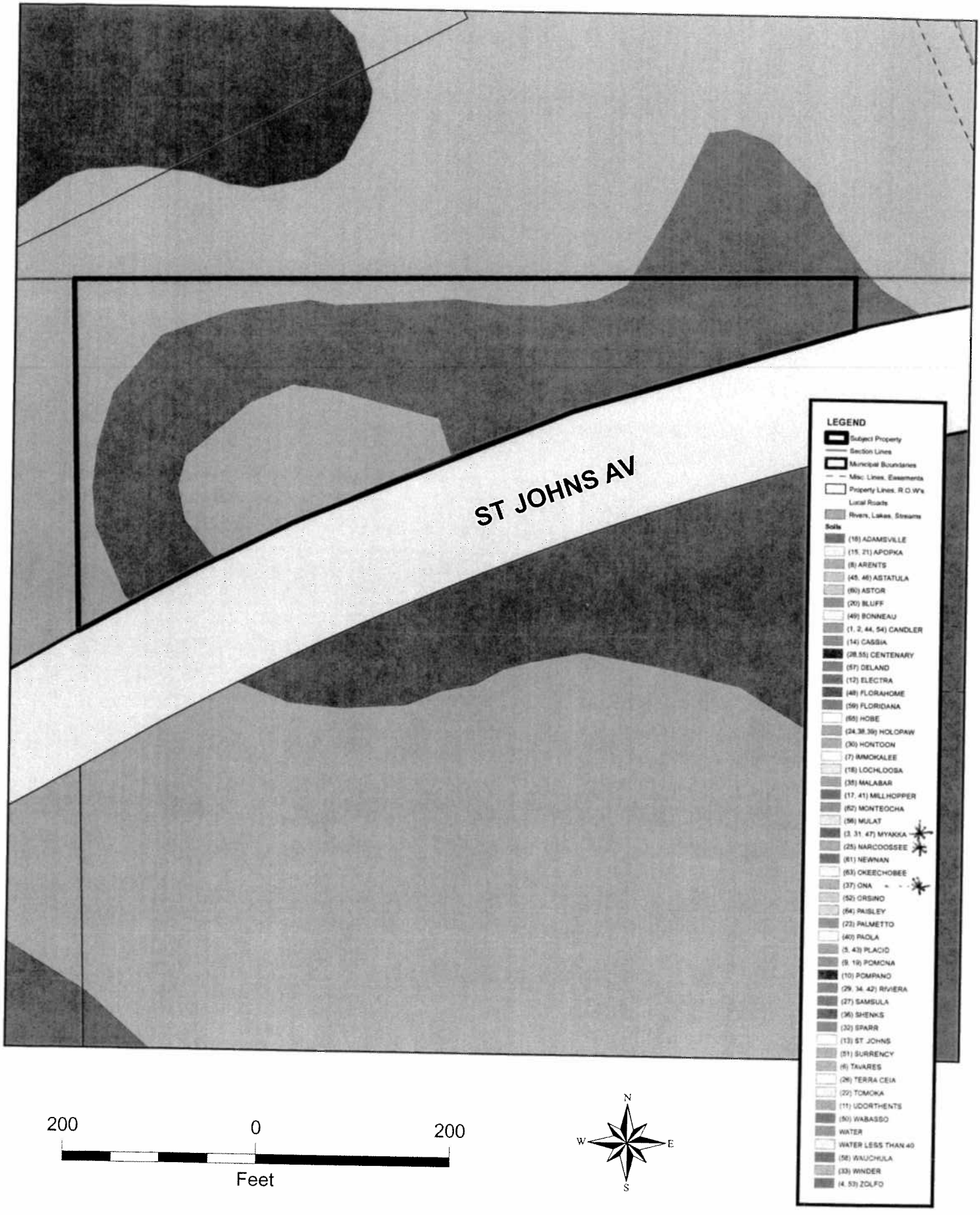
The Putnam County Board of County Commissioners joined by the county departments, together with the constitutional offices of; Clerk or the Circuit Court; Property Appraiser; Sheriff; Supervisor or Elections; and Tax Collector; assumes no liability whatsoever associated with the use or misuse of this data.

PUTNAM COUNTY

Parcel(s):

Prepared By
PLANNING & DEVELOPMENT SERVICES
PUTNAM COUNTY, FLORIDA
2009

SOILS MAP


ST JOHNS AV
LEGEND
Subject Property
Section Lines
Municipal Boundaries
Misc. Lines, Easements
Property Lines, R.O.W's
Local Roads
Rivers, Lakes, Streams
Soils
(16) ADAMSVILLE
(15, 21) APOPKA
(8) ARENTS
(45, 46) ASTATULA
(60) ASTOR
(20) BLUFF
(49) BONNEAU
(1, 2, 44, 54) CANDLER
(14) CASSIA
(28,55) CENTENARY
(57) DELAND
(12) ELECTRA
(48) FLORAHOME
(59) FLORIDANA
(65) HOBE
(24,38,39) HOLOPAW
(30) HONTOON
(7) IMMOKALEE
(18) LOCHLOOSA
(35) MALABAR
(17, 41) MILLHOPPER
(62) MONTEOCHA
(56) MULAT
(3, 31, 47) MYAKKA
(25) NARCOOSSEE
(61) NEWNAN
(63) OKEECHOBEE
(37) ONA
(52) ORSINO
(64) PAISLEY
(23) PALMETTO
(40) PAOLA
(5, 43) PLACID
(9, 19) POMONA
(10) POMPANO
(29, 34, 42) RIVIERA
(27) SAMSULA
(36) SHENKS
(32) SPARR
(13) ST JOHNS
(51) SURRENCY
(6) TAVARES
(26) TERRA CEIA
(22) TOMOKA
(11) UDORTHENTS
(50) WABASSO
WATER
WATER LESS THAN 40
(58) WAUCHULA
(33) WINDER
(4, 53) ZOLFO
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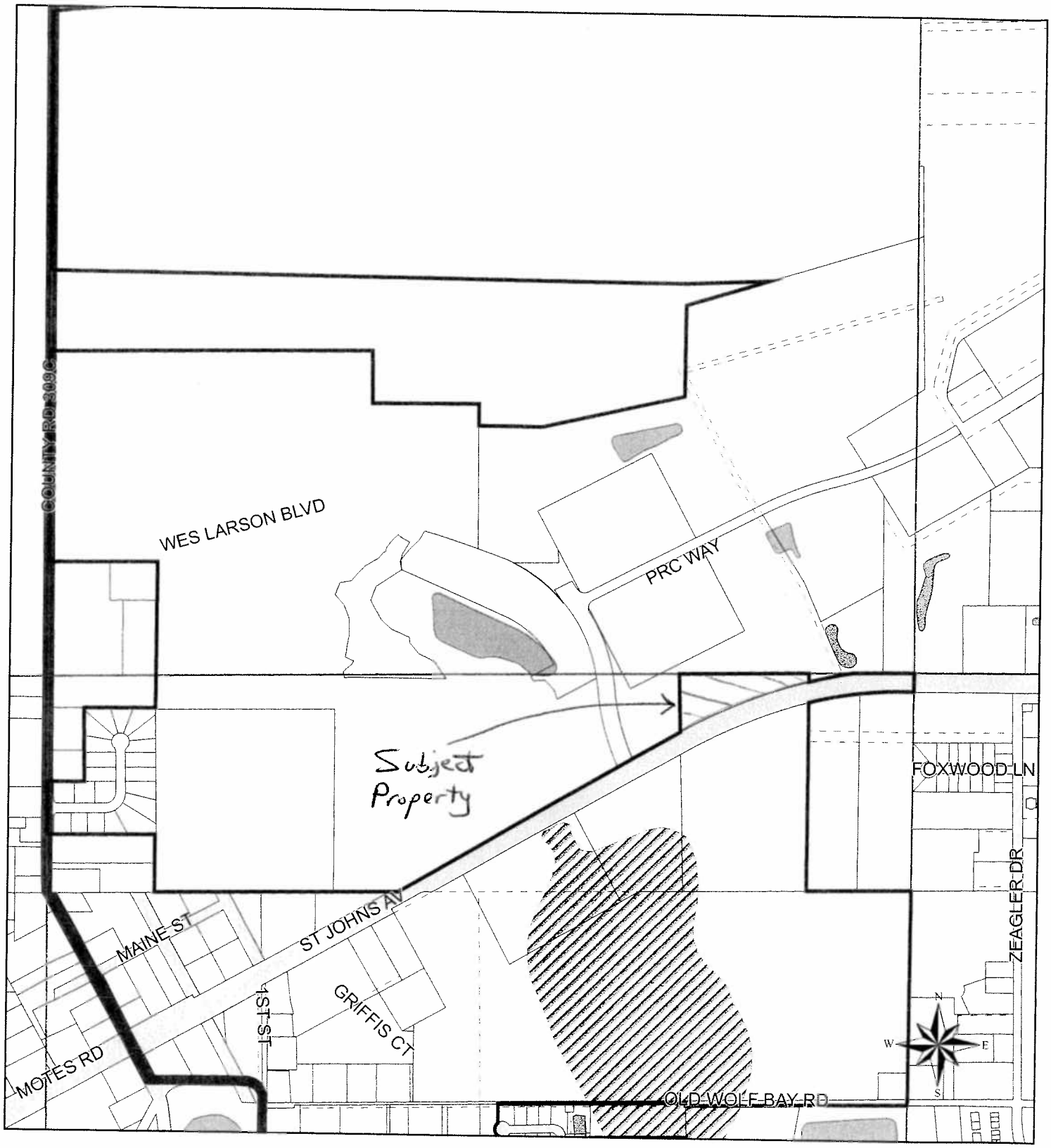
FEMA Flood Zones



810 0 810

Feet

Prepared by: CMR	Checked by: LDH	Approved by:
Date: 02/06/09	Date: 02/06/09	Date:
Source: PUTNAM CO. PROPERTY APPRAISER, PLANNING & DEVELOPMENT		
Revisions:		
Revisions:		
Revisions:		

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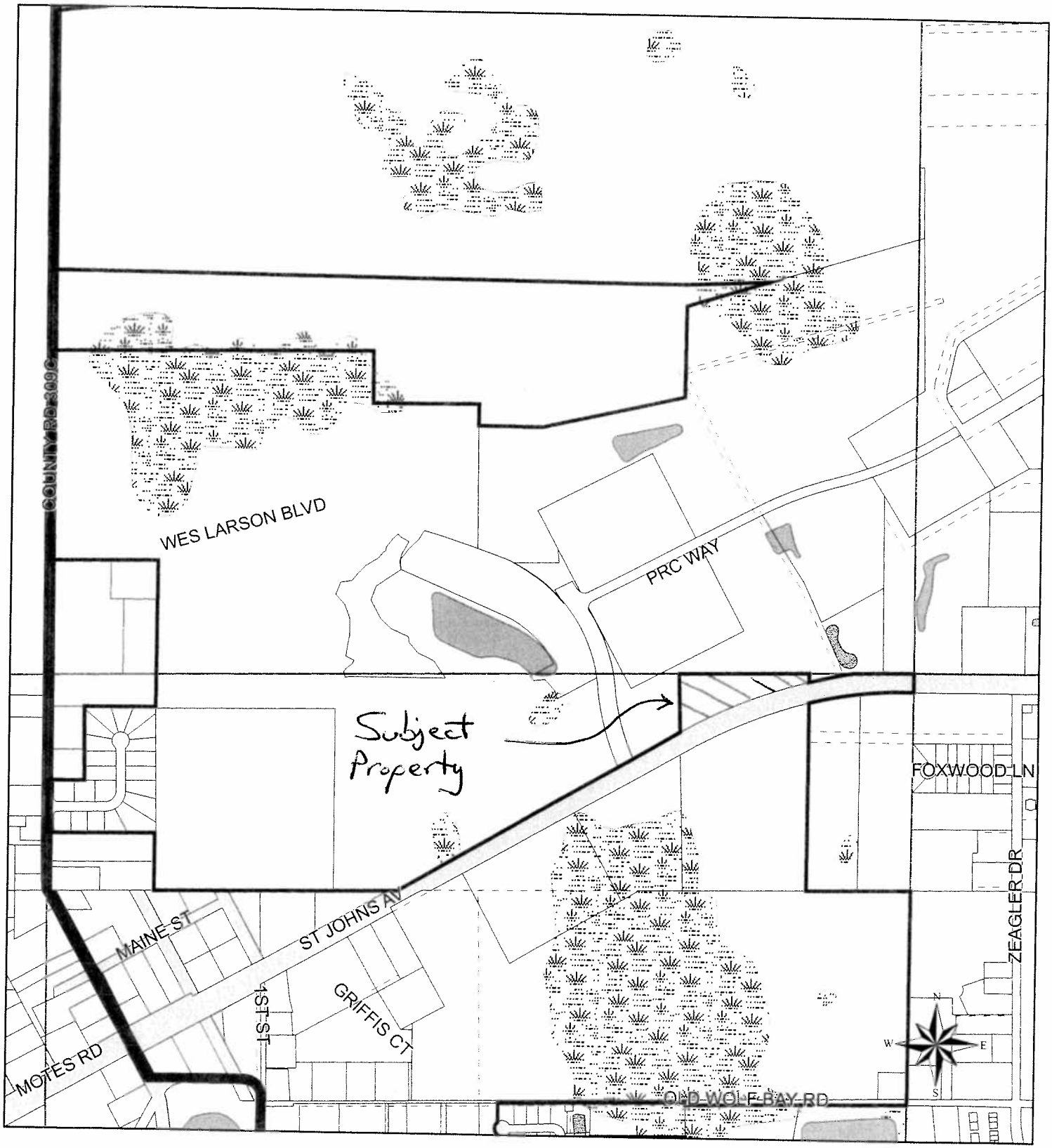
The Putnam County Board of County Commissioners joined by the county departments, together with the constitutional offices of; Clerk of the Circuit Court; Property Appraiser; Sheriff; Supervisor of Elections; and Tax Collector; assumes no liability whatsoever associated with the use or misuse of this data.

PUTNAM COUNTY

Parcel(s):

Prepared By
PLANNING & DEVELOPMENT SERVICES
PUTNAM COUNTY, FLORIDA
2009

Wetlands Map



810 0 810

Feet

Prepared by: CMR	Checked by: LDH	Approved by:
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PUTNAM COUNTY

Parcel(s):

Prepared By
PLANNING & DEVELOPMENT SERVICES
PUTNAM COUNTY, FLORIDA
2009

Agenda Item

9

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Planning Board Case 09-27 Request to close that portion of Viking Street between 4th Manor and 5th Manor

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS

1. November 3, 2009 Planning Board Packet
2. November 3, 2009, Planning Board Minutes.
3. Site plan rendering submitted to Board on September 1, 2009
4. Petition submitted to Board on November 3, 2009 by residents opposed to street closing
5. Packet submitted by applicant

DATE: December 10, 2009

SUMMARY HIGHLIGHTS:

The applicant applied to close that portion of Viking Street between 4th Manor and 5th Manor on September 11, 2009. The case was advertised for the October 16, 2009 hearing and notices to surrounding property owners were mailed. The Planning Board voted to recommend denial of the request to close the street since they could not determine that it would be for the public good.

RECOMMENDED ACTION:

There are no criteria for closing a street in the City's Municipal Code, therefore, we have no opinion. No staff recommendation was made as to whether the roadway should be closed or remain open.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

November 3, 2009

Planning Board Packet

Planning Board Staff Report
November 3, 2009

Request: Viking Street between 4th and 5th Manor **Case:** PB 09-27

Applicant: Kenneth Downs

APPLICABLE CODE REFERENCE:

Sec. 54-44. Board to act as supervisor of plats; approval of street dedications.
The city planning board shall be the supervisor of plats. It shall provide rules and regulations governing the platting of all lands within the city and within the planning district, so as to require that such platting shall conform to the official map, and may, in behalf of the local government within the limits of which the land in question is situated, make such other requirements as may lawfully be made. All plans, plats, replats or descriptions showing the layout of any street, highway or alley upon private property, or of building lots in connection with or in relation to such highway, street or alley, to be dedicated to public use or to the use of purchasers or owners of lots fronting on or adjacent to such highway, street or alley, and located within the city or within the planning district, shall be submitted to the city planning board and approved by it before they shall be recorded. The disapproval or failure to approve of any such plan, plat, replat or description by the city planning board shall be deemed a refusal by the local government within the limits of which the land in question is situated, of the proposed dedication shown thereon. The approval of the city planning board shall be deemed an acceptance of the proposed dedication; but shall not impose any duty upon the city or any other local government concerning the maintenance or improvement of any such dedicated parts, until the proper authorities of the city or other local government shall have made actual appropriation of the same entry, use and improvement.
(Code 1981, § 14-29)

BACKGROUND:

The applicant is requesting to close Viking Street to "cut down on traffic going through to the other street." Notices to surrounding property owners were mailed; the advertisement was run; and departmental review requests sent to police, fire, water/sewer/streets/sanitation and building. Department responses are included under "Considerations" below. Several calls have been received voicing concerns with this request.

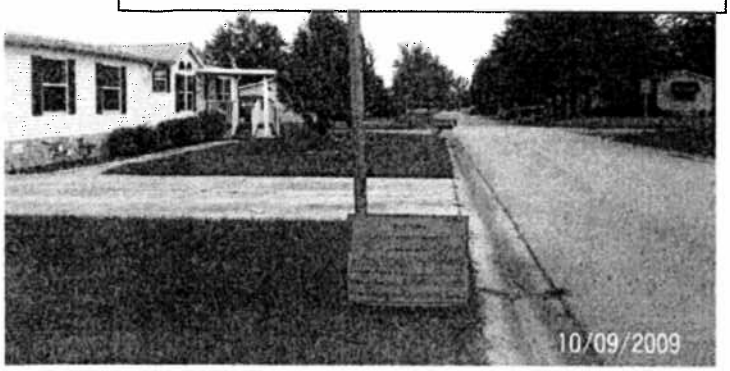
CONSIDERATIONS

A review of the Comprehensive Plan and the Municipal Code does not provide guidelines other than Section 54-44 above. Items to considers are:

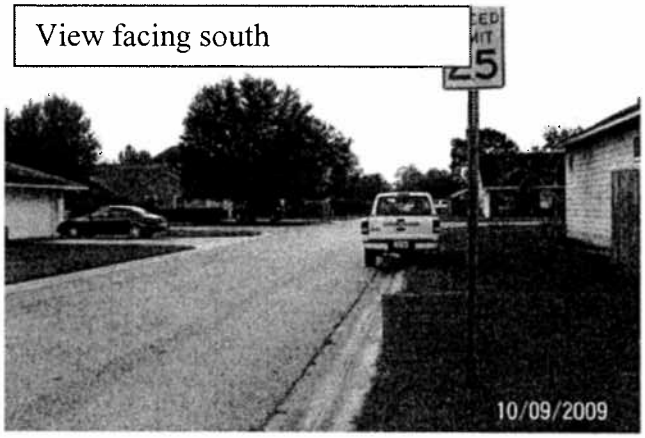
- Police Dept. comments attached – recommends gates be put in place based upon the number of calls for service and traffic related issues.
- Chief Building Official – no comments
- Fire Marshal – verbally commented that since no information was given on how closure was going to take place. Stated in the event they elected to install a gate – he suggested a "yelp sensor" be installed to allow access by any emergency vehicle.
- Public Works – stated he did not have enough information to provide a statement
- Utilities Superintendent – access concerns if a water/sewer issue arises. Comments attached.
- Public access – this street has historically been open for thru traffic. This will present a change of the traffic pattern and proper signage would need to be installed at the owner's expense directing traffic to other streets.
- Impact to surrounding homes/neighborhood – we have received responses from several property owners who are opposed to the street closure.

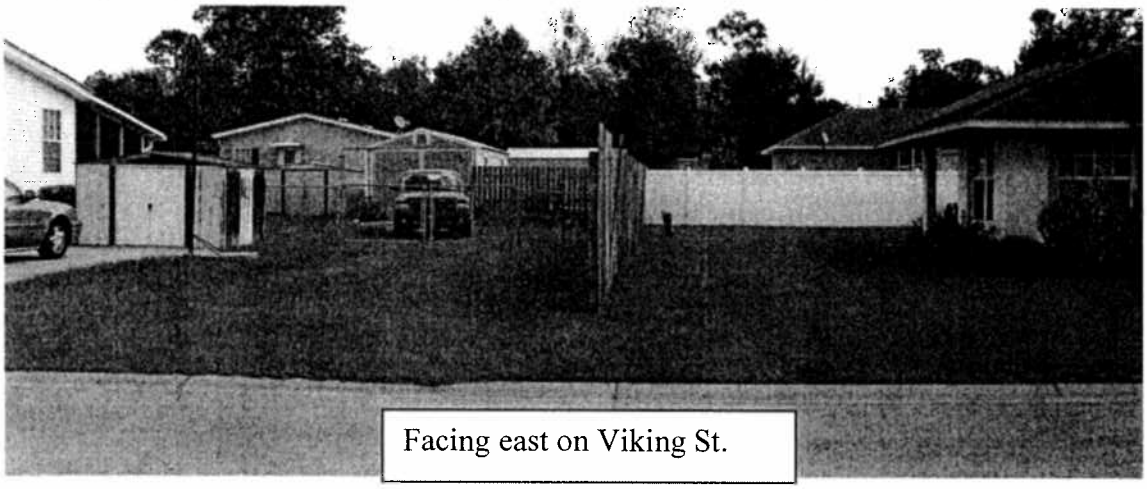
PHOTOS

Posting on Viking St. – view facing north

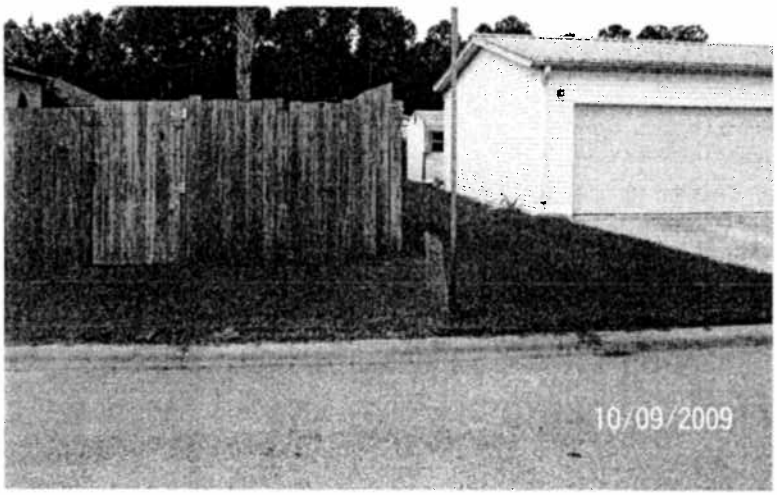


View facing south





Facing east on Viking St.



View facing west

Application for Street Closing/ Street Name Change/Vacating an Easement

This application must be **typed or printed in black ink** and submitted with any required attachments and application fee of $130.00 (Checks payable to the City of Palatka) to:

Application Number: PB - 09-27
Date Received: 09-11-09
Hearing date: 11/6/09

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

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

TO BE COMPLETED BY APPLICANT

Street Name and segment of street to be closed or legal description of easement to be vacated:

Viking ST. between 4TH & 5TH MANOR

Street Type:
- ☑ Paved
- ☐ Brick
- ☐ Dirt
- ☐ Unopened

Total length of the street segment/easement:

Total length of street/easement to be closed:

Why is the applicant requesting that the street segment be closed or easement vacated?

To Cut down on Traffic going Through To other Street.

- ☐ **If the applicant owns property adjacent to the street segment/easement, attach copy of recorded deed including parcel number.**
- ☐ **Survey (if required) or drawing of proposed area to be closed/vacated (Attached)**

Requester
~~Owner~~ **Name:** Kenneth Downs

Owner Address:

Phone Number: 329-0171

Agent Name:

Agent Address:

Phone Number:

This application submitted by:

Signature of owner(s): Kenneth M. Downs

Print owner(s) names(s): KENNETH M DOWNS

Signature of Agent(s): _____

Print Agent(s) names: _____

STATE OF FLORIDA
County of Putnam

Before me this day personally appeared Kenneth M. Downs who executed the foregoing application and acknowledged to and before me that Kenneth Down executed this document for the purposes therein expressed.

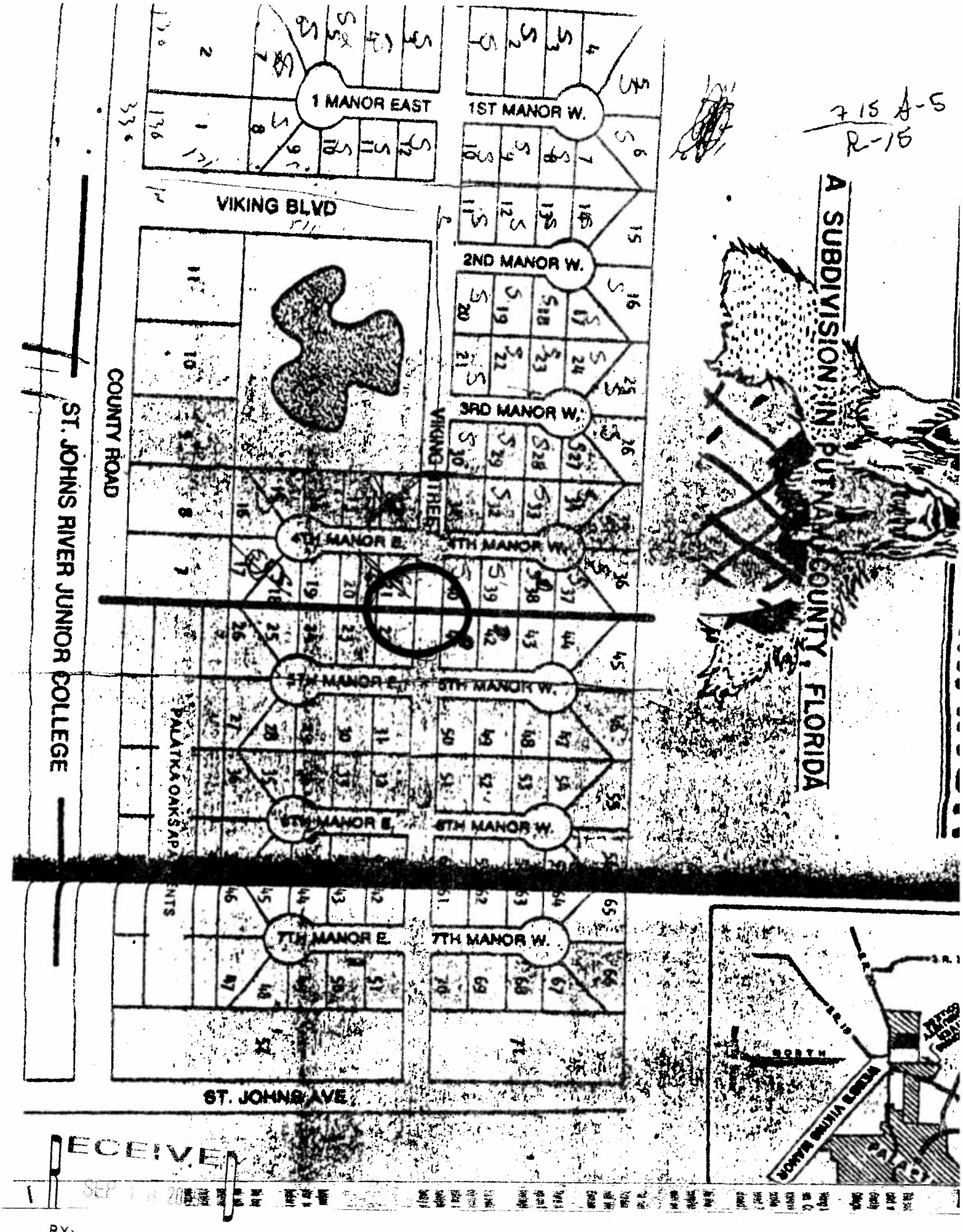
WITNESS my hand and official seal, this 11th day of Sept A.D. 2009.

CHRISTEEN HANEY
Commission DD 689504
Expires August 4, 2011
Bonded Thru Troy Fain Insurance 800-385-7019

Notary Public

My commission expires: Aug 4, 2011 State of Florida at Large

FOR OFFICIAL USE ONLY			
Date Submitted	Received By:		Preliminary review by:
Sign(s) Posted Date: By:	Surrounding property owners notices sent: Date: By:	Legal Ad Ran: Date:	Attachments Reviewed: ❑ Legal Description ❑ Copy of Recorded Deed ❑ Fees



715 A-5
R-15

RECEIVED
SEP [illegible] 20[illegible]
BY: [illegible]

Palatka Police Department
110 North 11th Street

Memorandum

Date: October 7, 2009

To: Debbie Banks

From: Gary S. Getchell, Chief of Police

Subject: Departmental Review Request

Attached, please find our historical files pertaining to your request for review. Please feel free to call if you should have any questions or concerns.

Cc;

Departmental Review Request

Address: a portion of Viking Stree, between 4th & 5th Manor

Case #: 09-27

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

☐ Rezoning	☐ Site Plan Review
☐ Annexation	☐ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☒ Street Closing/Street Name Change	☐ Other
Meeting Date: November 3, 2009	**Response Deadline: October 12, 2009**
Date submitted by applicant: 09/11/09	**Date forwarded to Departments for review: 9\30\09**

Submitted to:

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

Current Property Use: Public-right-of-way	**Proposed Property Use: Blocked street**
Current Land Use Designation: N/A	**Requested Land Use Designation: N/A**
Current Zoning Classification: N/A	**Requested Zoning Classification: N/A**
Acreage:	**# of Units N/A**
Kenneth Downs **Owner/Applicant Name** 2020 Ashbrooke Ln **Owner/Applicant Address** Palatka, FL 32177 **City/State/Zip** 386-329-0200 **Phone Number**	**Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: Applicant requesting to close Viking St. to cut down on traffic passing through neighborhood.

Thanks,
Debbie

~~☐ No Comments~~

☑ Comments Attached

Reviewed by: [signature]

Title: Chief of Police

~~**Parcel #**~~

Palatka Police Department
110 North 11th Street

Memorandum

Date: July 27, 2009

To: Woody Boynton, City Manager

CC: Kenny Downs

From: Gary S. Getchell, Chief of Police

Subject: Deerwood Subdivision

At the request of Kenny Downs to revise a memo I had sent on October 22, 2007 concerning a CEPTED on Deerwood Subdivision, I am revising the date only.

A crime Prevention Analysis through Environmental Design (CEPTED) was conducted for Deerwood Subdivision, and based upon the number of calls-for service and traffic related issues, we recommend gates be put in place to prevent some of the issues relating to these matters mentioned.

Cc;

Palatka Police Department
110 North 11th Street

Memorandum

To: Al Bush-City Manager

From: Gary Getchell Chief of Police

CC: City Commissioners and Kenny Downs

Date: 10/22/2007

Re: Deerwood Subdivision

A Crime Prevention Analysis through Environmental Design (CEPTED) was conducted for Deerwood Subdivision, and based upon the number of calls-for service and traffic related issues, we recommend gates be put in place to prevent some of the issues relating to these matters mentioned.

PPD form 0002
Revised 09/03

TO: Chief Gary Getchell
Palatka Police Department

Rec. 10/16/07

October 16, 2007

Dear Chief Getchell,

In June I sent you a letter telling you of the problems that we are having in our Deerwood subdivision. You responded by having commander Reno Fells look into the problems I outlined in my letter. Commander Fells had a traffic counter placed at the entrance of Viking Boulevard and College Road entering Deerwood and another traffic counter placed at Viking Street and St. Johns Avenue. The counter at Viking Street and St. Johns indicated that 3,215 vehicles travel that area over a 90 hour period. The traffic counter at Viking Boulevard entering Deerwood during the same period had 4,055 vehicles that travel in the area. This shows that approximately 1,014 more vehicles travel through Deerwood subdivision that from St. Johns Avenue. The records show that there is about 156 licensed drivers that reside there. Commander Fells also addressed the crime problem. According to the data provided by the Police Department crime analyst since January 1, 2007 until June 28, 2007 there have been 21 calls for service. In the area from Fifth Manor to St. Johns Avenue with petitions in hand from all but two of the landowners in Deerwood I formally ask as you as Police Chief recommend to the City Commission that the Street be closed between Fourth and Fifth Manor.

Sincerely,

Kenny Downs

Kenneth M. Downs

Christian,
Do memo to City Mgr. and Commission w/ cc to Kenny Downs regarding CPTED recommendations.
Get w/me for more infor

Palatka Police Department
110 North 11th Street

Memorandum

To: Al Bush-City Manager

From: Gary Getchell Chief of Police

CC: City Commissioners and Kenny Downs

Date: 10/22/2007

Re: Deerwood Subdivision

A Crime Prevention Analysis through Environmental Design (CEPTED) was conducted for Deerwood Subdivision, and based upon the number of calls-for service and traffic related issues, we recommend gates be put in place to prevent some of the issues relating to these matters mentioned.

June 14, 2007

Chief Gary Getchell
Palatka Police Department

Dear Chief Getchell:

I spoke with you recently about closing Viking Manor Road going from Deer Wood Subdivision to St. Johns Avenue. In our conversation I talked to you about the traffic that goes through our neighborhood. Most of the traffic is using Viking Manor as a short cut or going to one of the mobile homes from 5th Monroe to St. Johns Avenue. Some of the problems that we face are speeding, because it is such a long distance to St. Johns Avenue, and a drug problem on 5th Manor.

Recently, while I was working in my yard, a speeding truck took the corner on two wheels. I hurried to my truck and followed him to 6001 5th Manor East where he had stopped to load boxes, that were in the road, in front of the Mobile Home. He was covered in blood and said he had to hurry before they killed him. About three month ago we had another incident where a truck entered our subdivision, in the middle of the night turned around in the middle of the intersection at a high rate of speed hit the stop sign and then almost ran through the house at the corner of 2nd Manor West. The truck had no tire on the left rear and cut the road by driving on just the rim. The next day I followed the cut in the road to 6001 5th Manor East. Then we had a person from the mobile home area, I think off of 6th Manor, come down early one morning with no clothes on and a gun and stood in the yard at 1st Manor. Chief, I could go on with many more on the same type stories, but I'm sure you see the pattern.

We have small children and senior citizens that walk and play here and we want our neighborhood to have only one way in and out so that only the neighbors would want to enter. I have spoken to the fire chief and he said it would not be a problem. We have worked hard in our neighborhood to have one of the best in the county and we do, but we need your help.

Sincerely,

Kenny Downs

Kenny Downs

Palatka Police Department
110 North 11th Street

Memorandum

Date: **7-6-07**
To: **Chief Gary Getchell**
From: **Cmdr Reno Fells**
Subject: Traffic /Crime Issues-Viking Manor Road going from Deerwood Subdivision to St. Johns Avenue.

This is in response to your memo dated 6-22-07. A traffic analysis was conducted in the Viking Manor/Deerwood Subdivision to assess the possibility of closing Viking Manor Road in an effort to reduce traffic and crime in this neighborhood.

According to the correspondence from Mr. Kenny Downs, he cited to specific problems first, speeding motorists and drugs possibly being sold in the area of 5th Manor.

You requested that I provide recommendation(s) to you to determine the possibility of closing the road.

During the analysis, the following issues were considered.

Traffic

- How many crashes occur in the area? How many are crashes with other vehicles? Pedestrians? Bicyclist?
- What percentage of crashes in the area is speed related?
- How many complaints have the Police Department received about speeding in the area?
- What specifically, do citizens complain about?
- Actual crashes? Fear of walking or riding? Noise?
- Who are the most frequent offenders, such as residents, commuters or visitors?
- Traffic count at both ends of road/neighborhood.

According to Police Department crime analyst data, there was no traffic crashes reported in the area during the reporting period. There were no citizen generated complaints about speeding.

A traffic counter was placed at the entrance to Viking Boulevard and College Road and another at the entrance to Viking Street and St Johns Avenue. The counter at the Viking Street entrance indicated that 3,215 vehicles traveled in the area over a 90 hour period. The Counter at the Viking Boulevard entrance indicated that 4,055 vehicles traveled in the area during the same time period. This equals to approximately 1,014 vehicles daily that travel through the Deerwood Subdivision entrance, while there are only approximately 156 licensed drivers that reside there.

Below are possible responses to the traffic problems:

1. **Using traffic calming**. Traffic calming describes a wide range of road and environment design changes that either make it more difficult for a vehicle to speed or make drivers believe they should slow down.

    - Traffic calming measures include narrowing the road
    - Putting bends and curves in the road
    - Installing road humps
    - Adding pedestrian crosswalks that are raised or made from distinctive materials.
    - Planting trees and other foliage along roadsides
    - Building traffic circles and roundabouts
    - Building traffic islands
    - Installing gateways

2. **Posting warning signs and signals.** Painting speed limits or "SLOW" on the road surface, in combination with posting roadside signs. Signs that remind motorists to slow down.

3 **Conducting anti-speeding public awareness campaigns**. Public awareness campaigns that thank motorists for slowing down. Slow down protect our kids etc.

4. **Informing complainants about actual speeds**. Actual speed limit should posted in the area.

5. **Enforcing speeding laws.**

6. **Form neighborhood association to assist in monitoring speeding.**

7. **Place the Police Department speed trailer in the area to remind motorists of the posted speed limit.**

8. **Place divider between Deerwood Subdivision and Viking Manor.**

Crime

- **Number of calls for service, citizen generated and officer initiated.**
- **Arrests made at or around this location.**
- **What specific crimes were occurring.**
- **The Police Department drug unit to assess possible drug locations in the area and take the appropriate course of action.**

According to data provided by the Police Department crime analyst, since January 1, 2007 to June 28, 2007, there have been twenty one calls for service in this area and two arrests were made. Out of the twenty one calls for service, only six were generated by citizens.

This document does not make a recommendation whether the road should be closed or remain as is; however, it should assist Mr. Downs, other residents that live in the area, and the City Commission with making that decision.

CFS
Viking Manor Area
First Half 2007

EventType	Loc	DispoCode1	ZoneAssgn	ANIALITime	SourceCall	CaseNbr1	EventNbr
84	VIKING MANOR AREA	P	P03	1/7/2007 10:45:45PM	ONV		20070070336
VEH	VIKING ST & VIKING BLVD	I	P03	1/14/2007 3:29:05AM	ONV	07000334	20070140049
51	6104 W MANOR ST	X	P03	1/25/2007 10:31:11PM	ONV		20070250358
51	6104 W 5TH MANOR	X	P03	2/1/2007 4:56:06PM	ONV		20070320228
22	6001 E 5TH MANOR	P	P03	2/2/2007 7:40:30AM	TEL		20070330051
60	6001 E 5TH MANOR	I	P03	2/2/2007 10:08:24AM	TEL	07000820	20070330104
14	6007 E 4TH MANOR	I	P03	2/5/2007 2:39:11PM	ONV	07000896	20070360174
84	VIKING MONOR	P	P03	2/5/2007 10:48:05PM	ONV		20070360333
84	VIKING MANOR	P	P03	2/6/2007 1:12:17AM	ONV		20070370019
84	VIKING MANOR	P	P03	2/6/2007 4:50:53AM	ONV		20070370056
84	VIKING MANOR	P	P03	2/6/2007 7:04:50AM	ONV		20070370064
14	3RD MANOR	P	P03	2/6/2007 8:58:09AM	ONV		20070370081
51	5401 W 5TH MANOR	P	P03	2/15/2007 4:20:55PM	TEL		20070460200
13P	VIKING MANOR	I	P03	4/12/2007 9:41:08AM	ONV	07002573	20071020088
VEH	VIKING MANOR	W	P03	4/12/2007 3:06:25PM	ONV		20071020180
VEH	ST JOHNS VIKING MANOR	W	P03	4/14/2007 11:52:41PM	ONV		20071040381
13P	ST JOHNS AND VIKING MANOR	I	P03	4/15/2007 12:11:38A	ONV	07002641	20071050004
1013	6006 E FIRST MANOR	A	p03	4/18/2007 3:43:08AM	TEL		20071080047
31	E 5TH MANOR	F	P03	5/12/2007 6:02:26PM	TEL		20071320293
65	6008 E 4TH MANOR	P	P03	5/20/2007 9:07:41PM	TEL		20071400328
04	ST JOHNS IFO VIKING MANOR	B	P03	6/2/2007 5:03:06AM	ONV	07003774	20071530054

Arrests: Viking
Manor Area
First Half 2007

ADATE	LOCATION#	LOCATION	DESC1	CASE_NUMBER	ARR_OFFICER
1/14/200	0	VIKING STREET/VIKING BLVD	DRIVERS LIC	07-00334	BRYANT
6/28/200	6001	EAST 7TH MANOR	HIT AND RUN	07-04302	GUY

Palatka Police Department
110 North 11th Street

Memorandum

COPY

To **Commander Reno Fells**

From: Gary S. Getchell, Chief of Police

CC: **File**

Date: 6/22/2007

Re: Traffic/Crime Issues -Viking Manor Road going from Deer Wood Subdivision to St. Johns Avenue

---

Please conduct a traffic analysis on Viking Manor Road, going from Deer Wood Subdivision to St. Johns Avenue. Collect data regarding the,

- Calls for Service/arrests made at or around this location
- Need traffic count at both ends of road/neighborhood

I need a recommendation regarding the possibility of closing this road to reduce traffic and crime in this neighborhood.

Please have all recommendations turned into me no later than ***Friday July 6, 2007***.

Attached: letter from K. Downs

STATE OF FLORIDA

County of Putnam

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

Notice is hereby given that t

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

10/16/2009

PUBLIC NOTICE

Notice is hereby given that the City of Palatka PLANNING BOARD will hold a public hearing at their regular meeting on Tuesday, November 3, 2009 at 4:00 PM at City Hall, 201 North 2nd Street, for the purpose of hearing a:

Request to close Viking Street between 4th & 5th Manor
Applicant: Kenneth Downs
Case: PB 09-27

All interested parties are invited to attend this public hearing.
Debbie Banks
Dir. of Building & Zoning

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

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

Legal No. 04545446
10/16/09

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

Jeannette Eveland

Sworn to and subscribed to before me this 16th day of October, 2009 by Jeannette Eveland, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Mary Kaye Wells

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

Notary Seal
Seal of Office:

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

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

Departmental Review Request

Address: a portion of Viking Stree, between 4th & 5th Manor

Case #: 09-27

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

☐ Rezoning	☐ Site Plan Review
☐ Annexation	☐ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☒ Street Closing/Street Name Change	☐ Other
Meeting Date: November 3, 2009	**Response Deadline: October 12, 2009**
Date submitted by applicant: 09/11/09	**Date forwarded to Departments for review: 9\30\09**

Submitted to:

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

Current Property Use: Public-right-of-way	**Proposed Property Use: Blocked street**
Current Land Use Designation: N/A	**Requested Land Use Designation: N/A**
Current Zoning Classification: N/A	**Requested Zoning Classification: N/A**
Acreage:	**# of Units N/A**
Kenneth Downs **Owner/Applicant Name** 2020 Ashbrooke Ln **Owner/Applicant Address** Palatka, FL 32177 **City/State/Zip** 386-329-0200 **Phone Number**	**Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: Applicant requesting to close Viking St. to cut down on traffic passing through neighborhood.

Thanks,

☒ No Comments
☐ Comments Attached

Reviewed by: _____ CBO

Title: 9/30/09

~~**Parcel#**~~

Departmental Review Request

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- ☒ Water/Sewer/Streets/Sanitation Rhett
- ☐ Police
- ☐ Fire
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- ☐ Sewer Plant
- ☐ Water Plant
- ☐ Parks
- ☐ Weed & Seed
- ☐ Cemetery
- ☐ Golf
- ☐ Airport

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Planning Dept. Comments: Applicant requesting to close Viking St. to cut down on traffic passing through neighborhood.

Thanks,
Debbie

- ☐ No Comments
- ☒ Comments Attached

Reviewed by: Rhett H. McEnery

Title: Superintendent Utilites

~~**Parcel #**~~

City of Palatka
Utilities Dept.
1010 Ocean St.
Palatka Fl 32177

Memo

To: Debbie Banks, Planning Director

From: Rhett McCamey

CC: File

Date: 10/12/2009

Re: Street Closing (Viking St.)

Blocking Viking St. could lead to people not being able to leave or gain access to their property for extended periods of time in the event of a water main or sewer main failure in which the road is washed out, caved in or has to be excavated. Also Fire and Rescue personnel and equipment would not be able to gain access in these situations.

Rhett McCamey, Superintendent

Rhett McCamey

Departmental Review Request

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Case #: 09-27

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

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Submitted to:

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

Current Property Use: Public-right-of-way	**Proposed Property Use: Blocked street**
Current Land Use Designation: N/A	**Requested Land Use Designation: N/A**
Current Zoning Classification: N/A	**Requested Zoning Classification: N/A**
Acreage:	**# of Units N/A**
Kenneth Downs **Owner/Applicant Name** 2020 Ashbrooke Ln **Owner/Applicant Address** Palatka, FL 32177 **City/State/Zip** 386-329-0200 **Phone Number**	**Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: Applicant requesting to close Viking St. to cut down on traffic passing through neighborhood.

Thanks,
Debbie

- ☐ No Comments
- ☒ Comments ~~Attached~~ Below

Reviewed by: _____

Title: Public Works

~~**Parcel #**~~

Without a schematic of how this roadway is to be closed, we can not offer a recommendation. - Main issue would be public safety. Drainage, turn-arounds and other engineering aspects need to be shown before a public works decision is rendered.

City of Palatka

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

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

PUBLIC NOTICE

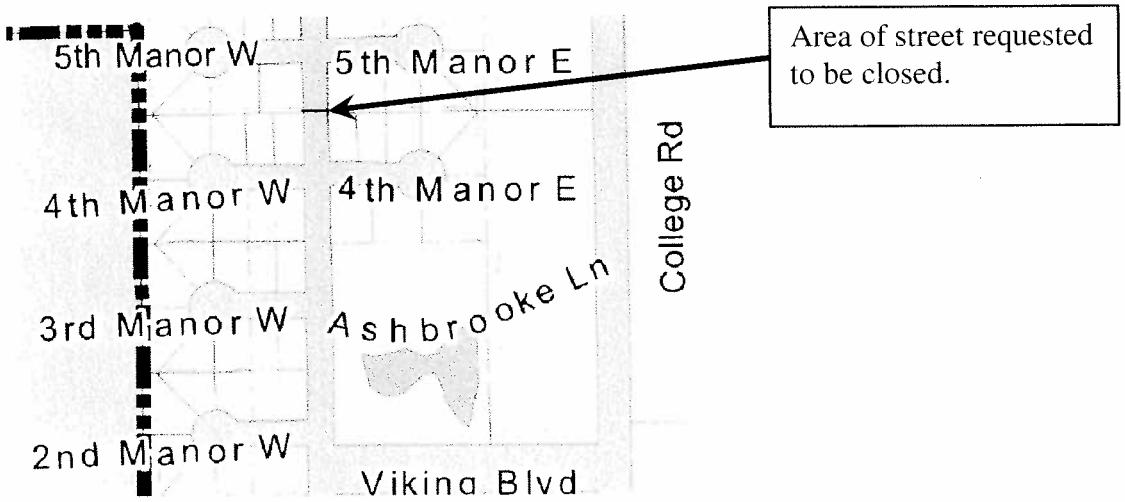
Notice is hereby given that the City of Palatka PLANNING BOARD will hold a public hearing at their regular meeting on Tuesday, November 3, 2009 at 4:00PM at City Hall, 201 North 2nd Street, for the purpose of hearing a:

Request to close Viking Street between 4th and 5th Manor

Applicant: Kenneth Downs Case: PB 09-27

All interested parties are invited to attend this public hearing.

Debbie Banks
Director of Building & Zoning



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

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

MILES C + TERESA A ANDERSON
6005 4TH MANOR E
PALATKA FL 32177

PB09-27

PENNY LUCILE ANDERSON
6003 4TH MANOR E
PALATKA FL 32177

PB09-27

VERNON BENDER
6005 5TH MANOR E
PALATKA FL 32177

PB09-27

MARY M BENNEHOFF
6105 4TH MANOR WEST
PALATKA FL 32177

PB09-27

LILLIAN + ALTON BIVINS
6006 5TH MANOR E
PALATKA FL 32177

PB09-27

GERALD D + JUANITA A BRISBIN
401 VIKING ST
PALATKA FL 32177

PB09-27

BROWNING PACKING COMPANY INC
480 SOUTH HWY 17
SAN MATEO FL 32187

PB09-27

J DONALD+DOROTHY C CAUSEY LIFE EST
305 VIKING ST
PALATKA FL 32177

PB09-27

MICHAEL + HELEN CLEVELAND PB 09-27
306 VIKING ST
PALATKA FL 32177

PB09-27

MARY JANE COUNTS
6104 5TH MANOR WEST
PALATKA FL 32177

PB09-27

ERNEST R ELLIOTT
PO BOX 1063
PALATKA FL 32178

PB09-27

CATHERINE + PHILLIP C FREEMAN
111 N PALM AVE
PALATKA FL 32177

PB09-27

FRONT GATE HOLDINGS LLC
PO BOX 229
GRANT FL 32949

PB09-27

JAMES R HEDGE
6002 5TH MANOR E
PALATKA FL 32177

PB09-27

RONALD D+CYNTHIA A HOLDERFIELD
6001 5TH MANOR E
PALATKA FL 32177

PB09-27

KUMAR RAMESH + HEMAXI KACHOLIA
6104 W 4TH MANOR WAY
PALATKA FL 32177

PB09-27

GEORGE T + SAUNDRA F KNOWLES
6002 4TH MANOR E
PALATKA FL 32177

PB09-27

MAVIS J MURPHY
PO BOX 364
PALATKA FL 32178

PB09-27

JAMES H + ALMA J MORRIS
6105 5TH MANOR W
PALATKA FL 32177

PB09-27

GARY S + DORIS NILSSON
6108 4TH MANOR W
PALATKA FL 32177

PB09-27

CHARLES M SR + LINDA G PURYEAR
6006 4TH MANOR E
PALATKA FL 32177

PB09-27

RICHARD + DENISE RAMIREZ
6107 4TH MANOR W
PALATKA FL 32177

PB09-
27

RUTH T SHAVE
PO BOX 1185
PALATKA FL 32178

PB09-
27

CATHERINE H SHOFNER
6102 4TH MANOR WEST
PALATKA FL 32177

PB09-
27

JANET G STONE-ERDMAN
6103 4TH MANOR W
PALATKA FL 32177

PB09-27

HOLLY CLARE WADE
PO BOX 598
PALATKA FL 32178

PB09-
27

THOMAS J + LAURA R WALL
6007 4TH MANOR E
PALATKA FL 32177

PB09-27

November 3, 2009

Planning Board Minutes

Case PB 09-02 3310 Crill Ave - continued.

Motion made by Anthony Harwell and seconded by Zachary Landis to make a recommendation to deny the request of rezoning to the City Commission for case PB 09-02, due to incompatibility with surrounding land uses. DISCUSSION: Phil Leary asked if Mr. Nelson could bring back information that may resolve some questions and concerns that may provide a different outcome. Mr. Nelson advised that until the design build submittals can be reviewed, the only thing we know is that, whatever comes in will meet all city codes. Discussion continued regarding the possibility of annexing the property without changing the Future Land Use amendment or assigning the zoning classification at this time. **Motion was withdrawn** by Anthony Harwell and second withdrawn by Zachary Landis.

Motion made by Anthony Harwell and seconded by Phil Leary to recommend approval of the request to annex the parcel in question. All present voted affirmative. Motion carried.

Motion made to by Anthony Harwell and seconded by Zachary Landis to recommend denial of the request for high-density residential, citing incompatibility with the surrounding area. With a show of hands, the vote resulted in 3 yeas and 0 nays. Motion carried.

Motion by Zachary Landis and seconded by Anthony Harwell to recommend denial of the request to rezone to R-3, Multi-family Residential because the land use amendment was denied. With a show of hands, the vote resulted in 3 yeas and 0 nays. Motion carried.

NEW BUSINESS

Case PB 09-27	**Address:**	Viking Street between 4th Manor and 5th Manor
	Applicant:	Kenneth Downs
	Request:	to close Viking Street between 4th Manor and 5th Manor

(Public Hearing)

Phil Leary recused himself from this request.

Mr. Downs, 2020 Ashbrooke Lane, explained that he had requested the street closure once before around 18 years ago. He explained that at that time, his subdivision was nearly 20% complete and that he and Tommy Clay, who owned the entire parcel, except for the lots that Mr. Downs had bought, had agreed to request closure of the street. The request was taken to the Planning Board and received a unanimous recommendation of approval. The request was then forwarded the City Commission and denied at that level. He addressed several concerns that were brought up at that time. He stated that Mr. John Browning and Mr. Charles Smith had told the City Commission that they were going to build like kind houses on the 20 lots that would abut their development, and that closing the street would impede traffic. Access was an issue, as the Fire Marshal had stated that the fire trucks could not turn around if the road was closed, which later was determined to be incorrect and a letter of confirmation was written by the Fire Chief. It was also thought that closing the road would impede the drainage, which is not the case,

Case PB 09-27 Viking Street between 4th Manor and 5th Manor – continued.

as a survey showed the elevations near the proposed road closure revealing the crown of the subdivision that forces water to flow the other way. He also stated that the subdivision has a lot of excess traffic with people using the road as a cut-through. There are safety concerns with speeders even more so now than before, and he read from a crime report that he received from the police department. He stated that the Police Chief wrote a letter in support of the road closure. He added that they are not asking to vacate the road and take city property, they just want to put a fence across it, with a breakaway gate for emergency services, but the city would still own the street. He stated that alternate routes from Viking Manor to the library, shopping or the hospital would take essentially the same amount of time to travel. He ended by saying that there are two different subdivisions, and he asked that the Board vote to close the road so there will be two separate subdivisions.

Christopher Hernandez, 301 Viking Street, spoke in opposition to the request. He stated that his child walks along Viking Street to go to the library and to play with his friends in the Deerwood subdivision and is not allowed to travel along College Road as it is not as safe for pedestrian travel. He stated that some of the biggest offenders of speeding are coming from the Deerwood Subdivision, and asked what would be the problem with putting up speed bumps. He ended by saying that he purchased his home with two entrances and believed that this request was based on economic discrimination.

Vernon Bender, 6005 5th Manor East, spoke in opposition to the request, stating that in the two years that he has lived there, he has not seen one police incident. He goes to the library and the doctors quite frequently and he calculated that this street closure would increase his trips, with the alternate routes that he would have to make, to approximately 90 additional miles a year, and that with these times, every dollar counts. He also forwarded information gathered from the Putnam County Sheriff's department (as City Police calls are dispatched through there) which did not show excessive calls to that area. He further stated he also believed that this was blatant prejudice.

Lillian Vivans, 6006 5th Manor E. since 1996, spoke in opposition to the request. She stated that she has been teaching for 17 years and that she has not seen any crime problems. She stated concerns with no sidewalks for children to get to the library on the suggested alternate route of College Rd. With a lot of elderly in the area, with respect to the medical facility, the loss of access could prove to extend valuable time in case of an emergency.

Tim Knowles, 6002 4th Manor E., spoke in support of the request. He stated that in addition to other amenities, he bought with the understanding that the road would be closed once the majority of the homes were sold and a homeowner's association would be created. He stated safety concerns of speeders. He added that he also uses the road and will lose that convenience - as will others, but he believes safety is the important item to be considered.

Case PB 09-27 Viking Street between 4th Manor and 5th Manor – continued.

Betty Clark, 206 Viking Street, spoke in opposition to the request. She forwarded a signed petition of opposers to this request. She stated that she has had one medical emergency with her husband since she has lived there and if there had been a gate there he could have lost his life.

Dwight Parker, 6110 3rd Manor W., stated that they also bought there with the understanding that the road would one day be closed, and a homeowners association would be developed. He said that he uses the road himself, but is in favor of the request due to speeders and children standing and playing in the road all hours of the day and night, and that this road is also used as a cut through for other areas as well.

James Hedge, 6002 E 5th Manor, concurred with Mr. Downs regarding the speeding traffic, but spoke in opposition of the request, suggesting that speed bumps could be a solution to that problem.

Mr. Downs presented a police report from the City Police department, and a signed petition in favor of the request.

Bill Sellers, 2nd Manor W., spoke in favor of the request suggesting that a gate with a side gate for pedestrians would help stop the through traffic and speeders and also allow for compromise.

Molly Hernandez, 301 Viking St., spoke in opposition to the request. She stated that she has lived there over a year and has not seen any drug problems or crime. She added that on more than one occasion, Mr. Downs has told them to stop driving through and told her child that he needs to go back to his home.

Alma Morris, 5th Manor West, spoke in opposition to the request, and agreed that speed bumps were a great idea.

Sandra Knowles, 6002 4th Manor E., expressed support for the request, and stated that she is not prejudice as she once lived in a trailer and has many friends in Viking Manor, but agrees there is a problem with speeders and has been a problem in the past with drug dealings.

Charles Brooks, 6101 W. 2nd Manor, spoke in favor of the request, and stated that as a law enforcement officer for over 20 years and that as a trained observer, he can attest to the speeders in the area and stated that his main concern is the safety of the children.

James Clark, 206 Viking St., spoke in opposition of the request, stating that he served 30 years in the US Navy to keep our county free of Nazism and countries like Japan, fighting to keep these roads clear, freedom of speech and WWII. He said that he did not believe in closing of Viking Street and believed it was only to benefit a few. He believes it should remain open to all people as it is a clear way out. He ended by saying that he has not seen a problem with drugs and has not even seen the police in his neighborhood.

Case PB 09-27 Viking Street between 4th Manor and 5th Manor – continued.

Mary Counts, 6104 W. 5th Manor, spoke in opposition of the request, stating that she and many others walk regularly through this area in the evenings and she has not seen the crime that has been expressed and believed it was a very nice neighborhood.

(Regular Meeting)

Discussion took place regarding Viking Manor and Deerwood both being one subdivision (Viking Manor), that all the streets were platted and developed at one time as public streets. That the finding of the Board must be that closing of the street is for the public good.

Motion made by Zachary Landis and seconded by Earl Wallace to make recommendation to the City Commission to deny the request. All present voted affirmative, motion carried.

Ms. Banks advised that this case would be forwarded to the City Commission probably for the December meeting.

Case PB 09-29	**Address:**	Vacant parcel off St. Johns Avenue
	Parcel:	09-10-26-0000-0010-0021
	Applicant:	Putnam County (Board of County Commissioners)
	Request:	for Annexation and Future Land Use amendment from County Urban Reserve (UR) to City Industrial (IN).

(Public Hearing)

Earl Wallace recused himself.

Ms. Banks stated that she did not receive any response from any of the mailings or the advertisement. The Departmental reviews did not include any comments. Request is being made to join this parcel with the rest of the property for the County's Planned Unit Development of the Business Park to be considered in the future plan.

Brian Hammons, Putnam County Planning and Development Director advised that this piece of land was acquired subsequent to the original annexation of the Business Park. He stated that they want to bring this parcel into the city to be included in a request to forward to the Board for PUD rezoning and a plat.

(Regular Meeting)

Motion made by Phil Leary and seconded by Zachary Landis to recommend approval to the City Commission for Annexation and Future Land Use amendment from County Urban Reserve (UR) to City Industrial (IN). All present voted affirmative, motion carried.

Petition submitted to Planning Board on September 1, 2009 by residents opposed to street closing

Date 10-8-09

Petition Names

that Do not

Want Viking St.

Closed.

James, Betty Clark

206 Viking St. 386-328-6209

Rachel Baggs 6108 W. 6th MNR.
Tonya Brown 386-325-9017
John [illegible] 386 [illegible] 6005 E 6th Manor
Pauline Williams 386 916 7801 6005-E 6th Manor
Melissa Henderson (386) 227-3809 6003 E 6th Manor
Thomas Henderson
Karen Rest (386) 325-6367 6004 E 6th Manor
Alex L Rodriguez (386) 325-6367 Mar
Cheryl Lloyd 329 9767 6002 7th Manor
Anita Reed 329 9767 "
E R Trowbridge 325-5602
Joan Trowbridge
Helen De Costa 328-9668 201 Viking St
Mr + Ms Hernandez 326-9759 301 Viking St
[illegible] 205 Viking St. 336-592
Kathy Williams 6110 W 6th Mnr Pl 326 00
Barbara J. Milton 6110 7th Mnr. W Pal.
Sandy 604 " "
Bobby Sutton 105 Viking 386-328-0001
Patsy Sutton 105 Viking 328-0001

Helen Cleveland 306 Viking St. Palatka Fl
Mary Counts 6104 West 5th Manor 386 937 0467
~~328~~-325-6322
Tuesday Marx 386 5381831
Towander Marcus Roberts 386-326-5943
Nolly Wade 6109 5th Manor West 328-0051
James H. Morris 6105 5th Manor W. 386-328-2702
Janice Hutto 6106 6th Manor West 386-325-294
Jon Rice 6002 6th Manor E. 386-325-7954
Phyllis Rice 6002 6th Mnr E 386-325-7954
Jerry Brisbin 401 Viking St. 329-9518
Juanita Brisbin 401 Viking St. 329-9518
Jim Hedge 6002 E 5th 972 4225
Hilda Pamplona 325 0848
Vernon A. Bender 336 3886

Submittals by Applicant

To The City Commissioner:

As a home and property owner in the Deerwood Subdivision, I would like, along with other owners that live in the subdivision, ask that the City of Palatka close Viking Manor Road between 4th and 5th Manor. By doing this it would allow only one way in and out of our subdivision and would help stop the speeding traffic, cut down on the number of people just passing through our neighborhood and crime. It will also provide a safer place for our children and neighbors to walk and play.

~~6001~~ 6102 Second Manor West	Charles Payne & Karen Payne
~~6002~~ 6104 Second Manor West	
~~6003~~ 6106 Second Manor West	(Bill) WC Sellers
6110 ~~6004~~ Second Manor West	
6108 ~~6005~~ Second Manor West	Harold D. Owens
~~6006~~ 6109 Second Manor West	
~~6007~~ 6107 Second Manor West	
~~6008~~ 6105 Second Manor West	
~~6009~~ 6103 Second Manor West	Louzetta Gaylor
~~6010~~ 6101 Second Manor West	

To The City Commissioner:

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6001 First Manor East	Kenny Downs
6004 First Manor East	Kenny Downs
6005 First Manor East	[redacted]
6006 First Manor East	
6007 First Manor East	Kenny Downs
6008 First Manor East	
6009 First Manor East	James Gray
6010 First Manor East	Kenny Downs
6003 First M.E	Kenny Downs
6002 First M E	Nicole M Waldock

To The City Commissioner:

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6001 First Manor West

6002 First Manor West

6003 First Manor West

6004 First Manor West

6005 First Manor West

6006 First Manor West

6007 First Manor West

6008 First Manor West

6009 First Manor West

6010 First Manor West

To The City Commissioner:

As a home and property owner in the Deerwood Subdivision, I would like, along with other owners that live in the subdivision, ask that the City of Palatka close Viking Manor Road between 4th and 5th Manor. By doing this it would allow only one way in and out of our subdivision and would help stop the speeding traffic, cut down on the number of people just passing through our neighborhood and crime. It will also provide a safer place for our children and neighbors to walk and play.

6008 Fourth Manor East

6007 Fourth Manor East Thomas J Wolf

6005 Fourth Manor East

6003 Fourth Manor East Penny Surrency

6002 Fourth Manor East

6006 Fourth Manor East Butch Runyan

kenny downs

From: James Griffith [jgriffith@palatka-fl.gov]
Sent: Tuesday, October 13, 2009 5:05 PM
To: kenny downs
Subject: Viking Manor cases

Hope this is helpful

JG

James A. Griffith
Palatka Police Department
110 North 11th Street
Paltka, FL 32177
Office (386) 329-0115 ext. 219
Cell Phone (386) 937-1703

Viking Manor Cases

Drug Complaints - 2	(both on 6th Manor West worked by Street Crimes Investigators)
Disturbance – 2	(1 on 5th Manor West and 1 in 300 block of Viking Street)
Alarm calls – 10	(7 @ 300 block Viking, 1 400 block Viking and 2 on 2nd Manor West)
Animal Complaints – 4	(2 Manor, 3rd Manor, 5th Manor)
Noise – 2	(5th Manor West, 300 block Viking)
Suspicious - 17	(Persons or incidents) 1 on 1st Manor, 16 in 300 block of Viking
Prowler – 2	300 block of Viking
Welfare checks – 3	300 block Viking
Vandalism - 2	300 block Viking
Repossession – 1	6th Manor West

Leary Governmental Affairs Consultants, Inc.
Philip L. Leary, AICP

1821 Carr Street.♦ Palatka, Fl 32177
386-385-3061(O) 386-937-7829 (C)

PB-0927 (Road Closing)

Request to close Viking Street between 4th and 5th Manor.

Land Use Intensity

Upon review of the subsequent application and visiting the area and specific site, it is my professional planning opinion that closing Viking Street to through traffic between 4th and 5th Manor would be consistent with goals and objectives of good planning practices. As the area consists of two distinctly different residential land uses and intensity of uses, single family conventional constructed homes and manufactured homes, a natural or man-made buffer would be warranted. As the applicant proposes, a high quality gated fence would suffice for the land use separation.

Traffic Circulation/Parking

Closing the street will not create any traffic circulation, ingress, or egress problems as access is available to the manufactured housing units directly from Viking Street to St. Johns Avenue a minor collector road. The conventional homes have direct access to College Road also a minor collector, from Viking Street.
With Viking Street being one continuous thoroughfare from College Road to St. Johns Avenue both pedestrian safety and over utilization of through traffic would be alleviated with the proposed road closing, protecting the low density residential characteristics of the subdivision. Analysis of ingress and egress from either residential section and distance or driving time to shopping areas, government buildings, schools, hospital and medical facilities no negative impacts will result with the road closing. Parking will not be affected as adequate on and off street parking exists in both residential sections.

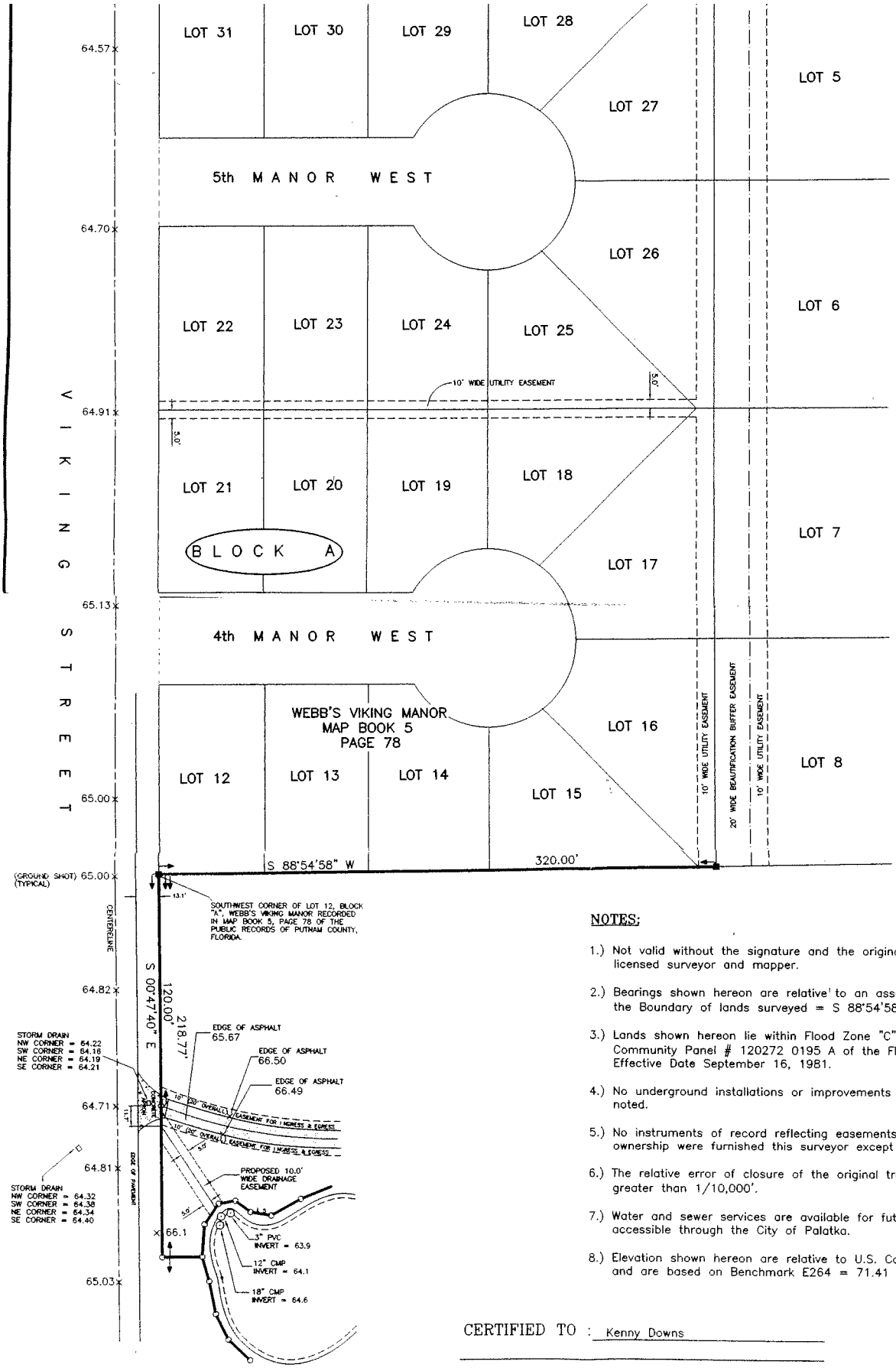
Public Safety

Ingress and egress for fire, police and ambulance will continue to be from St. Johns Avenue and College Road with the road closing not creating any disruption in service. The road will be closed using a gated fence which can be opened and utilized for ingress and egress if required.

Summary

The City Land Development Code and Comprehensive Plan support and require buffers between land uses of different intensity and scale supporting compatibility and development cohesiveness. Closing the road and providing a buffer will accomplish this goal.

Submitted by: Phil Leary, AICP
Professional Planner – AICP Certification #9528
American Planning Association Member #0551673



NOTES:

1.) Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

2.) Bearings shown hereon are relative to an assumed datum and are based on the Boundary of lands surveyed = S 88°54'58" W.

3.) Lands shown hereon lie within Flood Zone "C" (area of minimal flood) as per Community Panel # 120272 0195 A of the Flood Insurance Rate Maps. Effective Date September 16, 1981.

4.) No underground installations or improvements have been located except as noted.

5.) No instruments of record reflecting easements, rights-of-way and or ownership were furnished this surveyor except as shown.

6.) The relative error of closure of the original traverse prior to balancing was greater than 1/10,000'.

7.) Water and sewer services are available for future land development, accessible through the City of Palatka.

8.) Elevation shown hereon are relative to U.S. Coast & Geodetic Survey Datum and are based on Benchmark E264 = 71.41 NGVD29.

CERTIFIED TO : Kenny Downs

BY: _____

ELLERY P. MORRIS
FLORIDA CERTIFICATE # 4004.
MORRIS SURVEYING & MAPPING, INC. LB# 4734

Date of last field work: October 15, 2009

THE SURVEY DEPICTED HEREON IS NOT PROTECTED BY PROFESSIONAL LIABILITY INSURANCE

SPECIFIC PURPOSE SURVEY
SHOW ELEVATIONS ALONG VIKING STREET

	JOB NO. 05-1218	FIELD BOO 498
MORRIS SURVEYING & MAPPING, IN		
P.O. BOX 1230	6845 S.E. 221st	STREE
HAWTHORNE, FLORIDA 32640	(352) 481-4	

City Com. 1992 minutes
Submitted by applicant.

rezoning to M-1. The property is north of annexed property in Crystal Cove. Commissioner Flagg moved to accept the Planning Board recommendations and instruct the attorney to prepare the proper ordinance. Seconded by Commissisioner Brown and carried.

Case 92-06PB Request to Close Street; Location Viking Street between 4th and 5th Manor East and West - Ed Huntsberger, Building Official, stated the Planning Board recommended the street be closed with the indication that everything on the other side be rezoned. Commissioner Conlee moved to accept the Planning Board recommendations. Seconded by Commissioner Brown for discussion. The City Manager asked if the recommendation is for actual closure of the road where the property would revert to the property owners on each side, and what would be the length of the closure. Mr. Huntsberger said it would affect that portion of the street between Lot 40, Block C and Lot 21, Block A of Viking Manor. A discussion was held concerning the reason for the request, which was a difference between the two subdivisions. Commissioner Flagg asked if the reason was valid now that the property has been sold, and the new owners are planning to upgrade the area. He said he would have concern about law enforcement or the fire department responding and having to come back out of each sudivision. Also, the streets are nicely paved. He felt if this has changed the situation, it should go back to the Planning Board. Commissioner Brown requested more information on the reason for closing the street. Mr. Kenny Downs stated the subdivision was originally zoned for mobile homes and had one entrance off of St. Johns Ave. He had 30 lots rezoned and started building homes and subsequently rezoned 20 more and put in a nice brick entry off of Junior College Road. He said

with a long street and two accesses, people speed or cut through the neighborhood; when burglaries occur law enforcement can be going in one end when the burglar is going out the other. Mr. Downs stated with 60 homes on each side, it will cut down on the traffic flow. Commissioner Flagg felt single family homes would upgrade the area. The comprehensive plan was discussed. Mr. Downs did not feel the comp plan would allow the zoning to be changed from mobile homes to residential. He said the subdivision would be cut in half with a fence. The people in the mobile homes that exist (on the north end) wanted the street closed because of the through traffic. Commissioner Conlee stated as part of the comp plan they are required to have certain areas designated for trailers. Mr. Hedstrom advised according to the Northeast Florida Regional Planning Council, if they eliminate the mobile home classification, the comp plan will have to be amended. Mayor Smith stated he agreed with Mr. Downs that separating the two would not preclude the northern owner from doing what he wants to do. R-4 zoning does not allow mobile homes to be mixed with conventional homes. He felt in order to be able to do that, it would require an ordinance amendment and change in the comprehensive plan. Commissioner Brown felt they should be opening streets and not closing them and that it would be inconvenient to block the street.

Mr. John Browning, P. O. Box 336, East Palatka, felt Mr. Downs had already been successful with nothing being developed on the other end. He said they want to continue to put in good homes and make it a nice place for Palatka. He said he was aware of the comp plan which amounts to density and provides for certain types of homes in the city or county. He thought they would be allowed to put in homes and upgrade, which is the case in most cities and counties. Mr. Browning said you can put in homes in R-4 zoning without changing the comp plan. The comp plan is density and has to provide a section for mobile homes, but said if they can change the ordinance or the zoning, they can deed restrict the property to homes. He said they have only owned the property about a week and a half and have not had time to research the comp plan, but they will research it and find out the best way to put homes there. He said as an owner on either section without a cul-de-sac or way to turn around, you have to pull into somebody's yard or back down the street which creates a serious hazard. He suggested Mr. Downs could install a fence without closing the street. Mr. Browning said they are going to try to upgrade and suggested they pyramid the ordinance which would allow him to deed restrict it and put in homes. Mayor Smith felt Mr. Browning could do what he wants to do with the fence there. Mr. Browning contended a fence hurts the value of the property which consequently affects what they can do there and will also hurt the city. They are requesting the opportunity to make it a nice place, and they think closing the road is wrong. The comp plan would not be affected because the government has not taken away the right to put mobile homes there. They are not suggesting the zoning be changed, but that R-4 be modified to allow single family homes in that classification.

Commissioner Conlee stated as part of the comp plan they are required to have certain areas designated for trailers. Mr. Hedstrom advised according to the Northeast that R-4 be modified to allow single family homes in that classification.

Charles Smith, Riverside Builders, Rt. 3, Box 1861, stated the 20 lots adjoining Kenny Downs project would be in the same dollar range as he has on his end of the project. They would develop the 20 lots adjoining Mr. Downs first. Homes next to the mobile homes would be in the $40,000 price range. From there they would range from the high $40's, mid $50's and more expensive on the other end of the property. They will have paved driveways, landscaped yards, campers will not be allowed, etc. He felt the closure of the road would devalue both sides of the property and impede the flow of traffic. He requested the opportunity to prepare a zoning request to present to the Planning Board.

of the St. Johns County Commission where there was a motion on the floor, and they said a table took precedence over the motion on the floor. He felt it was unfair to make decision without knowing the whole picture.

Commissioner Brown asked what would happen if she withdrew her second. She said she would like to see it tabled until she has more information from the people in the trailers and the homes as well as the type of homes to be built by the Brownings. Commissioner Flagg recommended it be referred back to the Planning Board based on the fact that it has changed. The attorney agreed a motion to table would take priority in terms of voting over the pending motion. Commissioner Brown then moved to table the issue of Case 92-06PB. Seconded by Commissioner Flagg and carried.

Mayor Smith said he would like to see the plans from the owners of the northern development. He said he personally supports closing the road by a fence to separate the mobile home section from the conventional. Alhambra and Villa Farms are both fenced, and the ordinance speaks to the fact that they shouldn't be built in the same development. Mr. Browning said he would like to have in writing what they are requesting of them. Mayor Smith said he would not be able to do anything until he understands what the zoning allows. Mr. Bush suggested they apply to the Planning Board to seek the change in the R-4 zoning. Mr. Browning advised they have already done this and it is being advertised. Commissioner Flagg suggested it would be appropriate to refer Case No. 92-06PB back to the Planning Board. Mr. Hedstrom advised they would first have to take the motion off the table and put it back before the Commission, at which time that motion would be appropriate. Mr. John Turner advised the motion to table was

Elliott Kane, stated he represented Tommy Clay who could not attend, and said Mr. Clay had written a letter requesting the road be closed because under his ownership he wanted to protect the other side of the development which was different from what Kenny had done and from the mobile home plan which he had put in place. He understood when he sold the property to John Browning that he wanted to upgrade to homes, and consequently he is urging a reevaluation of the consideration to close the road because of the change in ownership.

Commissioner Downs stated closing the street would not effect emergency vehicles and requested they look at the map; he said the same situation exists at the south end of Viking Street which is not paved. Lots 40 and 21 will face 4th Manor. He said there was no opposition to closing the street at the Planning Board meeting, and Mr. Clay submitted a letter in favor of it.

Mayor Smith said he was in favor of upgrading, but if they can't do that and the situation remains the same, he asked if it is turned down what position would it put the Commission in. Mr. Hedstrom advised if the Commission votes not to accept the Planning Board recommendation, it would be a dead issue. If they accept the recommendation, the next step would be to prepare the ordinance and place it on first reading and second reading after advertisement. Mayor Smith also asked if the readings could be spaced apart. Mr. Hedstrom advised the second reading is normally held in sequence; it would not have to be the next consecutive meeting, but would have to be advertised.

Mr. Browning, Sr. stated they intend to do the right thing, but said he couldn't understand why they want to close the road and put a fence across it. He felt they should wait and see what happens. They started mowing today.

kenny downs

From: johnthompson850@aol.com
Sent: Friday, October 23, 2009 10:53 AM
To: kenny downs
Subject: Fwd: Viking Manor

-----Original Message-----
From: johnthompson850@aol.com
To: kennydowns@put-fl.com
Sent: Fri, Oct 23, 2009 10:48 am
Subject: Re: Viking Manor

-----Original Message-----
From: johnthompson850@aol.com
To: KennyDowns@Put-Fl.com
Sent: Fri, Oct 23, 2009 10:16 am
Subject: Viking Manor

The road we built started at St.Johns Ave. and ran South ending at a cul-d-sac.I believe the street coming off College Road was added later in order to sell the property on that end of the project.Please call me if you have any questions.John Thompson 325-5965

Agenda Item

10

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Adoption of an ordinance ~~annexing~~ 5015 Crill Avenue ~~into the City, adoption of~~ a ~~related ordinance changing the future land use designation from Putnam County Urban Reserve to City of Palatka Commercial, and the first~~ reading of an ordinance changing the zoning from Putnam County C-1 (Commercial) and AG (Agricultural) to City of Palatka C-2 (Intensive Commercial).

DEPARTMENT: Building & Zoning

2nd Reading Rezoning Ord only

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS

1. ~~An Ordinance of the City of Palatka annexing 5015 Crill Avenue~~
2. ~~An Ordinance of the City of Palatka amending the future land use designation from Putnam County Urban Reserve to City of Palatka Commercial.~~
3. An Ordinance of the City of Palatka changing the zoning from Putnam County C-1 (Commercial) and AG (Agricultural) to City of Palatka C-2 (Intensive Commercial).
4. October 6, 2009, Planning Board Minutes.
5. October 6, 2009, Planning Board Packet.

DATE: November 12, 2009 with second reading for zoning on December 10, 2009

SUMMARY HIGHLIGHTS:

The identified purpose of these three applications is to allow City water and sewer services. This is a 2.24+/- acre parcel of land.

A public hearing was held by the Planning Board on October 6, 2009, at the applicant's request for annexation, change of future land use from County Urban Reserve to City Commercial, and rezoning from Putnam County C-1 (Commercial) and AG (Agricultural) to City of Palatka C-2 (Intensive Commercial). There was no public testimony. The Planning Board voted to recommend approval of the three requests.

RECOMMENDED ACTION:

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

AGENDA ITEM NUMBER: AGENDA PAGE NUMBER:

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

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 10, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY C-1 (COMMERCIAL) AND AG(AGRICULTURAL) TO CITY C-2 (INTENSIVE COMMERCIAL); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

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

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on October 6, 2009,and two public hearings before the City Commission of the City of Palatka on November 12,2009, and December 10,2009, and

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

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

DESCRIPTION OF PROPERTY:

A tract of land, lying and being a part of the Northeast ¼ of the Northeast ¼ of the Southeast ¼ of Section 10, Township 10 South, Range 26 East, Putnam County, Florida, and being more particularly described as follows:

Beginning at a point 384.75 feet west of the Northeast corner of the Southeast ¼ of Section 10, Township 10 South, Range 26 East, being also the Northeast corner of lands described in Deed Book 157 page 275, (1)thence South 467 feet to an iron pipe,(2)thence west 220.25 feet +/- to the

Northwest corner of lands described in OR 573 Page 1434, (3)thence run south 90 feet to a point at the Southwest corner of lands described in OR 573 Page 1434, (4)thence run west 50 feet +/- to a point on the East line of lands described in OR 555 Page 1461, (5)thence run North along the Easterly line of lands described in OR 555 page 1461 and OR 555 Page 1459, 257 feet +/- to a point at the Southwest corner of lands described in OR 145 Page 16, (6)thence run east 100 feet to a point at the Southeast corner of lands described in OR 145 Page 16, (7)thence run north along the easterly line of lands described in OR 145 Page 16 and continue northerly to a point at the Southwest corner of lands described in OR 157 Page 685, (8)thence run East 70 feet along the South line of lands described in OR 157 Page 685 to the Southeast corner thereof. Return to the point of beginning and run westerly along the south line of State Road 20 108.5 feet +/- to a point on the East line of lands described in OR 157 Page 685, (9)thence run South along the East line of lands described in OR 157 Page 685 to the end of call 8 and to close.

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

Containing 2.24 acres more or less.

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

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

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

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

PLANNING BOARD
Minutes & Proceedings
October 6, 2009

Meeting called to order by Chairman Carl Stewart at 4:00PM. **Members present**: Sue Roskosh, Ezekiel Johnson, Earl Wallace, and Anthony Harwell. **Members absent**: Zachary Landis, Randy Braddy, Clem Saccareccia and Phil Leary. **Also present:** Building & Zoning Department Director, Debbie Banks; Recording Secretary, Pam Sprouse and City Attorney, Donald Holmes.

Motion made by Sue Roskosh and seconded by Ezekiel Johnson to approve the minutes of the September 1, 2009 meeting. All present voted affirmative, motion carried.

Debbie Banks read **"To Appeal Any Decision."**

Carl Stewart requested that disclosure of any **"Ex Parte Communication"** be made prior to each case.

NEW BUSINESS

Case PB 08-31

Address: 5015 Crill Ave
Parcel: 10-10-26-0000-0270-0000 (portion)
Applicant: Jacob Spells

Request: for Annexation, Future Land Use amendment from County Urban Reserve to City Commercial and Rezone from County Commercial (C-1) and Agriculture (Ag) to City Intensive Commercial (C-2).

Public Hearing

Ms. Banks advised that this case was properly advertised and notices sent to surrounding property owners and departmental review requests sent to all departments (included in the staff report) and that no comments of concern were received. She did note that the Fire Marshal stated that there was a need for a fire hydrant at this location and that a business inspection would be required prior to conducting business in the city. She stated that it is being developed in Putnam County. The project is mostly complete and they are ready for utility connection. She is hoping that a certificate of occupancy will be issued prior to the City commission considering an ordinance for annexation. She added that there are to be 5 offices.

Mr. Spells advised that they considered annexing into the city to get utilities, and stated his appreciation of the Board's consideration.

(Regular Meeting)

Mr. Harwell asked if the lot coverage met the city's requirements.

Ms. Banks advised that this project was developed to the standards of Putnam County and that she did not know what those were.

Motion made by Sue Roskosh and seconded by Earl Wallace to recommend approval of the Annexation, Future Land Use amendment from County Urban Reserve to City Commercial and Rezone from County Commercial (C-1) and Agriculture (Ag) to City Intensive Commercial (C-2). All present voted in favor, motion carried.

PLANNING AND ZONING STAFF REPORT

October 6, 2009

LOCATION: 5015 Crill Avenue

REQUEST: PB 08-31 – Annexation, Small-Scale Future Land Use Map Amendment to change the Future Land Use designation from County Urban Reserve to City Commercial and Rezone from County Commercial (C-1) and Agriculture (AG) to City Intensive Commercial (C-2).

APPLICANT: Jacob Spell

Parcel #: 10-10-26-0000-0270-0000 (portion)

A. BACKGROUND & ANALYSIS: On December 22, 2006 the applicant had requested City water and sewer for a 5,339 square foot office complex he wished to construct. Since this property is contiguous to the City limits to the north across Crill Avenue, annexation is required in order to obtain these services. Since the City had been working through the backlog of cases as a result of the Comprehensive Plan being out of compliance, the applicant elected to construct the complex in the County awaiting the time he was allowed to annex. The complex should be complete within the next six weeks. The lines have been run to the parcel, however, connection to City services has not been completed. The property's main access is off Crill Avenue. Departmental Review Requests were sent to all departments. The Water & Sewer Superintendent had no comments since the utilities are at the site but not connected. The Public Works Director and Water Treatment Plant Superintendent and Chief Building Official responded with "No Comment." The Police Chief provided an Impact Review indicating a need of .20 police officers. The Fire Marshal noted the need for a fire hydrant and a Business Tax Receipt inspection.

Surrounding properties have future land use designations of County Urban Service, south, east and west with a small portion to the north of the subject property. A larger portion of the northern boundary has a future land use designation of City "Other Public Facilities." The zoning pattern of the site and surrounding area is County C-1 (Neighborhood Commercial) and AG (Agriculture) to the south, east and west with a small portion to the north of the subject property; The major portion of the northern boundary is zoned City R-3. The existing land use pattern in the area is mixed commercial, single family residential and a Jr. College.

SURROUNDING LAND USE AND ZONING:

	Future Land Use Designation	Zoning	Current Land Uses
North	County Urban Reserve City Other Public Facilities	County C-1 City R-3	Vacant Jr. College
South	County Urban Reserve	County R1A	Vacant
East	County Urban Reserve	County R -1A	Thrift Store & Vacant
West	County Urban Reserve	County C-1	Single Family Residence & Vacant

B. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex .a 2.24 +/- acre parcel into the City. The subject property is located at 5015 Crill Avenue. Properties directly north, east, and west of the site are County with a major parcel to the north in the City.

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

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

STAFF RECOMMENDATION: Approval of the annexation request.

C. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

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

The Proposed Land Use Designation:

Commercial (1,210 acres)

Land designated for commercial use is intended for activities that are predominantly associated with the sale, rental, and distribution of products or the performance of service. Commercial land use includes offices, retail, lodging, restaurants, services, commercial parks, shopping centers, or other similar business activities. Public/Institutional uses and recreational uses are allowed within the commercial land use category. The intensity of

commercial use, as measured by impervious surface, should not exceed 70 percent of the parcel. The maximum height should not exceed 40 feet. Land Development Regulations shall provide requirements for buffering commercial land uses (i.e., sight access, noise) from adjacent land uses of lesser density or intensity of use. See Policy A.1.3.2.

Future Land Use Element

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

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

STAFF ANALYSIS: This site is being built as commercial office space. This use is consistent with both the residential and commercial uses of nearby parcels. City water and sewer lines have been run to the properties and there is sufficient capacity to maintain existing level of service standards. In the Traffic Circulation Element and Public Facilities Element sections of this staff report we will evaluate each adopted level of service standard for this site.

Traffic Circulation Element

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

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

STAFF ANALYSIS: This segment of State Road 20 (Crill Ave.) has an existing level of service "C" and is classified as a Principal Arterial.

Public Facilities Element

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

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

1. Central Water System

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

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

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

STAFF ANALYSIS: This office complex will not cause the level of service standards to be exceeded.

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

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

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

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

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

D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

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

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

STAFF ANALYSIS: The applicant requests rezoning to City C-2 (Intensive Commercial) from County Agriculture (AG) and Commercial (C-1) The proposed change is in conformance with the comprehensive plan as stated in the above comp plan review and is consistent with both the City and County land use designations for commercial districts. This zoning category is consistent with the requested Commercial Future Land Use designation. The current land use designation is Putnam County Urban Reserve.

b. The existing land use pattern.

STAFF ANALYSIS: This rezoning request to City C-2 (Intensive Commercial) is consistent with the existing land use pattern in the area which is primarily commercial with a few residences. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request.

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

STAFF ANALYSIS: This rezoning request will not create an isolated district since the City has C-2 zoning (Wal-Mart) south of this parcel. C-2 is the zoning trend for this commercial corridor with C-2 within 400 feet to the east of the subject parcel. The County's setbacks are similar to the City's but are slightly more restrictive.

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

STAFF ANALYSIS: This existing office complex will not overtax public services. Any future construction will require a review of public facilities at the time of plan submittal.

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

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

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

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

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

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

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

STAFF ANALYSIS: This site is being developed as a commercial use in the County and all necessary approvals had to be obtained prior to permit issuance.

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

STAFF ANALYSIS: This site was permitted in the County. St. Johns River Water Management had to provide the County with an approval letter prior to

construction. If any additions are made, future drainage will be addressed in plan review.

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

STAFF ANALYSIS: The office complex does not reduce light and air to adjacent parcels.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STAFF RECOMMENDATION: Staff recommends approval of the requested zoning change from County Commercial (C-1) and Agriculture (AG) to City Intensive Commercial (C-2). The request complies with the rezoning criteria provided in the Palatka Municipal Code.

E. Photographs

View facing property

View facing west.

View facing east.

PROJECT NARRATIVE

10-10-26-0000-0270-0000

5015 CRILL AVE., PALATKA, fl 32177

Commercial building is currently in construction on this site. Storage shed (912 sq ft) is located in rear of property.

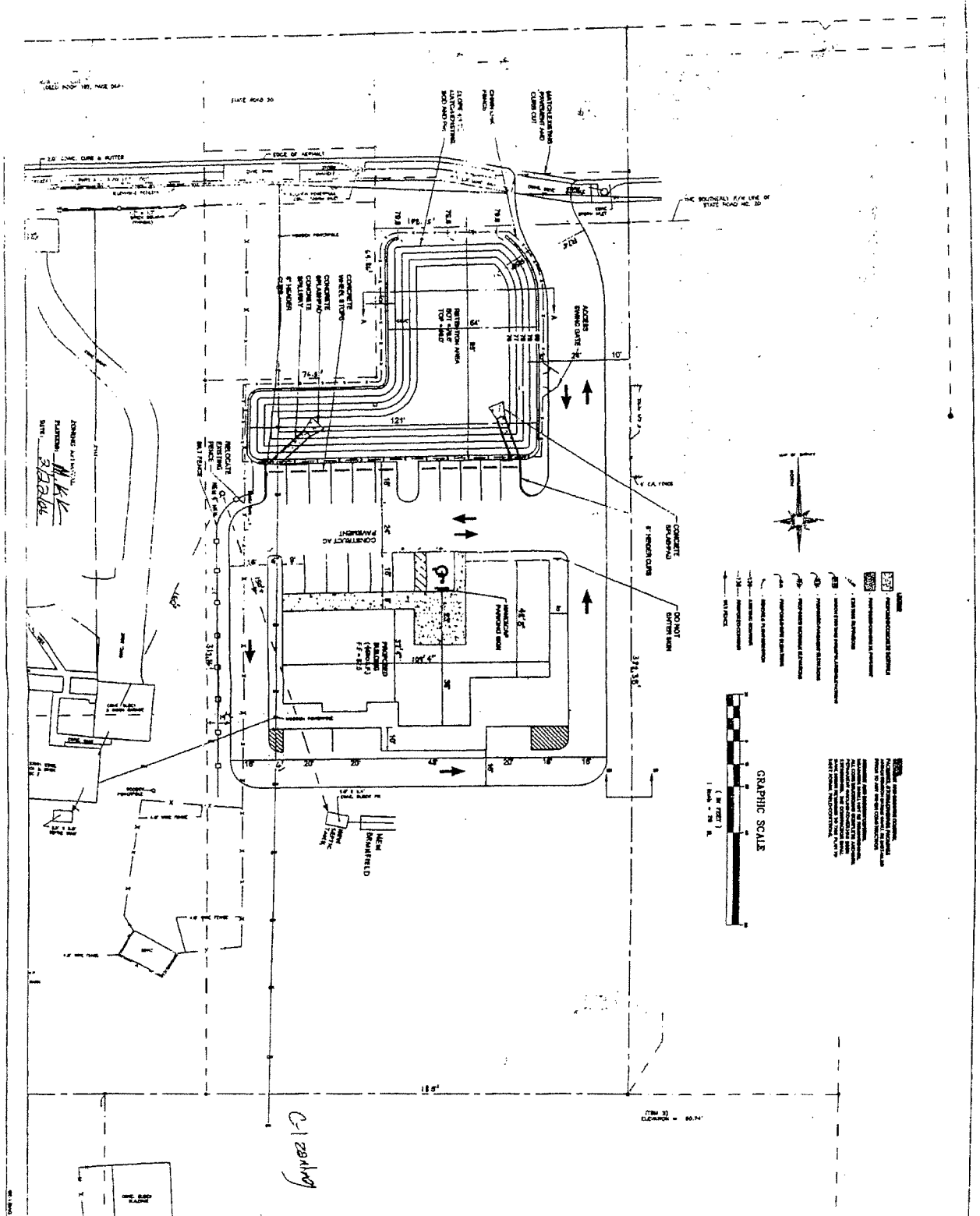
Upon completion, the commercial building will be approximately 5339 sq ft. of commercial office space. The storage shed will remain as per current use.

Legal Description for 5015 Crill Avenue (A portion of 10-10-26-0000-0270-0000)

A tract of land, lying and being a part of the Northeast ¼ of the Northeast ¼ of the Southeast ¼ of Section 10, Township 10 South, Range 26 East, Putnam County, Florida, and being more particularly described as follows:

Beginning at a point 384.75 feet west of the Northeast corner of the Southeast ¼ of Section 10, Township 10 South, Range 26 East, being also the Northeast corner of lands described in Deed Book 157 page 275, (1)thence South 467 feet to an iron pipe,(2)thence west 220.25 feet +/- to the Northwest corner of lands described in OR 573 Page 1434, (3)thence run south 90 feet to a point at the Southwest corner of lands described in OR 573 Page 1434, (4)thence run west 50 feet +/- to a point on the East line of lands described in OR 555 Page 1461, (5)thence run North along the Easterly line of lands described in OR 555 page 1461 and OR 555 Page 1459, 257 feet +/- to a point at the Southwest corner of lands described in OR 145 Page 16, (6)thence run east 100 feet to a point at the Southeast corner of lands described in OR 145 Page 16, (7)thence run north along the easterly line of lands described in OR 145 Page 16 and continue northerly to a point at the Southwest corner of lands described in OR 157 Page 685, (8)thence run East 70 feet along the South line of lands described in OR 157 Page 685 to the Southeast corner thereof. Return to the point of beginning and run westerly along the south line of State Road 20 108.5 feet +/- to a point on the East line of lands described in OR 157 Page 685, (9)thence run South along the East line of lands described in OR 157 Page 685 to the end of call 8 and to close.

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



NORTH BEACH ENGINEERING INC CONSULTING ENGINEERS - CERT. OF AUTH. #7167	CONSTRUCTION PLANS FOR NEW BUILDING FOR JACOB SPELLS PALATKA FLORIDA	GEOMETRY AND SIGNING PLAN	SCALE: 1"=20' DESIGNED BY: RMM DRAWN BY: TJE CHECKED BY: HJK	REVISIONS NO / DATE / DESCRIPTION / BY 1 / 01/13/05 / SJRWMD COMMENTS / KDW	
DRAWING GE-1 2 OF 3 DATE: JANUARY, 2005 PROJECT NO. 102520	DO NOT SCALE THIS DRAWING - DIMENSIONS AND NOTES TAKE PREFERENCE				

RELEASED FOR CONSTRUCTION _____ BY _____

H. J. Kelley, P.E.
P.E. # 16830
COA # 7167
North Beach Engineering
2002 NW 12th Street
Gainesville, FL 32609

2009 Interim Property Information for Parcel: 10-10-26-0000-0270-0000

2008 Certified Tax Collector Information

Spells Jacob

5019 Crill Ave
Palatka Fl 32177-2177 (**Putnam County GIS Interactive Mapping**)

Parcel 911 Addresses

5015 Crill Av, Palatka (**MapQuest map**)

Detail Information for Parcel: 10-10-26-0000-0270-0000

Property Use:	Miscellaneous Residential	Structures:	1
Mobile Homes: [?]	0	MH Unextended:	0
Census Tract:	950600	Census Block:	2003
Total Acreage:	2.51	Location:	Putnam County

Property Legal Description

PT OF NE1/4 OF SE1/4 BK157 P275 OR432 P1827 OR571 P1456 OR1083 P1663 (EX HWY OR145 P16 OR157 P685 OR542 PP1719 1726 1728 1730 OR573 P1434 OR882 P1083 RD OR885 P1863 RD)

Parcel Sales Data

Book	Page	Instrument	Month	Year	QSCD	Price
1083	1663	Warranty Deed	February	2006	01 V	$100
0571	1456	Warranty Deed	October	1990	01	$100
0432	1827	Warranty Deed	March	1983	01	$100

Land Data

Units	Descriptions
108.50	Commercial Front Feet
104.93	Commercial Front Feet
0.47	Residential Acres
70.00	Commercial Front Feet

Zoning Data

Department	Code	Descriptions
Putnam County	AG	Agriculture
Putnam		

County	C-1	Commercial, Neighborhood

Future Land Use Map (FLUM)

Code	Descriptions
UR	Urban Reserve

Structure Data

Type	Year	Area	Square Feet
Farm Bldgs/Lumber Shed/Hangars	1966	BASE	912

Notice:

NOTICE - This is an interim Putnam County file. Property assessment information will not be displayed until it is certified in October.

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

Departmental Review Request

Address: 5015 Crill Avenue **Case #: 08-31**
Parcel # 10-10-26-0000-0270-0000

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

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other

Meeting Date: 10-06-09	**Response Deadline: 9-11-09**
Date submitted by applicant: 01/03/07 & 8/2009	**Date forwarded to Departments for review: 8/31-09**

Submitted to:

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

Current Property Use: Miscellaneous Residential	**Proposed Property Use: Commercial offices**
Current Land Use Designation: County Urban Reservc	**Requested Land Use Designation: Commercial**
Current Zoning Classification: County Agricultural and County C-1	**Requested Zoning Classification: C-2 (Intensive Commercial)**
Acreage: 2.244	**# of Units 5 offices**
Jacob Spell **Owner/Applicant Name** 5019 Crill Avenue **Owner/Applicant Address** Palatka, Fl 32177 **City/State/Zip** (386) 328-0062 **Phone Number**	NONE **Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: The applicant has been provided a water and sewer tap but has yet to connect on his end. Annexation is required since he is contiguous to the city limits.

Thank you,

Debby

☒ **No Comments**
☐ **Comments Attached**

Reviewed by: Rhett H. McEmey

Title: Superintendent

Utilities at site

Departmental Review Request

Address: 5015 Crill Avenue **Case #: 08-31**
Parcel # 10-10-26-0000-0270-0000

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Submitted to:

- ☐ Water/Sewer/Streets/Sanitation
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- ☐ Fire
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Thank you,

- ☐ No Comments
- ☐ Comments Attached

Reviewed by: _____

Title: CBO

a1c

Departmental Review Request

Address: 5015 Crill Avenue **Case #: 08-31**
Parcel # 10-10-26-0000-0270-0000

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

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Meeting Date: 10-06-09 **Response Deadline: 9-11-09**

Date submitted by applicant: 01/03/07 & 8/2009 **Date forwarded to Departments for review: 8/31-09**

Submitted to:

- ☐ Water/Sewer/Streets/Sanitation
- ☑ Police G.Getchell
- ☐ Fire
- ☐ Chief Building Official
- ☐ Sewer Plant
- ☐ Water Plant
- ☐ Parks
- ☐ Weed & Seed
- ☐ Cemetery
- ☐ Golf
- ☐ Airport

Current Property Use: Miscellaneous Residential **Proposed Property Use: Commercial offices**

Current Land Use Designation: County Urban Reserve **Requested Land Use Designation: Commercial**

Current Zoning Classification: County Agricultural and County C-1 **Requested Zoning Classification: C-2 (Intensive Commercial)**

Acreage: 2.244 **# of Units 5 offices**

Jacob Spell
Owner/Applicant Name
5019 Crill Avenue
Owner/Applicant Address
Palatka, Fl 32177
City/State/Zip
(386) 328-0062
Phone Number

NONE
Agent Name
Agent Address
City/State/Zip
Phone Number

Planning Dept. Comments: The applicant has been provided a water and sewer tap but has yet to connect on his end. Annexation is required since he is contiguous to the city limits.

Thank you,
Debbie

- ☐ No Comments
- ☑ Comments Attached

Reviewed by: _____
Title: Chief of Police

PALATKA
POLICE DEPARTMENT

LAW ENFORCEMENT IMPACT REVIEW

JACOB SPELL PROPERTY

5015 CRILL AVENUE

(ANNEXATION & REZONING OF GENERAL COMMERCIAL

CONCEPTUAL REVIEW 09/11/09

JACOB SPELL PROPERTY

5015 CRILL AVENUE – GENERAL COMMERCIAL

PURPOSE

The Police Department's review of the proposed development/annexation is designed to provide City staff, planners, reviewers, elected officials, and citizens with projected impacts to municipal law enforcement services. This review is designed to promote the City's strategic public safety goals, which include crime prevention and reduction, call-for-service management, and timely response to the needs of citizens.

IMPACTS TO POLICE DEPARTMENT STAFFING

❖ **Sworn officer (Police)**

- Police Department (PPD) service standard = 469.20[1] calls-for-service (CFS) per year per officer.
- On average, every citizen generates 1.60[2] CFS per year.
- Every 1,000 new residents generate 1,600 additional CFS per year.
- Every 1,600 additional citizen generated CFS would equate to 3.41 additional police officer positions.
- The owner has proposed annexation and rezoning of property at 5015 Crill Avenue. Currently, there is a commercial structure under construction , which consist of 5,339 sq ft.[3].
- Based on the City of Palatka Impact Fee Study, published in March of 2007, the "Annual Law Enforcement Incidents Per Unit of Development" factor is **.0182** incidents per square foot for "General Commercial."
- A review conducted by the Police Department, once this project has been completed and functional, the development/annexation has the potential of generating **97.17 CFS** per year, which would result in **.20** additional police officers, at a first year cost of **$18,715.37**

❖ **Non-Sworn Personnel (Support)**

[1] Source: City of Palatka Police Department Staffing Standards; 2003

[2] Source: City of Palatka Police Department Staffing Average CFS; 2003

[3] Source: City of Palatka Planning Department related to 5015 Crill Avenue; B&Z Case # 08-31.

- Currently, the Palatka Police Department utilizes a formula of one (1) support position for every five (5) sworn positions.

- With an overall increase of **.20** police officers, there will be a need for **0** additional support personnel.

POLICE DEPARTMENT SPACE NEEDS REQUIREMENTS

- The current Police Department building located at 110 N. 11th Street was opened in 1967.

- There exist 7,000 +/- sq ft of office/storage space under roof.

- In 2007, the City purchased 1209 Reid Street for a Police Department annex. Currently, renovations are underway to relocate the department's investigative functions. This space will yield 2,200 +/- addition sq ft.

- Since NO major renovations or additions have been made to the current building and parking, there is a need for additional office and parking. Additional staff will only compound the current space needs.

OTHER IMPACTS/ISSUES

- N/A

STRATEGIES FOR REDUCING IMPACTS TO LAW ENFORCEMENT

Although not required by ordinance, the Police Department does suggest the developer utilize a CPTED (*Crime Prevention Through Environmental Design*) approach to minimizing the impact to City of Palatka Police resources. We suggest the use of *Crime Prevention Through Environmental Design* (CPTED - "sep-ted")as one such tool to minimize the potential for crime and impact to City resources.

CPTED approach involves the use and design of space inside and outside of buildings, the positioning of buildings in relation to one another and the street, lighting, entrances and exits, and landscaping.

CPTED is based on two main assumptions...

- Offenders commit crime when there are not many people around, where they are unlikely to be seen, and where they can easily and quickly get in and out.

- Crime is related to daily routines and activities in the area, such flow of traffic and pedestrians (or lack of flow) on nights and weekends.

- Keeping possible offenders out and away from your business will reduce your likelihood of being victimized.

Usually, we use locks on doors, alarms and bars on windows to prevent burglars from entering, thus controlling their *access*. However, there are different ways of keeping people and offenders out.

Natural Access Control refers to the use of doors, fences and gates to control access to your business or property. The intention is not to necessarily physically stop the offender, but rather make your business look like a riskier crime target.

Elsewhere on this web site we've discussed cameras and how they can be used to watch over potential offenders. It's also possible to have customers, neighbors, passers-by, and other people watch over your business while they're going about their daily activities.

Natural Surveillance involves designing windows, lighting and landscaping to improve your ability, and everyone else's ability, to observe what is going on inside and around your business. Through clever design you can not only make your business a less attractive target, you can increase the likelihood of detecting a criminal at work.

Design Recommendations

The objective is to maximize the number of "eyes" watching over the business. So create a visual connection between the street, the sidewalk, and the business. It is always good to have people around -- so make sure your business is not isolated and that the entry is not at the back on the building.

Territorial reinforcement uses design and use of sidewalks, landscaping, and porches to create a border between private and public property. These are not meant to prevent anyone from physically entering, but to create a feeling of territoriality and send a message to offenders that the property belongs to someone and they should stay out.

Use landscaping as a natural barrier between private and public areas. Use low fences to mark your property. Use different color bricks or different materials for driveways, so as to separate them visually from the street. Landscaping and bushes can be also used to mark territory, but you have to make sure that they do not obstruct the view, or provide hiding spots for offenders.

Additional information pertaining to CPTED concepts may be obtained through:

DATA TABLES

Table 1 PPD Statistics	
PPD CFS per officer per year	469.2
Average CFS per citizen per year	N/A
CFS per year generated by 1,000 new residents	N/A
Proposed sq footage	5,339
Property Category (Based on City of Palatka Impact Fee Study; 2007)	General Commercial
L.E. Incidents per unit of development factor per sq ft	.0182
City of Palatka average household size	N/A
Projected population increase due to development/annexation	N/A
Additional CFS generated by development/annexation per year	**97.17**
Additional police officers required	.20
Additional civilian positions required	0

Table 1 PPD Staffing	Current	Proposed
Sworn Police Officers	39	39.20
Non-Sworn Civilian Personnel	8	8
Total	47	47.20

Average CFS Per Officer Per year		469.2
Officers needed to manage increased CFS		**0.20**

START UP COST:

Police Officer(s) (salary & benefits)		56,908.83
	x	0.20
		11,381.17
Vehicle (w/Equipment)		32,000.00
	x	0.20
	**	**6,400**
Other Equipment	x	4,671.00
		0.20
	**	**934.2**

Total Cost to City to Provide LEO(s); (first year) **$18,715.37**

* **ESTIMATED**

** **MAY USE IMPACT FEES TO OFFSET COST:** **N/A**

OTHER COST TO BE CONSIDERED:

Civilian (Support)
Personnel
Associated Cost with startup of Support Personnel
Additional office space or new building
Additional parking
Additional IT software & hardware to support increased size of Dept.

DISTRIBUTION: File

Departmental Review Request

Address: 5015 Crill Avenue **Case #: 08-31**
Parcel # 10-10-26-0000-0270-0000

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

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other

Meeting Date: 10-06-09	**Response Deadline: 9-11-09**
Date submitted by applicant: 01/03/07 & 8/2009	**Date forwarded to Departments for review: 8/31-09**

Submitted to:

- ☐ Water/Sewer/Streets/Sanitation
- ☐ Police
- ☒ Fire M. Lynady
- ☐ Chief Building Official
- ☐ Sewer Plant
- ☐ Water Plant
- ☐ Parks
- ☐ Weed & Seed
- ☐ Cemetery
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- ☐ Airport

Current Property Use: Miscellaneous Residential	**Proposed Property Use: Commercial offices**
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Planning Dept. Comments: The applicant has been provided a water and sewer tap but has yet to connect on his end. Annexation is required since he is contiguous to the city limits.

Thank you,

Debbie

- ☐ No Comments
- ☐ Comments Attached

Reviewed by: Mark Lynady

Title: Fire Marshal

1. Hydrant
2. BTR inspection

Departmental Review Request

Address: 5015 Crill Avenue **Case #: 08-31**
Parcel # 10-10-26-0000-0270-0000

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Meeting Date: 10-06-09	**Response Deadline: 9-11-09**
Date submitted by applicant: 01/03/07 & 8/2009	**Date forwarded to Departments for review: 8/31-09**

Submitted to:

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

Current Property Use: Miscellaneous Residential	**Proposed Property Use: Commercial offices**
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Planning Dept. Comments: The applicant has been provided a water and sewer tap but has yet to connect on his end. Annexation is required since he is contiguous to the city limits.

Thank you,

☒ **No Comments**
☐ **Comments Attached**

Reviewed by: [signature]

Title: Public Works

No concerns of Annexation / Zoning.

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

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

PUBLIC NOTICE

Notice is hereby given that the **CITY OF PALATKA PLANNING BOARD** will hold a public hearing on October 6, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Reserve to City Commercial and Rezone from County C-1 (Commercial) and Ag (Agricultural) to City C-2 (Intensive Commercial). Case: PB 08-31

Owner: Jacob Spell

Location: 5015 Crill Avenue

Parcel #: 10-10-26-0000-0270-0000

All interested parties are invited to attend this public hearing.

Debbie Banks
Director of Building & Zoning

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

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

1575 S STATE RD 19
PALATKA FL 32177

ORANGE PARK FL 32073

BENTONVILLE AR 72712

EUNICE A EVANS
5025 CRILL AVE
PALATKA FL 32177

PB 08-31

Agenda Item

11

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Adoption of an ordinance ~~annexing~~ 6677 & 6679 Crill Avenue and one unaddressed parcel ~~into the City, adoption of a related ordinance changing the future land use designation from Putnam County Urban Service to City of Palatka Commercial, and the first~~ reading of an ordinance changing the zoning from Putnam County AG (Agricultural) to City of Palatka C-1A (Commercial Neighborhood).

DEPARTMENT: Building & Zoning

2nd Reading - Rezone Ordinance Only

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS

1. ~~An Ordinance of the City of Palatka annexing 6677 & 6679 Crill Avenue and one unaddressed parcel~~
2. ~~An Ordinance of the City of Palatka amending the future land use designation from Putnam County Urban Service to City of Palatka Commercial.~~
3. An Ordinance of the City of Palatka changing the zoning from Putnam County AG (Agricultural) to City of Palatka C-1A (Commercial Neighborhood).
4. October 6, 2009, Planning Board Minutes.
5. October 6, 2009, Planning Board Packet.

DATE: ~~November 12, 2009 with~~ second reading for zoning on December 10, 2009

SUMMARY HIGHLIGHTS:

The identified purpose of these three applications is to allow City water and sewer services. This is a 6 acre (more or less) parcel of land.

A public hearing was held by the Planning Board on October 6, 2009, at the applicant's request for annexation, change of future land use from County Urban Service to City Commercial, and rezoning from Putnam County AG (Agricultural) to City of Palatka C-1A (Commercial Neighborhood). There was no public testimony. The Planning Board voted to recommend approval of the three requests.

RECOMMENDED ACTION:

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

AGENDA ITEM NUMBER: AGENDA PAGE NUMBER:

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

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 10, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY AG (AGRICULTURE) TO CITY C1-A (COMMERCIAL NEIGHBORHOOD); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owner, Rural Health Care, Inc. to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on October 6, 2009,and two public hearings before the City Commission of the City of Palatka on November 12,2009, and December 10,2009, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of County AG (Agriculture)to City C1-A (Commercial Neighborhood).

DESCRIPTION OF PROPERTY:

Parcel #1:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 of Block 1, according to plat entitled "Dr. Schlect's Subdivision, Unit No. 1, part of the West 22 acres of the NE ¼ of the SW ¼ of Section 10, Township 10 South, Range 26 East, Putnam County, Florida", said plat being recorded in Map Book 3, page 167 of the public records of Putnam County, Florida.

TOGETHER WITH that portion of Coolidge Avenue and Garfield

Avenue as closed or abandoned by Resolution recorded in Official Records Book 696, page 198 of the public records of Putnam county, Florida which would revert to the above described lands by operation of law.

EXCEPTING THEREFROM that part thereof conveyed for road right of way purposes as described in Deed Book 102, page 565 and Official Records Book 885, page 1863 (Parcel Number 183) of said public records.

Parcel #2:
A tract of land situated in the NE ¼ of the SW ¼ of Section 10, Township 10 South, Range 26 East being a part of land described in Parcel #2 of Official Records Book 668, page 1264 of the public records of Putnam County, Florida and being more particularly described as follows:

Commencing at a concrete monument at the Southwesterly corner of Lot 7, Block 1 according to Dr. Schlect's Subdivision, Unit No. 1, recorded in Map Book 3, page 167 of said public records and run thence Southerly, along a southerly projection of the Easterly right-of-way of Roosevelt Avenue, a distance of 61.265 feet to a concrete monument at a bend in the Southerly right-of-way of Garfield Avenue and the POINT OF BEGINNING of this description. From POINT OF BEGINNING (1) continue Southerly, along said Southerly projection of the Easterly right-of-way of Roosevelt Avenue, a distance of 502.0 feet. (2) Thence run Easterly, parallel with the South line of the NE ¼ of the SW ¼ of Section 10, a distance of 325.87 feet, more or less, to intersect with the Easterly line of lands described in Parcel #2 of Official Records Book 668, page 1264. Return to the POINT OF BEGINNING and (3) run thence Northeasterly, along the Southerly right-of-way of Garfield Avenue (closed in Official Records Book 696, page 198 of said public records), a distance of 333.33 feet to a concrete monument on the Easterly line of lands described in Parcel #2 of Official Records Book 668, page 1264. (4) Thence Southerly, along said Easterly line, being parallel with the West line of the NE ¼ of the SW ¼ of Section 10, a distance of 567.07 feet, more or less, to the Easterly end of call (2) and to close.

Containing 6.0 acres, more or less (Parcels #1 - 10-10-26-2100-0010-0010 and 10-10-26-2100-0010-0050 and #2 -10-10-26-0000-0390-0010)

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

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

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

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

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Case PB 09-02 3310 Crill Ave - continued.

Mr. Holmes advised that the Board needs to consider land use decisions such as infrastructure, traffic, and the compatibility of the surrounding uses and things along that line. The Board is entitled to take into account the senior designation because we would be considering entering into an agreement.

Mr. Nelson reiterated that the location is a great site for seniors, that amenities are close at hand, the seniors can walk to shop, bank, eat and doctors, unlike the Frank George apartments.

Mr. Wallace stated that he would like to see the agreement

Mr. Stewart asked Mr. Nelson if tabling this case for 30 days would hurt the project any.

Mr. Nelson stated that would of course delay the project and asked that the Board make recommendation to approve contingent upon the agreement being executed, with the language that meets statutory requirements, that it would be beneficial to all, including the families that have been without permanent housing for a long time and if the Board would recommend approval subject to the restriction agreement as this is a long process.

Mr. Harwell stated that he would rather see the restriction agreement before making a decision.

(Regular Meeting)

Motion made by Earl Wallace and seconded by Anthony Harwell to table this request until the November 3, 2009 Planning Board meeting to be able to view the restrictions agreement. All present voted affirmative, motion carried.

Case PB 09-24

Address: 6677 &6679 Crill Ave
Parcel: 10-10-26-2100-0010-0050; 10-10-26-2100-0010-0010 & 10-10-26-0000-0390-0010
Applicant: Rural Health Care, Inc.

Request: for Annexation, Future Land Use amendment from County Urban Service to City Commercial and Rezone from County Agriculture (AG) to City Commercial Neighborhood (C1-A).

(Public Hearing)

Mr. Wallace recused himself from this case.

Ms. Banks said this request is for utilities as they are expanding their facility and require utility services to this location. She advised there were no comments received from the advertisement, public notices or the department reviews which will continue when plans are submitted.

Juli Holmes, 256 Highway 17 N., spoke on behalf of the applicants, stating that they are in the process of seeking federal grant money and that this project would be 100% funded from the grant funds which should be awarded sometime in November.

Case PB 09-24 6677 &6679 Crill Ave – continued.

(Regular Meeting)

Motion made by Sue Roskosh and seconded by Ezekiel Johnson to recommend approval of the Annexation, Future Land Use amendment from County Urban Service to City Commercial and Rezone from County Agriculture (AG) to City Commercial Neighborhood (C1-A). All present voted affirmative, with one abstention. Motion carried.

Case PB 09-25

Address: 6681 Crill Ave
Parcel: 10-10-26-0000-0390-0000
Applicant: Beck/Sloan Properties, Inc.

Request: for Annexation, Future Land Use amendment from County Urban Reserve to City Commercial and Rezone from County Single-family Residential (R-1A) and Agriculture (AG) to City Commercial Neighborhood (C1-A).

(Public Hearing)

Ms. Banks advised that this request is located directly behind and to the side of the case that was just considered for Rural Health Care, Inc. She stated that there were no comments or concerns received from the advertisement or public notices and that the departmental reviews will continue once plans are submitted. She added that access would be from Roosevelt Avenue off of Crill Avenue.

Mr. Wallace recused himself from this case.

Juli Holmes, 256 Highway 17 N., spoke on behalf of the applicants, she stated that they are working side by side with Family Medical, that the space to the rear will be used for similar medical and dental type services and will work together to get the needed infrastructure.

(Regular Meeting)

Motion made by Sue Roskosh and seconded by Anthony Harwell to Annex, amend the Future Land Use from County Urban Reserve to City Commercial and Rezone from County Single-family Residential (R-1A) and Agriculture (AG) to City Commercial Neighborhood (C1-A). All present voted affirmative, with one abstention. Motion carried.

Case PB 09-26

Address: 3204 Crill Ave
Parcel: 11-10-26-0000-0250-0000
Applicant: Putnam Center-Palatka Llc
Agent: Lynn Jackson

Request: for Conditional Use for an indoor recreational facility in a C-2 zoning district.

PLANNING AND ZONING STAFF REPORT

October 6, 2009

APPLICATION: PB 09-24 – Annexation, Small-Scale Future Land Use Map Amendment to change the Future Land Use designation from County Urban Service to City Commercial and Rezone from County Agriculture(AG) to City Commercial Neighborhood District (C1-A).

APPLICANT: Rural Health Care, Inc.

LOCATION: 6677 & 6679 Crill Avenue and one unaddressed parcel

Parcel #: 10-10-26-2100-0010-0050; 10-10-26-2100-0010-0010 & 10-10-26-0000-0390-0010

A. BACKGROUND & ANALYSIS: This property is contiguous to the City limits to the north across Crill Avenue. The property's main access is off Crill Avenue. Departmental Review Requests were sent to all departments. The Water & Sewer Superintendent attached water and sewer maps denoting the closest available lines. The Public Works Director and Water Treatment Plant Superintendent responded with "No Comment." The Police Chief, Fire Marshal and Chief Building Official reserved comment for when plans are submitted.

There was no response received from the notices sent to surrounding property owners or from the advertisement that ran on September 18th.

Surrounding properties have future land use designations of County Urban Service and City Commercial to the north and Urban Reserve to the south, east and west of the subject property. The zoning pattern of the site and surrounding area is County C1 and City C-1 to the north and County AG to the south, east and west; and County R1-A to the south and west. The existing land use pattern in the area is mixed commercial and single family residential.

SURROUNDING LAND USE AND ZONING:

	Future Land Use Designation	Zoning	Current Land Uses
North	Urban Service City Commercial	C-1(Putnam) C-1 (City)	Vacant Forest Glen Apartments
South	Urban Reserve	AG & R1-A (Putnam)	Vacant
East	Urban Reserve	AG (Putnam)	Single Family Residence Vacant
West	Urban Reserve	C-1, AG & R1-A (Putnam)	Professional Offices Vacant

B. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex a 5.92 acre parcel into the City. The subject property is located at 6677, 6679 Crill Avenue with the unaddressed parcel to the south. Properties to the north are City and to the south, east, and west are County.

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

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

STAFF RECOMMENDATION: Approval of the annexation request.

C. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

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

The Proposed Land Use Designation:

Commercial (1,210 acres)

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

Future Land Use Element

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

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

STAFF ANALYSIS: The intended use (medical facility) of this parcel requires City water and sewer service. In the Traffic Circulation Element and Public Facilities Element sections of this staff report we will evaluate each adopted level of service standard for this site.

Traffic Circulation Element

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

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

STAFF ANALYSIS: This segment of State Road 20 (Crill Ave.) has an existing level of service "C" and is classified as a Principal Arterial.

Public Facilities Element

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

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

1. Central Water System

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

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

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

STAFF ANALYSIS: At the time of plan submittal, this project will be evaluated to ensure it will not exceed the level of service standards.

- Potable Water: 110 gallons per acre per day (GAD). The new water plant will be on line in the next couple of months and will have a capacity of 6 million gallons per day. Current peak usage is approximately 3,200,000 gallons per day. Capacity exists for this parcel, however, the project will be evaluated upon plan submittal.

- Central Sanitary Sewer System, Commercial/Institutional/Industrial: 110 gallons per acre per day (GAD). Capacity exists for this parcel, however, the project will be evaluated upon plan submittal.

- Solid Waste – 6.4 lbs per person per day. Capacity exists for this parcel. Please note these figures are for residential not commercial. There are no calculations either on the City or County level for solid waste for commercial.

- Drainage: Drainage will be evaluated by St. Johns River Water Management who must provide the City with a letter indicating their approval of any plan submitted.

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

D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

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

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

   STAFF ANALYSIS: The applicant requests rezoning to City C-1A (Commercial Neighborhood District) from County AG (Agriculture). The proposed change is in conformance with the comprehensive plan as stated in the above comp plan review and is consistent with both the City and County land use designations for commercial neighborhood districts.

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

b. The existing land use pattern.

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

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

   STAFF ANALYSIS: This rezoning request will not create an isolated district in that C1-A zoning provides a transitional zoning that is the same as that requested to the north and east and is compatible with the residential area to the south and west. Other commercial zoning designations nearby range from City

C-1 (General Commercial), C1-A (Commercial Neighborhood) to C-2(Intensive Commercial) and County R1-A (Single Family Residential) and Agriculture to C-1 (Commercial Neighborhood) and CPO (Commercial, Professional Offices).

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

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

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

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

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

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

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

STAFF ANALYSIS: This change will provide a transitional zoning for this area. Applicant will have to meet City code for screening and buffering prior to the issuance of a Certificate of Occupancy.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STAFF ANALYSIS: This change is not out of scale with the needs of the neighborhood or City and will fill an important need for both the City and the County if the site is developed as proposed.

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

STAFF ANALYSIS: This site is geographically located in an area of the City that will provide a benefit to both the City and the County for its future development.

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

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

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

FAMILY MEDICAL AND DENTAL CENTERS
6679 Crill Avenue Palatka, Florida

FMDC is proposing to build a 34,790 square foot facility providing primary care medical and dental services, pharmacy and administrative services. The new facility will have thirty exam rooms, twelve dental operatories, a behavioral health unit (designed for privacy and confidentiality), a larger laboratory, an expanded pharmacy, a spacious waiting area, provider and staff offices, a front desk area with space for confidential financial counseling, lavatories for patients and staff, and administrative offices.

2009 Interim Property Information for Parcel: 10-10-26-2100-0010-0010

2008 Certified Tax Collector Information

Rural Health Care Inc
1302 River St
Palatka Fl 32177-2177 (**Putnam County GIS Interactive Mapping**)

Parcel 911 Addresses

6677 Crill Av, Palatka (**MapQuest map**)

Detail Information for Parcel: 10-10-26-2100-0010-0010

Property Use:	Vacant Commercial	Structures:	0
Mobile Homes: [?]	0	MH Unextended:	0
Census Tract:	950600	Census Block:	2015
Total Acreage:	1.49	Location:	Putnam County

Property Legal Description

DR SCHLECTS S/D MB3 P167 BLK 1 LOTS 1 2 3 4 9 10 11 12 & ADJ CLOSED COOLIDGE AV & GARFIELD AV OR696 P198(EX OR885 P1863)

Parcel Sales Data

Book	Page	Instrument	Month	Year	QSCD	Price
1101	0663	Warranty Deed	June	2006	02 I	$550000
0696	0198	Resolution	March	1996		$0
0668	1264	Warranty Deed	March	1995	02 I	$150000
0665	1592	Quit Claim Deed	January	1995	02 I	$20500

Land Data

Units	Descriptions
64904.40	Commercial Square Feet

Zoning Data

Department	Code	Descriptions
Putnam County	AG	Agriculture

Future Land Use Map (FLUM)

Code	Descriptions
UR	Urban Reserve

2009 Interim Property Information for Parcel: 10-10-26-2100-0010-0050

2008 Certified Tax Collector Information

Rural Health Care Inc

1302 River St
Palatka Fl 32177-2177 (**Putnam County GIS Interactive Mapping**)

Parcel 911 Addresses

6679 Crill Av, Palatka (**MapQuest map**)

Detail Information for Parcel: 10-10-26-2100-0010-0050

Property Use:	Vacant Commercial	Structures:	0
Mobile Homes: [?]	0	MH Unextended:	0
Census Tract:	950600	Census Block:	2015
Total Acreage:	0.45	Location:	Putnam County

Property Legal Description

DR SCHLECTS S/D MB3 P167 BLK 1 LOTS 5 6 7 8 BK231 P289 & ADJ CLOSED GARFIELD AV OR696 P198(EX OR885 P1863RD)

Parcel Sales Data

Book	Page	Instrument	Month	Year	QSCD	Price
1101	0663	Warranty Deed	June	2006	02 I	$550000
0668	1282	Warranty Deed	March	1995	00 V	$20000
0593	1801	Warranty Deed	December	1991	01	$3500
0411	0854	Order	October	1981		$0

Land Data

Units	Descriptions
19602.00	Commercial Square Feet

Zoning Data

Department	Code	Descriptions
Putnam County	AG	Agriculture

Future Land Use Map (FLUM)

Code	Descriptions
UR	Urban Reserve

2009 Interim Property Information for Parcel: 10-10-26-0000-0390-0010

2008 Certified Tax Collector Information

Rural Health Care Inc
1302 River St
Palatka Fl 32177-2177 (**Putnam County GIS Interactive Mapping**)

Detail Information for Parcel: 10-10-26-0000-0390-0010

Property Use:	Vacant Commercial	Structures:	0
Mobile Homes: [?]	0	MH Unextended:	0
Census Tract:	950600	Census Block:	2015
Total Acreage:	3.98	Location:	Putnam County

Property Legal Description

PT OF NE1/4 OF SW1/4 OR1101 P663

Parcel Sales Data

Book	Page	Instrument	Month	Year	QSCD	Price
1101	0663	Warranty Deed	June	2006	02 I	$550000

Land Data

Units	Descriptions
3.98	Non Spec Acres

Notice:

NOTICE - This is an interim Putnam County file. Property assessment information will not be displayed until it is certified in October.

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

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

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

PUBLIC NOTICE

Notice is hereby given that the **CITY OF PALATKA PLANNING BOARD** will hold a public hearing on October 6, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Reserve to City Commercial and Rezone from County Ag (Agricultural) to City C-1A (Neighborhood Commercial). Case: PB 09-24

Owner: Rural Health Care Inc.

Location: 6679 & 6677 Crill Avenue and one unaddressed parcel

Parcel #: 10-10-26-2100-0010-0050
10-10-26-2100-0010-0010
10-10-26-2100-0390-0010

All interested parties are invited to attend this public hearing.

Debbie Banks
Director of Building & Zoning

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

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

10-10-26-2100-0020-0010
WILLIAMS BRENDA
6683 CRILL AVE
PALATKA FL 32177
PB 09-24

10-10-26-0000-0400-0000
BECK/SLOAN PROPERTIES INC
256 N HIGHWAY 17
PALATKA FL 32177
PB 09-24

10-10-26-0000-0410-0000
BECKHAM LELAND R + L WAYNE GARRETT
PO BOX 752
E PALATKA FL 32131
PB 09-24

10-10-26-0000-0390-0010
RURAL HEALTH CARE INC
1302 RIVER ST
PALATKA FL 32177
PB 09-24

10-10-26-0000-0160-0000
GGJD HOLDINGS LLC
107 PARK RD
INTERLACHEN FL 32148
PB 09-24

10-10-26-2100-0020-0010
WILLIAMS BRENDA
6683 CRILL AVE
PALATKA FL 32177
PB 09-25

10-10-26-2100-0010-0050
RURAL HEALTH CARE INC
1302 RIVER ST
PALATKA FL 32177
PB 09-25

10-10-26-0000-0400-0000
BECK/SLOAN PROPERTIES INC
256 N HIGHWAY 17
PALATKA FL 32177
PB 09-25

10-10-26-0000-0390-0010
RURAL HEALTH CARE INC
1302 RIVER ST
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0010
FEAGIN JAMES EARL + KATSUKO
106 LAKE TERR
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0020
BRIDGES WILLIAM S
104 LAKE TERRACE
PALATKA FL 32177
PB 09-25

10-10-26-0000-0347-0000
ANDREWS JAMES D + JOSEPH D SCRUGGS
2407 REID ST
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0200
KOVNESKY VIRGIL C + JUDY A H/W
112 PIONEER RD
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0220
RICHTER DAVID S + TINA MARIE H/W
105 LAKE TERR
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0190
HIRKO ANDREW R
PO BOX 1211
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0170
MOODY JAMES F + VICKIE F H/W
118 PIONEER RD
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0160
HENRY BETTY J
120 PIONEER RD
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0130
FOWLER COY LIFE ESTATE
121 PIONEER RD
PALATKA FL 32177
PB 09-25

10-10-26-0000-0130-0060
KELLY DEAN + KRISTINE
112 HORSEMAN CLUB ROAD
PALATKA, FL 32177
PB 09-25

10-10-26-1920-0060-0000
KERSLAKE RUTH H HEIRS OF
144 DAVIS LAKE RD
PALATKA FL 32177
PB 09-25

10-10-26-1920-0200-0010
PARKER RONALD R
138 LAKE SHORE DR
PALATKA FL 32177
PB 09-25

10-10-26-1920-0000-0000
KERSLAKE RUTH HOSKINS HEIRS OF
144 DAVIS LAKE RD
PALATKA FL 32177
PB 09-25

10-10-26-0000-0410-0000
BECKHAM LELAND R + L WAYNE GARRETT
PO BOX 752
E PALATKA FL 32131
PB 09-25

Departmental Review Request

Address: 6679 Crill Avenue **Case #: 09-24**
Parcel # 10-10-26-2100-0010-0050 & 0010/10-10-26-0000-0390-0010

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

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other
Meeting Date: 10-06-09	**Response Deadline: 9-11-09**
Date submitted by applicant: 8-28-09	**Date forwarded to Departments for review: 8-31-09**

Submitted to:

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

Current Property Use: Vacant	**Proposed Property Use: Proposed 34,790 square ft. primary care facility**
Current Land Use Designation: County Urban Service	**Requested Land Use Designation: Commercial**
Current Zoning Classification: County AG	**Requested Zoning Classification: C1-A - Neighborhood Commercial District**
Acreage: 5.92 total	**# of Units**
Rural Health Care, Inc. **Owner/Applicant Name** 1302 River St. **Owner/Applicant Address** Palatka, Fl 32177 **City/State/Zip** None given **Phone Number**	**Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed primary medical and dental facility.

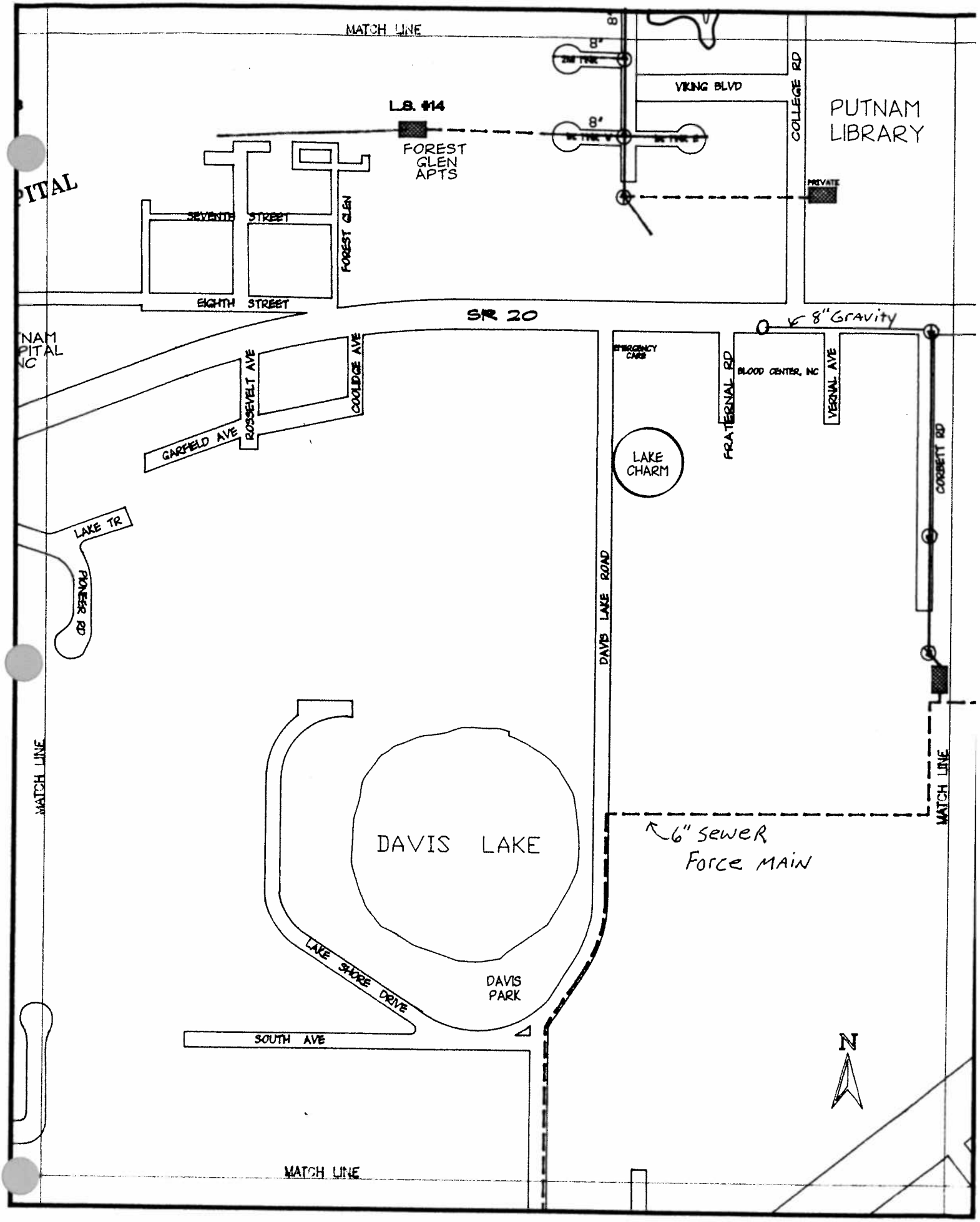
Thank you!
Debbie

- ☐ No Comments
- ☒ Comments Attached

Reviewed by: Rhett H. McGarvey

Water & Sewer Maps Attached **Title:** Superintendent

Maps denote closest available lines.


MATCH LINE
8"
8" DIP TYPE
VIKING BLVD
COLLEGE RD
PUTNAM LIBRARY
L.S. #14
FOREST GLEN APTS
8" DIP TYPE
DIP TYPE
PRIVATE
SEVENTH STREET
FOREST GLEN
EIGHTH STREET
SR 20
8" Gravity
EMERGENCY CARE
BLOOD CENTER, INC
FRATERNAL RD
VERNAL AVE
CORBETT RD
GARFIELD AVE
ROOSEVELT AVE
COOLIDGE AVE
LAKE CHARM
LAKE TR
PIONEER RD
DAVIS LAKE ROAD
MATCH LINE
DAVIS LAKE
6" sewer Force MAIN
LAKE SHORE DRIVE
DAVIS PARK
SOUTH AVE
N
MATCH LINE

Departmental Review Request

Address: 6679 Crill Avenue **Case #: 09-24**
Parcel # 10-10-26-2100-0010-0050 & 0010/10-10-26-0000-0390-0010

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

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other
Meeting Date: 10-06-09	**Response Deadline: 9-11-09**
Date submitted by applicant: 8-28-09	**Date forwarded to Departments for review: 8-31-09**

Submitted to:

- ☐ Water/Sewer/Streets/Sanitation
- ☐ Police
- ☐ Fire
- ☑ Chief Building Official
- ☐ Sewer Plant
- ☐ Water Plant
- ☐ Parks
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Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed primary medical and dental facility.

Thank you!

- ☑ No Comments
- ☐ Comments Attached

Reviewed by: _____

Title: CBO

Departmental Review Request

Address: 6679 Crill Avenue **Case #: 09-24**
Parcel # 10-10-26-2100-0010-0050 & 0010/10-10-26-0000-0390-0010

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

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Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed primary medical and dental facility.

Thank you!

☑ No Comments
☐ Comments Attached

Reviewed by: Melissa L. Ryoff

Title: WTP Supt.

Departmental Review Request

Address: 6679 Crill Avenue **Case #: 09-24**
Parcel # 10-10-26-2100-0010-0050 & 0010/10-10-26-0000-0390-0010

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Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed primary medical and dental facility.

Thank you!
Debbi

☒ No Comments
☐ Comments Attached

Reviewed by: _____

Title: Public Works

No concerns w/ annexation/Zoning

9/9/09

Departmental Review Request

Address: 6679 Crill Avenue **Case #: 09-24**
Parcel # 10-10-26-2100-0010-0850 & 0010/10-10-26-0000-0390-0010

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

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Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed primary medical and dental facility.

Thank you!
Debbie

- ☐ No Comments
- ☑ Comments Attached

Reviewed by: _____

Title: Chief of Police

Would require review once owners file development papers. Police Impacts.

9/8

Departmental Review Request

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Parcel # 10-10-26-2100-0010-0050 & 0010/10-10-26-0000-0390-0010

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Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed primary medical and dental facility.

Thank you!
Debbie

☑ No Comments
☐ Comments Attached

Reviewed by: M. Lynady

Title: Fire Marshal

Agenda Item

12

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: Adoption of an ordinance ~~annexing~~ 6681 Crill Avenue ~~into the City, adoption of~~ a ~~related ordinance changing the~~ future ~~land use designation from Putnam County Urban Reserve to City of Palatka Commercial, and the first~~ reading of an ordinance changing the zoning from Putnam County R-1A (Single family Residential) and AG (Agricultural) to City of Palatka C-1A (Commercial Neighborhood).

DEPARTMENT: Building & Zoning

2nd Reading Rezone Ord. only

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS

1. ~~An Ordinance of the City of Palatka annexing 6681 Crill Avenue~~
2. ~~An Ordinance of the City of Palatka amending the future land use designation from Putnam County Urban Reserve to City of Palatka Commercial.~~
3. An Ordinance of the City of Palatka changing the zoning from Putnam County R-1A (Single family Residential) and AG (Agricultural) to City of Palatka C-1A (Commercial Neighborhood).
4. October 6, 2009, Planning Board Minutes.
5. October 6, 2009, Planning Board Packet.

DATE: November 12, ~~2009 with~~ second reading for zoning on December 10, 2009

SUMMARY HIGHLIGHTS:

The identified purpose of these three applications is to allow City water and sewer services. This is a 9.55 acre (more or less) parcel of land.

A public hearing was held by the Planning Board on October 6, 2009, at the applicant's request for annexation, change of future land use from County Urban Reserve to City Commercial, and rezoning from Putnam County R-1A (Single family Residential) and AG (Agricultural) to City of Palatka C-1A (Commercial Neighborhood). There was no public testimony. The Planning Board voted to recommend approval of the three requests.

RECOMMENDED ACTION:

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

AGENDA ITEM NUMBER: AGENDA PAGE NUMBER:

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

ORDINANCE NO. 09-____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 10, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY R1-A (SINGLE-FAMILY RESIDENTIAL) TO CITY C1-A (COMMERCIAL NEIGHBORHOOD); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owner, Beck/Sloan Properties, Inc. to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on October 6, 2009,and two public hearings before the City Commission of the City of Palatka on November 12,2009, and December 10,2009, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of County R-1A (Single-family Residential)to City C1-A (Commercial Neighborhood).

DESCRIPTION OF PROPERTY:

The West 21 14/16 acres of the NE ¼ of the SW ¼ of Section 10, Township 10 South, Range 26 East, and more particularly described as follows:

Beginning at the NW corner of the NE ¼ of the SW ¼ of said Section 10; thence running East 10.94 chains; thence South 20 chains; thence West 10.94 chains; thence North 20 chains to place of beginning.

EXCEPT that portion thereof embraced in plat of Dr.

Schlecht's Subdivision, Unit 1, and of record in Map Book 3, Page 167 in the office of the Clerk of the Circuit Court for Putnam County, Florida.

ALSO, EXCEPT therefrom that part of the above described lands lying within the lands described in Deed Book 233, Page 182 of the public records of Putnam County, Florida.

ALSO, EXCEPT therefrom that part of the above described lands lying within the lands described in Official Records Book 1101, Page 663 of the public records of Putnam County, Florida.

Property Appraiser's Parcel Number 10-10-26-0000-0390-0000 (9.55 acres more or less.)

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

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

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

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

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Case PB 09-24 6677 &6679 Crill Ave – continued.

(Regular Meeting)

Motion made by Sue Roskosh and seconded by Ezekiel Johnson to recommend approval of the Annexation, Future Land Use amendment from County Urban Service to City Commercial and Rezone from County Agriculture (AG) to City Commercial Neighborhood (C1-A). All present voted affirmative, with one abstention. Motion carried.

Case PB 09-25

Address: 6681 Crill Ave
Parcel: 10-10-26-0000-0390-0000
Applicant: Beck/Sloan Properties, Inc.

Request: for Annexation, Future Land Use amendment from County Urban Reserve to City Commercial and Rezone from County Single-family Residential (R-1A) and Agriculture (AG) to City Commercial Neighborhood (C1-A).

(Public Hearing)

Ms. Banks advised that this request is located directly behind and to the side of the case that was just considered for Rural Health Care, Inc. She stated that there were no comments or concerns received from the advertisement or public notices and that the departmental reviews will continue once plans are submitted. She added that access would be from Roosevelt Avenue off of Crill Avenue.

Mr. Wallace recused himself from this case.

Juli Holmes, 256 Highway 17 N., spoke on behalf of the applicants, she stated that they are working side by side with Family Medical, that the space to the rear will be used for similar medical and dental type services and will work together to get the needed infrastructure.

(Regular Meeting)

Motion made by Sue Roskosh and seconded by Anthony Harwell to Annex, amend the Future Land Use from County Urban Reserve to City Commercial and Rezone from County Single-family Residential (R-1A) and Agriculture (AG) to City Commercial Neighborhood (C1-A). All present voted affirmative, with one abstention. Motion carried.

Case PB 09-26

Address: 3204 Crill Ave
Parcel: 11-10-26-0000-0250-0000
Applicant: Putnam Center-Palatka Llc
Agent: Lynn Jackson

Request: for Conditional Use for an indoor recreational facility in a C-2 zoning district.

PLANNING AND ZONING STAFF REPORT

October 6, 2009

LOCATION: 6681 Crill Avenue

REQUEST: PB 09-25 – Annexation, Small-Scale Future Land Use Map Amendment to change the Future Land Use designation from County Urban Reserve to City Commercial and Rezone from County R-1A (Single family Residential) and AG (Agricultural) to City of Palatka C-1A (Commercial Neighborhood).

APPLICANT: Beck/Sloan Properties, Inc.

Parcel #: 10-10-26-0000-0390-0000

A. BACKGROUND & ANALYSIS: The applicant is requesting annexation for City services for development of a medical facility. The owner of this parcel and the parcel belonging to the Rural Health Care are being annexed simultaneously, however, two separate staff reports are being done since there are two separate owners/projects. The property's main access is off Crill Avenue via Roosevelt Avenue. The City is in discussion with the County concerning Roosevelt Avenue. Departmental Review Requests were sent to all departments. The Water & Sewer Superintendent attached water and sewer maps denoting the closest available lines. The Public Works Director, Police Chief, Fire Marshal, Water Treatment Plant Superintendent and Chief Building Official responded with "No Comment" until plans are submitted.

There was no response received from the notices sent to surrounding property owners or the advertisement that ran on September 18th.

Surrounding properties have future land use designations of County Urban Reserve to the north, south, east and west of the subject property. The zoning pattern of the site and surrounding area is County R1-A to the north and west and County AG to the south and east and a portion of the north parcel line. The Rural Health Care's proposed zoning is City C1-A to the north and west of the subject parcel. The existing land use pattern in the area is mixed commercial and single family residential.

SURROUNDING LAND USE AND ZONING:

	Future Land Use Designation	Zoning	Current Land Uses
North	Urban Reserve (Putnam) Proposed City Commercial	R1A (Putnam) Proposed City C1-A	Vacant
South	Urban Reserve (Putnam)	Agricultural(Putnam)	Single Family Residences
East	Urban Reserve (Putnam) Proposed City Commercial	Agricultural(Putnam) Proposed City C1-A	Single Family Residence Vacant

	Future Land Use Designation	Zoning	Current Land Uses
West	Urban Reserve (Putnam)	R1A (Putnam)	Single Family Residences

B. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

This request is to annex a 9.55 acre parcel into the City. The subject property is located at 6681 Crill Avenue. Properties directly north, south, east, and west of the site are County; however, the owner of the parcel that shares a portion of the eastern and northern boundaries with this parcel has requested annexation simultaneously with this parcel.

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

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

STAFF RECOMMENDATION: Approval of the annexation request.

C. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

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

The Proposed Land Use Designation:

Commercial (1,210 acres)

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

Future Land Use Element

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

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

STAFF ANALYSIS: The intended use (medical facility) of this parcel requires City water and sewer service. In the Traffic Circulation Element and Public Facilities Element sections of this staff report we will evaluate each adopted level of service standard for this site.

Traffic Circulation Element

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

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

STAFF ANALYSIS: This segment of State Road 20 (Crill Ave.) has an existing level of service "C" and is classified as a Principal Arterial.

Public Facilities Element

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

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

1. Central Water System

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

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

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

STAFF ANALYSIS: At the time of plan submittal, this project will be evaluated to ensure it will not exceed the level of service standards.

- Potable Water: 110 gallons per acre per day (GAD). The new water plant will be on line in the next couple of months and will have a capacity of 6 million gallons per day. Current peak usage is approximately 3,200,000 gallons per day. Capacity exists for this parcel, however, the project will be evaluated upon plan submittal.

- Central Sanitary Sewer System, Commercial/Institutional/Industrial: 110 gallons per acre per day (GAD). Capacity exists for this parcel, however, the project will be evaluated upon plan submittal.

- Solid Waste – 6.4 lbs per person per day. Capacity exists for this parcel. Please note these figures are for residential not commercial. There are no calculations either on the City or County level for solid waste for commercial.

- Drainage: Drainage will be evaluated by St. Johns River Water Management who must provide the City with a letter indicating their approval of any plan submitted.

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

D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

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

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

STAFF ANALYSIS: The applicant requests rezoning to City C-1A (Commercial Neighborhood District) from County R1-A (Single-family residential) and County AG (Agriculture). The proposed change is in conformance with the comprehensive plan as stated in the above comp plan review and is consistent with both the City and County land use designations for commercial neighborhood districts.

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

b. The existing land use pattern.

STAFF ANALYSIS: This rezoning request to City C-1A (Commercial

Neighborhood District) is consistent with the existing land use pattern in the area which is mixed commercial and residential development. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request.

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

STAFF ANALYSIS: This rezoning request will not create an isolated district in that C1-A zoning provides a transitional zoning that is the same as that requested to the north and east and is compatible with the residential area to the south and west. Other commercial zoning designations nearby range from City C-1 (General Commercial), C1-A (Commercial Neighborhood) to C-2(Intensive Commercial) and County R1-A (Single Family Residential) and Agriculture to C-1 (Commercial Neighborhood) and CPO (Commercial, Professional Offices).

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

STAFF ANALYSIS: This commercial parcel will not overtax public services. The reports from the department heads do not indicate any issues.

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

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

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

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

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

STAFF ANALYSIS: This change will provide a transitional zoning for this area. Applicant will have to meet City code for screening and buffering prior to the issuance of a Certificate of Occupancy.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STAFF ANALYSIS: This change is not out of scale with the needs of the neighborhood or City and will most likely fill an important need for both the City and the County if the site is developed as proposed.

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

STAFF ANALYSIS: This site is geographically located in an area of the City that will provide a benefit to both the City and the County for its future development.

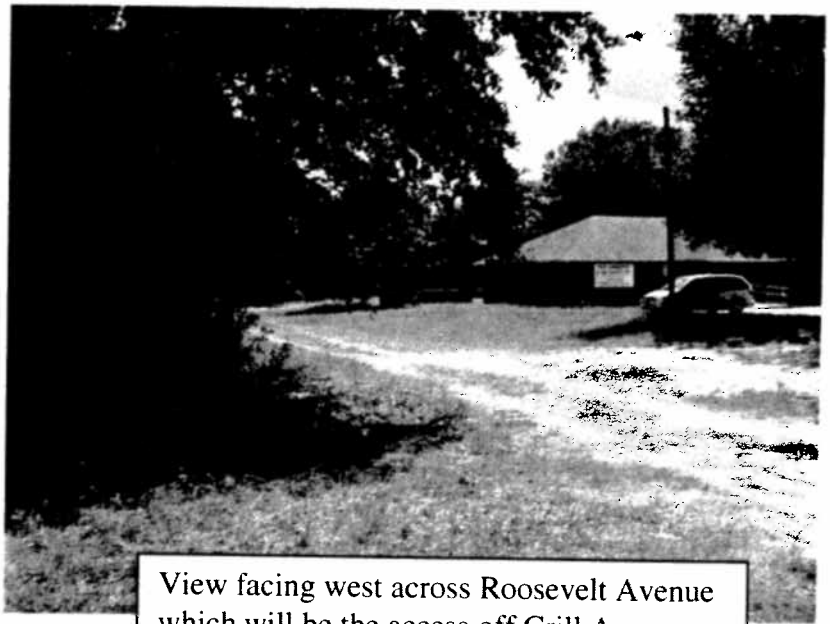
q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.

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

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

E. Photographs

View facing property looking slightly east.



View facing west across Roosevelt Avenue which will be the access off Crill Avenue.

View facing west

View across Crill Ave. to the northeast.

Beck / Sloan Properties, Inc.
256 Hwy 17 N
Palatka, FL 32177

Project Narrative

Parcel 10-10-26-0000-0390-0000

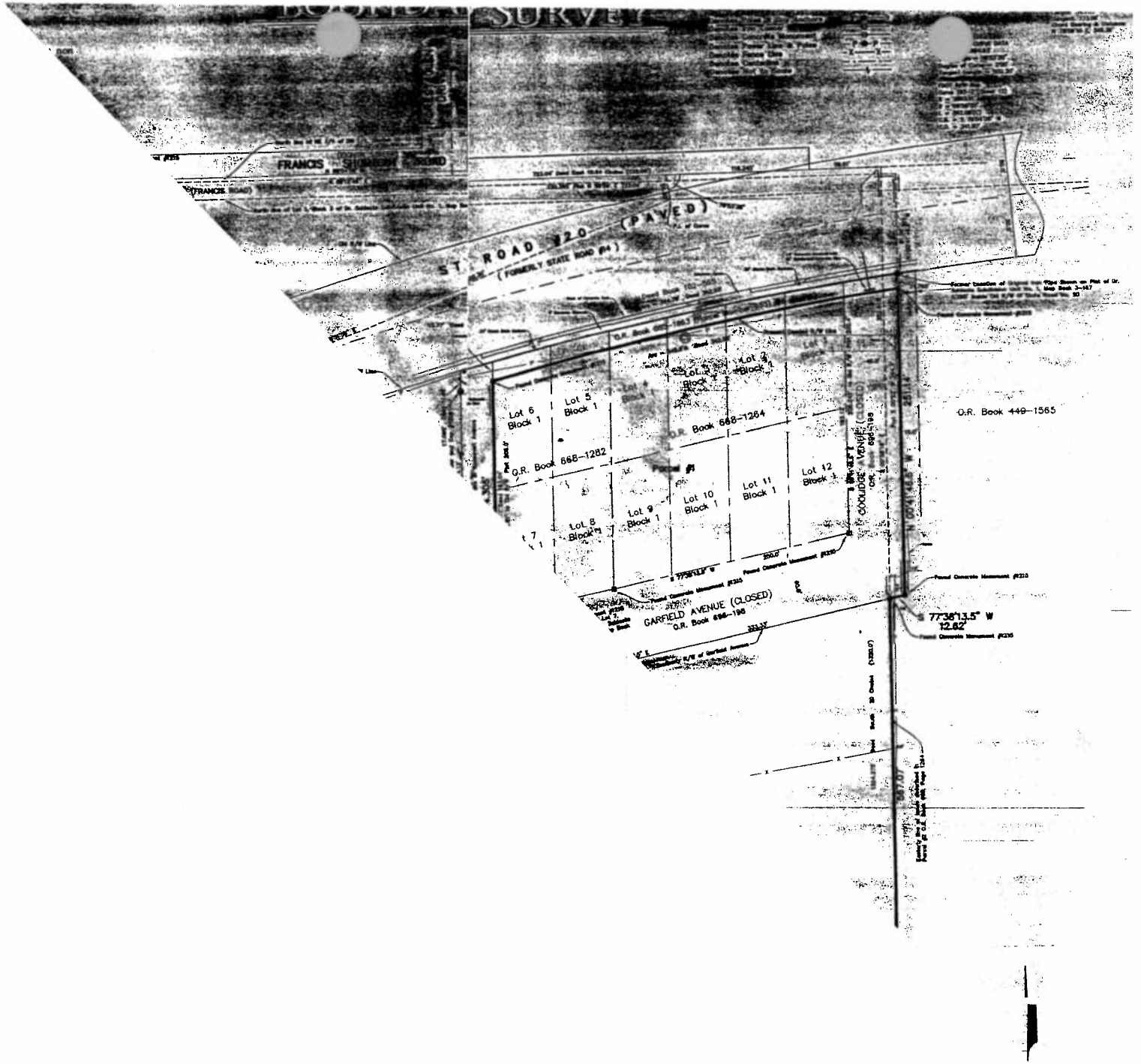
We are seeking to annex into the city in order to obtain city water and sewer.

We are proposing to use this property as the future home to medical and dental complex, all services would be on an outpatient basis. We will commence construction on a build to suit basis.

If you have any questions or concerns please contact me at (386) 328-0344 x 363

Thank You,

Juli Holmes
Beck / Sloan Properties


FRANCIS SUBDIVISION
(FRANCIS ROAD)
ST. ROAD #20 (PAVED)
(FORMERLY STATE ROAD #4)
Lot 6 Block 1
Lot 5 Block 1
Lot 4 Block 1
Lot 3 Block 1
Lot 2 Block 1
O.R. Book 668-1282
O.R. Book 668-1264
O.R. Book 449-1565
Lot 8 Block 1
Lot 9 Block 1
Lot 10 Block 1
Lot 11 Block 1
Lot 12 Block 1
GARFIELD AVENUE (CLOSED)
O.R. Book 668-198
S 77°38'13.5" W
12.62'

2009 Interim Property Information for Parcel: 10-10-26-0000-0390-0000

2008 Certified Tax Collector Information

Beck/Sloan Properties Inc

256 N Highway 17
Palatka Fl 32177-2177 (**Putnam County GIS Interactive Mapping**)

Parcel 911 Addresses

6681 Crill Av, Palatka (**MapQuest map**)

Detail Information for Parcel: 10-10-26-0000-0390-0000

Property Use:	Miscellaneous Residential	Structures:	0
Mobile Homes: [?]	0	MH Unextended:	0
Census Tract:	950600	Census Block:	2015
Total Acreage:	9.55	Location:	Putnam County

Property Legal Description

NE1/4 OF SW1/4 (EX E 18 1/8 A OF NE1/4 OF SW1/4 + PT IN DR SCHLECT S/D BK233 P182 OR1101 P663)

Parcel Sales Data

Book	Page	Instrument	Month	Year	QSCD	Price
0668	1264	Warranty Deed	March	1995	02 I	$150000
0665	1592	Quit Claim Deed	January	1995	02 I	$20500

Land Data

Units	Descriptions
8.55	Non Spec Acres
1.00	Residential Acres

Zoning Data

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

Future Land Use Map (FLUM)

Code	Descriptions

UR	Urban Reserve

Special Building Data

Code	Size	Square Footage	Descriptions
DUTU	10X10	100	Detached Utility Unfinished
DUTU	23X33	759	Detached Utility Unfinished
DUTU	11X21	231	Detached Utility Unfinished

Notice:

NOTICE - This is an interim Putnam County file. Property assessment information will not be displayed until it is certified in October.

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

		FLU	Z	Use
	10-10-26-0000-0400-0000 0390-0010			
N		UR	R1A AG	Vacant
S	144 Davis Lk Rd 138 Lake Shore Dr 107 Charm Av	UR	AG	SF
E	6131 Crill Ave 0390-0010	UR	AG	Single Fam. vacant
W	121 Pioneer Rd 118 114 112 105 Lake Ter. 106 Lake Ter	UR	R1A	Single Fam

9/9/09

Departmental Review Request

Address: 6681 Crill Avenue **Case #:** 09-25
Parcel # 10-10-26-0000-0390-0000

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

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other
Meeting Date: 10-06-09	**Response Deadline: 9-11-09**
Date submitted by applicant: 8-28-09	**Date forwarded to Departments for review: 8-31-09**

Submitted to:

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

Current Property Use: Vacant	**Proposed Property Use: Proposed medical facility**
Current Land Use Designation: County Urban Service	**Requested Land Use Designation: Commercial**
Current Zoning Classification: County R1-A and AG	**Requested Zoning Classification: C1-A - Neighborhood Commercial District**
Acreage: 9.55 total	**# of Units**
Beck/Sloan Properties, Inc. **Owner/Applicant Name** 256 Hwy 17 N. **Owner/Applicant Address** Palatka, Fl 32177 **City/State/Zip** 328-8863 x 122 **Phone Number**	None listed **Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed medical facility. There are no plans at this time for square footage etc.

Thank you!
Debbi

~~☐ No Comments~~
☒ Comments Attached

Reviewed by: JBS

Title: Chief of Police

Would require another review for police impacts, once owner files papers to develop.
JBS

Departmental Review Request

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Parcel # 10-10-26-0000-0390-0000
Case #: 09-25

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Thank you!
Debbie

- ☑ No Comments
- ☐ Comments Attached

Reviewed by: Marcia Lynady

Title: Fire Marshal

Departmental Review Request

Address: 6681 Crill Avenue
Parcel # 10-10-26-0000-0390-0000

Case #: 09-25

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Submitted to:

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

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Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed medical facility. There are no plans at this time for square footage etc.

Thanks you!
Debbie

☐ No Comments
☒ Comments Attached

Reviewed by: _____

Title: Public Works

No Concerns w/ Annexation Request

Departmental Review Request

Address: 6681 Crill Avenue **Case #:** 09-25
Parcel # 10-10-26-0000-0390-0000

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☐ Police	☐ Water Plant	☐ Golf
☐ Fire	☐ Parks	☐ Airport
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Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed medical facility. There are no plans at this time for square footage etc. Thank you! Debbie

☐ **No Comments** **Reviewed by:** Rhett H. McAmey
☑ **Comments Attached**
Water & Sewer Maps Attached **Title:** Superintendent

Maps denote closest available lines.

Departmental Review Request

Address: 6681 Crill Avenue **Case #: 09-25**
Parcel # 10-10-26-0000-0390-0000

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☑ No Comments ☐ Comments Attached	Reviewed by: [signature] Title: CBO

Departmental Review Request

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Parcel # 10-10-26-0000-0390-0000

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☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
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Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed medical facility. There are no plans at this time for square footage etc. Thank you! Debbie

☑ No Comments
☐ Comments Attached

Reviewed by: Melissa L. Rogoff

Title: WTP Supt.

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

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

PUBLIC NOTICE

Notice is hereby given that the **CITY OF PALATKA PLANNING BOARD** will hold a public hearing on October 6, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Reserve to City Commercial and Rezone from County R-1A (Single Family Residential) and Ag (Agricultural) to City C-1A (Neighborhood Commercial). Case: PB 09-25

Owner: Beck/Sloan Properties, Inc.

Location: 6681 Crill Avenue

Parcel #: 10-10-26-0000-0390-0000

All interested parties are invited to attend this public hearing.

Debbie Banks
Director of Building & Zoning

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

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

09 - 24

10-10-26-2100-0020-0010
WILLIAMS BRENDA
6683 CRILL AVE
PALATKA FL 32177
PB 09-24

10-10-26-0000-0400-0000
BECK/SLOAN PROPERTIES INC
256 N HIGHWAY 17
PALATKA FL 32177
PB 09-24

10-10-26-0000-0410-0000
CKHAM LELAND R + L WAYNE GARRETT
PO BOX 752
E PALATKA FL 32131
PB 09-24

10-10-26-0000-0390-0010
RURAL HEALTH CARE INC
1302 RIVER ST
PALATKA FL 32177
PB 09-24

10-10-26-0000-0160-0000
GGJD HOLDINGS LLC
107 PARK RD
INTERLACHEN FL 32148
PB 09-24

10-10-26-2100-0020-0010
WILLIAMS BRENDA
6683 CRILL AVE
PALATKA FL 32177
PB 09-25

10-10-26-2100-0010-0050
RURAL HEALTH CARE INC
1302 RIVER ST
PALATKA FL 32177
PB 09-25

10-10-26-0000-0400-0000
BECK/SLOAN PROPERTIES INC
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PALATKA FL 32177
PB 09-25

10-10-26-0000-0390-0010
RURAL HEALTH CARE INC
1302 RIVER ST
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0010
FEAGIN JAMES EARL + KATSUKO
106 LAKE TERR
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0020
BRIDGES WILLIAM S
104 LAKE TERRACE
PALATKA FL 32177
PB 09-25

10-10-26-0000-0347-0000
ANDREWS JAMES D + JOSEPH D SCRUGGS
2407 REID ST
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0200
KOVNESKY VIRGIL C + JUDY A H/W
112 PIONEER RD
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0220
RICHTER DAVID S + TINA MARIE H/W
105 LAKE TERR
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0190
HIRKO ANDREW R
PO BOX 1211
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0170
MOODY JAMES F + VICKIE F H/W
118 PIONEER RD
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0160
HENRY BETTY J
120 PIONEER RD
PALATKA FL 32177
PB 09-25

10-10-26-7652-0000-0130
FOWLER COY LIFE ESTATE
121 PIONEER RD
PALATKA FL 32177
PB 09-25

10-10-26-0000-0130-0060
KELLY DEAN + KRISTINE
112 HORSEMAN CLUB ROAD
PALATKA, FL 32177
PB 09-25

10-10-26-1920-0060-0000
KERSLAKE RUTH H HEIRS OF
144 DAVIS LAKE RD
PALATKA FL 32177
PB 09-25

10-10-26-1920-0200-0010
PARKER RONALD R
138 LAKE SHORE DR
PALATKA FL 32177
PB 09-25

10-10-26-1920-0000-0000
KERSLAKE RUTH HOSKINS HEIRS OF
144 DAVIS LAKE RD
PALATKA FL 32177
PB 09-25

10-10-26-0000-0410-0000
BECKHAM LELAND R + L WAYNE GARRETT
PO BOX 752
E PALATKA FL 32131
PB 09-25

Parcel #1:

Lots 1, 2, 3, 4, 9, 10, 11 and 12 of Block 1, according to plat entitled "Dr. Schlecht's Subdivision, Unit No. 1, part of the west 22 acres of the NE ¼ of the SW ¼ of Section 10, Township 10 South, Range 26 East, Putnam County, Florida", said plat being recorded in Map Book 3, Page 167 of the public records of Putnam County, Florida.

EXCEPTING THEREFROM that part thereof conveyed for road right of way purposes as described in Deed Book 102, Page 565 of the public records of Putnam County, Florida.

Parcel#2:

The West 21 14/16 acres of the NE ¼ of the SW ¼ of Section 10, Township 10 South, Range 26 East, and more particularly described as follows:
Beginning at the NW corner of the NE ¼ of the SW ¼ of said Section 10; thence running East 10.94 chains; thence South 20 chains; thence West 10.94 chains; thence North 20 chains to place of beginning.

EXCEPT that portion thereof embraced in plat of Dr. Schlecht's Subdivision, Unit 1, and of record in Map Book 3, Page 167 in the office of the Clerk of the Circuit Court for Putnam County, Florida.
ALSO, EXCEPT therefrom that part of the above described lands lying within the lands described in Deed Book 233, Page 182 of the public records of Putnam County, Florida.

Property Appraiser's Parcel Numbers 10-10-26-2100-0010-0010 (as parcel #1) and 10-10-26-0000-0390-0000 (as to Parcel #2)

Please run once on September 18, 2009 in the public notice section:

PUBLIC NOTICE

Notice is hereby given that the **CITY OF PALATKA PLANNING BOARD** will hold a public hearing on October 6, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Reserve to City Commercial and Rezone from County R-1A (Single Family Residential) and Ag (Agricultural) to City C-1A (Neighborhood Commercial). Case: PB 09-25

Owner: Beck/Sloan Properties, Inc.

Location: 6681 Crill Avenue

Parcel #: 10-10-26-0000-0390-0000

All interested parties are invited to attend this public hearing.

Debbie Banks
Director of Building & Zoning

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

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

September 1, 2009

Beck/Sloan Properties, Inc.
256 Hwy 17 N
Palatka, FL 32177

Re: Case 09-25 Annexation into the city limits, Amending the Future Land Use designation and Rezoning 6681 Crill Avenue, Palatka, FL

Dear Mr. Beck and Mr. Sloan,

Please be advised that the Planning Board will hold its public hearing to consider the referenced request on Tuesday, October 6, 2009 at 4:00 PM in Palatka City Hall (201 N. 2nd Street). A copy of the "Notice to Surrounding Property Owners" is enclosed for your information.

Please feel free to contact me with any questions.

Sincerely,

Debbie Banks

Debbie Banks
Director of Building & Zoning

Palatka Daily News
Legal Advertising Department

call w/corrections

To: City of Palatka
Attention: Debbie Banks
Case or File#: 02540084
Fax Number: 329-0172
Date: 9.1.09 Time:
Number of pages including cover: 3

SUBJECT: PROOF OF LEGAL PUBLICATION
From: Jeannette or Vicki
Legal Advertising Department

To confirm this proof please call us at (386) 312-5224, long distance call toll free 1-800-881-7355 ext. 224

Please proof carefully! The newspaper assumes NO responsibility for unproofed legals. If there are corrections or any changes, please indicate so on the following proof and fax to us at (386) 312-5209, attn.: Jeannette or Vicki c/o PDN Legal Advertising Dept. prior to our 2:00 pm deadline the day before the first publication date. Thanks!

DEADLINE FOR CHANGES IS 2:00 P.M.,
ONE DAY PRIOR TO THE FIRST
PUBLICATION DATE AS INDICATED
NO EXCEPTIONS.

Advertising Receipt

Palatka Daily News
P.O. Box 777
Palatka, FL 32178-0777
Phone: (386) 312-5200
Fax: (386) 312-5209

City of Palatka
201 N. 2nd Street
PALATKA, FL 32177

Cust#: 04100016-000
Ad#: 02540084
Phone: (386)329-0100
Date: 09/01/09

Ad taker: vic **Salesperson:** mkw **Classification:** 0360

Description	Start	Stop	Ins.	Cost/Day	Surcharges	Total
01 Palatka Daily News	09/18/09	09/18/09	1	78.06		78.06
Affidavit						2.50

Payment Reference:

Total:	80.56
Tax:	0.00
Net:	80.56
Prepaid:	0.00
Total Due	80.56

Notice is hereby given that the CITY OF PALATKA PLANNING BOARD will hold a public hearing on October 6, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Reserve to City Commercial and Rezone form County R-1A (Single Family Residential) and Ag (Agricultural) to city C-1A (Nieghborhood Commercial). Case: PB 09-25

Owner: Beck/Sloan Prperties, Inc.

Location: 6681 Crill Avenue

Parcel #: 10-10-26-0000-0390-0000

All interested parties are invited to attend this public hearing.

PUBLIC NOTICE

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Location: 6681 Crill Avenue

Parcel #: 10-10-26-0000-0390-0000

All interested partiee are invited to attend this public hearing.

Debbie Banks
Director of Building & Zoning

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

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

Legal No. 02540084
09/18/2009

from
C
Neighborhood
Properties

Departmental Review Request

Address: 6681 Crill Avenue
Parcel # 10-10-26-0000-0390-0000

Case #: 09-25

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

☒ Rezoning	☐ Site Plan Review
☒ Annexation	☒ Small Scale Amendment (9.99 acres or less)
☐ Large Scale Amendment(10+ acres)	☐ Concurrency Review
☐ Conditional Use Request	☐ Variance
☐ Street Closing/Street Name Change	☐ Other

Meeting Date: 10-06-09	**Response Deadline: 9-11-09**
Date submitted by applicant: 8-28-09	**Date forwarded to Departments for review: 8-31-09**

Submitted to:

- ☐ Water/Sewer/Streets/Sanitation (Woody)
- ☐ Police
- ☐ Fire
- ☐ Chief Building Official
- ☐ Sewer Plant
- ☐ Water Plant
- ☐ Parks
- ☐ Weed & Seed
- ☐ Cemetery
- ☐ Golf
- ☐ Airport

Current Property Use: Vacant	**Proposed Property Use: Proposed medical facility**
Current Land Use Designation: County Urban Service	**Requested Land Use Designation: Commercial**
Current Zoning Classification: County R1-A and AG	**Requested Zoning Classification: C1-A - Neighborhood Commercial District**
Acreage: 9.55 total	**# of Units**
Beck/Sloan Properties, Inc. **Owner/Applicant Name** 256 Hwy 17 N. **Owner/Applicant Address** Palatka, Fl 32177 **City/State/Zip** 328-8863 x 122 **Phone Number**	None listed **Agent Name** **Agent Address** **City/State/Zip** **Phone Number**

Planning Dept. Comments: The applicant is requesting annexation for city services for a proposed medical facility. There are no plans at this time for square footage etc.

Thank you!
Debbie

- ☐ No Comments
- ☐ Comments Attached

Reviewed by: _____

Title:

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

DATE: 8/28/09
TIME: 15:52:38

RECEIPT #: 0000014631
CASHIER: JFILION

MISCELLANEOUS RECEIPT
REFERENCE: BECK SLOAN PROPERTIES/PB CASE 6681 CRILL

ITEM DESCRIPTION	PAID
PLANNING BD AMIN. (1366)	1000.00
TOTAL AMOUNT PAID:	1000.00

PAYMENT TYPE: CHECK
CHECK NBR: 000002564

FL 252942 B 668 P 1264
CO:PUTNAM ST:FL

WARRANTY DEED

THIS INDENTURE, made this 3rd day of March, A.D. 1995, between **Beatrice W. Joyce f/k/a Beatrice White f/k/a Beatrice M. White a/k/a Beatrice Masalsky, a single woman,** whose social security number is [redacted], and whose address is Route 4, Box 264, Palatka, Florida 32177, of the County of Putnam and State of Florida, Grantor, and **Beck/Sloan Properties, Inc.,** whose federal identification number is [redacted], and whose address is 256 Highway 17 North, Palatka, Florida 32177, of the County of Putnam and State of Florida, Grantee,

WITNESSETH, that said Grantor, for and in consideration of the sum of Ten Dollars and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged has granted, bargained and sold to the said grantee, and grantee's heirs, successor and assigns, forever, the following described land, situate, lying and being in Putnam County, Florida, to-wit:

1050.00
Rebecca Wilkins

DOC STAMPS 1,050.00
INTANG TAX .00

Parcel #1:
Lots 1, 2, 3, 4, 9, 10, 11 and 12 of Block 1, according to plat entitled "Dr. Schlecht's Subdivision, Unit No. 1, part of the West 22 acres of the NE¼ of the SW¼ of Section 10, Township 10 South, Range 26 East, Putnam County, Florida", said plat being recorded in Map Book 3, Page 167 of the public records of Putnam County, Florida. EXCEPTING THEREFROM that part thereof conveyed for road right of way purposes as described in Deed Book 102, Page 565 of the public records of Putnam County, Florida.

Parcel #2:
The West 21 14/16 acres of the NE¼ of the SW¼ of Section 10, Township 10 South, Range 26 East, and more particularly described as follows:
Beginning at the NW corner of the NE¼ of the SW¼ of said Section 10; thence running East 10.94 chains; thence South 20 chains; thence West 10.94 chains; thence North 20 chains to place of beginning.
EXCEPT that portion thereof embraced in plat of Dr. Schlecht's Subdivision, Unit 1, and of record in Map Book 3, Page 167 in the office of the Clerk of the Circuit Court for Putnam County, Florida.
ALSO, EXCEPT therefrom that part of the above described lands lying within the lands described in Deed Book 233, Page 182 of the public records of Putnam County, Florida.

Property Appraiser's Parcel Numbers 10-10-26-2100-0010-0010 (as to Parcel #1) and 10-10-26-0000-0390-0000 (as to Parcel #2)

and said Grantor does hereby fully warrant the title to said land,

Prepared by:
Holmes & Pickens, P.A.
Attorneys at Law
223 N. Third Street
Palatka, Florida 32177-3710
(904) 328-1111

and will defend the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Witness' Signature

Witness' Name Printed

Witness' Signature

Witness' Name Printed

Beatrice W. Joyce f/k/a
Beatrice White f/k/a
Beatrice M. White a/k/a
Beatrice Masalsky

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgments, personally appeared Beatrice W. Joyce f/k/a Beatrice White f/k/a Beatrice M. White a/k/a Beatrice Masalsky, to me personally known to be the person(s) described in and who executed the foregoing instrument, or who produced appropriate identification, and acknowledged before me the execution of same.

WITNESS my hand and official seal in the County and State last aforesaid this 3rd day of March, 1995.

Notary Public
My commission expires:

Notary Public, State of Florida
LAURIE H. PARRISH
My Commission Exp. Apr. 5, 1995
Comm. No. CC 091917

FL 252942 B 668 P 1265
CO:PUTNAM ST:FL

ED BROOKS CLERK
CO:PUTNAM ST:FL

FILED AND RECORDED
DATE 03/08/95 TIME 14:04

Holmes & Pickens, P.A.
Attorneys at Law
222 N. Third Street
Palatka, Florida 32177-3910
(904) 328-1111

Agenda Item

13

Agenda Item

13-1

City of Palatka
Community Redevelopment Agency
Building Improvement Grant (BIG) Program
Administered by Palatka Main Street

The City of Palatka Community Redevelopment Agency was created to address conditions of blight within the Palatka Main Street District that require enhanced management and redevelopment.

Tax Increment Financing is not derived from a new tax, but allows a portion of property taxes from within the district to be used to leverage public funds to promote private sector real estate, business, and other activities in order to spur revitalization.

Palatka Main Street District boundaries are represented in the map (attachment A).

Purpose

The purposes of this Building Improvement Grant program are to:

- Improve the appearance and utilization of downtown buildings so that they will be used in accordance with applicable building and zoning regulations and Community Redevelopment Agency plans
- Encourage the opening of more new small businesses and the expansion and strengthening of existing businesses
- Fill the financial gap of a property for his/her qualified building/property needs or of a tenant for the build-out needs of a qualified business.

Applicants are encouraged to review current zoning and Community Redevelopment Agency Plans with the Planning Department and with Palatka Main Street.

Grant Awards

This is a competitive program that requires applicants to make formal application through Palatka Main Street.

Funding will be based on the grant application complying with program criteria and on the recommendations of an Evaluation Committee.

Palatka Main Street will appoint an independent Evaluation Committee made up of a representative of its Board of Directors, Design Committee, and Economic Restructuring Committee. Evaluation Committee members are not eligible for grants or for contracts from grantees. The Evaluation Committee may take testimony or seek professional guidance on issues related to historic preservation, building and zoning codes, market analyses, business operations, and other subjects.

The right to refuse any grant application is reserved.

Application submitted before work begins is preferred and may be favored.

Grants will not be awarded for work previously completed or work in the process of being completed; however, at the discretion of the Community Redevelopment Agency, and Palatka Main Street, costs for eligible repairs that were completed within twelve months prior to the date of the grant application may be included for consideration as part of the total project costs, not exceeding $25,000. Inclusion of this previously done work is no guarantee of recommendation or approval.

Palatka Main Street may set grant application deadlines, review periods and award limits, and application and award dates.

Decisions of the Evaluation Committee may be appealed to Palatka Main Street and decisions of Palatka Main Street may be appealed to the City of Palatka Community Redevelopment Agency Board.

Program Guidelines

This Building Improvement Grant program is funded with Tax Increment Financing money to assist with:

- Exterior renovations or improvements
    - Restoration, improvement, or re-creation of historically correct or compatible architectural features to facades or elements of buildings which are visible from the public street, consistent with architectural guidelines that may be established, and consistent with established priorities - including compatibility in scale, proportions, and colors.
    - Roof repair/gutters
    - Repair or addition of awnings, canopies, balconies, and galleries
    - Doors and windows
    - Painting and stucco
    - Repair or manufacture of signs consistent with architecture, sign ordinances, design standards and guidelines
    - Meeting Green Building Criteria
    - Permanent, general use, attached features or fixtures

- Interior renovations or improvements:
    - Interior demolition
    - Interior framing, windows, doors, lighting, drywall, and flooring
    - Mechanical, electrical, plumbing, HVAC repair or upgrades demolition
    - ADA access to building and/or restrooms
    - Tenant improvements necessary to meet code
    - Meeting Green Building criteria
    - Permanent, general use, attached features or fixtures

- **The following are ineligible for the grant program:**
    - Property not in the district
    - Work which removes or degrades historically significant features
    - Use of inappropriate materials
    - Non-appurtenant fixtures
    - Permitting fees and work without building permit
    - Work by other than licensed contractor
    - Routine maintenance
    - Improvements to buildings for which applicant has neither clear title nor valid lease, which are non-conforming, or which are subject to outstanding fines or liens.

Grant Criteria

Grant funds are limited and will be awarded subject to the degree to which they support Community Redevelopment Agency plans and goals, and subject to announced program procedures, grant cycles and deadlines.

Within the first 30 days of each calendar year, the Evaluation Committee shall meet and review the amount of money allocated by the City of Palatka for distribution by the Community Redevelopment Agency Building Improvement Grant Program during that calendar year. The Committee shall divide the total amount into three portions, which need not be equal. One of said three portions shall then be assigned for distribution during each of the three time periods (cycles) during the calendar year. The first cycle shall span from January 1 until March 31. The second cycle shall span from April 1 until June 30. The third cycle shall span from July 1 until September 30. Applicants for grants to be awarded during each cycle shall make application as described herein during the first 60 days of that cycle. After the close of the application period for each cycle, evaluation of the applications and award of the grant funds for the then current cycle shall be made as described elsewhere herein with the evaluation to be concluded and the award made not later than 30 days after the close of the application period. The application period for each grant cycle shall be advertised in a newspaper of City-wide circulation at least once not more than 30 days or less than 15 days before the beginning of each application period. In the event funds allocated for distribution during a grant cycle as defined above are not awarded during the designated cycle, the undistributed funds shall be available for distribution during the succeeding cycle.

Upon submission, applications will be evaluated, within 7 days, for eligibility by the Palatka Main Street staff or designee, under the following criteria:

- Location within Palatka Main Street District
- Availability of funds
- Appropriate business and improvements in accordance with applicable codes, ordinances, plans, and guidelines
- Project ready to be implemented
- If project information is insufficient, the applicant will be notified of deficiencies.

- Complete applications will be forwarded to Evaluation Committee which will notify applicant of review and award schedule

The Evaluation Committee will use a scoring chart (Attachment B) to determine the strength of the application and to determine whether to recommend full funding, partial funding, resubmission, or denial of funding.

Duration of Grant

Should the Grantee transfer, sell, divest themselves of their interest in the subject property or business, or fail to maintain the renovations and improvements during the five-year period following receipt of the grant funds, the Grantee shall return/repay the grant funds as follows:

Time	Amount Due CRA
0 to one (1) year after grant funds received	90%
One (1) to two (2) years after grant funds received	80%
Two (2) to three (3) years after grant funds received	60%
Three (3) to four (4) years after grant funds received	40%
Four (4) to five (5) years after grant funds received	20%
Five (5) years after grant funds received	0%

Pre-Application

If requested, Palatka Main Street staff or assignee will review the applicant's plans or application, including the eligibility criteria, program requirements, proposed project scheduling, and consistency of the applicant's proposal with the intent of the program including offering assistance, limited technical assistance and an opinion as to whether the applicant is sufficiently prepared to move on to the application stage.

Application

A property owner or tenant that is interested in participating in the program must submit a completed and signed application (Attachment C), along with supporting documentation, in accordance with published guidelines to:

Palatka Main Street
1100 Reid Street
PO Box 550
Palatka FL 32178

Application package shall include:

- Proof of ownership or lease interest
- Approval of property owner and/or landlord representative, if the application is from the tenant
- Business plan
- Licenses, if applicable
- Work plan, cost estimates, and timeline estimates (including proposed start date and completion date)

- Documentation of the type and source of the project funds. Verification of the funding sources may be required before final approval of the grant application.
- Applicant may be an individual, partnership, or corporation

Tenant applicants are required to have an agreement with landlord concerning leasehold value of improvements and the impact on rent, if any.

Grant Process

The Palatka Main Street staff or designee will review applications for completeness and compliance with program criteria. Applications that are incomplete will be returned with guidance. Projects that do not comply with program criteria will not be considered for funding, but an explanation will be provided.

The Evaluation Committee will review applications to determine if funding is to be recommended in full, in part, subject to conditions; or be rejected. All three members of the Evaluation Committee must be present and participate in any meeting at which funding is to be considered. All decisions of the committee shall be by majority rule.

Disapproval by Evaluation Committee may be appealed to the Palatka Main Street Board. Disapproval by the Main Street Board may be appealed to the Community Redevelopment Agency Board.

All applicants will receive written notification regarding approval or denial of their application. Approval will include a funding agreement listing the amount of grant funds that are approved and the requirements for reimbursement.

Grant program description and credit signs must be displayed during project and for six (6) months following reimbursement, followed by a grant program description and credit decal or plaque to be displayed as mutually agreed for a period of not less than 5 years.

Modifications to the approved plans or construction documents, which produce visible differences in the approved design or which are not approved by City of Palatka Building Department, will require a repeat of application review and approval procedures. Failure to receive such approval may invalidate the funding agreement, and the agreement will be deemed terminated. In the event the agreement is terminated, any grant funds that have been disbursed to the applicant by the Community Redevelopment Agency shall become immediately due and payable to the Community Redevelopment Agency.

Reimbursement Procedures

Generally, approved projects will receive reimbursement upon completion of the project and submission of all required receipts, invoices and documentation. Grantees with larger projects may request reimbursement at fifty percent completion of project and at one hundred percent completion of project. Palatka Main Street and the Palatka City building official will make the final determination as to whether the project is complete.

Funds will be disbursed by a check payable to the applicant or contractor after the following:

- Submission of all receipts and required documentation to the Palatka Main Street staff or designee, including:
    - Contractor invoicing and evidence of payment of funds
    - Release of lien letters from contractors
    - Applicant must honor contractual obligations to contractor; hold harmless agreements must be executed
- Certification of completion by Palatka City building inspector and closed permit reports
- Verification that the any additional criteria added by contract has been completed as proposed in a satisfactory and professional manner
- Certification of completion of grant project by the Palatka Main Street staff or designee and submission to the Palatka City Finance Director.

Reservations

Palatka Main Street and the City of Palatka Community Redevelopment Agency expressly reserve the right to:

- Reject any or all applications
- Request additional information from any or all applicants
- Amend the program guidelines and application procedures without notice
- Display and advertise properties that receive grant funding.

Release and Hold Harmless Agreement

Upon approval of a grant, the applicant and any affected contractor will be required to sign a Release and Hold Harmless Agreement with Palatka Main Street, the City of Palatka Community Redevelopment Agency, as permitted by the laws of the State of Florida.

Attachment B

Evaluation:

- The application is reviewed by the Palatka Main Street staff or designee and reviewed and scored by the Evaluation Committee.
- They will consider the strength and need of the applicant and the appropriateness of the project.
- While there is no requirement for a match, the financial commitment by the owner, landlord, and tenant, as applicable will be evaluated and may have an impact on recommendation and approval.
- The Evaluation Committee will also determine the level of program funding.
- Each member of the Evaluation Committee shall score each application utilizing the score sheet and criteria set forth below. The average of the total scores of the three committee members for each application shall be utilized for comparison and evaluation purposes.

Scoring Criteria:

Criteria	Points	Rank	Score
Consistent with City of Palatka comprehensive plans	5		
Consistent with Community Redevelopment Agency plans	5		
Consistent with design guidelines or historic preservation standards	5		
Consistent with Main Street Approach and Palatka Main Street goals	5		
Degree of investment leveraging by applicant/investors landlord or tenant in matching funds	20		
Strength of business plans	15		
Strength of business capitalization	5		
Previous history of applicant. First time applicants are encouraged	5		
Quality of proposed work	10		
Likelihood that proposed work will increase value of building and/or profitability of business	10		
Likelihood that improvements will result in long-term occupancy or business improvement	10		
Likelihood that proposed work can be completed as presented and in accordance with submitted schedule	5		
	100		

While the Evaluation Committee scores and makes recommendations as they see fit, a score of 50 or below would generally be considered a weak score.

Excerpt from CRA Meeting Minutes of 11/12/09:

PRESENTATION & ACCEPTANCE of Main Street Building Improvement Grant Program – John Hodge said several years ago he was charged with revamping the grants program for downtown redevelopment. Sam Carr, a Main Street volunteer, authored this particular program from a Miami business incentive program. Bob Taylor also participated, as did Bob Trescott. This is a way for tenants and property owners to access the TIF to fix up their buildings. There are some requirements tied to the funds.

Mr. Hodge said this can replace the façade grant program, but there are plans to bring that program back. The façade program was tabled for this year. This program does far more than upgrade façades; it gets into code issues and fixes buildings, and is more comprehensive. Commissioner Brown asked if they are going to make sure the money is spread out amongst multiple property owners. Mr. Hodge said this stipulates that one person who owns multiple properties may only receive one grant per year. A three-person committee oversees the grants and determines grant amounts. There was quite of bit of heartfelt discussion and give-and-take on this. Commissioner kitchens noted on pages 3 & 7 it states the Palatka Main Street manager has specific oversight, and asked if there should be a back-up person or persons assigned in case there they are between Main Street managers, as is the case now. Mr. Hodge said the Main Street Board will be the back-up on that. Commissioner Brown said she'd like to see the City provided with a list of those receiving the grants. Mr. Deputy asked if this is still a reimbursable grant. Mr. Hodge said if it is a large project, 50% of the grant can be advanced before project completion. Also, if bankers are willing to finance the owner, they can finance the work and the money will be reimbursed at a later date. The way this is written, the evaluation committee has leeway to administer fund disbursement. Mr. Deputy said many people didn't know there was a façade grant to apply for. They had spoken of mailing everyone in the district an application. He'd like to be sure that happens. Mr. Hodge said that can be done. Mr. Hodge noted there are some pitfalls regarding early payment, but they've tried to cover those. Commissioner Brown said someone asked her about disclosure as to people on the committee considering the applications while also applying for grants. Mr. Hodge said the evaluation committee members won't be eligible for grants. Skip Lorenzen has agreed to head up the evaluation team.

As to grant percentage matches, Mr. Hodge said this is non-specific and covered under the grant application. The lower the project amount, the higher the match percentage. There are no ceilings on grant requests or percentage of matching, and depends upon the applicant and project. There is no absolute requirement that a grantee put any money into this, but it depends upon the leveraging. There are many variables to consider. The decision would be subjective. Commissioner Brown said with the façade grants, many people wouldn't take advantage of it because they didn't have the money to complete the projects themselves to be reimbursed. Mr. Hodge said this program is a little more flexible than that.

Mayor Flagg asked, as to Criteria, page 7, he understands the gist of the statement at the base of the table, but thinks it can be stated better. He takes exception to "as they see fit." Mr. Holmes said the

statement doesn't bind anyone, but is more of an explanation. It is just a comment and is not a criterion. It could be changed, but unless they change the phrase from a comment to a criterion, he has no suggestion. They could say it is within the discretion of the evaluation committee to score and make recommendations, but that is still a comment. They can still award grants to those with a score of 50 or below on their application.

Sam Carr, co-author, said that comment shouldn't be on that page, as it is not part of the criteria, and asked if they wanted it stricken. Mayor Flagg said it is stated in the spirit of disclosure. Silent partners should also be disclosed. Mr. Carr said that is why the Main Street Manager should review the application prior to it going to the Committee. It is important that members of the committee not be associated with anything Downtown. They want a committee that will look to see what is good for the whole of downtown Palatka and determine what would be a good investment of TIF money. Mr. Holmes said he does not have the solutions. He said it appears they have built in room for discretion and subjectivity in the review process, and asked if they really need to build it into the point total? For instance, if an applicant can't score more than 50 points, the grant won't be approved, rather than just making it a recommendation? He said if someone only scores 20 points, there is nothing to say they are not eligible for a grant. Mr. Carr said the discretion on that is given to the evaluation committee. The purpose is to give the evaluation committee a quantitative way of judging the applications. If those cases actually occur, they can add more definitive criteria. If competing grants have different totals, they are not bound to award the grant with the highest point total. They could award it to the lower point total, but he doubts they would. It does not specify that all three committee members would have to be present to make a decision, but it could and probably should. Mr. Carr said if a new business wants to come to Palatka and put their investment into capital investment, rather than building investment, they can entice business to downtown Palatka. It provides an incentive. Commissioner Brown said they need to be sure businesses stay in downtown Palatka. Mr. Carr said one important part of this is a review of the business plan. Such a review would help businesses stay in business. Commissioner Kitchens said this could be tweaked a bit to protect present owners of businesses. This is very subjective and does not provide assurance that new businesses would be favored over existing businesses. Mr. Holmes said they should state that the review committee would have to be present in total. He thinks it is fine to say that the application that scores highest on the point total should get the funds. Mr. Hodge said the grant money is first come, first serve. Mr. Holmes said he does not find that good, either. He suggested that before they award a grant with two applications pending, if one got there 5 minutes before the other, that shouldn't be the determining factor, especially if the latter is a better project. Mr. Hodge said this is just a starting point; they can tweak the document with experience. Commissioner Brown asked if special consideration can be given to existing business owners. Mr. Hodge said tenants can apply, but they want property owners to know their tenant has applied.

Mayor Flagg asked if they will know the total dollars they will have available, and if they would set aside a certain percentage for new business and a certain percentage for existing business. Mr. Hodge said they wanted to put it all in one pot. They felt this way it provides maximum flexibility. Mayor Flagg said

he understands they need discretion. Mr. Hodge said the Main Street Board can provide direction on that. Mayor Flagg said this document seems well thought-out. Mr. Deputy said his family has been there 45 years, but he would be considered a "first time applicant." Commissioner Kitchens noted the total application points only add up to 95 and not 100.

Mayor Flagg asked if this can be brought to the CRA again in December after Mr. Holmes reviews the changes.

John Browning, Chairman, Main Street Board of Directors, said the Commission makes good points, and said since those are in the record, asked if they can be made a part of this document now, so they can go ahead and pass this. Mayor Flagg noted the City Manager and Clerk will provide the attorney with the details on the changes discussed. Mr. Browning said the committee has spent endless hours on this. They need latitude on this to help people who have been there a long time, but don't have a lot of funds at their disposal. Commissioner Brown moved to continue adoption of the Main Street Building Improvement Program to December 10, 2009. Commissioner Kitchens seconded the motion, which passed unopposed.

Agenda Item

13-2

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

City of Palatka

Office of the City Manager

To: **Community Redevelopment Area Board Members**

From: Woody Boynton, City Manager

Date: December 8, 2009

RE: Tax Increment Funds

Each year the Tax Increment Funds (TIF) needs to be assigned by December 31st of that year. These funds include monies set aside for the North and South Historic Districts as well as the Central Business District. Three attachments are included with this memo. The first attachment is a copy of a summary sheet of each fund prepared by City staff that lists expenditures for fiscal year 2009, expenditures that were/are allocated within 2009 as well as anticipated revenues for 2010.

The second two attachments are minutes of meetings held by the South and North Historic Districts requesting specific or intended use of TIF monies. I have reviewed these minutes and take no exception to the *tentative* allocation of monies. The intended expenditure of Central Business District money is contained in this memo. Revenues for each fund are similar to last year, it is expected that the South Historic District will receive approximately $122,000.00, the North Historic District will receive approximately $45,000.00 and the Central Business District will receive approximately $412,000.00.

Some of these proposed funding requests have previously been discussed and approved. For example the South Historic District has already received authorization from the Community Redevelopment Area Board to proceed with the home improvement grant program. Much of their intended expenditures are allocated to this program. The North Historic District is looking to adopt a similar program and intends to assign most of its money to this program.

The following is an overview of the proposed 2010 assignment of funds by District:

South Historic District	
Home Improvement Grant Program	$100,000.00
Interior Restoration – Hammock Hall	$ 15,000.00
Reserve Funds (estimated)	$ 25,000.00
	$140,000.00
North Historic District	
Home Improvement Grant Program	$200,000.00
Reserve Funds (estimated)	$ 45,000.00
	$ 245,000.00

It should be noted that approval of the above assigned funding does not preclude each District from modifying their request. It simply indicates that a plan for the upcoming year has been developed. Assignment of funds is a fluid process and will change as projects are completed and/or new projects are proposed. In addition, the above does not include projects and/or the funding associated with the projects that were already approved in 2009. For example, the South Historic District still has a nominal financial obligation on the Tilghman House renovations ($43,000) obligations associated with the 2009 Home Improvement Grant Program ($132,000) and a bronze historical marker ($5,000) for the District. The North Historic District currently has obligated $50,000 to a brick apron paver project.

Central Business District

Under direction of the City of Palatka, Kimley-Horn and Associates, Inc. conducted a Needs Assessment of the Community Redevelopment Area (CRA) Central Business District (CBD). This Needs Assessment highlighted critical elements of this district that need to be addressed with regards to improvements. Because of the time involved in completing this Needs Assessment Report and the combined efforts of the Main Street Program and Downtown Palatka Inc. to put forth a program that would benefit the downtown area, major redevelopment issues and/or major funding initiatives were not accomplished last year. The Needs Assessment Report has now been completed and the structure outlined in the Report will be implemented in 2010. In addition, the Main Street Program in concert with Downtown Palatka Inc. has put forth a Building Improvement Grant Program that will also be implemented in 2010. With these two accomplishments we look forward to 2010 with a new vision to the rebirth of downtown.

I believe the proposed assignment of money is indicative of the needs of the Central Business District. Although, I have not had any formal discussions with any individual or agency, I have attended many meetings in which the same concerns were voiced. These include parking, economic development, infrastructure, marketing of the downtown area as well as having a plan for the future of the downtown area. In addition some of the expenditures are recurring costs and/or already approved.

The following is a listing of critical elements noted in the Needs Assessment and assigned funding:

Land Use and Zoning	$ 0.00
Directional Signage and Way-finding	$ 50,000.00
Streetscape and Infrastructure	$150,000.00
Parking	$150,000.00
Design Guidelines	$200,000.00
Historic Preservation	$ 0.00
Riverfront, Parks and Open Space	$ 50,000.00
Public Investment Properties	$ 0.00
Public Involvement	$ 0.00
Marketing	$110,000.00
Additional Economic Development Funding Mechanisms	$400,000.00
	$1,110,000.00

Pre-approved and/or Recurring costs include the following:

Legal fees (est.)	$ 10,000.00
Riverfront Master Plan	$ 60,000.00
Mainstreet Manager (est.)	$ 70,000.00
	$140,000.00
Total:	**$1,250,000.00**

Within each category, it is envisioned that several projects would be funded. For example under the Marketing it is envisioned that marketing and promotional ideas would be funded under this heading including Blue Crab Festival (if held), promotions, brochures, advertising, etc. Streetscape would include landscaping, murals, lighting upgrades design, engineering and construction improvements, etc. The money allotted under Design Guidelines is specifically targeted to the Business Improvement Grant Program that is being supported by Main Street and Downtown Palatka Inc. Within the Economic Development Funding Mechanisms, it is expected that a program would be established that would create jobs, money from this line item would help fund this.

Again, please note that by assigning the funds to a particular element does not necessarily mean that any or all of the assigned monies must be spent in this category, it merely means that these areas were a priority and it was envisioned that the money should be assigned in these areas. Monies may also need to accumulate in order to accomplish a particular goal; therefore monies may be assigned to a particular element with the purpose of setting money aside for a long range project.

With the exception of the Business Improvement Grant Program, no formal spending plan for any of the above items has been formulated. It is expected that by the February 2010 meeting, more detailed plans will be developed and presented to the CRA Board for approval.

Tax Increment Report as of 09/30/09		Revenues	Expenditure	Balance
Downtown Redevelopment				
Beginning Balance	**$ 493,747.03**			
REVENUE				
Interest Earned on CD		$11,178.43		$504,925.46
Invested Principal from CD		$262,668.91		$767,594.37
Downtown Redevelopment-County share		$205,017.86		$972,612.23
Downtown Redevelopment-City Share		$206,774.84		$1,179,387.07
EXPENDITURES				
Gray Robinson, PA			$1,554.29	$1,177,832.78
Audit-Davis Monk & Co.			$2,575.00	$1,175,257.78
Michael Limanti Appraisals			$2,975.00	$1,172,282.78
Palatka Daily News			$274.02	$1,172,008.76
Kimley-Horn & Associates			$62,094.54	$1,109,914.22
Blue Crab Festival			$37,000.00	$1,072,914.22
CRG Architect (Façade Grant)			$6,621.26	$1,066,292.96
Anne Deloach (Façade Grant)			$10,000.00	$1,056,292.96
Department of Community Affairs			$175.00	$1,056,117.96
Preston Electric			$14,500.00	$1,041,617.96
Stone Joca & Associates			$12,741.87	$1,028,876.09
City of Palatka			$121,920.00	$906,956.09
Creek Media (Larimer Projector)			$2,591.60	$904,364.49
Check Corrections			$1.99	$904,362.50
Transfer to Chamber			$41,507.96	$862,854.54
Mainstreet Manager (Payroll)			$12,311.99	$850,542.55
Balance				**$850,542.55**

North Historic District				
Beginning Balance	**$ 77,136.19**			
REVENUE				
North Historic-County Share		$22,522.82		$99,659.01
North Historic-City Share		$23,011.18		$122,670.19
Interest on CD		$5,692.90		$128,363.09
Invested Principal from CD		$133,770.94		$262,134.03
EXPENDITURES				
Kimley-Horn & Associates			$11,500.00	$250,634.03
Balance				**$250,634.03**

South Historic District				
Beginning Balance	**$ 170,136.73**			
REVENUE				
South Historic-County Share		$61,352.37		$231,489.10
South Historic-City Share		$60,831.05		$292,320.15
Interest on CD		$8,612.54		$300,932.69
Invested Principal from CD		$202,376.02		$503,308.71
EXPENDITURES				
Tilghman House			$157,246.30	$346,062.41
HIP			$138,587.04	$207,475.37
Robert Taylor, A1A			$2,488.00	$204,987.37
Kimley-Horn & Associates			$11,500.00	$193,487.37
Balance				**$193,487.37**

Southside Historic Neighborhood Association
PO Box 2507
Palatka, Florida 32178

November 23, 2009

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

Re: Southside TIF Funds Budget (January 2010-December 2010)

Dear Mr. Boynton:

The Southside Historic Neighborhood Association (SHNA) anticipated South TIF District expenditures through December, 2010 are listed below:

1. Continuation of the TIF/HIP> $100,000.00
2. Interior restoration of Hammock Hall> $15,000.00
3. *Purchase of historical bronze standing marker(location TBD)> $5,000.00

This budget is based on the 2009 TIF revenue amount of $121,803.00 plus the existing balance in the South TIF District account, approximately $20,600.00. Beyond these expenditures, a balance of approximately $22,403.00 would remain in the South TIF District account.
*Item number #3 is an approved expenditure from the 2009 South TIF District budget.

Sincerely,

Roberta Correa
SHNA President
roberta@shna.net

SOUTHSIDE HISTORIC NEIGHBORHOOD ASSOCIATION MEETING AGENDA

November 23, 2009 **Volume 11** **7:00-8:30PM**

Call to order

Secretary's report/Approval of July 2009 minutes> Barbara

Treasurer's report/SHNA & TIF monies> Lucille

Hall maintenance/rental> User agreement with ASUU

Current TIF projects' update

Mural Committee Update> (Michael G.)

2010 TIFF/HIP Budget

Other Business

Community Crime Prevention Committee update> Officer Reeves, Rodney, Barbara. Concerns about 126 Dodge Street, 411 & 416 Emmett Street

Upcoming Events

Holiday Tour of Homes (December 5th, 10-4PM)

2009 Christmas Dinner on Monday, December 21st

New Business

Nomination and Election of Officers for 2010

Adjourn

TREASURER'S REPORT SHNA CHECKING ACCOUNT

October 1-October 31 2009

Beginning Balance October 1	**$1,875.10**
Deposits	**295.00**
Disbursements	**171.69**
Current Balance	**$1,998.50**

Itemized Report Deposits

Rental + Deposit	**255.00**
Member Dues	**40.00**

Itemized Report Disbursements

Palatka Gas	**17.25**
FPL	**credited**
Staples	**17.44**
Historic Association	**25.00 (membership)**
Fl pest control	**75.00**
Ad in Pennysaver	**37.00**

$3000.00 in CD

Southside Historical Neighborhood Association Minutes

November 23, 2009 Volume 11

Call to order: Meeting called to order by President Roberta Correa

Treasurer's Report: Treasurer Lucille Estates reports balances of $1,998.50 in our checking account and $3,000. in a C.D.

Secretary's Report: Minutes from the October 19th meeting were read and approved by the members present.

Old Business: Mike Gagnon, Overseeing member, reports three of the four murals are underway and will be completed by Dec. 5, 2009. The fourth artist will be behind by a day or two.

* The City Manager has requested a South TIF budget for the new year, to be submitted by early December for presentation at the December 10 CRA meeting. Robbi presented a budget proposal, a motion was made to act in favor of that proposal, Motion was seconded and approved unanimously for submission to the CRA and City Commissioners

* Officer Reeves came to our meeting and spoke to us about Holliday safety and security in our homes. She is going to be at many of our meetings in the forthcoming year. She will be working with the north side Historic district more and will be available to help answer questions and address issues for both north and south side. . She (officer Reeves) brought brochures to several members the next day and they in turn passed them out in the neighborhood. Officer Reeves phone number is 386-329-0801.

* Christmas festivities are underway and members voted and approver to contribute $150. toward the party (same as last year). it will be Monday Evening, December 21st start gathering at 6 pm with plans to eat at 7 pm. Pot luck except for ontray.

* Members want to refer Tree Trimming Service to other members. They are licensed and insured and have done very nice work in the area. The name is Mr. Smith and his number is 937-2448. His office is in Hastings, on Main St.

* New Officers for the new Year 2010 Roberta Correa will remain President. Nancy Becker will be the Vice President. Barbara Wayne will be treasurer and Lucille Estes will take over as Secretary.

Thank You

Barbara Wayne

Barbara Wayne
Secretary, SHNA 11-23-09

SIGN-IN SHEET SHNA MEETINGS

DATE Nov 23 / 2009 **#PRESENT** 14

NAME	E-MAIL ADDRESS
1. Bruce D. Hershman	harbournator@bellsouth.net
2. Carlos Galindez Pacheco	413 Emmett St
3. Tad Mac Gibbon	419 Emmett
4. Sara Alice Mac Gibbon	" "
5. Michael Gagnon	703 Emmett St.
6. Nancy Becker	nancybecker123@yahoo.com.
7. Suzanne Jacob	sm jacob ~~sm jacob~~@bellsouth.net
8. Russell Estes	lestes3@bellsouth.net
9. Roberta Corris	
10. Barb Wayne	
11. Dfc. Mylinh Reeves	mreeves@palatka-fl.gov
12. Pam Garris	pamgarris@msn.com
13. Pauline Pilkerson	
14. Pat Wilson	wilson9318@bellsouth.net
15.	
16.	
17.	
18.	
19.	
20.	

PALATKA HISTORIC NORTH SIDE

NEIGHBORHOOD ASSOCIATION

MEETING MINUTES -NOVEMBER 2009

THE CITY HALL MEETING WAS CALLED TO ORDER AT 7:05PM

Present: John Vogt, Patty Vogt, Kingsley Plimpton, Mike Tarter, Alice Adams, Coenraad van Rensburg, Elizabeth van Rensburg, Ted Blalock, Tom Townsend, Denise Townsend, Dan Ziem, Tony Harwell, Clare Upperman, Annie Svetlik, Robert Svetlik, Kathleen Patricia, members of the Palatka Police Dpt.

ROBBIE CORREA & MIKE GAGNON, GAVE AN OVERVIEW OF THE SOUTHSIDE TIFF/HIP PROGRAM. TO DATE, 22 PROJECTS HAVE BEEN COMPLETED AND 260K HAS BEEN SPENT.

Discussion ensued as to whether with modifications the program is something for the Northside to pursue in their 2010 budget. Most members felt that a matching funds program be created for all property owners on the north side. It was pointed out that a person or persons would need to administer the program which is very time consuming.

THE MINUTES OF THE OCTOBER MEETING WERE UNANIMOUSLY APPROVED.

THE NEW SLATE OF OFFICERS WAS APPROVED IN A MOTION BY DAN Z. AND A SECOND FROM COENRAAD VR.

OLD BUSINESS:

-The membership was brought up to date regarding progress on the 501c3 Status project.

-Bids are in for the paver project and Tropical Pavers will be awarded the contract for their low bid of $28,800.00. Some members expressed concern at the cost differences in the two bids, which were radically different. John V. is heading this project and assured members the winning contractor was an acquaintance in whom he had great faith. Motion by Tom T. to approve and second by Annie S. Vote was unanimous.

Following 45 minutes of spirited discussion and a number of motions that failed, the following was agreed to:

With regard to the 2010 Northside Neighborhood Association Budget: To appropriate 29K for the paver project. To place all remaining funds in a three month interest bearing CD that can be rolled over if decided. The motion was made by Elizabeth vR and seconded by Robert S. The vote was 9 in favor and 5 opposed (or 7 in favor if Elizabeth and Coenraad were to have dissented as suggested by the President)

THE MEETING MINUTES REFLECTING THIS BUDGET DECISION WILL NEED TO BE DELIVERED TO CITY HALL.

A sign up sheet was circulated for a TIFF/HIPP exploratory committee. Members who expressed an interest in serving on this committee have been underlined.

At Large Board Member Tony Harwell tendered his resignation at this time.

DECEMBER MEETING DATE: UNDECIDED

The meeting adjourned.

Respectfully Submitted

Elizabeth van Rensburg; Secretary

Agenda Item

13-3

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

City of Palatka

Office of the City Manager

To: **CRA Board Members**

From: Woody Boynton, City Manager

Date: August 21, 2009

RE: Southside Historic Neighborhood Association Request to Allocate Money

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The Southside Historic Neighborhood Association is requesting that $50,000.00 of monies previously indicated as reserve funds from the December 14, 2008 annual plan be allocated to the TIF Fund Home Improvement Program. Projects completed to date are listed in their November 3, 2009 memo (attached). This would leave approximately $20,000 in the Southside TIF reserves for fiscal year 2009.

If the $50,000.00 is approved, a total of $261,800.00 will have been appropriated for their Home Improvement Program. This includes the original $80,000.00 that was assigned in December 2008; $60,000.00 that was reallocated on August 10, 2009, the $71,800.00 that was reallocated on August 27, 2009 and the current $50,000 that is being requested.

We believe this program to be making a difference in the neighborhood exciting and recommend that the reallocation be approved.

Southside Historic Neighborhood Association
PO Box 2507
Palatka, Florida 32178

November 3, 2009

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

Subject: TIFF/HIP additional allocation request

Dear Mr. Boynton:

To date the CRA and City Commission have approved the Southside Historic Neighborhood Association (SHNA)'s requests totaling $211,800.00 towards the TIF Fund Home Improvement Program (TIFF/HIP). SHNA is requesting an additional allocation of $50,000.00 to continue this program without interruption for the remainder of the year. Since the program's inception in early 2009, seventeen (17) homes totaling thirty (30) individual projects have been completed, three (3) projects are in process and eight (8) applications are pending (see attached sheet for specifics). The SHNA membership continues to strongly support this program (see attached October, 2009 minutes and sign-in sheet).

Our organization had a very active year towards achieving our goals and we feel we have made significant improvements to our neighborhood. In anticipation of the 2010 TIF funds allocation, The South TIF District 2010 budget will be submitted to you by the end of this month.

We thank you for your continued support of our efforts,

Roberta Correa, President
Southside Historic Neighborhood Association

Attachments
TIFF/HIP Cost Summary
SHNA Meeting Agenda dated) October 19, 2009
SHNA Meeting Minutes dated October, 2009
SHNA Meeting Sign-in Sheet dated 10/19/09

SOUTHSIDE HISTORIC NEIGHBORHOOD ASSOCIATION

TIFF/HIP COST SUMMARY

ADDRESS	PROJECT COST
114 Dodge Street* (exterior paint)	$17,641.00
506 Emmett Street*(exterior paint, new roof)	$13,591.00
512 Emmett Street (exterior paint)	$16,721.00
520 Emmett Street (exterior paint including metal roof)	$11,475.00
516 Emmett Street (exterior paint including metal roof)	$4,850.00
611 Crill Avenue (porch>structural repair & roof, exterior paint)	$12,563.00
413 Emmett Street (new roof, exterior paint)	$6,355.00
622 River Street *(exterior paint, front porch restoration)	$15,000.00
621 Emmett Street (front porch structural repair and restoration of railings, exterior paint including metal roof, replacement of leaking back porch roof)	$13,772.00
620 River Street (exterior paint including metal roof, front wooden screen door replacement)	$8,800.00
129 Kirkland Street*(exterior paint)	$6,365.00
120 Kirkland Street (structural repair, replace 10 leaking aluminum windows with wood & wood siding, replace porch columns, exterior paint)	$22,564.00
529 Kirby Street*(exterior paint including metal roof	$9,831.00
215 Dodge Street (painting of metal roof)	$4,783.00
616 River Street (exterior paint, replacement of back porch metal roof)	$10,150.00
403 Emmett Street (restore & paint fence, restore/replace skirting, Repair front entry, replace front door, repair enclosed front porch, exterior paint)	$4,400.00

417 Kirby Street (replace roof, exterior paint)	$10,550.00
*indicates property with existing code violation(s)	
Houses complete or near completion> 17/Total completed projects> 30	Total paid & committed funds>$189,411.00
Pending projects with existing funds>3	Pending applications> 8
Total Funding Allocated/Approved by CRA & City Commission to Date> $211,800.00 Remainder in Southside TIF fund (uncommitted)> $70,256.00	Additional amount request for November, 2009 CRA meeting>*$50,000.00 **(*estimate this amount will complete five (5) additional projects)**

SOUTHSIDE HISTORIC NEIGHBORHOOD ASSOCIATION MEETING AGENDA

October 19, 2009 **Volume 10** **7:00-8:30PM**

Call to order

Secretary's report/Approval of July 2009 minutes> Barbara

Treasurer's report/SHNA & TIF monies> Lucille

Hall maintenance/rental> Pest control! Interior cleaning thanks to Martawn, Mike Slavin, Barbara & Michael!

Current TIF projects' update

TIFF/HIP > Michael G.

TIFF/HIPP request for additional $50,000.00 until new allocation is available

Mural Committee> (Michael G.)

Other Business

Community Crime Prevention Committee update> Rodney, Barbara. Concerns about 126 Dodge Street, 411 & 416 Emmett Street

Spruce up the Southside Week> Thanks to all who participated in estate/yard sales and clean-up the following Saturday!

Hammock Hall Landscaping Thanks to Nancy Becker for the beautiful landscaping!

Upcoming Events

Holiday Tour of Homes (December 5th, 10-4PM)

Spruce up the Southside Week (October 3-10th)

New Business

Nomination of Officers for 2010

Christmas dinner 2009

Adjourn

Southside Historical Neighborhood Association Minutes

October 2009 Volume 10

Call to order: Meeting called to order by President Roberta Correa

Treasurer's Report: Treasurer Lucille Estes reporter balances of $1,875.19 in our checking account and $3,ooo in CD.

Secretary's Minutes; Minutes from Sept 21st meeting were read by secretary Barbara Wayne and approved by members.

*Once again we want to thank Sara Alice and Ted for allowing us to have our August meeting in their home on Emmett St. Thank You, The Twins stole the show.
*To meet and maintain SHNA's 501(c) (3) status per IRS requirements our organization must donate funds to other private non-profit groups before the year's end. Lucille will issue these checks to local organizations and provide the specifics to the group at the November 2009 meeting.

New Business: Hammock Hall has been sprayed for bugs by Florida Pest. We now intend to have the inside treated once a month. This will be paid by SHNA. The outside of the building has been treated for both subterranean termites and Wood destroying insects. This bill has been paid for by the city of Palatka, they are the owner of record.

The Murals(4) are to be completed on or before the 5th of December 2009. We have been given a sketch prior to commencement.

Old Business: Motion was made and seconded to transfer $50,000 from the initial TIF account and place it in the HIP account which will allow our projects to stay on track.

* Special Thanks to Nancy Becker for her hard work dressing up the outside of our building with lovely new flower beds, outlined in bricks, plantings, and mulch. We applaud her. She did it all.

Old Business: Update on all TIF/HIP is attached to these minutes and hereby becomes a part of these minutes. It is laid out by projects and cross referanced by specific home addresses .

Old Business: Don't forget DECEMBER 5, 2009 **HOLIDAY TOUR OF HISTORIC HOMES.** Tickets are $10. The fee includes the trolley

CHRISTMAS PARTY PLANS. Lucille will buy and prepare the meat (out of our general fund) Nancy Becker with two helpers has agreed to decorate and set up the Hall for the dinner, all others are asked to bring a favorite dish to pass.
Dinner will be on the third Monday of December which is Dec. 21, 2009. starting at 6:00 pm with dinner served at 7: pm.

*Hall should be decorated outside by Dec. 5 for the tour of homes.

*Motion was made and seconded to move the November meeting to the fourth Monday of November, which is Nov. 23rd as both the President and Secretary will be out of town on the third Monday. motion carried.

*Linda Crider is back in town, welcome home Linda.
She came to our meeting with a bottle of the water from our new upgraded water purification system.
*Linda also gave us an update on BIKE FLORIDA.

Barbara Wayne

Barbara Wayne

Secretary, SHNA
October 19, 2009

SIGN-IN SHEET SHNA MEETINGS

DATE 10-19-09 **#PRESENT** ~~19~~ 20

	NAME	E-MAIL ADDRESS
2	1. Vito + Rebecka Russo	
2	2. Daryl + Helen Lewis	
	3. Lucille Estes	
	4. Brian A. Weissman	
	5. Michael Gagnon	
	6. Linda Crider	[illegible]@aol.com
	7. Ted Mae Gibbon	
	8. Carlos Galindez Pacheco	
	9. [illegible] Warren	
	10. Nancy Becker	Nancy Becker123@yahoo.com
	11. Janet Pettit	
	12. Thomas Sherrill	
	13. Ted Haengel	
2	14. Pauline Pillion	
	15. Suzanne Jacobs + Pam	
	16. Roberta Correa	
	17. Barbara Wayne	
	18.	
	19.	
	20.	