VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

EGRA KITCHENS
MISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
FLORIDA

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

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

AGENDA
CITY OF PALATKA
December 13, 2012

CALL TO ORDER:

a. Invocation – The Reverend John Jacobs, Pastor, St. Peter's Anglican Church
b. Pledge of Allegiance
c. Roll Call

APPROVAL OF MINUTES – 11/08/12

1. **PUBLIC RECOGNITION/PRESENTATIONS:**
   a. **PROCLAMATION** - Lung Cancer Awareness Month – Kaleigh Reyes, Nat'l Lung Cancer Partnership
   b. **EMPLOYEE RECOGNITION:**
      1. FPZA Public Development Award for Riverfront Revitalization Project
      2. FPZA FOCUS Award – Thad Crowe, Planning Director
      3. Service Above Self – Deena McCamey, Planning Dept.
      4. Florida Assoc. of City Clerks Retirement Recognition – Karen Venables, Asst. City Clerk
   c. **STUDENT OF THE MONTH** – December, 2012 – Mayor Myers & Commissioner Leary

Arron Ellerby	Beasley Middle School
Andrea Echeverria	Browning Pearce Elementary School
Makenzie Kelley	Children's Reading Center Charter School
Madison Hansen	E.H. Miller School
Robert Lewis	James A. Long Elementary School
Anthony Kemp	Jenkins Middle School
Haniyah Haq	Kelley Smith Elementary School
Desiree Segovia	Mellon Elementary School
Cartashous Valentine	Moseley Elementary School
Hunter Hayes	Palatka High School
Tara Griffis	Peniel Baptist Academy
Alyssa Maya	Putnam Academy of Arts & Sciences, Inc.

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

3. **CONSENT AGENDA:**
   *a. **Adopt Resolution No. 9 - 55 authorizing the expenditure of up to $4,415.00 of Law Enforcement Trust Funds** to purchase supplies for the Crime Prevention program;
   *b. **Adopt Resolution No. 9 - 56 incorporating the "City-owned Vehicles Cited for Red Light Violations"** policy into the City of Palatka Personnel Rules and Regulations Manual
   *c. **Adopt Resolution No. 9 - 57 authorizing the City Manager and City Clerk to execute and attest an Interlocal Agreement with Palatka Housing Authority** regarding an equitable payment in-lieu of taxes for up to five homes purchased by the PHA with NSP3 funds within the City limits
   *d. **Adopt Resolution No. 9-58 selecting Public Financial Management (PFM) as Financial Advisor for the City of Palatka** and authorizing the execution of an agreement for Financial Advisor Services, per results of RFP

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

3. **CONSENT AGENDA (Continued):**
   - ***e. Authorize the Mayor to execute a Determination of Exemption & Categorical Exclusion, 24 CRF 58-34(a) and 58.35(b) on behalf of Palatka Housing Authority's Site Improvements CFP FY 2013-2017 AMP 11,** and certify its consistency with the Comprehensive Plan for the City of Palatka
   - ***f. Declare as surplus PD laptop and desktop computers, printers** & other miscellaneous equipment for disposal at on-line GovDeals auction, per Police Chief's recommendation
   - ***g. Reappoint Earl Wallace and Anthony "Skip" Harwell to the Palatka Planning Board** for three-year terms to expire Dec. 31, 2016 (incumbents – sole applicants) per Staff recommendation
   - ***h. Approve Special Request Items for Special Events Permit #12-52**, 3rd Friday Street Party, on December 21, 2012, from 6:00 p.m. – 10:00 p.m., per recommendation as follows
     - Approve request to serve/consume alcohol on public R/W (200 thru 400 block of St. Johns Ave.)
     - Approve request to exceed allowable noise levels set per Municipal Code Sec. 30-105
   - ***i. Adopt City Commission Meeting Calendar** for January 1, 2013 through December 31, 2013
   - ***j. Introduce Form 8B, Memorandum of Voting Conflict** into the record filed by Commissioner James Norwood, Jr. on vote taken 11/08/12 (Agenda Item #6 – Reconsideration of Vote Taken 10/25/12)

* 4. **ANNUAL UPDATE** – Waterworks Environmental Education Center – Dick Franz & Shann Purinton

* 5. **PRESENTATION** – Putnam's Bartram Trail Project – Sam Carr & Commissioner Nancy Harris

* 6. **PUBLIC HEARING:** USDA Grant Application to purchase two Police cars – Sgt. Tobby Williams
   a. **RESOLUTION** Authorizing execution and submittal of all grant agreement documents to obtain a USDA Rural Development Grant not to exceed $74,400.00 (Requiring a $33,500.00 City Contribution) from the US Dept. of Agriculture for the purchase of two police vehicles – Adopt

* 7. **PUBLIC HEARING/ORDINANCE** – Planning Board Recommendation to Annex, amend the Future Land Use Map and Future Land Use Element of the Adopted Comprehensive Plan, and Rezone the following properties, per Water & Sewer Utility Annexation Agreements:
   1. 1107 Old Jacksonville Rd – Amend land use from Putnam Co. US (Urban Service) to City RL (Residential, Low Density) and rezone from Putnam Co. R-1A to City of Palatka R-1A;
   2. 2806 Lane St. – Amend land use from Putnam Co. US (Urban Service) to City RL (Residential, Low Density) and rezone from Putnam Co. R-1A to City of Palatka R-1A
   3. 410 Mission Rd. – Amend land use from Putnam Co. US (Urban Service) to City RM (Residential, Medium Density) and rezone from Putnam Co. R-1A and AG to City of Palatka R-2
   4. 3205 St. Johns Ave. – Amend land use from Putnam Co. US (Urban Service) to City RL (Residential, Low Density) and rezone from Putnam Co. R-1A to City of Palatka R-1A
   5. 3435 Crill Ave. – Amend land use from UR (Urban Reserve) to RL (Residential, Low Density) and rezone from Putnam Co. R-1A and AG to City of Palatka R-1A
   6. 311 Poinsetta Ave. – Amend land use from Putnam Co. US (Urban Service) to City RH (Residential, High Density) and rezone from Putnam Co. RMH to City of Palatka R-4
   7. 3321 Weaver Rd., – Amend land use from Putnam Co. US (Urban Service) to City RL (Residential, Low Density) and rezone from Putnam Co. R-1A to City of Palatka R-1A
   8. 209 Bates Ave., – Amend land use from Putnam Co. US (Urban Service) to City RL (Residential, Low Density) and rezone from Putnam Co. R-1A to City of Palatka R-1A
   9. 2407 Tommy Ave., – Amend land use from UR (Urban Reserve) to RL (Residential, Low Density) and rezone from Putnam Co. R-1A to City of Palatka R-1A

   *a. **ANNEXATION ORDINANCE – 2nd READING, ADOPT**
   *b. **FUTURE LAND USE AMENDMENT ORDINANCE - ADOPT**
   *c. **REZONING ORDINANCE – 2nd READING, ADOPT**

* 8. **PUBLIC HEARING/ORDINANCE** amending the Adopted Comprehensive Plan to remove height limits from the Future Land Use Map categories and add maximum floor area ratios - Adopt

* 9. **ORDINANCE** amending Chapter 94 of the Municipal Code to revise maximum height of structures, lot coverage, standards and setbacks within certain zoning districts – 1st Reading

* 10. **ORDINANCE** amending Chapter 94 of the Municipal Code pertaining to development and off street parking standards applicable to residential uses in downtown zoning districts – 1st Reading

* 11. **ORDINANCE** – 301 River Street - Planning Board Recommendation to amend the zoning from DR (Downtown Riverfront) to ROS (Recreation & Open Space) – 1st Reading

12. **ADMINISTRATIVE REPORTS**
***a. Official Election Results** – November 6, 2012 City Commission Groups 1 and 3 - Clerk

13. **COMMISSIONER COMMENTS**

14. **ADJOURN**

*Attachment **Separate Cover

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

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

Upcoming Events:

Dec. 24 & 25 – City offices closed to observe Christmas Holiday
Jan. 1, 2013 – City offices closed to observe New Years Day Holiday
Jan. 7 - Swearing-In Ceremony, Commissioner Group 1 & 3 7:30 p.m.
Jan. 21 – City offices closed to observe ML King Day

Board Openings:

Palatka Housing Auth. Board 1 Vacancy
Code Enforcement Board: 2 Vacancies (Arch. & Sub Contr.)
Golf Advisory Board – 1 Vacancy (Comm. Appointee)

WHEREAS, lung cancer is the leading cancer killer in the United States and in Palatka; and

WHEREAS, lung cancer will take approximately 12,200 lives in Florida this year, far outnumbering deaths due to breast, prostate, and colon cancer combined; and

WHEREAS, approximately 15% of lung cancer cases occur in people who have never smoked, and over 40% in those who have formerly smoked; and

WHEREAS, lung cancer has only a 15% 5-year survival rate; and

WHEREAS, The National Lung Cancer Partnership, the only lung cancer advocacy organization founded by physicians and researchers working together with survivors and advocates, is dedicated to decreasing deaths due to lung cancer and to help patients live longer and better through research, awareness and advocacy; and

WHEREAS, the State of Florida and the City of Palatka demonstrates its commitment by making lung cancer a public health priority, in supporting advocacy work on behalf of lung cancer patients and all those at risk for the disease, and by offering support and care for all those in our state and community affected by lung cancer.

NOW, THEREFORE, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, hereby recognize the Month of November, 2012 as

LUNG CANCER AWARENESS MONTH

in the City of Palatka, and hereby encourage the citizens of Palatka, private businesses, nonprofit organizations, and all other interested groups to join the efforts to defeat lung cancer.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 13th day of December, in the Year of Our Lord Two Thousand Twelve.

PALATKA CITY COMMISSION

_____

By: Vernon Myers, Mayor

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

CITY of Palatka
FLORIDA

PRESS RELEASE

11/16/12

RE: City of Palatka Planning Director Thad Crowe is Recipient of FPZA FOCUS Award

The City of Palatka is pleased to announce that the City of Palatka Planning Director Thad Crow is the 2012 Recipient of the FOCUS Award by the First Coast Chapter of the Florida Planning and Zoning Association (FPZA).

This award was announced and presented on November 15, 2012 at Epping Forest Yacht Club in Jacksonville at the Association's annual awards and officer installation banquet. The award was presented by Ed Lehman, Director of Planning at the Northeast Florida Regional Council.

The FOCUS award recognizes the career achievements of an urban planning professional's, contributions to the planning profession, and community improvement within the First Coast region. Thad Crowe has worked in local government and private practice in Northeast and Central Florida since 1987 and has also served as President of the First Coast Chapter and the statewide FPZA. FPZA is a nonprofit organization that has promoted sound planning principles and education statewide since 1951.

RE: City of Palatka Winner of the FPZA Public Development Award

On November 15, 2012 the Selection Committee of the First Coast Chapter of the Florida Planning and Zoning Association selected the City of Palatka Riverfront Revitalization Project as the winner of the Public Development Award. The Committee believed that the project shows a commitment by the City of Palatka to improve this wonderful natural asset that the City possesses, thereby making it more attractive and accessible to Palatka residents.

This recognition is a result of the City's master planning efforts in 2009 with plans adopted in 2010 by the Palatka City Commission, and the recently completed Phase I of the riverfront park improvements and the planned improvements for 2013 and 2014.

FOR MORE INFORMATION, contact Jonathan Griffith, by e-mail at jcgriffith@palatka-fl.gov or by phone at 386-329-0103.

From: Thad Crowe
Sent: Thursday, October 25, 2012 5:15 PM
To: Michael J. Czymbor
Subject: Deena McCamey Recognition

Mr. Czymbor: I wanted to commend Building and Zoning Dept. employee Deena McCamey for her quick thinking actions today that may have saved a man's life. An elderly man came into our office this afternoon and talked to Deena. He seemed disoriented and confused and she quickly became concerned for his well-being after he left the office and went to his car. She apprised me of the situation and I suggested that she call Asst. Chief Griffith and report what happened. After talking to Chief Griffith, Deena then went to talk to the man to try to delay his departure until our officers could get here. While he drove away just before the officers could get here, they soon found him in the Quality Inn parking lot. It turns out that there was a statewide Silver Alert issued for him – he had left his Ormond Beach home yesterday afternoon, fueled his car at Vero Beach at 3 AM, and was still driving around lost 12 hours later. The gentleman has early-stage dementia. Deena's instincts indicated to her that he was in trouble and she went out of her way to try to help him, resulting in a successful effort.

I would recommend recognition and commendation for Deena from the Commission, if that is possible.

Thad Crowe, AICP
Planning Director
City of Palatka
205 N. 2nd St.
Palatka, FL 32177
386-329-0103
http://palatka-fl.gov/

Florida has a very broad public records law. Under Florida law, both the content of emails and email addresses are public records. If you do not want the content of your email or your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in person.

Please consider the environment - print only if necessary.

FOR SERVICE ABOVE & BEYOND

THE CALL OF DUTY

THE PALATKA CITY COMMISSION

Hereby Recognizes an Outstanding Employee and Awards this Certificate

TO

DEENA MCCAMEY

Receptionist/Permit Clerk

In Grateful Recognition of Your Exemplary Performance, Productivity and Dedicated Service Above Self to the Citizens of Palatka

~ Awarded this 13th day of December, A.D. 2012 ~

Betsy Driggers, CITY CLERK

Vernon Myers, MAYOR

Commissioners Mary Lawson Brown ~~ Allegra Kitchens ~~ Phil Leary ~~ James Norwood, Jr.

Agenda Item

3a

CITY COMMISSION AGENDA ITEM

SUBJECT: **Adopt Resolution No. 9 - 55 authorizing expenditure -** Request To expend $4,415 from the Law Enforcement Trust Fund to purchase the following as explained in attached memo. This will comply with the provisions of F.S.S. 932.705 (5)(a). Please refer to attached statute and documents.

DEPARTMENT: Police

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

SUMMARY: See attached memo. **and Resolution authorizing the expenditure of Law Enforcement Trust Funds as itemized, not to exceed $4,415.00 for the purchase of Crime Prevention Materials**

RECOMMENDED ACTION: Request the Commission's approval to expend Law Enforcement Funds for the required items. **by adopting Resolution No. 9 - 55 authorizing the expenditure of up to $4,415.00 for Crime Prevention Materials.**

DEPARTMENT HEAD Submitted: Gary S. Getchell, Chief of Police Date: 11/09/2012
Requested Agenda **Consent** Date: 12/13/2012

FINANCE DEPARTMENT Budgeted X Yes ___No ___N/A Date: 12/7/2012

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date: 12/4/12

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

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

RESOLUTION No. 9 – 55

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE EXPENDITURE OF LAW ENFORCEMENT TRUST FUNDS IN AN AMOUNT NOT TO EXCEED $4,415.00 FOR THE PURCHASE OF CRIME PREVENTION TRAINING SUPPLIES

WHEREAS, the Palatka Police Department's Crime Prevention Officer will be conducting informative training sessions at the local schools as well as other community gatherings throughout the coming year; and

WHEREAS, Florida Statutes s. 932.7055 (5)(a-c) allows for the utilization of special law enforcement trust funds for such purposes as crime prevention, drug abuse education and prevention programs, or for other law enforcement purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, that the Palatka Police Department is hereby authorized to expend Law Enforcement Trust Funds in an amount not to exceed $4,415.00 for the purchase of crime prevention training supplies.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Fl
13th day of December, 2012

CITY OF PALATKA

By: Its MAYOR

Left blank

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

MEMORANDUM

TO: CITY COMMISSIONERS

FROM: GARY GETCHELL, CHIEF OF POLICE

SUBJECT: REQUEST TO EXPEND LAW ENFORCEMENT TRUST FUND MONIES

DATE: 11/9/2012

CC CITY MGR., CITY CLERK BETSY DRIGGERS, CITY ATTORNEY DON HOLMES, FILE

Background

Pursuant to F.S.S. 932.7055 (5a-c), special law enforcement trust fund monies can be utilized for such purposes as crime prevention, drug abuse education and prevention programs, or for other law enforcement purposes.

Discussion

We will be conducting informative training sessions at the schools as well as other community gatherings throughout the coming year. At this time we would like to expend $2,315 to purchase various supplies which will be utilized in our crime prevention program to reinforce safety issues to our children.

We would also like to purchase a tent which will be used for community events. The cost of the tent is $1,416, and the cost for shipping is $145.00 A copy of the statute, purchase orders indicating items to be purchased and other documentation has been attached to this memo for further information on the products.

Recommendations

The Palatka Police Department respectfully requests the commission approve our request to expend up to $4,400 from the Law Enforcement Trust Fund to purchase supplies for the Crime Prevention program.

Select Year: 2011 Go

The 2011 Florida Statutes

Title XLVII
CRIMINAL PROCEDURE AND CORRECTIONS

Chapter 932
PROVISIONS SUPPLEMENTAL TO CRIMINAL PROCEDURE LAW

View Entire Chapter

932.7055 Disposition of liens and forfeited property.

(1) When a seizing agency obtains a final judgment granting forfeiture of real property or personal property, it may elect to:

(a) Retain the property for the agency's use;

(b) Sell the property at public auction or by sealed bid to the highest bidder, except for real property which should be sold in a commercially reasonable manner after appraisal by listing on the market; or

(c) Salvage, trade, or transfer the property to any public or nonprofit organization.

(2) Notwithstanding subsection (1), a seizing agency must destroy any image and the medium on which the image is recorded, including, but not limited to, a photograph, video tape, diskette, compact disc, or fixed disk made in violation of s. 810.145 when the image and the medium on which it is recorded is no longer needed for an official purpose. The agency may not sell or retain any image.

(3) If the forfeited property is subject to a lien preserved by the court as provided in s. 932.703(6)(b), the agency shall:

(a) Sell the property with the proceeds being used towards satisfaction of any liens; or

(b) Have the lien satisfied prior to taking any action authorized by subsection (1).

(4) The proceeds from the sale of forfeited property shall be disbursed in the following priority:

(a) Payment of the balance due on any lien preserved by the court in the forfeiture proceedings.

(b) Payment of the cost incurred by the seizing agency in connection with the storage, maintenance, security, and forfeiture of such property.

(c) Payment of court costs incurred in the forfeiture proceeding.

[1](d) Notwithstanding any other provision of this subsection, and for the 2011-2012 fiscal year only, the funds in a special law enforcement trust fund established by the governing body of a municipality may be expended to reimburse the general fund of the municipality for moneys advanced from the general fund to the special law enforcement trust fund before October 1, 2001. This paragraph expires July 1, 2012.

(5)(a) If the seizing agency is a county or municipal agency, the remaining proceeds shall be deposited in a special law enforcement trust fund established by the board of county commissioners or the governing body of the municipality. Such proceeds and interest earned therefrom shall be used for school resource officer, crime prevention, safe neighborhood, drug abuse education and prevention programs, or for other law enforcement purposes, which include defraying the cost of protracted or complex investigations, providing additional equipment or expertise, purchasing automated external defibrillators for use in law enforcement vehicles, and providing matching funds to obtain federal grants. The proceeds and interest may not be used to meet normal operating expenses of the law enforcement agency.

(b) These funds may be expended upon request by the sheriff to the board of county commissioners or by the chief of police to the governing body of the municipality, accompanied by a written certification that the request complies with the provisions of this subsection, and only upon appropriation to the sheriff's office or police department by the board of county commissioners or the governing body of the municipality.

(c) An agency or organization, other than the seizing agency, that wishes to receive such funds shall apply to the sheriff

or chief of police for an appropriation and its application shall be accompanied by a written certification that the moneys ll be used for an authorized purpose. Such requests for expenditures shall include a statement describing anticipated curring costs for the agency for subsequent fiscal years. An agency or organization that receives money pursuant to this subsection shall provide an accounting for such moneys and shall furnish the same reports as an agency of the county or municipality that receives public funds. Such funds may be expended in accordance with the following procedures:

1. Such funds may be used only for school resource officer, crime prevention, safe neighborhood, drug abuse education, or drug prevention programs or such other law enforcement purposes as the board of county commissioners or governing body of the municipality deems appropriate.

2. Such funds shall not be a source of revenue to meet normal operating needs of the law enforcement agency.

3. After July 1, 1992, and during every fiscal year thereafter, any local law enforcement agency that acquires at least $15,000 pursuant to the Florida Contraband Forfeiture Act within a fiscal year must expend or donate no less than 15 percent of such proceeds for the support or operation of any drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood, or school resource officer program(s). The local law enforcement agency has the discretion to determine which program(s) will receive the designated proceeds.

Notwithstanding the drug abuse education, drug treatment, drug prevention, crime prevention, safe neighborhood, or school resource officer minimum expenditures or donations, the sheriff and the board of county commissioners or the chief of police and the governing body of the municipality may agree to expend or donate such funds over a period of years if the expenditure or donation of such minimum amount in any given fiscal year would exceed the needs of the county or municipality for such program(s). Nothing in this section precludes the expenditure or donation of forfeiture proceeds in excess of the minimum amounts established herein.

(6) If the seizing agency is a state agency, all remaining proceeds shall be deposited into the General Revenue Fund. However, if the seizing agency is:

(a) The Department of Law Enforcement, the proceeds accrued pursuant to the provisions of the Florida Contraband rfeiture Act shall be deposited into the Forfeiture and Investigative Support Trust Fund as provided in s. 943.362 or into the department's Federal Law Enforcement Trust Fund as provided in s. 943.365, as applicable.

(b) The Department of Environmental Protection, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the Internal Improvement Trust Fund.

(c) The Division of Alcoholic Beverages and Tobacco, the proceeds accrued pursuant to the Florida Contraband Forfeiture Act shall be deposited into the Alcoholic Beverage and Tobacco Trust Fund or into the department's Federal Law Enforcement Trust Fund as provided in s. 561.027, as applicable.

(d) The Department of Highway Safety and Motor Vehicles, the proceeds accrued pursuant to the Florida Contraband Forfeiture Act shall be deposited into the Department of Highway Safety and Motor Vehicles Law Enforcement Trust Fund as provided in s. 932.705(1)(a) or into the department's Federal Law Enforcement Trust Fund as provided in s. 932.705(1)(b), as applicable.

(e) The Fish and Wildlife Conservation Commission, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the State Game Trust Fund as provided in ss. 379.338, 379.339, and 379.3395 or into the Marine Resources Conservation Trust Fund as provided in s. 379.337.

(f) A state attorney's office acting within its judicial circuit, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the State Attorney's Forfeiture and Investigative Support Trust Fund to be used for the investigation of crime and prosecution of criminals within the judicial circuit.

(g) A school board security agency employing law enforcement officers, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the School Board Law Enforcement Trust Fund.

(h) One of the State University System police departments acting within the jurisdiction of its employing state university, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into at state university's special law enforcement trust fund.

(i) The Department of Agriculture and Consumer Services, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the Agricultural Law Enforcement Trust Fund or into the Department's Federal Law Enforcement Trust Fund as provided in s. 570.205, as applicable.

(j) The Department of Military Affairs, the proceeds accrued from federal forfeiture sharing pursuant to 21 U.S.C. ss. 881(e)(1)(A) and (3), 18 U.S.C. s. 981(e)(2), and 19 U.S.C. s. 1616a shall be deposited into the Armory Board Trust Fund and used for purposes authorized by such federal provisions based on the department's budgetary authority or into the department's Federal Law Enforcement Trust Fund as provided in s. 250.175, as applicable.

(k) The Department of Transportation, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the State Transportation Trust Fund to be used for purposes of drug interdiction or into the department's Federal Law Enforcement Trust Fund as provided in s. 339.082, as applicable.

(l) The Medicaid Fraud Control Unit of the Department of Legal Affairs, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the Department of Legal Affairs Grants and Donations Trust Fund to be used for investigation and prosecution of Medicaid fraud, abuse, neglect, and other related cases by the Medicaid Fraud Control Unit.

(m) The Division of State Fire Marshal in the Department of Financial Services, the proceeds accrued under the Florida Contraband Forfeiture Act shall be deposited into the Insurance Regulatory Trust Fund to be used for the purposes of arson suppression, arson investigation, and the funding of anti-arson rewards.

(n) The Division of Insurance Fraud of the Department of Financial Services, the proceeds accrued pursuant to the provisions of the Florida Contraband Forfeiture Act shall be deposited into the Insurance Regulatory Trust Fund as provided in s. 626.9893 or into the Department of Financial Services' Federal Law Enforcement Trust Fund as provided in s. 17.43, as applicable.

(7) If more than one law enforcement agency is acting substantially to effect the forfeiture, the court having jurisdiction over the forfeiture proceedings shall, upon motion, equitably distribute all proceeds and other property among the seizing agencies.

(8) Upon the sale of any motor vehicle, vessel, aircraft, real property, or other property requiring a title, the appropriate agency shall issue a title certificate to the purchaser. Upon the request of any law enforcement agency which elects to retain titled property after forfeiture, the appropriate state agency shall issue a title certificate for such property to said law enforcement agency.

(9) Neither the law enforcement agency nor the entity having budgetary control over the law enforcement agency shall anticipate future forfeitures or proceeds therefrom in the adoption and approval of the budget for the law enforcement agency.

History. s. 5, ch. 92-54; s. 2, ch. 92-290; s. 21, ch. 94-265; s. 479, ch. 94-356; s. 5, ch. 95-265; s. 72, ch. 96-321; s. 41, ch. 96-418; s. 2, ch. 98-387; s. 3, ch. 98-389; s. 4, ch. 98-390; s. 5, ch. 98-391; s. 2, ch. 98-392; s. 2, ch. 98-393; s. 2, ch. 98-394; s. 61, ch. 99-245; s. 2, ch. 2000-147; ss. 26, 79, ch. 2002-402; s. 1923, ch. 2003-261; s. 37, ch. 2003-399; s. 3, ch. 2004-39; s. 38, ch. 2004-234; s. 16, ch. 2004-344; s. 23, ch. 2005-3; s. 19, ch. 2005-71; s. 2, ch. 2005-109; s. 5, ch. 2005-117; s. 11, ch. 2006-26; s. 20, ch. 2006-176; s. 21, ch. 2006-305; s. 7, ch. 2007-14; s. 10, ch. 2007-73; s. 10, ch. 2008-153; s. 207, ch. 2008-247; s. 7, ch. 2009-82; s. 8, ch. 2010-153; s. 18, ch. 2011-47.

[1]**Note.** Section 18, ch. 2011-47, amended paragraph (4)(d) "[i]n order to implement Specific Appropriations 1192 and 1198 of the 2011-2012 General Appropriations Act."

Copyright © 1995-2012 The Florida Legislature • Privacy Statement • Contact Us

City of Palatka
PURCHASE ORDER REQUEST

VENDOR: TentCraft	
ADDRESS: 2322 Cass Rd., Traverse City, MI 49684	
DEPARTMENT: PALATKA POLICE DEPT.	DATE: 10/19/12
Special Instructions - To be Billed	

ACCOUNT NUMBER: 7-528-1 **P.O. NUMBER:**
Special Police Trust Fund

QUANTITY	UNIT COST	DESCRIPTION	PRICE
1		10' X 10' Tent	$1,416.00
		shipping	$145.00

TOTAL $1,561.00

REQUESTED BY
DEPARTMENT HEAD _____
PURCHASING AGENT _____

PPD Form 0069
10/01

MASTERTENT®

first class solutions since 1948

TentCraft
c/o Maren Auxier
2322 Cass Road
Traverse City, MI 49684
mauxier@tentcraft.com
TEL. (231) 995-8656 FAX (231) 941-8299

Britten
Banner Partner to the World

TentCraft Quotation
Officer Mylinh Reeves Palatka Police Department
10'x10' MasterTent Printing 1 Side

Date	Quotation No.	Requested Delivery Date
November 9, 2012	6	TBD
Total	**Terms of Payment**	**TC Rep Signing Off**
$1,416	net 30 w/ credit app.	MEA

Description	Unit Price	Qty.	Total
Hardware			
10' x 10' (3.0m x 3.0m) Complete mightyTent Series 30 Package: - 30 mm (1.18") Professional Grade Anodized Aluminum Frame - 500 Denier Water-Resistant & Fire-Retardant Polyester Canopy - Transport Bag and Stake Kit Warranty & Support: 2 year manufacturer's guarantee	$892	1	$892
Sidewall 10' / Fire Retardant / Water Resistant	$199	1	$199
		Hardware Subtotal:	$1,091
Print Estimate*			
10' Roof Peak Prints (Thermal Transfer)	$160	1	$160
10' Valance Prints (Thermal Transfer)	$80	1	$80
10' Fullwall Prints (Thermal Transfer)	$160	1	$160
**This estimate reflects common printing dimensions for your specific configuration* *Print totals subject to change based on customer-approved final artwork*			
		Print Subtotal:	$400
		Discount:	-$75
Shipping is additional unless otherwise noted.		**Grand Total:**	**$1,416**

Artwork: Estimates include one hour of artwork and one proof for approval by email or fax. Additional time will be estimated on review of artwork provided and charged $50 per hour plus scans or film fees upon acceptance.

Preferred Formats: Illustrator, FreeHand, PhotoShop. Art spec sheets are available. Please include a color copy with color designations or a color matchprint.

Terms: 50% deposit, net 30 with credit approval. Purchase Order Numbers are required with all orders. Quotation is valid for 30 days or date specified in quote detail. **Production time is approximately 1 week from confirmation of order and approval of artwork.** Rush Orders are accepted based on production capabilities and will incur additional charges.

Warranty & Support: If anything happens to any part of your MasterTent, we promise to work together with you to fix the problem and to get your tent back in action! To that end, every part has its own serial number for quick replacement and every frame is stamped in approval from the Italian craftsman that assembled it.

Ask us how Britten Banners, our parent company and the nation's largest banner and outdoor signage producer, can help make your brand more visible.

City of Palatka
PURCHASE ORDER REQUEST

VENDOR: Foremost Products	
ADDRESS: 1270 Glen Avenue, Moorestown, NJ 08057	
DEPARTMENT: PALATKA POLICE DEPT.	DATE: 11/09/12
Special Instructions - To be Billed	

ACCOUNT NUMBER: 07-528-1 **P.O. NUMBER:**
Special Police Trust Fund

QUANTITY	UNIT COST	DESCRIPTION	PRICE
1	$0.25ea. @ 1000	a. 9x12, Custom Litter Bags – "Think Safety, Act Safely" (SLB410WE) (1000 count)	$250.00
1	$0.44ea. @1000	a. Custom Coloring Books – "Say No To Strangers" (CLB515WE) (500 count) b. Custom Coloring Books – "Crime Prevention" (CLB560WE) (500 count)	$440.00
1	$0.32ea. @1000	Four Pack Stock Crayons, Patriotic Police Stock (CRY600WE)	$320.00
1	$0.19ea. @1000	Police Collection Pencil Toppers, Stock (ERS315WE)	$190.00
1	$0.34ea. @250	Kid's Safety Message Stock Rulers – Assortments, (RUL200WE)	$85.00
1	$1.04ea. @500	Cloud Flexible Flyer (JE2120WE)	$525.00
1	$13.00 @5 rolls	Buckle Up For Safety! Sticker Roll, Stock (SMD625WE) Totaling 1000 stickers	$65.00
1	$0.44 @ 1000	Archer Ball Point Pens (HT5700WE)	$440.00
		Shipping (unknown)	

TOTAL $2315.00

REQUESTED BY
DEPARTMENT HEAD _____
PURCHASING AGENT _____

PPD Form 0069
10/01

Agenda Item

3b

CITY COMMISSION AGENDA ITEM

SUBJECT: Adopt resolution incorporating the "City Owned Vehicles Cited for Red Light Violations" into the City of Palatka Rules & Regulations manual.

DEPARTMENT: Police

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

SUMMARY: With the City's decision to install traffic infraction detectors (cameras), at various intersections throughout the City, it has necessitated the adoption of an internal policy for paying any violation received when an employee is driving a City owned vehicle and runs a red light. The proposed internal procedure policy is attached for review.

RECOMMENDED ACTION: Recommend the Commission adopt the resolution.

DEPARTMENT HEAD Submitted: Gary S. Getchell, Chief of Police Date: 11/20/12
Requested Agenda Date: 12/13/12

FINANCE DEPARTMENT Budgeted ___Yes ___No _X_N/A Date: 12/7/12

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date: 12/7/12

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

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

RESOLUTION NO. 9-56

entitled

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, INCORPORATING THE "CITY-OWNED VEHICLES CITED FOR RED LIGHT VIOLATIONS" POLICY INTO THE CITY OF PALATKA PERSONNEL RULES AND REGULATIONS MANUAL

WHEREAS, The City of Palatka has installed Red Light Cameras at various intersections throughout the City of Palatka; and

WHEREAS, the installation of Red Light Cameras has necessitated the adoption of an internal policy to address the payment of violations received due to an employee running a red-light while driving a city-owned vehicle.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, that the policy entitled "City-owned Vehicles Cites for Red Light Violations," attached hereto as Exhibit "A," is hereby incorporated into the City of Palatka Rules and Regulations Manual, effective immediately.

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

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

_____
CITY ATTORNEY

City-owned Vehicles Cited for Red Light Violations

I. POLICY

City of Palatka employees operating City owned, leased, or rented motor vehicles by the City for use by its employees are required to drive in a safe manner, and to strictly comply with all applicable traffic laws and City policies relating to the operation of motor vehicles.

The City has installed at various intersections throughout the City, automated Red Light Infraction Cameras to detect vehicles proceeding through intersections after the traffic control signal has cycled red. Florida State Statute (316.0083) pertaining to the enforcement of red light violations (FSS 316.075 & 316.075(1)(c)1) through automated equipment assigns financial responsibility for each violation to the registered owner of vehicles identified through the use of photography and video technology. Vehicles owned or leased by the City are not exempt from applicable statutes, fines or fees. While statute does allow for exemptions from fines for bona-fide emergency vehicles en-route to an emergency, funeral processions, yielding to-emergency vehicles, and non-possession at time of violation, all City vehicles captured running red lights by camera technology will be processed no different than the general public. Employees operating City owned, leased, or rented motor vehicles that are responsibility for the red light violation may be required to pay the required fine and fees; and, may be subject to discipline by the City.

II. PROCEDURES:

A. Finance Director - Once the City as the registered owner of City vehicles receives a "Notice of Violation" related to red light violations (FSS 316.075 & 316.075(1)(c)1), the Finance Manager or designee shall:

1. Notify City Manager of Violation;
2. Determine the driver of the vehicle at the time of violation, with the assistance of respective Department-heads;
3. Complete the appropriate affidavit of responsibility transferring responsibility to appropriate City employee who was operating the City owned, leased, rented motor vehicle at time of violation;
4. Remit payment for "Notice of Violation" if the identity of the driver cannot be determined.

B. City Manager

1. Upon notification of a violation, the City Manager will direct the respective department-head to conduct an investigation pertaining to the red light violation while operating a City owned, leased, or rented motor vehicle;

2. Review internal investigation submitted by respective department-head to determine appropriate disposition.

C. Department-Head – Conduct internal review of the red light violation to determine violation(s) of City and/or Department policies and recommend applicable discipline to City Manager.

D. Employees responsible for violation

1. If the City determines red light violation responsibility and assigns said responsibility to a specific employee, he/she may either pay the fine or appeal statutory responsibility utilizing procedures as outlined within 316.0083.

2. Any other discipline administered by the City may be accepted or appealed utilizing the City's Appeal/Grievance process. In the case of Firemen and Police Officers, they may accept discipline or appeal the discipline utilizing their respective Department's discipline and appeal/grievance process.

E. Payment of Fines & Fees

1. Should the employee accept responsibility for the violation or as a matter of discipline, the employee must pay all fines and fees as required by Statutes, or he/she may request the City to pay all fines and fees on his/her behalf and then reimburse the City through a graduated payment plan of up to four (4) pay periods.

2. If the payment plan is required, employees must file a request through their respective department head.

3. The respective department head will forward the request to the City Manager for review and processing.

4. If approved by the City Manager, he/she will forward to the Finance Director for final processing and payroll deduction.

5. If the employee elects the graduated payment plan, the City will assess a $10.00 per violation administrative fee.

6. Should the employee leave the City's employment prior to all fines and fees being paid, the City may deduct the remaining amount from the employee's last pay check.

Agenda Item

3c

CITY COMMISSION AGENDA ITEM

SUBJECT: Resolution No. 9 – 57: A Resolution of the City of Palatka, FL authorizing the execution of an Interlocal agreement with Palatka Housing Authority regarding an equitable Payment-In-Lieu of Taxes for up to five homes purchased with NSP3 Funds within the City Limits of Palatka.

DEPARTMENT: Admin/City Manager

ATTACHMENTS: ___ Ordinance _X_ Resolution ___ Motion
_x_ Support Documents _x_ Other - Interlocal Agreement

SUMMARY: The Palatka Housing Authority has entered into an Agreement with the Putnam County Board of County Commissioners (BOCC) to purchase and manage up to five homes using NSP3 funds. Since those homes will be located within the corporate limits of the City of Palatka, The City has entered into an Interlocal Agreement with Putnam County BOCC which allows the County, through PHA as its Agent, to purchase up to five homes within the city limits using NSP3 funds, contingent upon the City Manager's successful negotiations with the PHA concerning an acceptable Payment in Lieu of Taxes for these homes. The PHA will purchase, own and manage these homes.

Attached is an Interlocal Agreement between the City of Palatka and the Palatka Housing Authority which stipulates the agreed-upon terms for Payment in Lieu of Taxes on these homes. This Agreement stipulates that the PHA will annually remit an amount equal to 40% of the assessed or market value of the property, as determined by the Property Appraiser, times the current millage rate of the City, and is satisfactory to both parties.

RECOMMENDED ACTION: Staff recommends the adoption of Resolution No. 9-57, authorizing the execution of an Interlocal Agreement with Palatka Housing Authority stipulating an equitable Payment in Lieu of Taxes for up to five homes purchased with NSP3 Funds within the City Limits of Palatka.

DEPARTMENT HEAD	Submitted: M. Czymbor	Date: 12-5-12
	Requested Agenda Consent	Date: 12-13-12
FINANCE DEPARTMENT	Budgeted ___Yes ___No _X_N/A AM	Date: 12/7/12
CITY ATTORNEY	Approved as to Form and Correctness	Date:
CITY MANAGER	Approved Agenda Item For:	Date: 12/7/12

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

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

RESOLUTION 9-57

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE ADOPTION AND EXECUTION OF AN INTERLOCAL AGREEMENT WITH THE PALATKA HOUSING AUTHORITY (PHA) REGARDING THE ANNUAL PAYMENT IN LIEU OF TAXES FOR UP TO FIVE HOMES PURCHASED WITH NSP3 FUNDS LOCATED WITHIN THE CITY LIMITS OF PALATKA

WHEREAS, the Palatka City Commission wishes to make available to all those residing within the legal boundaries of the City of Palatka and/or the umbrella of the Palatka Housing Authority, affordable homeownership and rental housing programs; and

WHEREAS, the Putnam County Board of County Commissioners has received funding from the State of Florida, Neighborhood Stabilization Program 3 (NSP3); and

WHEREAS, the City of Palatka entered into an Interlocal Agreement with the Putnam County Board of County Commissioners (the **County**), which allows the **County** to expend NSP3 funds within the legal boundaries of the City to purchase up to five (5) homes within the corporate limits of the City, said homes to be owned and managed by the Palatka Housing Authority (**PHA**); and

WHEREAS, the terms of said Interlocal Agreement stipulated that an equitable "payment in-lieu of taxes" for each property purchased under the Agreement must be negotiated and agreed to between the City and the PHA; and

WHEREAS, a satisfactory agreement for said annual "payment in lieu of taxes" for up to five houses to be purchased with NSP3 funds has been reached between the Parties.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, that the City Manager and City Clerk are hereby authorized to execute and attest an Interlocal Agreement with the Palatka Housing Authority, which is attached hereto as Exhibit "A," stipulating the terms of an annual payment in lieu of taxes for up to five homes purchased and owned by the **PHA,** on behalf of the **County,** within the corporate limits of the **City,** utilizing Neighborhood Stabilization Program 3 (NSPE) Funds from the State of Florida.

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

CITY OF PALATKA

_____

By: Its MAYOR

ATTEST:

_____

CITY CLERK

EXHIBIT "A"

INTERLOCAL AGREEMENT
BETWEEN
THE CITY OF PALATKA, FLORIDA
AND

PALATKA HOUSING AUTHORITY

THIS AGREEMENT, is entered into this _____ day of _____, 2012, by and between the CITY OF PALATKA, a Florida municipal corporation (herein called the "CITY") and the PALATKA HOUSING AUTHORITY, a Florida public corporation (herein called the "AUTHORITY").

WHEREAS, the CITY wishes to make available to residents of the CITY, affordable homeownership and rental housing programs; and

WHEREAS, the Putnam County has received funding from the State of Florida, Neighborhood Stabilization Program 3 (NSP3); and

WHEREAS, the CITY and County entered into an Agreement in October 2012 to fulfill the requirements of the COUNTY's State of Florida, Neighborhood Stabilization Program 3 funding allocation; and

WHEREAS, the County entered into an agreement with the AUTHORITY to manage the NSP3 program and the homes purchased under the program; and

WHEREAS, the CITY and the AUTHORITY agreed to negotiate an equitable payment in-lieu of taxes payment for each house purchased under the agreement.

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

1. The CITY previously agreed to allow the COUNTY to expend NSP3 funds within the legal boundaries of the CITY to purchase up to five (5) homes within the corporate limits of the City. The City and the Authority agree that each home purchased utilizing NSP3 funds will annually remit as an equitable payment in-lieu of taxes payment an amount equal to forty percent (40%) of the assessed or market value of the property as determined annually by the

Putnam County Property Appraiser times the current millage rate of the City. The payment in-lieu of taxes for each property is due on or before December 31 of each calendar year.

2. This Agreement shall be construed solely to benefit the parties hereto and no third person, corporation, or other legal entity shall ever have the right to bring action to enforce the terms hereof.

3. This Agreement shall become effective when executed both by the CITY and the AUTHORITY and shall continue in full force until mutually terminated in writing by and between the parties.

4. The CITY and the AUTHORITY represent that they have the respective authority to enter into this Agreement.

5. Subject to the limitations of Section 768.28, Florida Statutes, the CITY agrees to save and hold the AUTHORITY, its officers, agents and employees harmless from any and all liabilities, claims, actions, damages, awards and judgments arising from obligations of the CITY contained herein. Subject to the limitations of Section 768.28, Florida Statutes, the AUTHORITY agrees to save and hold the CITY, its elected officials, officers, agents and employees harmless from any and all liabilities, claims, actions, damages, awards and judgments arising from obligations of the AUTHORITY contained herein. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity and the limitations set forth in Section 768.28, Florida Statutes.

6. This Agreement has been executed pursuant to Section 163.01, Florida Statutes.

7. 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.

8. This Agreement is binding upon the parties, their successors and their assigns.

9. Nothing in this Agreement shall be construed to benefit any person or entity not a party to this Agreement.

In **WITNESS WHEREOF** the parties have hereunto set their hands and seals this date above written.

"CITY"

Attest:

THE CITY OF PALATKA, a Florida municipal corporation

By:_____

By:_____

"AUTHORITY"

Attest:

PALATKA HOUSING AUTHORITY, a public corporation of the State of Florida

By: Crista Mack

By: John Nelson Jr

6. **RESOLUTION** authorizing execution of an Interlocal Agreement with the Putnam County Board of County Commissioners relative to the expenditure of NSP3 funds for the purchase of up to five homes within the City Limits – Adopt – the Clerk read an ordinance entitled A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE ADOPTION AND EXECUTION OF AN INTERLOCAL AGREEMENT WITH THE PUTNAM COUNTY, FLORIDA, BOARD OF COUNTY COMMISSIONERS TO PURCHASE HOMES WITHIN THE CORPORATE LIMITS OF THE CITY UTILIZED NEIGHBORHOOD STABILIZATION PROGRAM 3 (NSP3) FUNDS FROM THE STATE OF FLORIDA. Commissioner Norwood moved to adopt the ordinance. Commissioner Leary Seconded the motion. Commissioner Kitchens said she spoke with Rick Leary concerning her concerns over this, and spoke to Mr. Eubanks and Ms. Thomas from PHA about this today. This is not homeownership; these five homes will be given to the PHA and the City Manager will negotiate an annual 'payment in lieu of taxes.' These homes will be rentals homes and will come off the tax rolls for 15 years. These will be low-rent homes and she has concerns with that. She understands why this is coming to the City; initially the County wanted to do this in San Mateo, but there weren't enough foreclosures that were homes; most were mobile homes. She is very concerned about adding five more low-rent homes in Palatka. If this was homeownership, she'd be in favor of it. Commissioner Leary said he shares some of those concerns; at the same time, these homes have been neglected and the banks are trying to keep them up. They are concentrating on neighborhood revitalization; the economy has forced many to go to rental in lieu of home ownership. This will be good for the neighborhoods. Commissioner Brown said the PHA has strict policies for renters and make regular inspections on rental properties; they have rules on keeping these properties up. They will put people out of houses who abuse them. People are always looking for quality rentals; she thinks this will help put people in safe housing. Commissioner Norwood said he does not like that it takes houses off the tax rolls, but he also knows people are constantly complaining about derelict properties within the City. They try to take care of these issues through Code Enforcement, but that is a lengthy process. This will create some aesthetically pleasing properties; he'd like to see this type of program spread equally throughout the County; all these affordable rental homes don't need to be concentrated in the City. They don't want to be a "hub" for low-income housing. Commissioner Brown suggested rent-to-own programs for these houses, saying this will eventually put them back on the tax roll. Mayor Myers said if most of these houses were homesteaded the assessed value would less than the homestead exemption anyway, and the homeowners wouldn't pay a significant amount of tax anyway. He understands not wanting to increase the amount of low-income rental units in the City, but they are making these viable rental units and this provides a service to the citizens. There are many whose circumstances are dire and they need a safe and sanitary place to live.

Commissioner Kitchens asked if this program will be only for Palatka residents, noting in many PHA programs they've brought in residents from other counties. Commissioner Norwood said he's been told St. Johns County sends everyone looking for Section 8 housing to Putnam County. They don't want to become a hub for low-income housing. He wants to be sure there are controls in place to assure these renters will not be coming from other counties. Mayor Myers said that is not under consideration, but they can address this in the future.

Mr. Czymbor agreed and said when he was approached by the County's consultant he expressed all those same concerns. They limited the number of houses and will negotiate for an equitable payment for taxes. He'll also negotiate for a rent-to-own program. They are cooperating with the County in hopes the County will cooperate with the City in the future on an equally important issue. The agreement specifically says if the City can't negotiate an equitable agreement. He recommends adoption. There being no further discussion, a roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers; yes. Nays; none. The Resolution was declared adopted. Commissioner Norwood reiterated that he'd like to see this made equitable throughout the County.

RESOLUTION 9-33

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE ADOPTION AND EXECUTION OF AN INTERLOCAL AGREEMENT WITH THE PUTNAM COUNTY, FLORIDA, BOARD OF COUNTY COMMISSIONERS TO PURCHASE HOMES WITHIN THE CORPORATE LIMITS OF THE CITY UTILIZING NEIGHBORHOOD STABILIZATION PROGRAM 3 (NSP3) FUNDS FROM THE STATE OF FLORIDA

WHEREAS, the Palatka City Commission wishes to make available to all those residing within the legal boundaries of the City of Palatka and/or the umbrella of the Palatka Housing Authority, affordable homeownership and rental housing programs; and

WHEREAS, the Putnam County Board of County Commissioners has received funding from the State of Florida, Neighborhood Stabilization Program 3 (NSP3); and

WHEREAS, an Interlocal Agreement between the City of Palatka City Commission (the **City**) and the Putnam County Board of County Commissioners (the **County**) is necessary to fulfill the requirements of Putnam County's State of Florida, Neighborhood Stabilization Program 3 funding allocation; and

WHEREAS, an agreement has been reached between the **City** and the **County** relative to the terms of said Interlocal Agreement, which will allow the County to expend NSP3 funds within the legal boundaries of the City to purchase up to five (5) homes within the corporate limits of the City, said homes to be owned and managed by the Palatka Housing Authority (PHA); and

WHEREAS, the City Manager shall negotiate with the **PHA** an equitable payment in-lieu of taxes for each property purchased under the Agreement; in the event that the parties fail to reach an equitable agreement, said Interlocal Agreement will become Null and Void.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, that the City Manager and City Clerk are hereby authorized to execute and attest an Interlocal Agreement with Putnam County Board of County Commissioners, which is attached hereto as Exhibit "A," authorizing the **County** to purchase homes within the corporate limits of the **City** utilizing Neighborhood Stabilization Program 3 (NSPE) Funds from the State of Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka this **27th day of September, 2012.**

CITY OF PALATKA

_____

By: Its MAYOR

ATTEST:

Agreement w/ BOCC

INTERLOCAL AGREEMENT
BETWEEN
PUTNAM COUNTY, FLORIDA
AND
THE CITY OF PALATKA, FLORIDA

THIS AGREEMENT, is entered into this 9 day of October, 2012, by and between the CITY OF PALATKA, a Florida municipal corporation (herein called the "CITY") and PUTNAM COUNTY, a political subdivision of the State of Florida (herein called the "COUNTY").

WHEREAS, the CITY wishes to make available to all residents of Putnam County, including those residing within the legal boundaries of the CITY, affordable homeownership and rental housing programs; and

WHEREAS, the COUNTY has received funding from the State of Florida, Neighborhood Stabilization Program 3 (NSP3); and

WHEREAS, this Agreement is necessary to fulfill the requirements of the COUNTY's State of Florida, Neighborhood Stabilization Program 3 funding allocation; and

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

1. The CITY agrees to allow the COUNTY to expend NSP3 funds within the legal boundaries of the CITY to purchase up to five (5) homes within the corporate limits of the City. The City will negotiate with the Palatka Housing Authority an equitable payment in-lieu of taxes for each property purchased under this agreement. In the event the City and Palatka Housing Authority fail to reach an equitable 'payment in-lieu of taxes" agreement this agreement will terminate and become null and void. The Palatka Housing Authority will own and manage the properties and be responsible for ensuring that all applicable City Codes are met and adhered to. The County shall cause Guardian Community Resource Management Inc. to present, prior to the purchase, a list of eligible homes to the City.

2. This Agreement shall be construed solely to benefit the parties hereto and no third person, corporation, or other legal entity shall ever have the right to bring action to enforce the terms hereof.

3. This Agreement shall become effective when executed both by the CITY and the COUNTY and shall continue until such time as the grant closeout is approved by the appropriate state agency.

4. The CITY and the COUNTY represent that they have the respective authority to enter into this Agreement.

5. Subject to the limitations of Section 768.28, Florida Statutes, the CITY agrees to save and hold the COUNTY, its elected officials, officers, agents and employees harmless from any and all liabilities, claims, actions, damages, awards and judgments arising from obligations of the CITY contained herein. Subject to the limitations of Section 768.28, Florida Statutes, the COUNTY agrees to save and hold the CITY, **its elected officials,** officers, agents and employees harmless from any and all liabilities, claims, actions, damages, awards and judgments arising from obligations of the COUNTY contained herein. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity and the limitations set forth in Section 768.28, Florida Statutes.

6. This Agreement has been executed pursuant to Section 163.01, Florida Statutes.

7. 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.

8. This Agreement is binding upon the parties, their successors and their assigns.

9. Nothing in this Agreement shall be construed to benefit any person or entity not a party to this Agreement.

In **WITNESS WHEREOF** the parties have hereunto set their hands and seals this date above written.

"CITY"

Attest:

THE CITY OF PALATKA, a Florida municipal corporation

By: _____
Betsy J. Driggers, CITY CLERK

By: _____
Vernon Myers, its MAYOR

"COUNTY"

Attest:

PUTNAM COUNTY, a political subdivision of the State of Florida

By: _____
for Tim Smith , CLERK OF COURTS

By: _____
Kenny Eubanks, its CHAIRMAN

Agenda Item

3d

CITY of Palatka
FLORIDA

AGENDA ITEM

SUBJECT: Resolution No. 9 - 58 selecting PFM as Financial Advisor for the City of Palatka and authorizing the execution of an agreement for Financial Advisor Services

DEPARTMENT: Finance

ATTACHMENTS: ☐ Ordinance ☒ Resolution ☐ Motion
☒ Support Documents ☐ Other

SUMMARY: On October 12, 2012, the City submitted a request for proposals (RFP) for financial advisory services. Financial advisory services include advice in the planning, structuring, and timing of a comprehensive plan of finance in connection with the current capital and operating programs. The firm will also assess our current loans and bonds to determine if there may be a savings by refunding or refinancing these obligations.

The RFP specified that a Selection Committee, appointed by the City Manager, was to review and evaluate all responses to the RFP and make a recommendation for award to the City Manager. The Selection Committee consisted of three members: Finance Director Matt Reynolds, Art Leary, and Mayor Vernon Myers. The committee reviewed, evaluated and ranked the two firms that responded to the RFP on November 30, 2012.

The Selection Committee ranked Public Financial Management, Inc. (PFM) as the most responsive bidder and recommended to the City Manager that they be selected to serve as Financial Advisor for the City of Palatka.

The City Manager has negotiated a contract with PFM that includes all terms listed in their proposal as well as a modification to the minimum fee that will be charged for smaller bank loan transactions.

Please find attached a summary of the rankings completed by the Selection Committee as well as a Resolution selecting PFM to serve as Financial Advisor and authorizing the City Manager and City Clerk to execute and attest a contract with the firm. A copy of the negotiated contract between the City of Palatka and PFM has also been included.

RECOMMENDED ACTION: The Selection Committee and City Manager recommend adoption of resolution 9-57 selecting PFM to serve as Financial Advisor for the City of Palatka and authorizing the City Manager and City Clerk to execute an agreement with PFM.

DEPARTMENT HEAD	Submitted: Matt Reynolds Requested Agenda: Consent	Date: 11-30-12 Date: 12-13-12
FINANCE DEPARTMENT	Budgeted ☐ Yes ☐ No ☒ N/A	Date: 11-30-12
CITY ATTORNEY	Approved as to Form and Correctness	Date:
CITY MANAGER	Approved Agenda Item For:	Date: 12/6/12

COMMISSION ACTION:

☐ Approved as Recommended
☐ Approved With Modification
☐ Other
☐ Disapproved
☐ Tabled To Time Certain

DISTRIBUTION: ☐CA ☐CC ☐CM ☐CD ☐FI ☐FD ☐GC ☐HR ☐MD ☐PD ☐PR ☐UD

H:\City Commission\Agenda Requests\Agenda Summary Template.doc

RESOLUTION No. 9 - 57

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, SELECTING PUBLIC FINANCIAL MANAGEMENT, INC. (PFM) AS FINANCIAL ADVISOR AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH PUBLIC FINANCIAL MANAGEMENT, INC. (PFM) TO PROVIDE FINANCIAL ADVISORY SERVICES

WHEREAS, the City of Palatka is in need of a Financial Advisor; and

WHEREAS, the City of Palatka advertised and accepted Requests for Proposals (RFP) on November 13, 2012; and

WHEREAS, the Financial Advisor Selection Committee reviewed and ranked each response to the RFP and determined that Public Financial Management, Inc. (PFM) was the most responsive firm; and

WHEREAS, the City Manager has concurred with the Selection Committee and negotiated a contract with PFM, a copy of which is attached hereto as Exhibit "A."

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

1. That the City of Palatka selects Public Financial Management, Inc. (PFM) to serve as the City of Palatka Financial Advisor.
2. That the City Manager and City Clerk are hereby authorized to execute and attest a contract with Public Financial Management, Inc. (PFM) to provide financial advisory services for the City of Palatka.

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

CITY OF PALATKA

_____

By: Its MAYOR

ATTEST:

_____

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____

CITY ATTORNEY

FINANCIAL ADVISOR

Firm: The PFM Group

	Matt Reynolds	Art Leary	Vernon Myers
1. Qualifications of the firm and the key personnel assigned to this engagement	20	18	16
2. Experience in similar work, including governmental experience	25	24	25
3. Technical ability of the firm to perform the required services	20	18	20
4. Independence of proposer in bond dealings	10	8	10
5. Reasonableness of fee for services.	25	20	23
Category Totals	100	88	94
Total Possible Points	100	100	100

Average Total Score: 94

Firm: FirstSouthwest

1. Qualifications of the firm and the key personnel assigned to this engagement	20	17	18
2. Experience in similar work, including governmental experience	25	23	25
3. Technical ability of the firm to perform the required services	20	19	20
4. Independence of proposer in bond dealings	10	8	10
5. Reasonableness of fee for services.	20	19	23
Category Totals	95	86	96
Total Possible Points	100	100	100

Average Total Score: 92.33

Signature: Matt Reynolds — Date: 11/30/2012

Signature: Art Leary — Date: 11-30-12

Signature: Vernon Myers — Date: 11/30/12

Agenda Item

3e

CITY COMMISSION AGENDA ITEM

SUBJECT: **Palatka Housing Authority Requests:**
1. **Authorize execution of Determination of Exemption & Categorical Exclusion forms; and**
2. **Certify PHA Annual/5-yr Capital Plans' Consistency with City of Palatka Comprehensive Plan**

DEPARTMENT: **Admin/City Manager/Clerk**

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

SUMMARY: This is an annual request that comes from PHA. The Commission is asked to authorize the Mayor's execution on federal HUD forms as noted. Thad Crowe, Planning Director, has provided a memorandum stating he has reviewed the PHA's Annual/5-yr. Capital Plans' and finds it consistent with the City's Comprehensive Plan goals and objectives. The PHA has scheduled a Public Hearing on 1/10/13 to review and hear public comments on this Plan. The Notice and Plan have been posted at City Hall on behalf of the PHA.

RECOMMENDED ACTION: Authorize the Mayor to execute a Determination of Exemption & Categorical Exclusion, 24CRF 58-34(a) and 58.35(b) on behalf of Palatka Housing Authority's Site Improvement CFP FY 2013-2017 AMP 11, and certify its consistency with the Comprehensive Plan for the City of Palatka.

DEPARTMENT HEAD	Submitted: _B. Driggers_____ Requested Agenda Consent	Date: 12/7/12 Date: 12/13/12
FINANCE DEPARTMENT	Budgeted ___Yes ___No _X_N/A	Date:
CITY ATTORNEY	Approved as to Form and Correctness	Date:
CITY MANAGER	Approved Agenda Item For: M	Date: 12/7/12

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

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

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

MEMORANDUM

TO: Mayor and Commissioners

FROM: Thad Crowe, AICP
Planning Director

DATE: December 4, 2012

RE: Palatka Housing Authority's 2013-2017 Five-Year Plan

Planning staff has reviewed the PHA's 2013-2017 Five-Year Plan and have determined that it is in conformance with the goals, objectives, and policies of the City of Palatka's Comprehensive Plan. I recommend the Mayor's endorsement of this Plan.

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB# 2577-0226 Expires 08/30/2011

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan

I, Vernon Myers the Mayor, City of Palatka certify that the Five Year and Annual PHA Plan of the Palatka Housing Authority is consistent with the Consolidated Plan of City of Palatka, Florida prepared pursuant to 24 CFR Part 91.

_____

Signed / Dated by Appropriate State or Local Official

Determination of Exemption and Determination of Categorical Exclusion (not subject to Section 58.5)

24 CFR 58.34(a) and 58.35(b)

Activity Name and Grant Number: Site Improvements - CFP AMP 11

FL 29P05700011

Address: Westover Manor, Lemon Heights, Madison Court Apts.
Palatka, Putnam County, FL 32177

Activity Description: CPTED/Landscaping, Water Distribution, Roof Repair, Appliances

Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP

√	**The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.**
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: ▪ Employment ▪ Education ▪ Crime prevention ▪ Counseling ▪ Child care ▪ Energy conservation ▪ Health ▪ Welfare ▪ Recreation needs ▪ Other _____ ▪ Drug abuse
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	**The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.**
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): ▪ Health care ▪ Housing services ▪ Permanent housing placement ▪ Day care ▪ Nutritional services ▪ Short term payments for rent/mortgage/utility costs ▪ Assistance in gaining access to government benefits/services
	3. Operating Costs: ▪ Maintenance ▪ Furnishings ▪ Security ▪ Equipment ▪ Operation ▪ Supplies ▪ Utilities ▪ Staff training and recruitment

	4. Economic Development Activities: ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
	5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds: ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
	6. Affordable housing pre-development costs ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
	7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if :the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? Identify FEMA flood map used to make this determination: _____ Community Name and Number _____ Map panel number and date	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-**Federal Assistance may not be used for this project.**
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	No—Proceed to Section 3--Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3--Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3—regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/ga/airporthazards.pdf)		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project CFP AMP 11

Responsible Entity Signature _____

Name and Title (print) Vernon Myers, Mayor, City of Palatka

Date _____

Determination of Exemption and Determination of Categorical Exclusion (not subject to Section 58.5)

24 CFR 58.34(a) and 58.35(b)

Activity Name and Grant Number: Site Improvements - CFP AMP 12
FL 29P05700012

Address: Northside Apts, Palatka, Putnam County, FL 32177

Activity Description: Playground Upkeep, Mailbox Upgrade

Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP

√	**The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.**
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: ▪ Employment ▪ Crime prevention ▪ Child care ▪ Health ▪ Recreation needs ▪ Drug abuse ▪ Education ▪ Counseling ▪ Energy conservation ▪ Welfare ▪ Other _____
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	**The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.**
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): ▪ Health care ▪ Housing services ▪ Permanent housing placement ▪ Day care ▪ Nutritional services ▪ Short term payments for rent/mortgage/utility costs ▪ Assistance in gaining access to government benefits/services
	3. Operating Costs: ▪ Maintenance ▪ Security ▪ Operation ▪ Utilities ▪ Furnishings ▪ Equipment ▪ Supplies ▪ Staff training and recruitment

	4. Economic Development Activities: ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
	5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds: ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
	6. Affordable housing pre-development costs ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
	7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if :the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? Identify FEMA flood map used to make this determination: _____ Community Name and Number _____ Map panel number and date	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	**No-Federal Assistance may not be used for this project.**
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	No—Proceed to Section 3--Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3--Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3—regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf)		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project CFP AMP 12

Responsible Entity Signature _____

Name and Title (print) Vernon Myers, Mayor, City of Palatka

Date _____

Determination of Exemption and Determination of Categorical Exclusion (not subject to Section 58.5)

24 CFR 58.34(a) and 58.35(b)

Activity Name and Grant Number: Site Improvements - CFP AMP 14
FL 29P05700014

Address: Dr. James A. Long Apts, Palatka, Putnam County, FL 32177

Activity Description: CPTED/Landscaping, Playground Upkeep, Fencing, Bath Remodel

Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP

√	**The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.**
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: ▪ Employment ▪ Crime prevention ▪ Child care ▪ Health ▪ Recreation needs ▪ Drug abuse ▪ Education ▪ Counseling ▪ Energy conservation ▪ Welfare ▪ Other _____
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	**The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.**
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): ▪ Health care ▪ Housing services ▪ Permanent housing placement ▪ Day care ▪ Nutritional services ▪ Short term payments for rent/mortgage/utility costs ▪ Assistance in gaining access to government benefits/services
	3. Operating Costs: ▪ Maintenance ▪ Security ▪ Operation ▪ Utilities ▪ Furnishings ▪ Equipment ▪ Supplies ▪ Staff training and recruitment

	4. Economic Development Activities: ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
	5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds: ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
	6. Affordable housing pre-development costs ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
	7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if :the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? Identify FEMA flood map used to make this determination: _____ Community Name and Number _____ Map panel number and date	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-**Federal Assistance may not be used for this project.**
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	No—Proceed to Section 3--Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3--Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3—regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf)		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project CFP AMP 15

Responsible Entity Signature _____

Name and Title (print) Vernon Myers, Mayor, City of Palatka

Date _____

Determination of Exemption and Determination of Categorical Exclusion (not subject to Section 58.5)

24 CFR 58.34(a) and 58.35(b)

Activity Name and Grant Number: Site Improvements - CFP AMP 15
FL 29P05700015

Address: Rosa K. Ragsdale Apts, Palatka, Putnam County, FL 32177

Activity Description: CPTED/Landscaping, Playground Upkeep, Water Distribution, Bath Remodel

Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP

√	**The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.**
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: ▪ Employment ▪ Education ▪ Crime prevention ▪ Counseling ▪ Child care ▪ Energy conservation ▪ Health ▪ Welfare ▪ Recreation needs ▪ Other _____ ▪ Drug abuse
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	**The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.**
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): ▪ Health care ▪ Housing services ▪ Permanent housing placement ▪ Day care ▪ Nutritional services ▪ Short term payments for rent/mortgage/utility costs ▪ Assistance in gaining access to government benefits/services
	3. Operating Costs: ▪ Maintenance ▪ Furnishings ▪ Security ▪ Equipment ▪ Operation ▪ Supplies ▪ Utilities ▪ Staff training and recruitment

	4. Economic Development Activities: ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
	5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds: ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
	6. Affordable housing pre-development costs ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
	7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if :the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? Identify FEMA flood map used to make this determination: _____ Community Name and Number _____ Map panel number and date	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-**Federal Assistance may not be used for this project.**
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	No—Proceed to Section 3--Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3--Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3—regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf)		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project CFP AMP 15

Responsible Entity Signature _____

Name and Title (print) Vernon Myers, Mayor, City of Palatka

Date _____

PALATKA HOUSING AUTHORITY

Serving Palatka's Housing Needs Since 1962

November 28, 2012

RECEIVED
NOV 29 2012
BY:_____

Mr. Michael Czymbor
Palatka City Manager
201 N. 2nd St.
Palatka, FL 32177

Dear Mr. Czymbor,

Attached for your review you will find the Palatka Housing Authority's Five-Year Plan for 2013-2017. Please post this item in a viewable location.

Additionally, please arrange for this Plan to be placed on the City Commission Agenda for the Commissioners review at their meeting on December 13, 2012.

In accordance with HUD regulations there will be a public hearing regarding the annual plan. This hearing will be held at the Dr. James A. Long Community Center, located at 601 N. 21st St., Palatka on January 10, 2013 at 11:00 a.m. to review the plan and to hear comments. Any comments which are being made must be submitted in writing to the Palatka Housing Authority.

Any policies referenced within the Plan are available for review at the Palatka Housing Authority's main office, 400 North 15th Street.

Sincerely,

John Nelson Jr

John Nelson, Jr.
Executive Director

Attachment

400 North 15th Street • P.O. Box 1277 • Palatka, Florida 32178-1277
Office: 386-329-0132 • Fax: 386-329-0145 • Suncom: 860-0132 • Email: pha@leading.net

PALATKA
HOUSING
AUTHORITY

Serving Palatka's Housing Needs Since 1962

Palatka Housing Authority
Annual Plan for FY 2013
5-Yr Capital Plan for FY 2013-2017

November 28, 2012

PALATKA
HOUSING
AUTHORITY

Serving Palatka's Housing Needs Since 1962

November 28, 2012

Public Library, Palatka
James A. Long Community Center
Palatka City Government Offices
Palatka Housing Authority Management Office

To Whom It May Concern:

Attached for your review you will find the Palatka Housing Authority's Five-Year Plan, 2012-2017. Please post this item in a viewable location.

In accordance with HUD regulations there will be a public hearing regarding the annual plan. This hearing will be held at the Dr. James A. Long Community Center, located at 601 N. 21st St., Palatka on January 10, 2013 at 11:00 a.m. to review the plan and to hear comments. Any comments which are being made must be submitted in writing to the Palatka Housing Authority.

Any policies referenced within the Plan are available for review at the Palatka Housing Authority's main office, 400 North 15th Street.

Sincerely,

John Nelson Jr

John Nelson, Jr.
Executive Director

Attachment

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

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011

1.0 PHA Information

PHA Name: Palatka Housing Authority — PHA Code: FL057

PHA Type: ☐ Small ☐ High Performing ☒ Standard ☐ HCV (Section 8)

PHA Fiscal Year Beginning: (04/01/2013)

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: 419 — Number of HCV units: 340

3.0 Submission Type

☒ 5-Year and Annual Plan ☐ Annual Plan Only ☐ 5-Year Plan Only

4.0 PHA Consortia ☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: **MISSION STATEMENT**

To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. The Palatka Housing Authority in partnership with the community is committed to providing safe, affordable and quality housing options for economic independence to residents of Palatka and Putnam County We seek to create equal opportunities through education and training for residents to reach self-sufficiency and economic independence.

5.2	**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

- Increase the availability of decent, safe, and affordable housing
- Leverage private or other public funds to create additional housing opportunities
- Acquire or build units or developments
- Working with local government/growth management and zoning
- Banks and government donations
- Improve public housing management
- Improve voucher management
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions: (public housing finance; voucher unit inspections)
- Renovate or modernize public housing units
- Provide replacement public housing
- Provide voucher mobility counseling
- Conduct outreach efforts to potential voucher landlords
- Implement voucher homeownership program
- Implement public housing or other homeownership programs
- Provide 9 – 10 homeownership opportunities for low-income families of Putnam County

HUD GOAL II

Improve community quality of life and economic vitality

- Provide an improved living environment
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments
- Implement public housing security improvements
- Designate developments or buildings for particular resident groups: elderly
- Improve marketing/public relations
- Cross training
- Interface with other organizations in each neighborhood: schools/churches
- Promote volunteerism and community service
- Increase resident involvement in programs that promote self-sufficiency

HUD GOAL III

Promote self-sufficiency and asset development of families and individuals

- Promote self-sufficiency and asset development of assisted households
- Increase the number and percentage of employed persons in assisted families
- Provide job skills and employability training services for adult residents
- Provide vocational assessment services for adult residents
- Partner with Work Source (w/MOU) to provide job training opportunities for adult residents
- Provide General Equivalency Diploma (GED) and Adult Basic Education (ABE) for adult residents
- Get residents involved in early services
- Provide life skills training for adults
- Provide training to residents in the development and operation of small businesses
- Tutoring and early childhood education
- Truancy prevention program
- Computer Lab
- Mentor Program
- Communication skills: staff/residents/community

HUD GOAL IV

Provide improved living environment

- Continue implementation of Domestic Violence Policy and procedures.
- In order to assist victims of domestic violence as outlined in the Violence Against Women Act, maintain a common interest in serving victims of domestic violence through 03/31/2014.
- Continue collaborative relationship with the Palatka Police Department through monthly meetings and the monitoring of case report numbers in an effort to implement security improvements throughout all public housing neighborhoods.
- Develop linkages and referrals to appropriate counseling (PHA Director of Resident Services) in addition to those currently available through the local domestic violence shelter.

6.0 **PHA Plan Update**

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:
(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

(b) Locations for public viewing of PHA Annual Plan:
1) Main administrative office of the PHA
2) Main administrative office of the City of Palatka
3) Public library
4) PHA development (Dr. James A. Long Community Center)

7.0 **Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.*

8.0 **Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable.

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075 1, for each current and open CFP grant and CFFP financing.

See Attachment:
a) FY 2013 Capital Fund Program Annual Statement (FL057a01)
b) P & E Report Ending 09/30/2012 (FL29P057501-12 – FL057c01)
c) P & E Report Ending 09/30/2012 (FL29P057501-11 – FL057d01)
d) P & E Report Ending 09/30/2012 (FL29P057501-10 – FL057e01)
e) P & E Report Ending 09/30/2012 (FL29R057501-12 – FL057f01)
f) Annual Statement (FL29R057501-13 – FL057g01)

8.2 **Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.

See Attachments:
a) FY 2014 - 2017 Capital Fund Program Five-Year Action Plan (FL057b01)

8.3 **Capital Fund Financing Program (CFFP).**
☐ Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

9.0 **Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Housing Needs of Families in the Jurisdiction By Family Type

Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1640	5	4	4	2	2	3
Income >30% but <=50% of AMI	2692	4	4	4	2	2	2
Income >50% but <80% of AMI	1121	3	3	3	2	2	2
Elderly	1046	5	5	3	3	2	2
Families with Disabilities	N/A						
White	881	2	2	2	2	2	2
African Americans	1020	5	4	3	3	3	2
Hispanic	323	5	4	2	2	3	2
Other	N/A						

9.1	**Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**
10.0	**Additional Information.** Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" (a) **Progress in Meeting Mission and Goals:** The Palatka Housing Authority in partnership with the community is committed to providing safe, affordable and quality housing options for economic independence to residents of Palatka and Putnam County. We seek to create equal opportunities through education and training for residents to reach self-sufficiency and economic independence. Our efforts to progressively meet our mission and goals have been enhanced with the Homeownership program. The Palatka Housing Authority continues working partnerships with Work Source, St. Johns River State College, local businesses, the Heart of Putnam, Meridian Behavioral Healthcare, Department of Family and others within the community to form a coalition of resources for our residents. (b) **Significant Amendment** – The Palatka Housing Authority's definition of significant amendment in reference to our Five-Year Agency Plan and Annual Plan will apply if a formal vote of the Board of Commissioners is required for any changes to the PHA Five-Year Plan. (c) **Substantial Deviation/Modification** – The Palatka Housing Authority has determined that a substantial deviation/modification will occur only if a formal vote of the Board of Commissioners is required for changes. In addition, any decision to demolish or dispose of a development or designate a development as "elderly only" or "disabled only", requiring a public hearing and Board of Commissioner approval, as well as HUD approval, will be considered a substantial deviation/modification to the PHA Five-Year Agency Plan. (d) **Designated Housing** – The PHA has submitted an application to SAC for designation of elderly housing for the Annie M. Spell Senior Community.

11.0	**Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) See Attachments: a) Form HUD-50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations – FL057h01) b) Form HUD-50077-CR Civil Rights Certification – FL057i01 c) Form HUD-50070 Certification for a Drug-Free Workplace – FL057j01) d) Form HUD-50071 Certification of Payments to Influence Federal Transactions – FL057k01) e) Form SF-LLL Disclosure of Lobbying Activities – FL057l01) f) Resident Advisory Board (RAB) comments – FL057m01) g) Certification PHA Plans Consistency with the Consolidated Plan (FL057n01)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part I: Summary

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750113 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2013 FFY of Grant Approval:

Type of Grant
☒ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement (revision no:)
☐ Performance and Evaluation Report for Period Ending: ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]	$52,687.00			
3	1408 Management Improvements	$105,372.00			
4	1410 Administration (may not exceed 10% of line 21)	$52,686.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	$103,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	$46,772.00			
10	1460 Dwelling Structures	$123,884.00			
11	1465.1 Dwelling Equipment—Nonexpendable	$15,370.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	$17,000.00			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities [4]	$10,000.00			
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	$526,771.00	$ 0.00	$ 0.00	$ 0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	Date 11/28/2012	Signature of Public Housing Director	Date
John Nelson Jr			

[1] To be completed for the Performance and Evaluation Report.
[2] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[3] PHAs with under 250 units in management may use 100% of CFP Grants for operations.
[4] RHF funds shall be included here.

form HUD-50075.1 (4/2008)

A complete copy of this Plan is available for review at City Hall and on the City's Website (www.palatka-fl.gov)

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750113 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2013

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 11,12,14,15,16	OPERATIONS	1406	5 Sites					
		11.1406		$10,537.40				
		12.1406		$14,552.15				
		14.1406		$12,544.77				
		15.1406		$10,537.40				
		16.1406		$4,515.28				
	Total for Account 1406			**$52,687.00**				
	MANAGEMENT IMPROVEMENTS	1408	5 Sites					
	Resident Services/Development	11.1408.00		$7,218.00				
		12.1408.00		$9,968.06				
		14.1408.00		$8,593.03				
		15.1408.00		$7,218.00				
		16.1408.00		$3,092.91				
	MANAGEMENT WAGES	11.1408.20		$9,700.00				
		12.1408.20		$13,395.70				
		14.1408.20		$11,547.85				
		15.1408.20		$9,700.00				
		16.1408.20		$4,156.45				

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: **Palatka Housing Authority**	**Grant Type and Number** Capital Fund Program Grant No: **FL29P05750113** CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2013**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
	MANAGEMENT BENEFITS	1408						
		11.1408.21		$3,156.40				
		12.1408.21		$4,358.99				
		14.1408.21		$3,757.69				
		15.1408.21		$3,156.40				
		16.1408.21		$1,352.52				
	TRAINING & TRAVEL							
		11.1408.30		$600.00				
		12.1408.30		$828.60				
		14.1408.30		$714.30				
		15.1408.30		$600.00				
		16.1408.30		$257.10				
	CONSULTANT SERVICES	11.1408.40		$400.00				
		12.1408.40		$552.40				
		14.1408.40		$476.20				
		15.1408.40		$400.00				
		16.1408.40		$171.40				
	Total for Account 1408			**$105,372.00**				

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750113 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2013

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 11,12,14,15,16	ADMINISTRATION	1410	5 Sites					
	Administrative Costs	11.1410.00		$10,537.20				
		12.1410.00		$14,551.87				
		14.1410.00		$12,544.54				
		15.1410.00		$10,537.20				
		16.1410.00		$4,515.19				
	Total for Account 1410			**$52,686.00**				
	FEES & COSTS	1430	5 Sites					
	Fees & Costs	11.1430.00		$2,000.00				
		12.1430.00		$2,762.00				
		14.1430.00		$2,381.00				
		15.1430.00		$2,000.00				
		16.1430.00		$857.00				
	Clerk of the Works Wages	11.1430.50		$14,000.00				
		12.1430.50		$19,334.00				
		14.1430.50		$16,667.00				
		15.1430.50		$14,000.00				
		16.1430.50		$5,999.00				

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750113 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2013

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 11,12,14,15,16	Clerk of the Works Benefits	1430	5 Sites					
		11.1430.55		$4,600.00				
		12.1430.55		$6,352.60				
		14.1430.55		$5,476.30				
		15.1430.55		$4,600.00				
		16.1430.55		$1,971.10				
	Total for Account 1430			**$103,000.00**				
	SITE IMPROVEMENTS							
	CPTED/Landscaping	11.1450.10		$2,454.40				
		12.1450.10		$3,389.53				
		14.1450.10		$2,921.96				
		15.1450.10		$2,454.40				
		16.1450.10		$1,051.71				
	Mailbox Upgrade	11.1450.20		$500.00				
		12.1450.20		$690.50				
		14.1450.20		$595.25				
		15.1450.20		$500.00				
		16.1450.20		$214.25				

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750113 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2013

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 11,12,14,15,16	Security Lighting	11.1450		$200.00				
		12.1450		$276.20				
		14.1450		$238.10				
		15.1450		$200.00				
		16.1450		$85.70				
	Sidewalk Curbing	11		$200.00				
		12		$276.20				
		14		$238.10				
		15		$200.00				
		16		$85.70				
	Parking Area Rehab	11.1450	1 Site	$30,000.00				
	Total for Account 1450			**$46,772.00**				
	DWELLING STRUCTURES							
	HVAC Rehab	14.1460	1 Site	$50,000.00				
	Exterior Pressure Washing	11.1460		$660.00				
		12.1460		$900.00				
		14.1460		$780.00				
		15.1460		$660.00				
	Kitchen Cabinets	14.1460		$1,812.52				

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: **Palatka Housing Authority**	**Grant Type and Number** Capital Fund Program Grant No: **FL29P05750113** CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2013**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 11,12,14,15,16	Kitchen Cabinets	15.1460		$1,533.48				
	Security Screen Doors	11.1460	1 Site	$10,000.00				
	Vacant Unit Turn Around	11.1460		$7,347.60				
		12.1460		$10,147.03				
		14.1460		$8,747.32				
		15.1460		$7,347.60				
		16.1460		$3,148.45				
	Door Repair/Door Opening	11.1460		$4,160.00				
		12.1460		$5,744.96				
		14.1460		$4,952.48				
		15.1460		$4,160.00				
		16.1460		$1,782.56				
	Total for Account 1460			**$123,884.00**				
AMP15	DWELLING EQUIP - NONEXPENDABLE							
	Appliances	15.1465.1	1 Site	$15,370.00				
	Total for Account 1465.1			**$15,370.00**				

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750113 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2013

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 15	Maintenance Vehicle	1475.1	1 Site	$12,000.00				
AMP 12	Grinding Machine	1475.2	1 Site	$5,000.00				
	Total for Account 1475			**$17,000.00**				
	DEVELOPMENT ACTIVITIES							
	Development	1499	1 Site	$10,000.00				
	Total for Account 1499			**$10,000.00**				
	TOTAL Capital Fund 2013			**$526,771.00**				

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: **Palatka Housing Authority**

Federal FFY of Grant: 2013

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
AMP 11,12,14,15,16	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Operations	09/01/2015		09/01/2017		
Resident Services	09/01/2015		09/01/2017		
Management Wages	09/01/2015		09/01/2017		
Management Benefits	09/01/2015		09/01/2017		
Training & Travel	09/01/2015		09/01/2017		
Consultant Services	09/01/2015		09/01/2017		
Administrative Costs	09/01/2015		09/01/2017		
Fees & Costs	09/01/2015		09/01/2017		
Clerk of Works Wages	09/01/2015		09/01/2017		
Clerk of Works Benefits	09/01/2015		09/01/2017		
CPTED/Landscaping	09/01/2015		09/01/2017		
Mailbox Upgrade	09/01/2015		09/01/2017		
Security Lighting	09/01/2015		09/01/2017		
Sidewalks/Curbing	09/01/2015		09/01/2017		
Parking Area Rehab	09/01/2015		09/01/2017		
HVAC Rehab	09/01/2015		09/01/2017		

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: Palatka Housing Authority

Federal FFY of Grant: 2013

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Exterior Pressure Washing	09/01/2015		09/01/2017		
Kitchen Cabinets	09/01/2015		09/01/2017		
Security Screen Doors	09/01/2015		09/01/2017		
Vacant Unit Turn Around	09/01/2015		09/01/2017		
Door Repair/Door Opening	09/01/2015		09/01/2017		
Appliances	09/01/2015		09/01/2017		
Maintenance Vehicle	09/01/2015		09/01/2017		
Grinding Machine	09/01/2015		09/01/2017		
Development Activities	09/01/2015		09/01/2017		

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: **Palatka Housing Authority**

[X] **Original 5-Year Plan**
[ ] **Revision No:**

Development Number/Name/HA-Wide	Year 1 2013	Work Statement for Year 2 FFY Grant:2014 PHA FY:	Work Statement for Year 3 FFY Grant:2015 PHA FY:	Work Statement for Year 4 FFY Grant:2016 PHA FY:	Work Statement for Year 5 FFY Grant:2017 PHA FY:
AMP 11, 12, 14, 15, 16		Operations	Operations	Operations	Operations
AMP 11, 12, 14, 15, 16		Resident Services/Dev. Activities	Resident Services/Dev. Activities	Resident Services/Dev. Activities	Resident Services/Dev. Activities
AMP 11, 12, 14, 15, 16		Training and Travel	Training and Travel	Training and Travel	Training and Travel
AMP 11, 12, 14, 15, 16		Consultant Services	Consultant Services	Consultant Services	Consultant Services
AMP 11, 12, 14, 15, 16		Administrative Costs	Administrative Costs	Administrative Costs	Administrative Costs
AMP 11, 12, 14, 15, 16		Fees and Costs	Fees and Costs	Fees and Costs	Fees and Costs
AMP 11, 12, 14, 15, 16		Mod Officer/Clerk of Works	Mod Officer/Clerk of Works	Mod Officer/Clerk of Works	Mod Officer/Clerk of Works
AMP 11, 12, 14, 15, 16		CPTED/Landscaping	CPTED/Landscaping	CPTED/Landscaping	CPTED/Landscaping
AMP 11, 12, 14, 15, 16		Mailbox Upgrade	Security Lighting	Mailbox Upgrade	
AMP 11, 12, 14, 15, 16		Sidewalks/Curbing	Fencing	Vacant Unit Turnaround	
AMP 11, 12, 14, 15, 16		Water Distribution/Water Heaters	Water Distribution/Water Heaters	Water Distribution/Water Heaters	Water Distribution/Water Heaters
AMP 11, 12, 14, 15, 16		Exterior Pressure Washing	Exterior Pressure Washing		
AMP 11, 12, 14, 15, 16		Kitchen Cabinets	Mailbox Upgrade		Vacant Unit Turnaround
AMP 11, 12, 14, 15, 16		Security Screen Doors	Security Screen Doors	Security Screen Doors	Security Screen Doors
AMP 11, 12, 14, 15, 16		Vacant Unit Turnaround	Vacant Unit Turnaround		
AMP 11, 12, 14, 15, 16		Bath Remodel	Bath Remodel	Bath Remodel	Bath Remodel
AMP 11, 12, 14, 15, 16		Parking Area Rehab	Kitchen/Closet Remodel	Kitchen/Closet Remodel	Kitchen/Closet Remodel
AMP 11, 12, 14, 15, 16		Appliances	Appliances	Appliances	Appliances
AMP 11, 12, 14, 15, 16		Office Rehab/Repair	Maintenance Vans	Maintenance Vans	
		Maintenance Vans	Development	Development	Development
		Fencing			
		Development			
TOTAL CFP Funds (Est.)		**$526,771**	**$526,771**	**$526,771**	**$526,771**
Total Replacement					
Housing Factor Funds					

H II: Supporting Pages – Work Activities

Activities for Year 1

Activities for Year: 2 FFY Grant:2014 PHA FY:			Activities for Year: 3 FFY Grant:2015 PHA FY:			Activities for Year: 4 FFY Grant:2016 PHA FY:			Activities for FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
AMP 11,12,14,15,16	1406 Operations	$52,687	AMP11,12,14,15,16	1406 Operations	$52,687	AMP11,12,14,15,16	1406 Operations	$52,687	AMP11,12,14,15,16	1406 Operations	$52,687
Subtotal 1406		$52,687	Subtotal 1406		$52,687	Subtotal 1406		$52,687	Subtotal 1406		$52,687
AMP 11,12,14,15,16	1408 Mgmt. Imprs		AMP1112141516	1408 Mgmt. Imprs		57-11,12,14,15,16	1408 Mgmt. Imprs		57-11,12,14,15,16	1408 Mgmt. Imprs	
	Resident Serv/Dev Activities	$36,090		Resident Serv./Dev Activities	$36,090		Resident Serv./Dev Activities	$36,090		Resident Serv/Dev Activities	$36,090
	Mgmt. Imprv/Wages	$48,500		Mgmt. Imprv/Wages	$48,500		Mgmt. Imprv/Wages	$48,500		Mgmt. Imprv/Wages	$48,500
	Mgmt. Imprv/Benefits	$15,782		Mgmt. Imprv/Benefits	$15,782		Mgmt. Imprv/Benefits	$15,782		Mgmt. Imprv/Benefits	$15,782
	Training & Travel	$3,000		Training & Travel	$3,000		Training & Travel	$3,000		Training & Travel	$3,000
	Consultant Services	$3,000		Consultant Services	$3,000		Consultant Services	$3,000		Consultant Services	$3,000
Subtotal 1408	Mgmt. Improves	$105,372	Subtotal 1408	Mgmt. Improves	$105,372	Subtotal 1408	Mgmt. Improves	$105,372	Subtotal 1408	Mgmt. Improves	$105,372
AMP 11,12,14,15,16	1410 Admin		57-11,12,14,15,16	1410 Admin		57-11,12,14,15, 16	1410 Admin		57-11,12,14,15, 16	1410 Admin	
	Administrative Costs	$52,686		Administrative Costs	$52,686		Administrative Costs	$52,686		Administrative Costs	$52,686
Subtotal 1410	Administration	$52,686	Subtotal 1410	Administration	$52,686	Subtotal 1410	Administration	$52,686	Subtotal 1410	Administration	$52,686
AMP 11,12,14,15,16	1430 Fees & Costs	$15,000	57-11,12,14,15, 16	1430 Fees & Costs	$15,000	57-11,12,14,15, 16	1430 Fees & Costs	$15,000	57-11,12,14,15, 16	1430 Fees & Costs	$15,000
	Clerk of the Works Wages	$50,000			$50,000			$50,000			$50,000
	Clerk of the Works Benefits	$15,000			$15,000			$15,000			$15,000
Subtotal 1430	Fees & Costs	$80,000	Subtotal 1430	Fees & Costs	$80,000	Subtotal 1430	Fees & Costs	$80,000	Subtotal 1430	Fees & Costs	$80,000
	1450 Site Improvements			1450 Site Improvements			1450 Site Improvements			1450 Site Improvements	
57-11,12,14,15, 16	CPTED/Landscaping	$5,000	57-11,12,14,15, 16	CPTED/Landscaping	$10,000	57-11,12,14,15, 16	CPTED/Landscaping	$5,000	57-11,12,14,15, 16	CPTED/Landscaping	$5,000
57-11,12,14,15, 16	Sidewalks/Curbing	$1,000	57-11,12,14,15, 16	Security Lighting	$5,000						
57-14,15	Fencing	$20,750	57-14,15	Fencing	$50,863						
57-14	Parking Area Rehab	$50,000	57-11,15	Mailbox Upgrade	$500	57-12	Mailbox Upgrade	$500			
Subtotal 1450	Site Improvements	$76,750	Subtotal 1450	Site Improvements	$66,363	Subtotal 1450	Site Improvements	$5,500	Subtotal 1450	Site Improvements	$5,000
	1460 Dwelling Structures			1460 Dwelling Structures			1460 Dwelling Structures			1460 Dwelling Structures	
57-11; 57-12	Water Distribution/Water Heaters	$1,000	57-11; 57-12	Water Distribution/Water Heaters	$1,000	57-14; 57-15	Water Distribution/Water Heaters	$1,000	57-14; 57-15	Water Distribution/Water Heaters	$1,000
57-14; 57-15	Kitchen Cabinets	$8,436	57-11,12,14,15	Exterior Pressure Washing	$5,000						
57-11,12,14,15, 16	Vacant Unit Turnaround	$22,177	57-11,12,14,15, 16	Vacant Unit Turnaround	$26,000	57-11,12,14,15, 16	Vacant Unit Turnaround	$26,000	57-11,12,14,15,16	Vacant Unit Turnaround	$20,000
57-14	Security Screen Doors	$20,000	57-15	Security Screen Doors	$15,000	57-11; 57-12	Security Screen Doors	$10,000	57-11; 57-12	Security Screen Doors	$5,000
57-11,14,15	Bath Remodel	$18,073	57-11,14,15	Bath Remodel	$35,000	57-11:57-14:57-15	Bath Remodel	$80,231	57-11:57-14:57-15	Bath Remodel	$82,231
			57-11,14,15	Kitchen/Closet Remodel	$43,573	57-11:57-14.57-15	Kitchen/Closet Remodel	$91,705	57-11:57-14:57-15	Kitchen/Closet Remodel	$86,455
Subtotal 1460	Dwelling Structures	$69,686	Subtotal 1460	Dwelling Structures	$124,573	Subtotal 1460	Dwelling Structures	$197,936	Subtotal 1460	Dwelling Structures	$194,686
	1465 Dwelling Equipment			1465 Dwelling Equipment			1465 Dwelling Equipment			1465 Dwelling Equipment	
57-15	Appliances	$52,500	57-14	Appliances	$10,000	57-14	Appliances	$10,000	57-14	Appliances	$21,250
Subtotal 1465	Dwelling Equipment	$52,500	Subtotal 1465	Dwelling Equipment	$10,000	Subtotal 1465	Dwelling Equipment	$10,000	Subtotal 1465	Dwelling Equipment	$21,250
	1470 Non-Dwelling Structures										
Central Office	Office Rehab/Repair	$2,000									
Subtotal 1470	Non-Dwelling Structures	$2,000									
				1475 Non-Dwelling Equip			1475 Non-Dwelling Equip				
	Maintenance Vans	$15,000	Central Office	Maintenance Vans	$15,000	Central Office	Maintenance Vans	$7,500			
Subtotal 1475	Non-Dwelling Equipment	$15,000	Subtotal 1475	Non-Dwelling Equip	$15,000	Subtotal 1475	Non-Dwelling Equip	$7,500			
	1499 Development			1499 Development			1499 Development			1499 Development	
57-16	Development	$20,000	57-16	Development	$20,000	57-16	Development	$15,000	57-16	Development	$15,000
Subtotal 1499	Development	$20,000	Subtotal 1499	Development	$20,000	Subtotal 1499	Development	$15,000	Subtotal 1499	Development	$15,000
	Total Year 2	$526,681		Total Year 3	$526,681		Total Year 4	$526,681		Total Year 5	$526,681

Annual S[illegible]/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Ur[illegible]elopment
Office of Public and [illegible]dian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part I: Summary

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P057501112 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2012 FFY of Grant Approval:

Type of Grant
☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement (revision no:1)
☒ Performance and Evaluation Report for Period Ending: 09/30/2012 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]	$52,686.00	$52,686.00	$52,686.00	$0.00
3	1408 Management Improvements	$92,574.00	$92,574.00	$92,574.00	$0.00
4	1410 Administration (may not exceed 10% of line 21)	$52,686.00	$52,686.12	$52,686.12	$8,781.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	$131,500.00	$131,500.00	$131,500.00	$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	$15,000.00	$26,999.88	$15,000.00	$0.00
10	1460 Dwelling Structures	$140,415.00	$140,415.00	$69,375.00	$0.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	$5,000.00	$5,000.00	$0.00	$0.00
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	$12,000.00	$0.00	$0.00	$0.00
17	1499 Development Activities [4]	$25,000.00	$25,000.00	$0.00	$0.00
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	$526,861.00	$526,861.00	$413,821.12	$8,781.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	Date 11/28/2012	Signature of Public Housing Director	Date
John Nelson Jr			

[1] To be completed for the Performance and Evaluation Report.
[2] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[3] PHAs with under 250 units in management may use 100% of CFP Grants for operations.
[4] RHF funds shall be included here.

form HUD-50075.1 (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL2905750112 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2012

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 11,12,14,15,16	OPERATIONS							
	Operations	11.1406.00ZI		$11,591.00	$11,591.00	$11,591.00	$0.00	
		12.1406.00ZI		$15,806.00	$15,806.00	$15,806.00	$0.00	
		14.1406.00ZI		$13,698.00	$13,698.00	$13,698.00	$0.00	
		15.1406.00ZI		$11,591.00	$11,591.00	$11,591.00	$0.00	
	Total for Account 1406			**$52,686.00**	**$52,686.00**	**$52,686.00**	**$0.00**	
	MANAGEMENT IMPROVEMENTS							
	Resident Services & Development	11.1408.00ZI		$7,104.00	$7,104.00	$7,104.00	$0.00	
		12.1408.00ZI		$9,688.00	$9,688.00	$9,688.00	$0.00	
		14.1408.00ZI		$8,396.00	$8,396.00	$8,396.00	$0.00	
		15.1408.00ZI		$7,104.00	$7,104.00	$7,104.00	$0.00	
	Management Improvement Staff Wages	11.1408.20ZI		$8,910.00	$8,910.00	$8,910.00	$0.00	
		12.1408.20ZI		$12,150.00	$12,150.00	$12,150.00	$0.00	
		14.140820ZI		$10,530.00	$10,530.00	$10,530.00	$0.00	
		15.1408.20ZI		$8,910.00	$8,910.00	$8,910.00	$0.00	
	Management Improvement Staff Benefits	11.1408.21ZI		$3,472.00	$3,472.00	$3,472.00	$0.00	
		12.1408.21ZI		$4,735.00	$4,735.00	$4,735.00	$0.00	
		14.1408.21ZI		$4,103.00	$4,103.00	$4,103.00	$0.00	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

form HUD-50075.1 (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: **Palatka Housing Authority**	**Grant Type and Number** Capital Fund Program Grant No: **FL29P05750112** CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2012**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
		15.1408.21ZI		$3,472.00	$3,472.00	$3,472.00	$0.00	
	Training & Travel	11.1408.30ZI		$440.00	$440.00	$440.00	$0.00	
		12.1408.30ZI		$600.00	$600.00	$600.00	$0.00	
		14.1408.30ZI		$520.00	$520.00	$520.00	$0.00	
		15.1408.30ZI		$440.00	$440.00	$440.00	$0.00	
	Consultant Services	11.1408.40ZI		$440.00	$440.00	$440.00	$0.00	
		12.1408.40ZI		$600.00	$600.00	$600.00	$0.00	
		14.1408.40ZI		$520.00	$520.00	$520.00	$0.00	
		15.1408.40ZI		$440.00	$440.00	$440.00	$0.00	
	Total for Account 1408			**$92,574.00**	**$92,574.00**	**$92,574.00**	**$0.00**	
	ADMINISTRATION							
	Administrative Costs	11.141000.ZI		$11,591.00	$10,537.20	$10,537.20	$1,756.20	
		12.1410.00ZI		$15,806.00	$14,551.92	$14,551.92	$2,425.32	
		14.1410.00ZI		$13,698.00	$12,544.56	$12,544.56	$2,090.76	
		15.1410.00ZI		$11,591.00	$10,537.20	$10,537.20	$1,756.20	
		16.1410.00ZI		$0.00	$4,515.24	$4,515.24	$752.52	
	Total for Account 1410			**$52,686.00**	**$52,686.12**	**$52,686.12**	**$8,781.00**	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

form HUD-50075.1 (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750112 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2012

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 11,12,14,15,16	FEES & COSTS							
	Fees & Costs	11.1430.00ZI		$2,200.00	$2,200.00	$2,200.00	$0.00	
		12.1430.00ZI		$3,000.00	$3,000.00	$3,000.00	$0.00	
		14.1430.00ZI		$2,600.00	$2,600.00	$2,600.00	$0.00	
		15.1430.00ZI		$2,200.00	$2,200.00	$2,200.00	$0.00	
	Clerk of the Works Wages	11.1430.50ZI		$19,800.00	$19,800.00	$19,800.00	$0.00	
		12.1430.50ZI		$27,000.00	$27,000.00	$27,000.00	$0.00	
		14.1430.50ZI		$23,400.00	$23,400.00	$23,400.00	$0.00	
		15.1430.50ZI		$19,800.00	$19,800.00	$19,800.00	$0.00	
	Clerk of the Works Benefits	11.1430.55ZI		$6,930.00	$6,930.00	$6,930.00	$0.00	
		12.1430.55ZI		$9,450.00	$9,450.00	$9,450.00	$0.00	
		14.1430.55ZI		$8,190.00	$8,190.00	$8,190.00	$0.00	
		15.1430.55ZI		$6,930.00	$6,930.00	$6,930.00	$0.00	
	Total for Account 1430			**$131,500.00**	**$131,500.00**	**$131,500.00**	**$0.00**	
AMP 11,12,14,15,16	SITE IMPROVEMENTS							
	CPTED/Landscaping	11.1450.10ZI		$3,300.00	$3,300.00	$3,300.00	$0.00	
		12.1450.10ZI		$4,500.00	$4,500.00	$4,500.00	$0.00	
		14.1450.10ZI		$3,900.00	$3,900.00	$3,900.00	$0.00	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750112 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2012

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
		15.1450.10ZI		$3,300.00	$3,300.00	$3,300.00	$0.00	
	Fencing	14.1450.30ZI		$0.00	$11,999.88	$0.00	$0.00	
	Total for Account 1450			**$15,000.00**	**$26,999.88**	**$15,000.00**	**$0.00**	
AMP 11,12,14,15,16	DWELLING STRUCTURES							
	Unit Vacancy Reduction	11.1460.10ZI		$11,100.00	$11,100.00	$11,100.00	$0.00	
		12.1460.10ZI		$20,813.00	$20,813.00	$20,813.00	$0.00	
		14.1460.10ZI		$16,649.00	$16,649.00	$16,649.00	$0.00	
		15.1460.10ZI		$20,813.00	$20,813.00	$20,813.00	$0.00	
	Duct Replace & Return Box	12.1460.50ZI		$40,040.00	$40,040.00	$0.00	$0.00	
	Door Repair	11.1460.60ZI		$6,820.00	$6,820.00	$0.00	$0.00	
		12.1460.60ZI		$9,300.00	$9,300.00	$0.00	$0.00	
		14.1460.60ZI		$8,060.00	$8,060.00	$0.00	$0.00	
		15.1460.60ZI		$6,820.00	$6,820.00	$0.00	$0.00	
	Total for Account 1460			**$140,415.00**	**$140,415.00**	**$69,375.00**	**$0.00**	
	NON-DWELLING STRUCTURES							
	HVAC	14.1470.00ZF		$5,000.00	$5,000.00	$0.00	$0.00	
	Total for Account 1470			**$5,000.00**	**$5,000.00**	**$0.00**	**$0.00**	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750112 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2012

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
	RELOCATION							
	Resident Relocation	11.1495.00Z1		$12,000.00	$0.00	$0.00	$0.00	
	Total for Account 1495			**$12,000.00**	**$0.00**	**$0.00**	**$0.00**	
	DEVELOPMENT							
	Development	16.1499.00ZF		$25,000.00	$25,000.00	$0.00	$0.00	
	Total for Account 1499			**$25,000.00**	**$25,000.00**	**$0.00**	**$0.00**	
	TOTAL Capital Fund 2012			**$526,861.00**	**$526,861.00**	**$413,821.12**	**$8,781.00**	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: **Palatka Housing Authority** | **Federal FFY of Grant: 2012**

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
AMP 11,12,14,15,15/Operations	03/11/2014		03/11/2016		
Resident Services & Develop	03/11/2014		03/11/2016		
Mgmt. Staff Wages	03/11/2014		03/11/2016		
Mgmt. Staff Benefits	03/11/2014		03/11/2016		
Training & Travel	03/11/2014		03/11/2016		
Consultant Services	03/11/2014		03/11/2016		
Administrative Costs	03/11/2014		03/11/2016		
Fees & Costs	03/11/2014		03/11/2016		
Clerk of Works Wages	03/11/2014		03/11/2016		
Clerk of Works Benefits	03/11/2014		03/11/2016		
CPTED/Landscaping	03/11/2014		03/11/2016		
Fencing	03/11/2014		03/11/2016		
Unit Vacancy Reduction	03/11/2014		03/11/2016		
Duct Replace & Return Box	03/11/2014		03/11/2016		
Door Repair	03/11/2014		03/11/2016		
HVAC	03/11/2014		03/11/2016		

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: **Palatka Housing Authority**

Federal FFY of Grant: 2012

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Relocation	03/11/2014		03/11/2016		
Development	03/11/2014		03/11/2016		

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part I: Summary

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750111 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2011 FFY of Grant Approval:

Type of Grant
☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies
☒ Performance and Evaluation Report for Period Ending: 09/30/2012 ☒ Revised Annual Statement (revision no: 2)
☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)[3]	$63,547.00	$63,547.00	$63,547.00	$63,547.00
3	1408 Management Improvements	$127,074.00	$119,224.00	$124,224.00	$0.00
4	1410 Administration (may not exceed 10% of line 21)	$63,547.00	$63,547.00	$63,547.00	$63,547.20
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	$80,000.00	$112,250.00	$112,250.00	$7,996.68
8	1440 Site Acquisition				
9	1450 Site Improvement	$32,272.00	$32,272.00	$32,272.00	$0.00
10	1460 Dwelling Structures	$214,301.00	$194,704.24	$72,761.00	$25,797.08
11	1465.1 Dwelling Equipment—Nonexpendable	$0.00	$0.00	$0.00	$0.00
12	1470 Non-dwelling Structures	$10,000.00	$4,125.00	$4,125.00	$4,125.00
13	1475 Non-dwelling Equipment	$0.00	$17,000.00	$0.00	$0.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	$15,000.00	$0.00	$0.00	$0.00
17	1499 Development Activities[4]	$29,726.00	$29,726.00	$29,726.00	$29,726.00
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	$635,467.00	$636,395.24	$502,452.00	$194,738.96
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	Date 11/28/2012	Signature of Public Housing Director	Date
John Nelson Jr			

[1] To be completed for the Performance and Evaluation Report.
[2] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[3] PHAs with under 250 units in management may use 100% of CFP Grants for operations.
[4] RHF funds shall be included here.

form HUD-50075.1 (4/2008)

Part II: Supporting Pages

PHA Name: **Palatka Housing Authority**	**Grant Type and Number** Capital Fund Program Grant No: **FL29P05750111** CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2011**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 11,12,14,15	OPERATIONS	31.1406.000.00						
		11.1406.00ZG		$13,981.00	$13,981.00	$13,981.00	$13,981.00	
		12.1406.00ZG		$19,063.00	$19,063.00	$19,063.00	$19,063.00	
		14.1406.00ZG		$16,522.00	$16,522.00	$16,522.00	$16,522.00	
		15.1406.00ZG		$13,981.00	$13,981.00	$13,981.00	$13,981.00	
	Total for Account 1406			**$63,547.00**	**$63,547.00**	**$63,547.00**	**$63,547.00**	
AMP 11,12,14,15	MANAGEMENT IMPROVEMENTS							
	Resident Services & Development Activity	11.1408.00ZG		$10,954.00	$9,454.00	$9,454.00	$0.00	
		12.1408.00ZG		$14,938.00	$12,438.00	$14,938.00	$0.00	
		14.1408.00ZG		$12,946.00	$11,946.00	$12,946.00	$0.00	
		15.1408.00ZG		$10,954.00	$9,454.00	$10,954.00	$0.00	
	Management Improvement Staff Wages	11.1408.20ZG		$12,210.00	$12,210.00	$12,210.00	$0.00	
		12.1408.20ZG		$16,650.00	$16,650.00	$16,650.00	$0.00	
		14.1408.20ZG		$14,430.00	$14,430.00	$14,430.00	$0.00	
		15.1408.20ZG		$12,210.00	$12,210.00	$12,210.00	$0.00	
	Management Improvement Staff Benefits	11.1408.21ZG		$3,472.00	$3,472.00	$,472.00	$0.00	
		12.1408.21ZG		$4,735.00	$4,735.00	$4,735.00	$0.00	
		14.1408.21ZG		$4,103.00	$4,103.00	$4,103.00	$0.00	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: **Palatka Housing Authority**

Grant Type and Number
Capital Fund Program Grant No: **FL29P05750111**
CFFP (Yes/ No):
Replacement Housing Factor Grant No:

Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
		15.1408.21ZG		$3,472.00	$3,472.00	$3,472.00	$0.00	
	TRAINING & TRAVEL	11.1408.30ZG		$660.00	$350.00	$350.00	$0.00	
		12.1408.30ZG		$900.00	$550.00	$550.00	$0.00	
		14.1408.30ZG		$780.00	$400.00	$400.00	$0.00	
		15.1408.30ZG		$660.00	$350.00	$350.00	$0.00	
	CONSULTANT SERVICES	11.1408.40ZG		$660.00	$660.00	$660.00	$0.00	
		12.1408.40ZG		$900.00	$900.00	$900.00	$0.00	
		14.1408.40ZG		$780.00	$780.00	$780.00	$0.00	
		15.1408.40ZG		$660.00	$660.00	$660.00	$0.00	
	Total for Account 1408			**$127,074.00**	**$119,224.00**	**$124,224.00**	**$0.00**	
AMP 11,12,14,15	ADMINISTRATION							
	Administrative Costs	11.1410.00ZG		$13,981.00	$13,981.00	$13,981.00	$13,980.36	
		12.1410.00ZG		$19,063.00	$19,063.00	$19,063.00	$19,064.28	
		14.1410.00ZG		$16,522.00	$16,522.00	$16,522.00	$16,522.20	
		15.1410.00ZG		$13,981.00	$13,981.00	$13,981.00	$13,980.36	
	Total for Account 1410			**$63,547.00**	**$63,547.00**	**$63,547.00**	**$63,547.20**	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

form HUD-50075.1 (4/2008)

Part II: Supporting Pages

PHA Name: **Palatka Housing Authority**	**Grant Type and Number** Capital Fund Program Grant No: **FL29P05750111** CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2011**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 11,12,14,15	FEES & COSTS							
	Fees & Costs	11.1430.00ZG		$3,300.00	$1,000.00	$1,000.00	$0.00	
		12.1430.00ZG		$4,500.00	$1,000.00	$1,000.00	$0.00	
		14.1430.00ZG		$3,900.00	$1,000.00	$1,000.00	$0.00	
		15.1430.00ZG		$3,300.00	$1,000.00	$1,000.00	$0.00	
		16.1430.00ZG		$0.00	$250.00	$250.00	$0.00	
AMP 16	Clerk of the Works Wages	11.1430.50ZG		$11,000.00	$17,000.00	$17,000.00	$1,254.10	
		12.1430.50ZG		$15,000.00	$22,500.00	$22,500.00	$1,782.52	
		14.1430.50ZG		$13,000.00	$20,000.00	$20,000.00	$1,518.30	
		15.1430.50ZG		$11,000.00	$18,000.00	$18,000.00	$1,254.08	
	Clerk of the Works Benefits	11.1430.55ZG		$3,300.00	$6,500.00	$6,500.00	$474.89	
		12.1430.55ZG		$4,500.00	$10,000.00	$10,000.00	$666.97	
		14.1430.55ZG		$3,900.00	$7,500.00	$7,500.00	$570.94	
		15.1430.55ZG		$3,300.00	$6,500.00	$6,500.00	$474.88	
	Total for Account 1430			**$80,000.00**	**$112,250.00**	**$112,250.00**	**$7,996.68**	
AMP 11,12,14,15	SITE IMPROVEMENTS							
	CPTED/Landscaping	11.1450.10ZH		$7,100.00	$7,100.00	$7,100.00	$0.00	
		12.1450.10ZH		$9,682.00	$9,682.00	$9,682.00	$0.00	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: **Palatka Housing Authority**	**Grant Type and Number** Capital Fund Program Grant No: **FL29P05750111** CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2011**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
		14.1450.10ZH		$8,390.00	$8,390.00	$8,390.00	$0.00	
		15.1430.10ZH		$7,100.00	$7,100.00	$7,100.00	$0.00	
	Total for Account 1450			**$32,272.00**	**$32,272.00**	**$32,272.00**	**$0.00**	
AMP 11,12,14,15	DWELLING STRUCTURES							
	Unit Vacancy Reduction	11.1460.10ZH		$10,762.00	$10,762.00	$10,762.00	$2,267.42	
		12.1460.10ZH		$20,178.00	$20,178.00	$20,178.00	$8,456.19	
		14.1460.10ZH		$16,143.00	$16,143.00	$16,143.00	$4,533.26	
		15.1460.10ZH		$20,178.00	$20,178.00	$20,178.00	$10,004.33	
		16.1460.10ZH		$0.00	$3,000.00	$3,000.00	$535.88	
	Water Heaters	11.1460.20ZH		$0.00	$2,500.00	$2,500.00	$0.00	
	Duct Replace & Return Box	12.1460.50ZH		$91,040.00	$76,543.24	$0.00	$0.00	
	Door Repair	11.1460.60ZH		$5,600.00	$3,600.00	$0.00	$0.00	
		12.1460.60ZH		$33,600.00	$25,000.00	$0.00	$0.00	
		14.1460.60ZH		$8,400.00	$8,400.00	$0.00	$0.00	
		15.1460.60ZH		$8,400.00	$8,400.00	$0.00	$0.00	
	Total for Account 1460			**$214,301.00**	**$194,704.24**	**$72,761.00**	**$25,797.08**	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750111 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
	NON-DWELLING STRUCTURES							
	HVAC	14.1470.00ZF		$10,000.00	$4,125.00	$4,125.00	$4,125.00	
	Total for Account 1470			**$10,000.00**	**$4,125.00**	**$4,125.00**	**$4,125.00**	
	NON-DWELLING EQUIPMENT							
	Maintenance Vehicles	12.1475.10ZI.00		$0.00	$8,500.00	$0.00	$0.00	
		14.1475.10ZI00		$0.00	$8,500.00	$0.00	$0.00	
	Total for Account 1475			**$0.00**	**$17,000.00**	**$0.00**	**$0.00**	
	RELOCATION							
	Resident Relocation	16.1495.00.ZH		$15,000.00	$0.00	$0.00	$0.00	
	Total for Account 1495			**$15,000.00**	**$0.00**	**$0.00**	**$0.00**	
	DEVELOPMENT							
		16.1499.00ZF		$29,726.00	$29,726.00	$29,726.00	$29,726.00	
	Total for Account 1499			**$29,726.00**	**$29,726.00**	**$29,726.00**	**$29,726.00**	
	TOTAL Capital Fund 2011			**$635,467.00**	**$636,395.24**	**$502,452.00**	**$194,738.96**	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: **Palatka Housing Authority**

Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
AMP 11,12,14,15/Operations	08/02/2013		08/02/2015		
Resident Services/Develop	08/02/2013		08/02/2015		
Mgmt. Staff Wages	08/02/2013		08/02/2015		
Mgmt. Staff Benefits	08/02/2013		08/02/2015		
Training & Travel	08/02/2013		08/02/2015		
Consultant Services	08/02/2013		08/02/2015		
Administrative Costs	08/02/2013		08/02/2015		
Fees & Costs	08/02/2013		08/02/2015		
Clerk of Works Wages	08/02/2013		08/02/2015		
Clerk of Works Benefits	08/02/2013		08/02/2015		
CPTED/Landscaping	08/02/2013		08/02/2015		
Unit Vacancy Reduction	08/02/2013		08/02/2015		
Water Heaters	08/02/2013		08/02/2015		
Duct Replace/Return Box	08/02/2013		08/02/2015		
Door Repair	08/02/2013		08/02/2015		
HVAC	08/02/2013		08/02/2015		

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: **Palatka Housing Authority** | **Federal FFY of Grant: 2011**

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Maintenance Vehicles	08/02/2013		08/02/2015		
Development	08/02/2013		08/02/2015		

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part I: Summary

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750110 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval:

Type of Grant
☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement (revision no: 4)
☒ Performance and Evaluation Report for Period Ending: 09/30/2012 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]	$74,043.00	$74,043.00	$74,043.00	$74,043.00
3	1408 Management Improvements	$148,147.00	$98,087.10	$98,087.10	$78,539.99
4	1410 Administration (may not exceed 10% of line 21)	$74,043.00	$74,043.00	$74,043.00	$74,043.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	$131,000.00	$132,899.97	$132,89.97	$132,899.97
8	1440 Site Acquisition				
9	1450 Site Improvement	$27,797.00	$75,697.00	$75,697.00	$15,106.65
10	1460 Dwelling Structures	$6,842.90	$4,942.93	$4,942.93	$4,564.32
11	1465.1 Dwelling Equipment—Nonexpendable	$21,600.00	$23,760.00	23,760.00	$23,760.00
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities [4]	$256,961.10	$256,961.00	$256,961.00	$256,961.00
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	$740,434.00	$740,434.00	$740,434.00	$659,917.93
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	Date 11/28/2012	Signature of Public Housing Director	Date
John Nelson Jr			

[1] To be completed for the Performance and Evaluation Report.
[2] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[3] PHAs with under 250 units in management may use 100% of CFP Grants for operations.
[4] RHF funds shall be included here.

form HUD-50075.1 (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750110 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 11,12,14,15	OPERATIONS	31.1406.000.00						
		11.1406.00ZG		$16,289.46	$16,289.46	$16,289.46	$16,289.46	
		12.1406.00ZG		$22,212.90	$22,212.90	$22,212.90	$22,212.90	
		14.1406.00ZG		$19,251.18	$19,251.18	$19,251.18	$19,251.18	
		15.1406.00ZG		$16,289.46	$16,289.46	$16,289.46	$16,289.46	
	Total for Account 1406			**$74,043.00**	**$74,043.00**	**$74,043.00**	**$74,043.00**	
AMP 11,12,14,15	MANAGEMENT IMPROVEMENTS							
	Resident Services & Development Activity	11.1408.00ZG		$14,917.00	$9,087.00	$9,087.00	$7,073.64	
		12.1408.00ZG		$20,342.00	$7,342.00	$7,342.00	$9,778.41	
		14.1408.00ZG		$17,629.00	$8,629.00	$8,629.00	$8,971.49	
		15.1408.00ZG		$14,917.00	$8,917.00	$8,917.00	$7,231.42	
	Management Improvement Staff Wages	11.1408.20ZG		$12,210.00	$10,310.00	$10,310.00	$4,431.60	
		12.1408.20ZG		$16,650.00	$13,680.00	$13,680.00	$6,043.08	
		14.1408.20ZG		$14,430.00	$12,030.00	$12,030.00	$5,237.40	
		15.1408.20ZG		$12,210.00	$10,210.00	$10,210.00	$4,431.60	
	Management Improvement Staff Benefits	11.1408.21ZG		$3,472.00	$2,472.00	$2,472.00	$3,189.64	
		12.1408.21ZG		$4,735.00	$3,735.10	$3,735.10	$4,351.82	
		14.1408.21ZG		$4,103.00	$3,103.00	$3,103.00	$3,771.11	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: **Palatka Housing Authority**

Grant Type and Number
Capital Fund Program Grant No: **FL29P05750110**
CFFP (Yes/ No):
Replacement Housing Factor Grant No:

Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
		15.1408.21ZG		$3,472.00	$2,472.00	$2,472.00	$3,189.58	
	TRAINING & TRAVEL	11.1408.30ZG		$1,100.00	$500.00	$500.00	$35.68	
		12.1408.30ZG		$1,500.00	$800.00	$800.00	$48.66	
		14.1408.30ZG		$1,300.00	$700.00	$700.00	$42.18	
		15.1408.30ZG		$1,100.00	$500.00	$500.00	$35.68	
	CONSULTANT SERVICES	11.1408.40ZG		$880.00	$750.00	$750.00	$2,128.94	
		12.1408.40ZG		$1,200.00	$1,090.00	$1,090.00	$2,903.10	
		14.1408.40ZG		$1,100.00	$1,010.00	$1,010.00	$3,516.02	
		15.1408.40ZG		$880.00	$750.00	$750.00	$2,128.94	
	Total for Account 1408			**$148,147.00**	**$98,087.10**	**$98,087.10**	**$78,539.99**	
AMP 11,12,14,15	ADMINISTRATION							
	Administrative Costs	11.1410.00ZG		$16,290.00	$16,289.52	$16,289.52	$16,289.52	
		12.1410.00ZG		$22,212.00	$22,212.84	$22,212.84	$22,212.84	
		14.1410.00ZG		$19,251.00	$19,251.12	$19,251.12	$19,251.12	
		15.1410.00ZG		$16,290.00	$16,289.52	$16,289.52	$16,289.52	
	Total for Account 1410			**$74,043.00**	**$74,043.00**	**$74,043.00**	**$74,043.00**	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

form HUD-50075.1 (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: **Palatka Housing Authority**

Grant Type and Number
Capital Fund Program Grant No: **FL29P05750110**
CFFP (Yes/ No):
Replacement Housing Factor Grant No:

Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised[1]	Funds Obligated[2]	Funds Expended[2]	
AMP 11,12,14,15	FEES & COSTS							
	Fees & Costs	11.1430.00ZG		$11,000.00	$53.84	$53.84	$53.84	
		12.1430.00ZG		$15,000.00	$0.00	$0.00	$0.00	
		14.1430.00ZG		$13,000.00	$0.00	$0.00	$0.00	
		15.1430.00ZG		$11,000.00	$0.00	$0.00	$0.00	
		16.1430.00ZG		$0.00	$14,993.79	$14,993.79	$14,993.79	
AMP 16	Clerk of the Works Wages	11.1430.50ZG		$13,200.00	$17,159.67	$17,159.67	$17,159.67	
		12.1430.50ZG		$18,000.00	$24,385.82	$24,385.82	$24,385.82	
		14.1430.50ZG		$15,600.00	$20,772.61	$20,772.61	$20,772.61	
		15.1430.50ZG		$13,200.00	$17,159.40	$17,159.40	$17,159.40	
	Clerk of the Works Benefits	11.1430.55ZG		$4,620.00	$8,339.88	$8,339.88	$8,339.88	
		12.1430.55ZG		$6,300.00	$11,690.38	$11,690.38	$11,690.38	
		14.1430.55ZG		$5,460.00	$10,005.14	$10,005.14	$10,005.14	
		15.1430.55ZG		$4,620.00	$8,339.44	$8,339.44	$8,339.44	
	Total for Account 1430			**$131,000.00**	**$132,899.97**	**$132,899.97**	**$132,899.97**	
AMP 11,12,14,15	SITE IMPROVEMENTS							
	CPTED/Landscaping	11.1450.10ZG		$1,100.00	$17,187.00	$17,187.00	$3,684.70	
		12.1450.10ZG		$1,500.00	$21,840.00	$21,840.00	$5,390.00	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

form HUD-50075.1 (4/2008)

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P05750110 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
		14.1450.10ZG		$1,300.00	$14,070.00	$14,070.00	$0.00	
		15.1430.10ZG		$1,100.00	$22,600.00	$22,600.00	$6,031.95	
		14.1450.30ZG		$22,797.00	$0.00	$0.00	$0.00	
AMP 14	Fencing			$27,797.00	$75,697.00	$75,697.00	$15,106.65	
	Total for Account 1450							
AMP 11,12,14,15	DWELLING STRUCTURES							
	Interior Rehab	11.1460.40ZG		$2,500.00	$0.00	$0.00	$0.00	
	Hot Water Heaters	11.1460.50ZG		$1,342.90	$1,291.48	$1,291.48	$1,291.48	
		12.1460.50ZG		$1,000.00	$934.36	$934.36	$934.36	
		14.1460.50ZG		$1,000.00	$1,024.35	$1,024.35	$645.74	
		15.1460.50ZG		$1,000.00	$1,692.74	$1,692.74	$1,692.74	
	Total for Account 1460			$6,842.90	$4,942.93	$4,942.63	$4,564.32	
	DWELLING EQUIPMENT	31.1465.000.00						
	Appliances	11.1465.00ZE		$21,600.00	$23,760.00	$23,760.00	$23,760.00	
	Total for Account 1465			$21,600.00	$23,760.00	$23,760.00	$23,760.00	
	DEVELOPMENT							
	Development	16.1499.00ZF		$256,961.10	$256,961.10	$256,961.00	$256,961.00	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: **Palatka Housing Authority**	**Grant Type and Number** Capital Fund Program Grant No: **FL29P05750110** CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2010**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
	Total for Account 1499			**$256,961.10**	**$256,961.00**	**$256,961.00**	**$256,961.00**	
	TOTAL Capital Fund 2010			**$740,434.00**	**$740,434.00**	**$740,434.00**	**$659,917.93**	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

form HUD-50075.1 (4/2008)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: **Palatka Housing Authority**

Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
AMP 11,12,14,15/Operations	07/14/2012		07/14/2014		
Resident Services/Develop	07/14/2012		07/14/2014		
Mgmt. Staff Wages	07/14/2012		07/14/2014		
Mgmt. Staff Benefits	07/14/2012		07/14/2014		
Training & Travel	07/14/2012		07/14/2014		
Consultant Services	07/14/2012		07/14/2014		
Administrative Costs	07/14/2012		07/14/2014		
Fees & Costs	07/14/2012		07/14/2014		
Clerk of the Works Wages	07/14/2012		07/14/2014		
Clerk of Works Benefits	07/14/2012		07/14/2014		
CPTED/Landscaping	07/14/2012		07/14/2014		
Hot Water Heaters	07/14/2012		07/14/2014		
Appliances	07/14/2012		07/14/2014		
Development	07/14/2012		07/14/2014		

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part I: Summary

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29R05750112 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2012 FFY of Grant Approval:

Type of Grant
☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 09/30/2012 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities [4]	$110,725.00			
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	$110,725.00	$ 0.00	$ 0.00	$ 0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	Date 11/29/2012	Signature of Public Housing Director	Date
John Stetson Jr			

[1] To be completed for the Performance and Evaluation Report.
[2] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[3] PHAs with under 250 units in management may use 100% of CFP Grants for operations.
[4] RHF funds shall be included here.

form HUD-50075.1 (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29R05750112 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2012

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
	DEVELOPMENT							
	Development	1499		$110,725.00				
	Total for Account 1499			**$110,725.00**				
	TOTAL Capital Fund Replacement			**$110,725.00**				

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

form HUD-50075.1 (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: Palatka Housing Authority

Federal FFY of Grant: 2012

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Development	03/11/2014		03/11/2016		

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

form HUD-50075.1 (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part I: Summary

PHA Name: Palatka Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29R057S0113 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2013 FFY of Grant Approval:

Type of Grant
☒ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement (revision no:)
☐ Performance and Evaluation Report for Period Ending: 09/30/2012 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities [4]	$110,725.00	$0.00	$0.00	$0.00
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	$110,725.00	$ 0.00	$ 0.00	$ 0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	Date 11/28/2012	Signature of Public Housing Director	Date
John Nelson Jr			

[1] To be completed for the Performance and Evaluation Report.
[2] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[3] PHAs with under 250 units in management may use 100% of CFP Grants for operations.
[4] RHF funds shall be included here.

form HUD-50075.1 (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part II: Supporting Pages

PHA Name: **Palatka Housing Authority**

Grant Type and Number
Capital Fund Program Grant No: **FL29R05750113**
CFFP (Yes/ No):
Replacement Housing Factor Grant No:

Federal FFY of Grant: 2013

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
	DEVELOPMENT							
	Development	1499		$110,725.00		$0.00	$0.00	
	Total for Account 1499			**$110,725.00**		**$0.00**	**$0.00**	
	TOTAL Capital Fund Replacement			**$110,725.00**		**$0.00**	**$0.00**	

[1] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
[2] To be completed for the Performance and Evaluation Report.

form HUD-50075.1 (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: Palatka Housing Authority					Federal FFY of Grant: 2013
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Development	03/11/2015		03/11/2017		

[1] Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Agenda Item

3f

CITY COMMISSION AGENDA ITEM

SUBJECT: Surplus Items

DEPARTMENT: Police

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

SUMMARY: The PD has numerous laptop computers, desk top computers, printers and other items which have out lived their usefulness and are no longer being used.

RECOMMENDED ACTION: Request the Commission authorize the City to surplus the items on the attached list.

DEPARTMENT HEAD	Submitted: Chief Gary S. Getchell	Date: 11/29/12
	Requested Agenda	Date: 12/13/12
FINANCE DEPARTMENT	Budgeted ___Yes ___No X N/A	Date: 12/7/2012
CITY ATTORNEY	Approved as to Form and Correctness	Date:
CITY MANAGER	Approved Agenda Item For:	Date: 12/4/12

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

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

Palatka Police Department
110 North 11th Street

Memorandum

Date: November 28, 2012
To: Cathy Anderson
From: Sgt. Matt Newcomb
Memo #: N12-06
Subject: Inventory list submittal.

Attached to this memorandum is a list of equipment that needs to be removed from the city asset / property list and submitted to the city commission for approval to be disposed of or added to the surplus items list.

Item		Make/ Model	Model Number	Serial Number	City I.D. Number
Dell Computer		Power Edge 2300	5mm	HC21A	8787
Dell Computer		Power Edge 2300	5MM	CP1QY	8792
Dell Computer		Dimension 2350	MTC2	CK7V721	8047
Dell Computer		Dimension 4300	N/A	Gw3G111	06347
Dell Computer		Dimension 2100	MCM	71FNXC1	N/A
Dell Computer		Dimension 4300	DHM	DFL1411	N/A
Dell Computer		Dimension 2100	MCM	21FNX01	N/A
Dell Computer		Precision 470	N/A	2V2MO81	8798
Dell Computer		Optiplex GX 250	DHM	4F57L61	8889
Dell Computer		Optiplex GX1	N/A	2PZMI	06928
Dell Computer		Optiplex GX1	N/A	2PZNE	06929
Dell Computer		Optiplex GX 240	N/A	BKMNG11	8026
Gateway Computer		2000 E-3100	N/A	0007334823	06869
Philips		Corw800	N/A	010831407	N/A
Printers					
Dell Printer		Dell 8940	N/A	N/A	N/A
Dell Printer		Dell 3100CN	N/A	N/A	N/A
Dell Printer		Dell 3100CN	N/A	N/A	N/A
HP Printer		PSC 2210	N/A	C86548	N/A
Feeder Unit					
Dell		Dell 250	KBA	N/A	N/A
Power Connect					
Dell		Power Connect 3348	N/A	N/A	N/A
Monitors					
Dell		Dell	N/A	N/A	8946

Item		*Make/Model*	*Model Number*	*Serial Number*	*City I.D. Number*
Monitors					
Dell		Dell	N/A	N/A	N/A
Ultrak		Ultrak	KM-9A	7091128	N/A
Laptops					
Dell Laptop		Inspirion 7000	PPI	N/A	N/A
Dell Laptop		Inspirion 7000	PPI	N/A	N/A
Dell Laptop		Inspirion	N/A	N/A	8834
Dell Laptop		Inspirion 12500	PPO2L	N/A	8018
Dell Laptop		Inspirion 1100	N/A	N/A	8959
Dell Laptop		Inspirion 1100	N/A	N/A	8960
Dell Laptop		Inspirion 1100	N/A	N/A	8958
Dell Laptop		Inspirion 1100	N/A	N/A	8954
Dell Laptop		Inspirion 2500	N/A	080646	N/A
Dell Laptop		Inspirion 5000E	N/A	N/A	07822
Dell Laptop		Latitude D520	N/A	N/A	8988
Dell Laptop		Latitude D505	N/A	N/A	8891
Dell Laptop		Latitude D505	N/A	N/A	8897
Dell Laptop		Latitude D520	N/A	N/A	8981
Dell Laptop		Latitude D520	N/A	N/A	8979
Dell Laptop		Latitude D520	N/A	N/A	8826
Dell Laptop		Latitude D520	N/A	N/A	9002
Dell Laptop		Latitude D520	N/A	N/A	8976
Dell Laptop		Latitude D520	N/A	N/A	8974
Dell Laptop		Latitude E6500	N/A	N/A	9732
Dell Laptop		Latitude D 520	N/A	N/A	8977
Dell Laptop		Latitude D505	N/A	N/A	8915
Dell Laptop		Latitude D510	N/A	N/A	8811
Dell Laptop		Latitude D520	N/A	N/A	8980

Dell Laptop		Latitude D510	N/A	N/A	8964
Dell Laptop		Latitude D520	N/A	N/A	9005
Dell Laptop		Latitude D510	N/A	N/A	8972
Dell Laptop		Latitude D510	N/A	N/A	N/A
Dell Laptop		Latitude	N/A	N/A	8993
Panasonic		ToughBook	CF-25	N/A	8752
Panasonic		ToughBook	CF-27	N/A	8900
Dell		Dell DHP	N/A	986FS31	8947
Keyboards					
Dell		SK8100	N/A	N/A	N/A
Dell		SK8125	N/A	N/A	N/A
Dell		SK8215	N/A	N/A	N/A
Dell		R31456	N/A	N/A	N/A
Dell		R31456	N/A	N/A	N/A
Dell		R31456	N/A	N/A	N/A
Dell		R31456	N/A	N/A	N/A
Dell		N/A	N/A	3912A48Z	N/A
Gateway		2000	2196003-XX-XXX	56050418	N/A
Kensiko		MCK 2000	N/A	01620358	N/A
Surge Protectors/Backups					
Belkin		N/A	N/A	3202121C137W4	N/A
APC		CS-350	N/A	N/A	N/A
APC		N/A	N/A	N/A	N/A
AC Adapters					
Dell		PA -4	N/A	1243C	N/A

Panasonic		CF-AA1639	N/A	N/A	N/A
H P		Desk Jet 6540	N/A	MY46E2R12X	N/A
Camera & Lenses					
Cannon		T70 Camera	N/A	N/A	N/A
Cannon Lens		N/A	N/A	81965	N/A
Carrot Flash		660T Flash	N/A	N/A	N/A
Miscellaneous Item					
8 spools of various cable wire					
Generators					
Honda		Honda EM 1600	N/A	611500X282589	N/A
Honda		Honda EM 1600	N/A	N/A	N/A
Riding Lawn Mower					
Craftsman		N/A	N/A	050801A003029	N/A
Speed Reader Radar Trailer		N/A	N/A	1C9BA881311611311	

Agenda Item

3g

CITY COMMISSION AGENDA ITEM

SUBJECT: Re-appointment of Earl Wallace and Anthony "Skip" Harwell to Palatka Planning Board

DEPARTMENT: Admin/Clerk

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

SUMMARY: Earl Wallace and Anthony "Skip" Harwell's terms on the Palatka Planning Board are up on December 31, 2012. They have both returned their applications for reappointment, indicating their desire to continue to serve in this capacity. Both members have met attendance requirements and are otherwise qualified for reappointment to this Board.

Position openings have been advertised per Commission policy. Mr. Wallace and Mr. Harwell are the sole applicants for these positions, as well as the incumbent members. The Planning Director concurs on this reappointment.

RECOMMENDED ACTION: Re-appoint Earl Wallace and Anthony "Skip" Harwell to the Palatka Planning Board for respective three-year terms to expire December 31, 2015.

DEPARTMENT HEAD Submitted: __B. Driggers_____ Date: 11-30-12
Requested Agenda Consent Date: 12-13-12

FINANCE DEPARTMENT Budgeted ___Yes ___No X N/A Date: 12/7/12

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: N Date: 12/6/12

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

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

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
FLORIDA

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE CHIEF

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

MEMBER: Earl Wallace **# of years' prior service:** 15
Residence (911 Address) 126 SPRING CREEK DR SAN MATEO **Phone:** 328-0086 **Fax:**
Business Name & Address EARL WALLACE LAND SURVEYOR 224 N 6TH ST PALATKA **Phone:** 328-3233 **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: 224 N 6TH ST PALATKA

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.

Earl Wallace II 11/30/12
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) Fully qualified

Chairman's/Director's Signature

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

EGRA KITCHENS
MMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
FLORIDA

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA
BOARD REAPPOINTMENT REQUEST

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

MEMBER: Anthony "Skip" Harwell **# of years' prior service:** 3 1/2
Residence (911 Address) 322 MADISON ST PALATKA, FL 32177 **Phone:** 386-530-1226 **Fax:**
Business Name & Address ANTHONY HARWELL, ARCHITECT FL **Phone:** 386-530-1226 **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:** 386-530-1226

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 11/30/12 **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) Fully qualified

Chairman's/Director's Signature

Planning Board
ATTENDANCE RECORD 2012

PLANNING BOARD												
NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG 23	SEPT	OCT	NOV	DEC
Carl Stewart 12/10	X	X	x	x	x	X		X	X	—	X	X
School Board Rep												
Lavinia Moody								X	—	X	X	—
Judith Gooding Appointed in July								X	X	X	—	X
Ken Venables 12/11	X	—	—	—	—	Deceased						
Earl Wallace 12/12	X	X	—	x	x	X		X	X	X	X	X
George DeLoach 2/7/12		X	x	x	x	X		X	X	—	X	X
Joe Petrucci 12/11	X	X	x	x	—	X		—	—	—	—	—
Anthony Harwell 12/12	—	X	x	—		X		X	X	—	—	X
Joe Pickens 10/13	X	--	x	x	—	—		X	X	—	X	—
Sharon Buck	—	—	—	x	—	Resigned						
Daniel Sheffield	—	X	x	x	x	X		X	X	X	X	X
Donald E Holmes	X	X	x	x	x	—		X	X	—	—	X

X = Present -- = Absent

Note: No meeting in July

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

Fax Transmittal

To:	Members of the Press	**Fax:**	e-mail round
From:	Karen Venables, Asst. City Clerk	**Date:**	10/26/2012
Re:	Planning Board	**Pages:**	1

FOR IMMEDIATE RELEASE:

The City of Palatka is now accepting applications for appointment to its Planning Board. Applications will be accepted until the position is filled. Its members are appointed by the Palatka City Commission. Applicants who reside or own property within the Palatka City Limits will be given preference.

The purpose of this Board is to make recommendations to the City Commission on annexations, zoning ordinances and amendments to the Official Land Use Map; subdivision plats, street dedications, utility privileges, and any other such related land use and/or planning issues as directed by the City Commission. This is a non-paid, public service position. Members have jurisdiction over certain provisions of the Palatka Municipal Code, which relate to land use and zoning, and the granting of variances of related provisions of the Code. A complete list of the Board's jurisdiction is available on-line at www.palatka-fl.gov or from Palatka Building & Zoning, 205 N. 2nd Street, Palatka.

Planning Board Members serve three-year terms and meet at City Hall on the first Tuesday of each month at 4:00 p.m. Applications can be found at www.palatka-fl.gov or picked up at Palatka City Hall, 201 N. 2nd Street, Palatka. For more information, please contact Betsy Driggers at 386-329-0100, or Thad Crowe, City Planner, at 386-329-0103.

VERNON MYERS
MAYOR · COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR · COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA

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

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

October 26, 2012

Mr. Anthony Harwell
322 Madison Street
Palatka, FL 32177

Dear Mr. Harwell:

Your term on the Planning Board will expire on December 31, 2012. The City Commission would like you to notify them if you are interested in continuing to serve on this Board for another three-year term, to expire 12/31/15. If you are no longer interested in serving, please contact me immediately so that we can advertise for your replacement.

Please fill out the enclosed application and return it to me as soon as possible. Your re-appointment will be considered at the December 8, 2012 City Commission meeting at 6:00 p.m.

If you have any questions, please give me a call.

Sincerely,

Karen M Venables

Karen M. Venables
Assistant City Clerk

KMV/s

Enclosure
Cc: Thad Crowe, Planning Director

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
FLORIDA

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

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

October 26, 2012

Mr. Earl Wallace
224 N. 6th Street
Palatka, FL 32177

Dear Mr. Wallace:

Your term on the Planning Board will expire on December 31, 2012. The City Commission would like you to notify them if you are interested in continuing to serve on this Board for another three-year term, to expire 12/31/15. If you are no longer interested in serving, please contact me immediately so that we can advertise for your replacement.

Please fill out the enclosed application and return it to me as soon as possible. Your re-appointment will be considered at the December 8, 2012 City Commission meeting at 6:00 p.m.

If you have any questions, please give me a call.

Sincerely,

Karen M Venables

Karen M. Venables
Assistant City Clerk

KMV/s

Enclosure
Cc: Thad Crowe, Planning Director

Agenda Item

3h

CITY COMMISSION AGENDA ITEM

SUBJECT: Request for Noise & Alcohol Variance for Special Events Permit # 12-52

DEPARTMENT: Special Events

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

SUMMARY: Special Events Permit 12-52; Request and Approve Noise & Alcohol Variance for the "3rd Friday Downtown Street Party"

RECOMMENDED ACTION: Approve Noise & Alcohol Variance for the following Date & Time:

- December 21st, 2012 6pm-10pm

DEPARTMENT HEAD Submitted: Jeff Norton Date: 11/14/12
Requested Agenda Consent Date: 11/14/12

FINANCE DEPARTMENT Budgeted ___Yes ___No _✓_N/A Date: 12/7/12

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date: 12/4/12

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

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

Document17

MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: November 14th, 2012

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

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

1. Grant Noise Variance during the Special Event hours:
   December 21st, 2012 6pm-10pm

2. Grant Alcohol Variance during the Special Event hours:
   December 21st, 2012 6pm-10pm

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

Jeff Norton
Special Events Coordinator

APPLICATION # 12-52

(circle one below)

CLASS A PERMIT – Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 30 days prior to event

CLASS C PERMIT - Filing Deadline: 30 days prior to event

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER Palatka Historic Northside Neighborhood Association Inc.

CONTACT PERSON Elizabeth Vanrensurg TELEPHONE 904.377.5044

FAX # _____

2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE Palatka Main Street

CONTACT PERSON Charles Rudd TELEPHONE 329.0100 Ext. 333

FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY 3rd Friday Downtown Street Party

4. **DATE & HOURS** OF DESIRED USE: 12/21/2012 6pm-10pm

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)

6. REQUEST FOR ROAD CLOSURES: St. Johns Avenue 2nd - 4th Street; 3rd + Reid to Oak Street

7. REQUEST FOR NOISE VARIANCE(Dates and Times): 12/21/2012 6pm-10pm

8. REQUEST FOR ALCOHOL VARIANCE: 12/21/2012 6pm-10pm

9. ESTIMATE OF ANTICIPATED ATTENDANCE _____

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

a.) CLASS A: ___ **$150.00 up to 10,000 in attendance per day**
___ **$2250.00 10,000 – 40,000 in attendance per day**
___ **$300.00 – 40,000 – 80,000 in attendance per day**

b.) CLASS B: ✓ **$100.00 per day**

c.) CLASS C: ___ **$ 50.00 per day** (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats, ETC.

d.) Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. **(7% Sales Tax)**

Number of Days _____ Fee Required (Yes/No) _____ Check Enclosed? _____

12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the Special Events Committee.

13. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

IMPORTANT INFORMATION

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

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

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

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

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all cost and reasonable attorney's fees) suffered by the City of Palatka for:

1) **Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.**
2) **Any claims persons., suits, actions, damages, or cause of actions or any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, pr by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other**

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

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

DATE _____ SIGNATURE OF APPLICANT _____

APPROVED:

SPECIAL EVENTS COORDINATOR _____ DATE 11/14/2012

RETURN TO:
JEFF NORTON
SPECIAL EVENTS COORDINATOR
201 N. 2nd Street
Palatka, FL 32177

COPIES TO:
Parks Dept.
Police Dept.
Fire Dept.
Sanitation Dept.
City Clerk
Downtown Palatka, Inc.
Keep Putnam Beautiful
Chamber of Commerce
Palatka Daily News

(FOR ADDITIONAL INFORMATION PLEASE CALL THE PARKS DEPARTMENT OFFICE AT 386-329-0175.)

CITY OF PALATKA
PLANNING MEETING
PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

☐ Site Sketch Provided
☐ Tentative Schedule of Events

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

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

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

Type of Event: Street Party

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

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

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

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

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

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

Revised: 1/22/01

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

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

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

Special Event Permit fees $ 100 Per Day x 1 Days = $ 100

Law Enforcement (City Police) $23.00 per hour x _____ Officer(s) x _____ Hours = $ TBD

Fire Personnel $23.00 per hour x _____ Personnel x _____ Hours = $_____

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

Sanitation Equipment fee

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

Additional Charges (List)

_____ = $_____

_____ = $_____

_____ = $_____

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

Total Estimated Fees $ TBD

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

APPLICANT INFORMATION:

Name: Charles Rudd / Palatka Main Street
Telephone: 386 329-0100 x 333 **Fax:** _____ **Cellular:** 352-455-1150
Address: 205 N. 2nd St. Palatka, FL 32177

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

Other contacts/Keyholders:

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

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

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

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

☐ **Number and proposed location of fire protection services:** _____

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

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

Number of EMS Personnel required: _____

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

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

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

Items Outstanding:

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

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

PRE-PLANNING MEETING

Name of Special Event/Production: _____ Date _____

Persons Attending Planning Meeting:

Name _____ Representing _____ Position _____ Phone# _____

_____

City of Palatka
Planning Meeting
Pre-event Assessment List

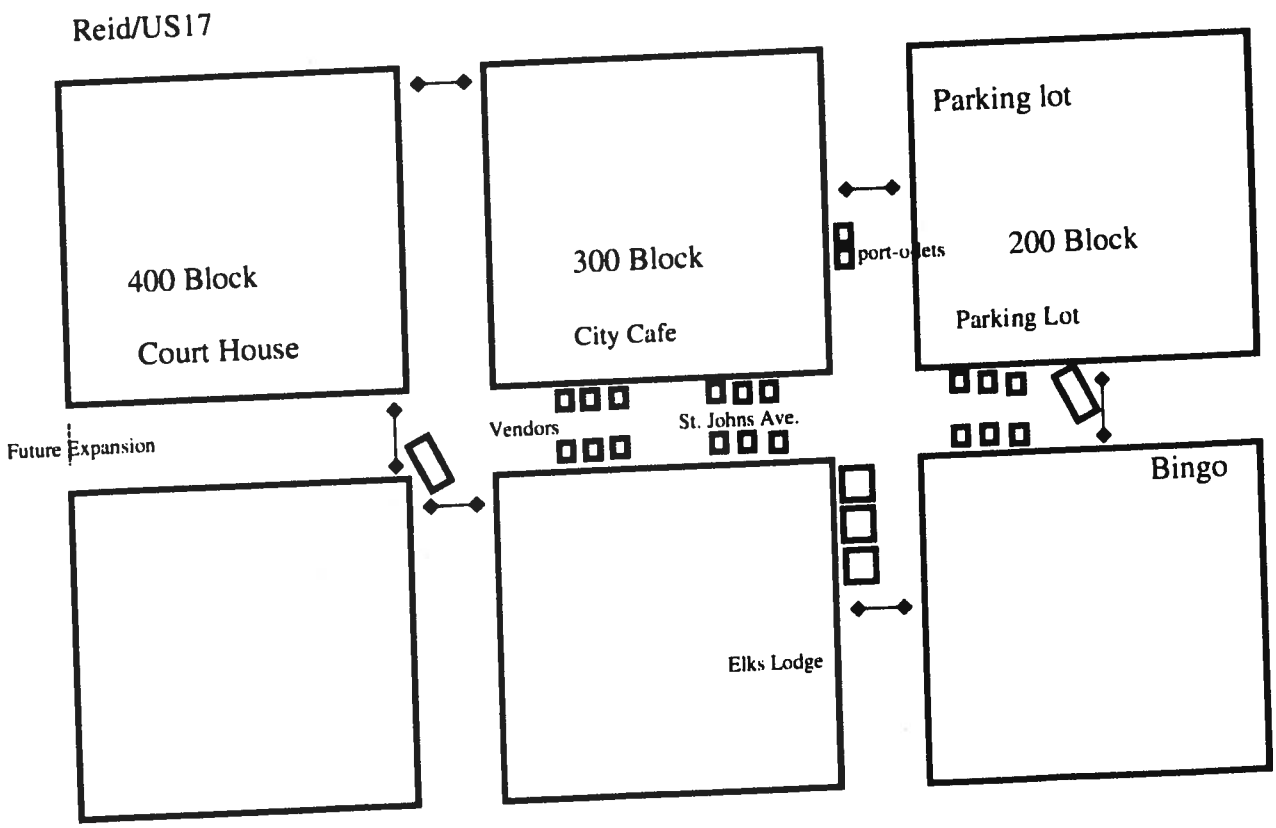
Addendum:

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

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

Event Map

Downtown Street Party



PALAMAI-01 FIST

ACORD

CERTIFICATE OF LIABILITY INSURANCE

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

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

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

PRODUCER (410) 685-4625
Maury, Donnelly & Parr, Inc.
Commerce & Water Streets
Baltimore, MD 21202

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : CNA Insurance Companies	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED Palatka Main Street
205 N. 2nd Street
Palatka, FL 32177-

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

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

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

CERTIFICATE HOLDER

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

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

00061

DR-14
R. 04/05
09/08/10

Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

Certificate Number	Effective Date	Expiration Date	Exemption Category
85-8015450098C-3	08/26/2010	08/31/2015	501(C)(3) ORGANIZATION

This certifies that

PALATKA HISTORIC NORTHSIDE
NEIGHBORHOOD ASSOCIATION INC
310 N 3RD ST
PALATKA FL 32177-3514

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

DR-14
R. 04/05

Important Information for Exempt Organizations

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

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

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

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

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

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

Agenda Item

3i

CITY COMMISSION AGENDA ITEM

SUBJECT: **2013 City Commission Meeting Calendar**

DEPARTMENT: **Admin/Clerk**

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

SUMMARY: Attached is the proposed 2013 City Commission Meeting Calendar. This calendar is adopted in December and includes the summer and holiday season schedules for the coming year. This calendar can be and is revised from time to time as necessary. Please note there is a calendar for "internal" use which includes staff meetings, and one for use on the website.

RECOMMENDED ACTION: Adopt the 2013 City Commission meeting calendar for publication.

DEPARTMENT HEAD	Submitted: _B. Driggers_____ Requested Agenda Consent	Date: 11-30-12 Date: 12-13-12
FINANCE DEPARTMENT	Budgeted ___Yes ___No __x_N/A	Date: 12/7/12
CITY ATTORNEY	Approved as to Form and Correctness	Date:
CITY MANAGER	Approved Agenda Item For:	Date: 12/4/12

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

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

2013 PALATKA CITY COMMISSION CALENDAR

Rev. 12/04/12

January 1 – June 30, 2013

JANUARY

1 - City offices closed in observance of New Year's
3 - Staff mtg. 2:30 p.m.
7 - Swearing in Ceremony 7:30 p.m.
10 - Staff mtg. 9:00 a.m.
10 - City Commission mtg. 6:00 p.m. - City Hall
21 - City offices closed in observance of Martin Luther King, Jr. Day
17 - Staff mtg. 9:00 a.m.
17 - NEFLC Meeting @ St. Augustine
24 - Staff mtg. 9:00 a.m.
24 - City Commission mtg. 6:00 p.m. - City Hall
31 - Staff mtg. 9:00 a.m.

FEBRUARY
Black History Month

7 - Staff mtg. 2:30 p.m.
14 - Staff mtg. 9:00 a.m.
14 - CRA mtg. 5:00 p.m. - City Hall
14 - City Commission mtg. 6:00 p.m. - City Hall
21 - Staff mtg. 9:00 a.m.
21 - NEFLC Meeting - Green Cove Springs
28 - Staff mtg. 9:00 a.m.
28 - City Commission mtg. 6:00 p.m. - City Hall

MARCH
Women's History Month

1 - Azalea Fest. Mayor's Reception
7 - Staff mtg. 2:30 p.m.
14 - Staff mtg. 9:00 a.m.
14 - City Commission mtg. 6:00 p.m. - City Hall
19-20 - FLC Legislative Action Day, Tallahassee
21 - Staff mtg. 9:00 a.m.
21 - NEFLC Meeting – Lake Butler
28 - Staff mtg. 9:00 a.m.
28 - City Commission mtg. 6:00 p.m. - City Hall

APRIL

4 - Staff mtg. 2:30 p.m.
11 - Staff mtg. 9:00 a.m.
11 - CRA mtg. 5:00 p.m. - City Hall
11 - City Commission mtg. 6:00 p.m. - City Hall
18 - Staff mtg. 9:00 a.m.
18 - NEFLC Meeting – Starke
25 - Staff mtg. 9:00 a.m.
25 - City Commission regular meeting 6:00 p.m. - City Hall

MAY

2 - Staff mtg. 2:30 p.m.
9 - Staff mtg. 9:00 a.m.
9 - City Commission mtg. 6:00 p.m. - City Hall
16 - Staff mtg. 9:00 a.m.
16 - NEFLC Meeting - The Beaches
23 - Staff mtg. 9:00 a.m.
23 - City Commission mtg. 6:00 p.m. - City Hall
27 - City offices closed in observance of Memorial Day Holiday
30 - Staff mtg. 9:00 a.m.

JUNE

6 - Staff mtg. 2:30 p.m.
13 - Staff mtg. 9:00 a.m.
13 - Pre-Budget Workshop - 2:00 p.m./CRA Mtg. – 5:00 p.m. – City Hall
13 - City Commission mtg. 6:00 p.m. - City Hall
20 - Staff mtg. 9:00 a.m.
20 - NEFLC Meeting – Orange Park
27 - Staff mtg. 9:00 a.m.
27 - City Commission 6:00 p.m. - City Hall

Upcoming Events & Conferences: **March 19-20, 2013 - Legislative Action Day, Tallahassee**
August 15-17 - FLC Annual Conference, World Center Marriott, Orlando

2013 PALATKA CITY COMMISSION CALENDAR

Rev. 12-04-12

July 1 – December 30, 2013

JULY

4 - City offices closed to observe Independence Day
11 - Staff Meeting 9:00 a.m. for Budget Workshop/Reg. meeting
11 - City Commission mtg. 6:00 p.m.
18 - Staff Meeting 9:00 a.m.
18 - Budget Workshop 2:00 p.m.
18 - City Commission regular meeting to set tentative millage rate (immediately following budget workshop)
25 - Staff Meeting 9:00 a.m.

AUGUST

1 - Staff Meeting 2:30 p.m.
8 - Staff Meeting 9:00 a.m.
8 - CRA mtg. 5:00 p.m. - City Hall
8 - City Commission mtg. 6:00 p.m. – City Hall
15 - Staff Meeting 9:00 a.m.
15-17 - FLC Annual Conference, Orlando World Center Marriott
22 - Staff Meeting 9:00 a.m.
29 - Staff Meeting 9:00 a.m.

SEPTEMBER

2 - City offices closed in observance of Labor Day
5 - Staff Meeting 2:30 p.m.
12 - Staff Meeting 9:00 a.m.
12 - City Commission mtg. 6:00 p.m. (1st Public Hearing on Budget) - City Hall
19 - Staff Meeting 9:00 a.m.
19 - NEFLC Meeting – Palatka
26 - Staff Meeting 9:00 a.m.
26 - City Commission mtg. 6:00 p.m. (Adoption of Budget) - City Hall

OCTOBER

3 - Staff Meeting 2:30 p.m.
? - City Safety Luncheon - 12:00 noon; Palatka Golf Course
10 - Staff Meeting 9:00 a.m.
10 - CRA mtg. 5:00 p.m. - City Hall
10 - City Commission mtg. 6:00 p.m. - City Hall
17 - Staff Meeting 9:00 a.m.
17 - NEFLC Meeting - St. Augustine Beach
?? - City Government Week
24 - Staff Meeting 9:00 a.m.
24 - City Commission mtg. 6:00 p.m. - City Hall
31 - Staff mtg. 9:00 a.m.
31 - Halloween Trick or Treat, 6:00 - 8:00 p.m.

NOVEMBER

7 - Staff Meeting 2:30 p.m.
11 - City Offices Closed in observance of Veterans' Day
14 - Staff Meeting 9:00 a.m.
14 - City Commission mtg. 6:00 p.m. - City Hall
21 - Staff Meeting 9:00 a.m.
21-22 - Legislative Conference - Hyatt Regency Orlando Int'l Airport Hotel
28 & 29 - City offices closed in observance of Thanksgiving Holiday

DECEMBER

5 - Staff Meeting 2:30 p.m.
5 - NEFLC Meeting – Jacksonville
12 - Staff Meeting 9:00 a.m.
12 - CRA mtg. 4:00 p.m. - City Hall
12 - City Commission mtg. 6:00 p.m. - City Hall
19 - Staff Meeting 9:00 a.m.
Dates TBD - City offices closed in observance of Christmas Holiday
26 - Staff Meeting 9:00 a.m.

Upcoming Events & Conferences:

August 15-17 - FLC Annual Conference, Orlando World Center Marriott
November 21-22 - FLC Legislative Conference, Hyatt Regency Orlando International Airport Hotel, Orlando, FL

2013 PALATKA CITY COMMISSION CALENDAR

Rev. 12-04-12

January 1 – June 30, 2013

JANUARY

1 - City offices closed in observance of New Year's
7 - Swearing in Ceremony 7:30 p.m.
10 - City Commission mtg. 6:00 p.m. - City Hall
21 - City offices closed in observance of Martin Luther King, Jr. Day
24 - City Commission mtg. 6:00 p.m. - City Hall

FEBRUARY

Black History Month
14 - CRA mtg. 5:00 p.m. - City Hall
14 - City Commission mtg. 6:00 p.m. - City Hall
28 - City Commission mtg. 6:00 p.m. - City Hall

MARCH

Women's History Month
1 - Azalea Fest. Mayor's Reception
14 - City Commission mtg. 6:00 p.m. - City Hall
19-20 - FLC Legislative Action Day, Tallahassee
28 - City Commission mtg. 6:00 p.m. - City Hall

APRIL

11 - CRA mtg. 5:00 p.m. - City Hall
11 - City Commission mtg. 6:00 p.m. - City Hall
25 - City Commission mtg. 6:00 p.m. - City Hall

MAY

9 - City Commission mtg. 6:00 p.m. - City Hall
23 - City Commission mtg. 6:00 p.m. - City Hall
27 - City offices closed in observance of Memorial Day Holiday

JUNE

13 - Pre-Budget Workshop - 2:00 p.m. - City Hall
13 - CRA mtg. 5:00 p.m. - City Hall
13 - City Commission mtg. 6:00 p.m. - City Hall
27 - City Commission mtg. 6:00 p.m. - City Hall

Other Events:

Azalea Festival – March 1 & 3, 2013
Blue Crab Festival – May 24, 25, 26 & 27, 2012

2013 PALATKA CITY COMMISSION CALENDAR

Rev.12-04-12

July 1 – December 30, 2013

JULY

4 - City Offices closed to observe Independence Day
11 - City Commission mtg. 6:00 p.m.
18 - Budget Workshop 2:00p.m. - City Hall
18 - City Commission regular meeting immediately following workshop (to set tentative millage rate)

AUGUST

8 - CRA mtg. 5:00 p.m. - City Hall
8 - City Commission mtg. 6:00 p.m. – City Hall
15-17- FLC Annual Conference, Hollywood FL

SEPTEMBER

2 - City Offices Closed to observe Labor Day Holiday
12 - City Commission mtg. 6:00 p.m. (1st Public Hearing on Budget) - City Hall
26 - City Commission mtg. 6:00 p.m. (Adoption of Budget) - City Hall

OCTOBER

10 - CRA mtg. 5:00 p.m. - City Hall
10 - City Commission mtg. 6:00 p.m. - City Hall
24 - City Commission mtg. 6:00 p.m.
31 - Halloween Trick or Treat, 6:00 - 8:00 p.m.

NOVEMBER

11 - City offices closed in observance of Veteran's Day
14 - City Commission mtg. 6:00 p.m.
21-22 - Legislative Conference - Hyatt Regency Orlando Int'l Airport
28 & 29 - City offices closed in observance of Thanksgiving Holiday

DECEMBER

12 - CRA mtg. 5:00 p.m. - City Hall
12 - City Commission mtg. 6:00 p.m. - City Hall
Date TBD - City offices closed in observance of Christmas Holiday

Agenda Item

3j

CITY COMMISSION AGENDA ITEM

SUBJECT: Memorandum of Voting Conflict – Commissioner James Norwood
Nov 8, 2012 Agenda Item No. 6 – Reconsideration of Oct. 25 Vote

DEPARTMENT: Admin/Clerk

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

SUMMARY: Florida law requires elected or appointed officials serving on boards or commissions to file a Form 8B, Memorandum of Voting Conflict, when that official is presented with a voting conflict of interest under Section 112.3143, Florida Statutes. This form must be filed with the Clerk within 15 days of the declaration of conflict and entered into the record of the meeting.

Commissioner Norwood declared the appearance of a voting conflict of interest because he is an employee of G-P, and recused himself from discussion and voting on Item 6, a reconsideration of a vote taken at the October 25 meeting to pass a proposed amendment to Zoning Code Section 94-152 to add conditional uses to Recreation & Open Space, which he'd also recused himself from voting on.

RECOMMENDED ACTION: Incorporate this form into the minutes of the meeting.

DEPARTMENT HEAD	Submitted:	B. Driggers	Date: 11-30-12
	Requested Agenda	Consent	Date: 12/13/12
FINANCE DEPARTMENT	Budgeted ___Yes ___No	X N/A	Date: 12/7/12
CITY ATTORNEY	Approved as to Form and Correctness		Date:
CITY MANAGER	Approved Agenda Item For:		Date: 12/4/12

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

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

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

NAME—FIRST NAME—MIDDLE NAME Norwood, Jr., James	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Palatka City Commission
MAILING ADDRESS 201 N. 2nd Street	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☑ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY Palatka, FL 32177 COUNTY Putnam	NAME OF POLITICAL SUBDIVISION: City of Palatka
DATE ON WHICH VOTE OCCURRED November 8, 2012	MY POSITION IS: ☑ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, James Norwood, Jr, hereby disclose that on November 8, 2012:

(a) A measure came or will come before my agency which (check one)

☐ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, ___;

___ inured to the special gain or loss of my relative, ___;

X inured to the special gain or loss of Georgia Pacific Corporation, who employes me. XXX

XXXXXXXXXXXXXXXXXX

___ inured to the special gain or loss of ___, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

RECONSIDERATION OF VOTE - October 25, 2012 Agenda Item No. 6: ORDINANCE - Planning Board Recommendation to amend Zoning Code Section 94-152 to add certain conditional uses to Recreation and Open Space (ROS) Zoning Districts - 1st Reading

11/19/12
Date Filed

James Norwood Jr.
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

Agenda Item

4

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

RECEIVED
NOV 14 2012

CITY OF PALATKA
FLORIDA

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF OF FIRE

DONALD E. HOLMES
CITY ATTORNEY

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

REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. If you wish to appear on the Palatka City Commission meeting agenda, you should submit this request form, together with any attachments or backup material that would help the Commission to better consider your request, to the City Clerk's office either in person, by mail (201 N. 2nd Street, Palatka 32177), fax (386-329-0199) or e-mail (bdriggers@palatka-fl.gov). Please note that without adequate supporting documentation or information, the Commission may not be in a position to take any action on your request.

Meeting agendas close at **10:00 a.m. on the Friday two weeks prior to the next regularly scheduled Thursday City Commission meeting.** Please verify the closing date for agenda items with the Clerk's office, as meeting dates are subject to change. Staff will make every attempt to accommodate a request for a specific agenda date, but all requests will be handled on a case-by-case basis and may be assigned to a commission meeting to be held at a future date. *If your request can typically be handled by a City department or staff member, you will be referred to the appropriate department or staff member.*

Name of Individual, Organization and/or Group making presentation or request:
Water Works Environmental Education Center

Address: 1101 Whitewater Dr. e-mail shannpurinton@gmail.com

Daytime Phone 386-325-9585 Other ph. _____ Fax _____

Requested meeting date: Dec. 13, 2012 *Meeting date assigned:* _____
(For Clerk's Office Use Only)

_____ Request for Commission Action; OR ✓ Presentation Only; no action required

Subject Matter you wish to address: Annual update on the progress of projects and activities at the Water Works Environmental Education Center (by Dick Franz & Sham Purinton) **(attach additional sheet if necessary)**

Commission Action Requested, if any: None

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

Water Works
Environmental Education Center

December, 2012

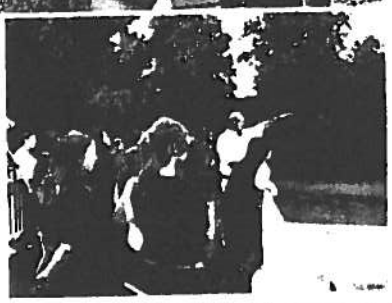
- Current Projects -

Community Organic Garden

Fruit Orchard

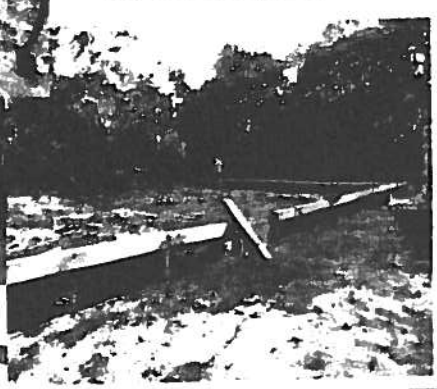
Pomegranates, Peaches, Plums, Nectarines, and Thorneless Blackberries

Student groups and Field trips



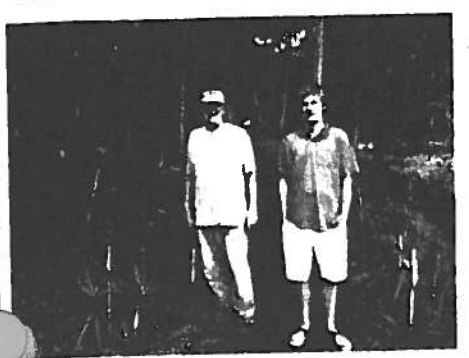
Gopher Tortoise and Sandhill Habitat

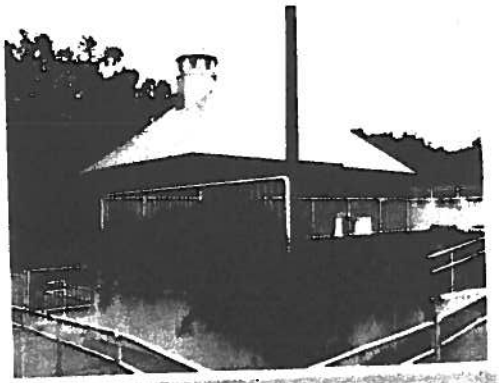
Many volunteers have helped in construction and planting.



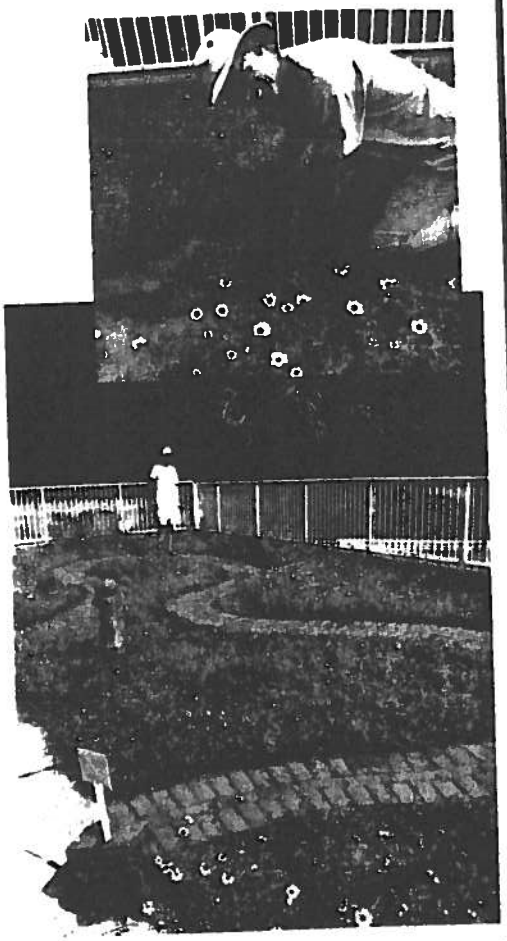
PucPuggy Nature Trail Plantings

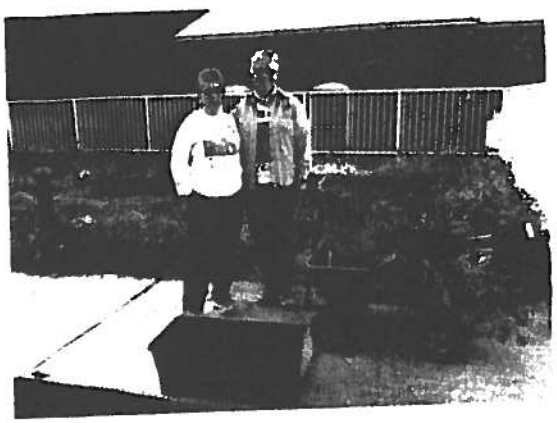
Ravines Slope Plantings





Wildflower Walkway





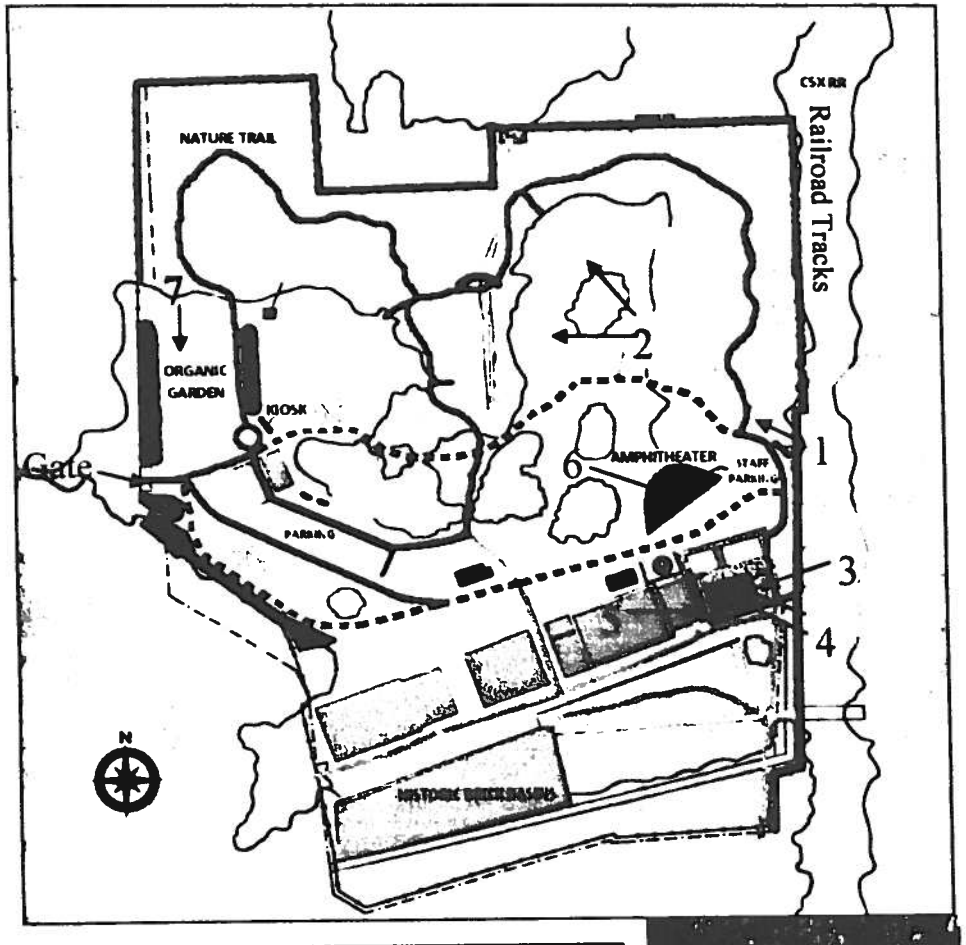
Bee Hives

Possible Bartram Trail Connection

Bat House

Maltby Oak Descendants

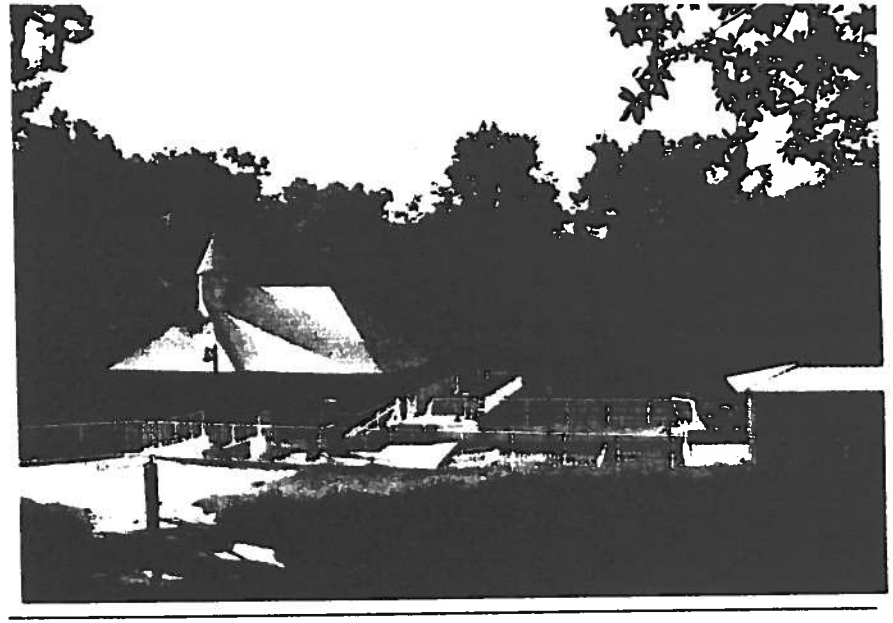
Water Works
Environmental Education Center



Areas of Interest at WWEEC

1 - Nature Trail
2 - Gopher Tortoise Habitat
3 - Patio Area
4 - WW Building
5 - Observation Deck
6 - Amphitheater
7 - Community Organic Garden

Welcome to Water Works Environmental Education Center



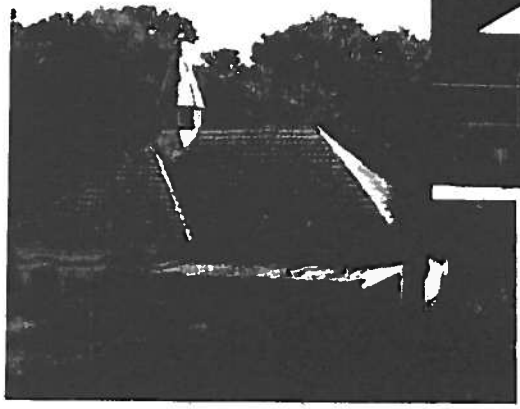
The Water Works Environmental Education Center was established to provide:

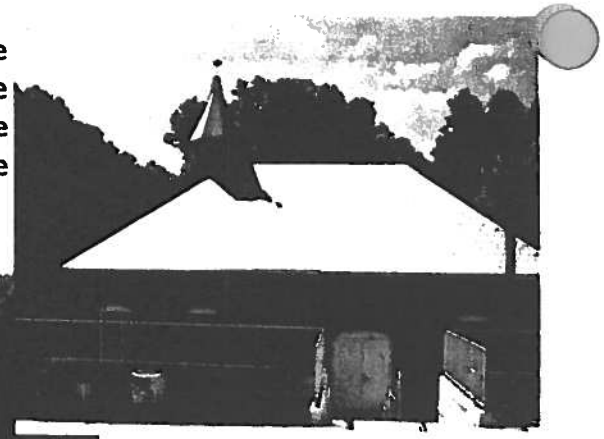
- **Environmental Education with a focus on Water and the St. Johns River**
- **A Cultural and Natural History Museum**
- **A Trails Center (on site trails and connection to the State trails system)**

Water Works
Environmental Education Center

Website: www.palatkawaterworks.com
e-mail: palatkawaterworks@gmail.com **v-mail**: 386-329-3611

The picture below shows the Water Works building before restoration; the photo at the right shows how much the facility has been improved!

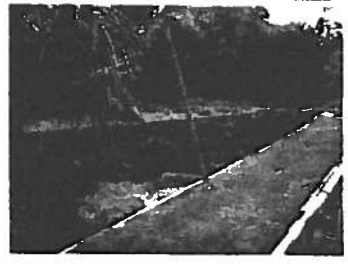




Brief History of the Palatka Water Works

From 1886 to 1986 the Palatka Water Works could provide up to one million gallons of water a day to the City of Palatka for local use and fire protection. When it was closed, the building and grounds fell into disrepair. In 1999, a grant was acquired to repair the roof and re-point the outside brickwork. With additional donations from many area businesses, organizations, and individuals, the first phase of restoration was accomplished in 2002. Since then, the interior of the building has been repointed, an amphitheater and restrooms constructed, an on-site nature trail developed, a large "water wall" exhibit installed inside, and a community organic garden has been established and planted. More is being planned for the future.

WWEEC Committee Goals



- Long term elementary education program focusing on Water
- Additional Picnic tables, benches, fencing
- Wildflower areas planted
- Native/edible plant areas enhanced
- Removal of invasive vines, plants, etc.
- Restoration of historical brick ponds and creation of a wetland pond
- Interpretive kiosks & signs; Professional pamphlets, brochures, etc.
- Website enhanced
- Signage at Strategic Spots coming into Palatka
- More Volunteers

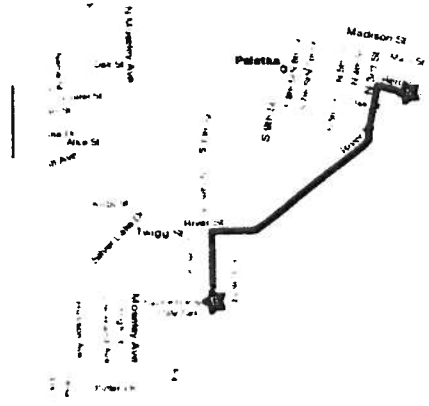
Water Works Environmental Education Center (WWEEC) is owned by the City of Palatka. The Water Works Committee and volunteers build trails, conduct tours, and meet regularly to review goals and progress. The WWEEC is open to the public every Wednesday (from 8:00a.m. - noon) and the 1st Sunday afternoon of each month (1:30p.m.—5p.m.) with volunteers from the Water Works Advisory Group available at the WW Building to answer questions and conduct educational events and tours.

For additional information or to visit, contact:

Ramicah Watkins (Keep Putnam Beautiful) **phone:** 386-325-9598

e-mail: kpb@palatka-fl.gov

Shann Purinton - E-mail: shannp3@gmail.com



Directions to WWEEC

1101 Whitewater Drive

- Heading west on Reid Street (which is US17, SR 15), turn left onto 3rd St.
- 3rd St. becomes River St.
- Turn left onto South 13th St..
- Turn left onto Whitewater Drive into Water Works Environmental Education Center
- WWEEC is adjacent to the Ravine Gardens State Park

Agenda Item

5

Presentation

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
FLORIDA

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF OF FIRE

DONALD E. HOLMES
CITY ATTORNEY

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

REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. If you wish to appear on the Palatka City Commission meeting agenda, you should submit this request form, together with any attachments or backup material that would help the Commission to better consider your request, to the City Clerk's office either in person, by mail (201 N. 2nd Street, Palatka 32177), fax (386-329-0199) or e-mail (bdriggers@palatka-fl.gov). Please note that without adequate supporting documentation or information, the Commission may not be in a position to take any action on your request.

Meeting agendas close at **10:00 a.m. on the Friday two weeks prior to the next regularly scheduled Thursday City Commission meeting.** Please verify the closing date for agenda items with the Clerk's office, as meeting dates are subject to change. Staff will make every attempt to accommodate a request for a specific agenda date, but all requests will be handled on a case-by-case basis and may be assigned to a commission meeting to be held at a future date. *If your request can typically be handled by a City department or staff member, you will be referred to the appropriate department or staff member.*

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

Sam Carr - Chair of Putnam County Bartram Trail Committee (at the request of Mayor Vernon Myers)

Address: 108 Riverside Drive, Satsuma, FL 32189 e-mail scarr304@aol.com

Daytime Phone 386-937-3901 Other ph. 386-312-0994 Fax _____

Requested meeting date: December 13 *Meeting date assigned:* _____
(For Clerk's Office Use Only)

X Request for Commission Action; OR _____ Presentation Only; no action required

Subject Matter you wish to address: The Putnam County Waterways Committee led by Commissioner Nancy Harris has formed a Bartram Trail Committee to develop and promote a trail system throughout Putnam County. The trail will include a waterway trail, bike trails, hiking trails and driving trails. The trail is being developed in order to increase eco-tourism . The City's waterfront will be its headquarters.
(attach additional sheet if necessary)

Commission Action Requested, if any: Endorse the effort by applying for a Florida Humanities Council grant ($15,000) and providing a letter of participation.

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

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

Agenda Item

6

CITY COMMISSION AGENDA ITEM

SUBJECT: USDA Rural Development Grant to purchase police vehicles - **Resolution 9-59**

DEPARTMENT: Police Department

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

SUMMARY: The Police Department would like to apply to the USDA Rural Development to obtain funding for two fully equipped police vehicles. These units would be utilized by the Traffic Unit. The amount of the grant is $74,400 with the City's match of $33,500 to come from Better Place Funds.

RECOMMENDED ACTION: Authorize the Police Department to apply for the USDA Rural Development Grant to purchase two police vehicles for the Traffic Unit

a. **Adopt Resolution No. 9-59 authorizing execution of documents in connection with the application of USDA Grant Funds in the amount of $74,400.00 (City Contribution Requirement$3,500.00)**

DEPARTMENT HEAD	Submitted: Gary S. Getchell Requested Agenda	Date: 11/27/12 Date: 12/13/12
FINANCE DEPARTMENT	Budgeted X Yes ___No ___N/A	Date: 12/7/12
CITY ATTORNEY	Approved as to Form and Correctness	Date:
CITY MANAGER	Approved Agenda Item For:	Date: 12/4/12

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

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

STAFFING REPORT

TO: CITY COMMISSIONERS

FROM: GARY GETCHELL, CHIEF OF POLICE

SUBJECT: USDA RURAL DEVELOPMENT GRANT

DATE: 11/27/12

CC CITY MGR. MICHAEL CZYMBOR, CITY CLERK BETSY DRIGGERS, CITY ATTORNEY DON HOLMES, FILE

Background

In July 2012, the City authorized the Police Department to file a preliminary application to the USDA Rural Development for the purchase of two police vehicles to be utilized by the traffic unit. The vehicles, a full size SUV and a 4-door sedan, will both be equipped with radios, vehicle camera systems, partition shields, light bars and vehicle markings. The cost of the equipment is included in the grant. The total amount of the grant is $74,400 with the City agreeing to contribute $33,500.

Discussion

This request for grant funding to purchase two police vehicles is a vital step in combating the growing number of traffic issues within the City. With the addition of these vehicles, the Traffic Division will be in a position to provide the residents of Palatka with improved services.

This is an excellent opportunity for the City to obtain two fully equipped police vehicles for the price of one. The City has pledged as its revenue source a portion of the Better Place Funds for the City's portion of the grant match if the grant is approved.

Recommendations

It is recommended the City Commission approve the Police Department apply for the USDA Rural Development for the purchase of two fully equipped police vehicles.

USDA Rural Development

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

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

July 20, 2012

Mayor Vernon Myers
City of Palatka
201 N 2nd Street
Palatka, FL 32177

Re: Purchase of Police Cars

Dear Mayor Myers:

We have completed our review of the documents submitted for the City of Palatka, Putnam County, Florida. The City is requesting Community Facility funding to purchase police cars to provide service within the City. Total project cost is estimated at $74,400.00. The applicant will be contributing $33,500.00 toward this project.

The City of Palatka is a legally organized municipality of the State of Florida. The proposal is an eligible request for funding as it will provide an essential service to rural residents. The proposed facility is located in the City of Palatka, Putnam County, Florida (population 10,033). The service area is within the City limits of the City of Palatka. The MHI for the service is $18,129, per 2000 Census data. Based on the population of the service area and income level the applicant may be considered for Rural Development grant funding.

Attached to this memo is Form AD-622, "Notice of Pre-application Review Action" informing the City of this eligibility determination and that the City may proceed with the development of the complete application to compete for available CF grant program funds.

Grant eligibility will be contingent upon the City documenting, as part of the full application, that it lacks the ability to fund the amount requested from its own resources.

We anticipate the CF grant funds for this project will come from our FY 2013 budget. At this time we are unable to confirm the amount of CF grant funds requested as the Agency will not receive the FY 2013 budget until approximately October 2012. We recommend the City complete the full application and submit the required information to our office for review and approval. Once the Agency receives the FY 2013 budget we will then know the amount of CF grant funds than can be offered to the City.

USDA is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Office of the Assistant Secretary for Civil Rights, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (866) 632-9992 (Toll-free Customer Service), (800) 877-8339 (Local or Federal relay), (866) 377-8642 (Relay voice users).

If you have any questions in this matter, please contact Rebecca Manning at 352-732-9796 extension 123 or by email at rebecca.manning@fl.usda.gov.

Sincerely,

Rebecca S

R.C. QUAINTON II
Area Director

RCQ/rsm

USDA is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Office of the Assistant Secretary for Civil Rights, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (866) 632-9992 (Toll-free Customer Service), (800) 877-8339 (Local or Federal relay), (866) 377-8642 (Relay voice users).

You are advised against taking any actions or incurring any obligations which would either limit the range of alternatives to be considered or which would have an adverse affect on the environment. Satisfactory completion of the environmental review process in accordance with RD Instruction1940-G must occur prior to grant approval. The issuance of this notice does not constitute site approval.

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

1. FL Guide 17, Certificate of Public Meeting
2. Financial Feasibility Report using form RD 1942-54
3. Legal Services Agreement," RD Instruction 1942-A, Guide 14.
4. Form RD 1942-47, Loan Resolution
5. Form RD 400-1, Equal Opportunity Agreement
6. Form RD 400-4, Assurance Agreement
7. Form RD 1942-8, Resolution of Members or Stockholders
8. Certified list of directors or officers with expiration and terms
9. Form RD 442-7, Operating Budget for the police department, this will be discussed with Matt Reynolds
10. Letter of Concurrence of proposed project from Putnam County Government
11. Letter from City giving evidence of the $33,500.00 contribution
12. Form AD 1049, Certification Regarding Drug Free.....
13. Form AD 1047, Certification Regarding Debarment.....
14. FL Instruction 1942-C, Guide 25, Certification for Contracts, Grants and Loans

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

U.S. DEPARTMENT OF AGRICULTURE

NOTICE OF PREAPPLICATION REVIEW ACTION

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

Agency Number

To: Mayor Vernon Myers
City of Palatka
201 N 2nd Street
Palatka, FL 32177

Reference Your Preapplication Number

Dated: 07-20-2012

1. We have reviewed your preapplication for Federal assistance under CF Grant and have determined that your proposal is:
   - ✓ eligible for funding by this agency and can compete with similar applications from other grantees.
   - ____ eligible but does not have the priority necessary for further consideration at this time.
   - ____ not eligible for funding by this agency.
2. Therefore, we suggest that You:
   - ✓ file a formal application with us by (date) 10-01-2012
   - ____ file an application with ____ (Suggested Federal agency).
   - ____ find other means of funding this project.
3. Based upon the funds available for this program over the last two fiscal years and the number of applications reviewed, or pending, we anticipate that funds for which you are competing will be available after (month, year) 10-12.
4. You requested $ 40,900.00 Federal funding in your preapplication form, and we:
   - ____ are agreeable to consideration of approximately this amount in the formal application.
   - ✓ will need to analyze the amount requested in more detail.
5. A preapplication conference will be ____ necessary ✓ not necessary. We are recommending that it be held at ____, on ____, at ____ a.m./p.m. Please contact the undersigned for confirmation.
6. Enclosures: ✓ Forms ____ Instructions ____ Other (Specify) ____
7. Other Remarks:

Signature	Title	Date
	Area Director	07-20-2012
Organizational Unit	**Administrative Office**	**Telephone Number**
USDA RD	Ocala Area Office	(352) 732-9796

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

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

FORM AD 622 (12-72)

USDA Rural Development

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

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

July 20, 2012

ATTACHMENT TO FORM AD-622

City of Palatka
CF Program Application – Purchase Police Cars

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

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

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

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

Committed to the future of rural communities.

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

NOTICE OF PUBLIC MEETING

The Palatka City Commission shall hold a public meeting on Thursday, December 13, 2012 beginning at 6:00 p.m. or as soon as possible thereafter, regarding its intent to apply for USDA funds for the purpose of purchasing two police vehicles. This meeting is being held in order to allow the public to become acquainted with the project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, and other matters of concern.

Written comments will be accepted and can be mailed to the attention of Sgt. Tobby Williams, Palatka Police Department, 110 N. 11th Street, Palatka, Florida, e-mailed to twilliams@palatka-fl.gov, or faxed to 386-329-0160. For more information on this project, contact Sgt. Williams at 386-329-0115.

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the city clerk's office at 329-0100 at least 24 hours in advance to request accommodations.

Please govern yourselves according.

/s/ Betsy J. Driggers, City Clerk

Legal Advertisement – Run Date 12/1/12
PROOF OF PUBLICATION REQUIRED
PLEASE FAX EDITING PROOF WITH COST OF ADVERTISEMENT TO 386-329-0199
Betsy Driggers, City of Palatka
201 N. 2nd Street, Palatka
bdriggers@palatka-fl.gov

CERTIFICATE OF PUBLIC MEETING

This is to certify that _____ conducted a public
Name of Organization
Public meeting on _____ at _____ to
Date Location
Give the citizens an opportunity to become acquainted with the proposed

_____ and to comment on such items as

economic and environmental impacts, service area, alternatives to the project

and other matters of concern. I further certify that notice of the meeting was

published in a newspaper of general circulation in the service area, a notice was

posted in this organization's principal office and a copy of the notice was

furnished in the Rural Development office in _____.

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

hereto.

_____
Name of Organization

_____
By:

_____
Title

Attest: _____
Name and Title

Public meeting

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

§1780.19 Public information.

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

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

§§1780.20 - 1780.23 [Reserved]

§1780.24 Approval authorities.

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

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

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

§1780.25 Exception authority.

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

§§1780.26 - 1780.30 [Reserved]

Form RD 1942-54
(Rev. 10-96)

U.S. Department of Agriculture
Rural Development

FORM APPROVED
OMB No. 0575-0120

APPLICANT'S FEASIBILITY REPORT

1. **Existing Facility.** Briefly describe what facilities you currently have or how service is currently provided.

The City of Palatka Police Department currently operates with 34 sworn officers. The Palatka Police Department is focused on creating partnerships with its citizens to enhance their quality of life. The City of Palatka is currently the county seat of Puntam County and centrally located with several larger cities to its borders. As a result, the City of Palatka experiences a large increase in traffic volume during day time hours. With the increase of traffic, the City of Palatka has experienced an increase of speed violators, red light runners, traffic congestion, and vehicle crashes. To combat the growing traffic porblems the City of Palatka Police Department created a Traffic Division. The Palatka Police Department is seeking to purchase two new police vehicles which would assist officers in the Traffic Division with addressing the City of Palatka's traffic problems.

2. **Proposed Facility.** Describe what you want to purchase or construct. Indicate what the facility will be used for, approximate size, and expected method of procurement. For buildings indicate location, basic materials or type of construction, and attach a sketch or working drawings. For items of major equipment, indicate new or used, existing or custom-built, and any special features.

The City of Palatka is requesting grant funds to purchase two new police vehicles. The City of Palatka has agreed to contribute $33,500.00 of the requested $74,400.00 to purchase the two new vehicles. The total amount requeted would also assist the City of Palatka with the needed equipment for each vehicle. The equipment would include, radios, vehicle camera systems, safety partitions, light bars, and vehicle markings.

3. **Need for the Facility.** Indicate why the proposed facility is needed.

Currently officers assigned to the traffic division operate vehicles with high mileage and in poor condition. The purchase of two new vehicles would properly equip officers of the traffic division.

4. **Service Area.** Indicate what area the proposed facility will serve and, if known, the population or number of families served.

The service area will be the city limits of Palatka. The City of Palatka's population is 10,033 according to the 2000 census data. Daily traffic counts on major roadways exceeds 60,000 vehicles.

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Agriculture, Clearance Officer, OIRM AG Box 7630, Washington, D. C. 20250; and to the Office Management and Budget, Paperwork Reduction Project (OMB No. 0575-0120), Washington, D. C. 20503. Please DO NOT RETURN this form to this address. Forward to the local USDA office only.

5. **Cost Estimate.**

Development and construction	$
Land and rights	
Legal fees	
Architect and Engineer	
Equipment	74,400.00
Refinancing	
Other (describe)	
Total	$74,400.00

6. **Income.** List the sources and estimate the amount of expected revenue for a typical year.

No revenue anticipated

7. **Other Funds.** List the sources and amount of funds that may be available other than from USDA, to fund part of the project (such as applicant's contributions, commercial loans, or loans or grants from other government agencies).

The City of Palatka will contribute the remaining funds to purchase the two police vehicles. The city has pledged $33,500.00 of the estimated $74,400.00 to purchase the vehicles.

8. **Operating History.** If you have operated a similar facility, attach audits, financial statements, or lists of income and expenses for the past five years.

9. Signature and Title of Applicant Official	Date
MAYOR	

United States Department of Agriculture
Rural Development
LEGAL SERVICES AGREEMENT

THIS AGREEMENT, made this_____day of_____, 2012 by and between **THE CITY OF PALATKA**, a municipality incorporated under the laws of the State of Florida, 201 N. 2nd Street, Palatka, FL 32177, hereinafter referred to as "Owners," and **DONALD E. HOLMES PA.**, attorney at law, 222 North 3rd Street Palatka, FL 32177 hereinafter referred to as "Attorney":

WHEREAS, Owners are applying for a United States Department of Agriculture Grant for renovations to purchase a two (2) police vehicles; and

WHEREAS, the Attorney agrees to perform all legal services necessary for financing and procurement of the police vehicles.

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

SECTION A - LEGAL SERVICES

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

1. Furnish advice and assistance to the governing body of the duly incorporated association in connection with (a) the notice for and conduct of meetings; (b) the preparation of minutes of meetings; (c) the preparation and enactment of such resolutions as may be necessary in connection with the authorization, financing, construction, and initial operation of the center; (d) the preparation of such affidavits, publication notices, ballots, reports, certifications, and other instruments and advice as may be needed in the conduct of such bonds or other obligations as may be necessary to finance the system; (f) the completion and execution of documents for obtaining a loan made or insured or a grant made by the United States of America, acting through the Rural Development, U.S. Department of Agriculture; (g) entering into construction contracts; (h) preparation and adoption of By-Laws, Rules and Regulations, and rate schedules; (i) such other corporate action as may be necessary in connection with the financing, construction, and initial operation of the center.
2. Review of construction contracts, bid-letting procedure, and surety and contractual bonds in connection therewith.

SECTION B COMPENSATION

1. Owners will pay the Attorney for professional services rendered in accordance herewith, fees as follows:
   a. $150.00 an Hour

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

IN WITNESS WHEREOF, the parties have set their hands on the day and year first above written: Signed, and delivered in the presence of:

Attorney:

Signature

Donald E. Holmes, PA
Donald E. Holmes, Esq.

Witnesses as to Attorney:

_____
Witness

_____
Witness

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me this ___ day of_____ 20_, by Donald E. Holmes, who is personally known to me or produced _____as identification.

My Commission Expires:

Notary Public, State of Florida

(Seal)

ATTEST:

_____
Betsy J. Driggers, City Clerk

(City Seal)

CITY OF PALATKA

_____
By: Vernon Myers, its Mayor

_____
Date

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me this ___ day of_____ 20_, by Vernon Myers and Betsy J. Driggers, Mayor and City Clerk of the City of Palatka, respectively, who are personally known to me or produced as identification.

My Commission Expires:

_____
Notary Public, State of Florida

(Seal)

Attachment to Legal Services Agreement
Local Counsel

Owner City of Palatka Phone 386 329 0100

Attorney Donald E. Holmes. P.A. Phone 386 328 1111

Project Name Police Vehicle Purchase

Itemization of Services Provided and Fee Charged:	# of Hours	$ Per Hour	Total
1. Review of USDA Grant Contract	2	$150	$300
2. Review of Finance Agreement	2	$150	$300
3. Review of Closing Documents	2	$150	$300
4. Other	I	$150	$150
TOTAL			$1 .050.00

_____ _____
Owner Signature (date)

_____ _____
Attorney Signature (date)

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

Position 5

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

LOAN RESOLUTION
(Public Bodies)

FORM APPROVED
OMB NO. 0575-0015

A RESOLUTION OF THE Commission

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

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

WHEREAS, it is necessary for the City Of Palatka
(Public Body)

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

zero loan funds

pursuant to the provisions of Florida Statutes; and

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

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

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

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.

12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.

13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.

14. That if the Government requires that a reserve account be established and maintained, disbursements from that account may be used when necessary for payments due on the bond if sufficient funds are not otherwise available. With the prior written approval of the Government, funds may be withdrawn for:

    (a) Paying the cost of repairing or replacing any damage to the facility caused by catastrophe.
    (b) Repairing or replacing short-lived assets.
    (c) Making extensions or improvements to the facility.

    Any time funds are disbursed from the reserve account, additional deposits will be required until the reserve account has reached the required funded level.

15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain the Government's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.

16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.

17. To accept a grant in an amount not to exceed $ 40,900

    under the terms offered by the Government; that the Mayor

    and Clerk of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

    The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee

    The vote was: Yeas _____ Nays _____ Absent _____.

IN WITNESS WHEREOF, the _____ of the City Of Palatka has duly adopted this resolution and caused it to be executed by the officers below in duplicate on this _____ day of _____, _____.

(SEAL)

_____

By Vernon Myers

Title Mayor

Attest:

_____

Clerk

Title

Form RD 400-1
(Rev. 5-00)

UNITED STATES DEPARTMENT OF AGRICULTURE

FORM APPROVED
OMB No. 0575-0018

EQUAL OPPORTUNITY AGREEMENT

This agreement, dated _____ between City Of Palatka - Police Cars (herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

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

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

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

(a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.

(b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

(c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(d) The contractor will comply with all provisions of Executive Order 11246 of September 24,1965, and of all rules, regulations and relevant orders of the Secretary of Labor.

(e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.

(g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (g) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

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

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.

4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.

5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as , but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.

6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.

7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

_____
Recipient

_____
Recipient

City Of Palatka
Name of Corporate Recipient

(CORPORATE SEAL)

Attest:

Clerk
Secretary

By Vernon Myers, Mayor
President

Position 3

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

ASSURANCE AGREEMENT

(Under Title VI, Civil Rights Act of 1964)

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

The City Of Palatka - Police Cars
(name of recipient)

201 N 2nd St Palatka, FL 32177-
(address)

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

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

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

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

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

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

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

   (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:

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

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

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

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

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

Recipient

(S E A L)

Date

Attest: Clerk
Title

Vernon Myers, Mayor
Title

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0018 and 0570-0062. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Form RD 1942-8
(Rev. 2-98)

Position 5

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

FORM APPROVED
OMB NO. 0575-0015

RESOLUTION OF MEMBERS OR STOCKHOLDERS

City Of Palatka
(Name of Association)

201 N 2nd St Palatka, FL 32177-
(Address, including Zip Code)

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

1. To obtain for and on behalf of the Association through the United States Department of Agriculture (USDA) or any other Governmental agency:
   (a) A loan in a sum not to exceed $ $0.00 ;
   (b) A grant in a sum not to exceed $ $40,900.00 ;
   to be advanced by the lender or grantor in one or more advances at such time or times as may be agreed upon.
2. In case of a loan or grant or both –
   (a) For the execution of such application or applications (including exhibits, amendments and/or supplements thereto) as may be required:
   (b) For the execution and delivery to the lender or grantor of all such written instruments as may be required in regard to or as evidence of such loan or grant; and
   (c) In its judgment to carry out the terms of this resolution.
3. And in case of a loan –
   (a) To obligate this Association for the repayment of the loan at such rates of interest and on such other terms and conditions as the Governing Board shall deem proper;
   (b) To pledge, hypothecate, mortgage, convey, or assign property of this Association of any kind and in any amount now owned or hereafter acquired, as security for any or all obligations (past, present and/or future) of this Association to such lender; and
   (c) From time to time to pay, extend, or renew any such obligations.

CERTIFICATION

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

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

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

constituted a quorum; that _____ said members or stockholders or shares of voting stock were present at a meeting

of the members or stockholders duly called and held on the _____ day of _____ , _____;

that the foregoing resolution was adopted at such meeting by the affirmative vote of _____ said members

or stockholders or shares of voting stock; and that said resolution has not been rescinded or amended in any way.

Dated this day _____ of _____ , _____.

_____

Secretary of City Of Palatka

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CERTIFIED LIST OF DIRECTORS/COMMISSIONERS

I hereby certify that as of December 13, 2012, the following individuals are members of the Palatka City Commission and to their elected terms of office:

NAME	OFFICE	TERM
Vernon Myers	Mayor/Commissioner	1/3/11 to 1/5/15
James Norwood, Jr.	Commissioner, Group 1	1/5/09 to 1/7/13
Allegra Kitchens	Commissioner, Group 2	1/3/11 to 1/5/15
Mary Lawson Brown	Commissioner, Group 3	1/5/09 to 1/7 13
Phil Leary	Commissioner, Group 4	1/3/11 to 1/5/15

Betsy J. Driggers

Betsy J. Driggers, City Clerk
City of Palatka, FL

(Seal)

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me this 2nd day of November, 2012, by **Betsy J. Driggers**, City Clerk of the City of Palatka, who is (✓) personally known to me or (___) produced _____, as identification.

My Commission Expires: March 28, 2014

Karen M Venables

Notary Public, State of Florida

(Seal)

KAREN M. VENABLES
Commission # DD 961716
Expires March 28, 2014
Bonded Thru Troy Fain Insurance 800-385-7019

PUTNAM COUNTY

P.O. BOX 758
PALATKA, FLORIDA 32178
(386) 329-0212

BOARD OF COUNTY COMMISSIONERS
R. G. Leary
County Administrator

November 13, 2012

Ms. Rebecca Manning
USDA Rural Development
2441 NE 3rd Street, Suite 204-1
Ocala, Fl 34470

Dear Ms. Manning:

On behalf of Putnam County Board of Commissioners this is to express support for the City of Palatka's application for a grant from USDA for Two Police Vehicles. It is my understanding that funding from other sources has been identified to complete the acquisition.

The grant being requested by the Palatka Police Department will allow its Traffic Division to provide the residents of Palatka with improved services. Once completed, this acquisition will upgrade service to the citizens of Palatka as well as those within close proximity to the city through a mutual aid agreement with Putnam County.

Thank you for your favorable consideration of the City of Palatka's grant application.

Sincerely,

R.G. Leary
County Administrator

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA

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

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

November 27, 2012

Rebecca Manning, Area Specialist
United States Department of Agriculture
Rural Development
2441 NE 3rd St., Suite 204-1
Ocala, FL 34470

Re: USDA Community Facilities Grant Application
City of Palatka Police Department Police Car Grant

Dear Mrs. Manning:

The City of Palatka is pledging as its revenue source a portion of the Better Place Funds for the City's portion of the grant match, if the grant is approved.

If you need any additional information, or have any questions please feel free to call.

Sincerely,

Michael J. Czymbor
City Manager

PHONE: (386) 329-0100

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

FAX: (386) 329-0106

U.S. DEPARTMENT OF AGRICULTURE

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON PAGE 3)

Alternative I

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position

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

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

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

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

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

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

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

110 N 11th Street Palatka, FL 32177-

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

City Of Palatka
Organization Name

Police Cars
Award Number or Project Name

Vernon Myers, Mayor
Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.

2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace - requirements.

4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question (see paragraph three).

6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

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

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

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

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

U.S. DEPARTMENT OF AGRICULTURE

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

City Of Palatka
Organization Name

Police Cars
PR/Award Number or Project Name

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

Mayor

Signature(s)

Date

Form AD- 1047 (1/92)

Instructions for Certification

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," " person, I1 "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Form AD- 1 047 (1/92)
*U.S.GPO:1999-757-034185012

CERTIFICATION FOR CONTRACTS, GRANTS, AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, or Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or loan, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and all subreceipents shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into, Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 of U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Vernon Myers, Mayor _____
Name Title

_____
Date

RESOLUTION No. 9 - 59

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

WHEREAS, the City of Palatka desires to apply for a United States Department of Agriculture Grant in the amount of $74,400.00 to purchase police patrol vehicles, which requires a contribution of $33,500.00 by the City of Palatka; and

WHEREAS, a public hearing was held on December 13, 2012 before the Palatka City Commission regarding its intent to apply for USDA funds for the purpose of purchasing police patrol vehicles, in order to allow the public to become acquainted with the project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, and other matters of concern; and

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

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

Section 1. The City of Palatka shall apply for a grant in the amount of $74,400.00 from the United States Department of Agriculture (USDA), which requires a contribution of $33,500.00 from the City of Palatka, with the proceeds of said grant being utilized to purchase police patrol vehicles for the Palatka Police Department;

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

Section 3. That the revenues of the City of Palatka General Fund for the Fiscal Year 2012-2013 Budget are amended as follows:

REVENUES:

Revenue Number	*Description*	Last Approved	Recommended Amendments	As Amended
001-00-331-2-5503	USDA POLICE VEHICLES	$ -	$ 74,400	$ 74,400
	TOTAL REVENUES AMENDED:	**$ -**	**$ 74,400**	**$ 74,400**

Section 4. That the expenditures of the City of Palatka General Fund for the Fiscal Year 2012-2013 Budget are amended as follows:

EXPENDITURES:

Expenditure Number	*Description*	Last Approved	Recommended Amendments	As Amended
001-07-521-6-6402	VEHICLE PURCHASES (USDA GRANT)	$ -	$ 107,900	$ 107,900
001-83-581-9-9919	RED LIGHT CAMERA RESERVE	$ 195,695	$ (33,500)	$ 162,195
	TOTAL EXPENDITURES AMENDED:	**$ 195,695**	**$ 74,400**	**$ 270,095**

Section 5. That the City Manager is hereby designated as the City's authorized representative in carrying out the City's responsibilities under the grant agreement.

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

CITY OF PALATKA

_____

By: Its MAYOR

ATTEST:

_____

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

_____

CITY ATTORNEY

Agenda Item

7a

CITY COMMISSION AGENDA ITEM

SUBJECT: ADOPTION OF ANNEXATION OF MULTIPLE PROPERTIES (WITH ANNEXATION AGREEMENTS)

DEPARTMENT: BUILDING AND ZONING

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

SUMMARY:
This is an administrative request on behalf of the property owners with properties covered by annexation agreements that are determined to be contiguous to the city limits. There are companion amendments that assign City Comprehensive Plan Future Land Use Map and zoning designations for the properties also being considered at this meeting.

The Planning Board recommended approval of this item at their October 2, 2012 meeting.

RECOMMENDED ACTION:
Approve Adoption

DEPARTMENT HEAD Submitted: Thad Crowe Date: 12/03/2012
Requested Agenda Regular Date: 12/13/2012

FINANCE DEPARTMENT Budgeted ___Yes ___No X N/A Date: 12/7/12

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date: 12/4/12

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

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

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY 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, application has been made by the City of Palatka Building and Zoning Department on behalf of the following owners of said properties: 1107 Old Jacksonville Road: Bernice Baker Life Estate; 2806 Lane Street: Dexter T. Fields and Latoya G. Williams; 3205 St. Johns Avenue: Margaret S. Goodin and Joy T. Kersey; 3321 Weaver Road: Glenda Alverez; 209 Bates Avenue: Rufus Borom and L. Tracy Borom; 3435 Crill Avenue: College Park Baptist Church, Inc., c/o Paul Shaw, Trustee; 2407 Tommy Avenue: Sandra T. Jackson; 410 Mission Road: Fred Wayne Yarborough and Kimberly B. Yarborough; 311 Poinsetta Avenue: Suzanne M. Grimes for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

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

WHEREAS, the owners of these properties previously signed an agreement to voluntarily annex into the City at such time that the property became contiguous with the city limits, and

WHEREAS, at this date these properties are contiguous with the city limits, 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:

CLARKE + BROWNING S/D MB2 P27 BLK A LOTS 4 5 (Being 1107 Old Jacksonville Road / tax parcel # 01-10-26-1470-0010-0040)

LEMON ST HEIGHTS MB2 P33 BLK 17 W1/2 OF LOT 2, LOT 3, W1/2 OF LOT 7 E 50FT OF LOT 8 + E1/2 OF LOT 4 (Being 2806 Lane Street / tax parcel # 01-10-26-5200-0170-0020)

PT OF NE1/4 OF NE1/4 BK208 P179(EX MCCBK15 P485) (Being 102 3205 St. Johns Avenue / tax parcel # 11-10-26-0000-0060-0000)
ROSS GREEN RESUB MB4 P10 BLK B LOT 8 + PT OF SE1/4 OF SE1/4 OF SEC 2-10-26 OR15 P195 (EX OR979 P1951) (Being 3321 Weaver Road / tax parcel # 02-10-26-8020-0020-0080)

TUCKERS ADDITION OF PALATKA HEIGHTS MB2 P40 BLK F LOTS 4 5 + 6 (Being 209 Bates Avenue / tax parcel # 12-10-26-9050-0060-0040)

PT OF NW1/4 OF SW1/4 BK79 P175 BK197 P324(EX OR64 P207) (SUBJECT TO R/W EASEMENT AS DESCRIBED IN BK244 P277) (Being 3435 Crill Avenue / tax parcel # 11-10-26-0000-0870-0000)

ORMAN LEIGH ESTATES MB4 P157 LOT 17 (Being 2407 Tommy Avenue / tax parcel # 13-10-26-6790-0000-0170)

PT OF NW1/4 OF SW1/4 OF SE1/4 OR442 P685 SUBJECT TO OR511 P1260 EASEMENT (Being 410 Mission Road / tax parcel # 02-10-26-0000-0630-0014)

PALM HEIGHTS MB2 P40 BLK 6 LOT 1 2 3 4 5 6 + PT OF SW1/4 OF NW1/4 OF NW1/4 OR407 P1716 IN 12-10-26 (SUZANNE GRIMES' MOBILE HOME PARK) (Being 311 Poinsetta Avenue / tax parcel # 12-10-26-7000-0060-0010)

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

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

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

CITY OF PALATKA

BY: _____

Its Mayor

ATTEST:

_____

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____

City Attorney

CITY OF PALATKA
PLANNING BOARD MEETING MINUTES
October 2, 2012

The meeting was called to order by Vice-Chairman Daniel Sheffield at 4:20 pm (after a delay due to lack of quorum). **Other members present:** Earl Wallace, Lavinia Moody, Joseph Petrucci, and Judith Gooding. **Members absent:** Carl Stewart, George DeLoach, Joe Pickens and Anthony Harwell. **Also present**: Planning Director Thad Crowe and Recording Secretary Pam Sprouse.

Motion made by Ms. Gooding and seconded by Mr. Wallace to approve the minutes as submitted for the September 4, 2012 meeting. All present voted affirmative, motion carried.

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

NEW BUSINESS

Case 12-50: Administrative request to annex the following properties into the Palatka city limits, amending the Future Land Use Map and rezoning as listed below:

Location		Future Land Use Map Category		Zoning	
		Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
1	1107 Old Jacksonville Rd	US (Urban Service)	RL (Residential Low)	R-2 (Residential, Mixed use)	R-1A (Single-family Residential)
2	2806 Lane St.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
3	410 Mission Rd.	US (Urban Service)	RM (Residential Medium)	R-1A (Residential Single-family)	R-2 (Two-family Residential)
4	3205 St. Johns Ave.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
5	3435 Crill Ave.	UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single Family) AG (Agriculture)	R-1A (Single-family Residential)
6	311 Poinsetta Ave.	US (Urban Service)	RH (Residential High)	RMH (Residential, Mobile Home)	R-4 (Mobile Home/Conventional home Residential)
7	3321 Weaver Rd.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
8	209 Bates Ave.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
9	2407 Tommy Ave.	UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)

Mr. Crowe explained that annexation agreements were previously made between the City and the owners for these nine properties in exchange for utility service. The agreements required that when the properties became contiguous they would be annexed into the City. All of the properties are now contiguous and this is an administrative effort to implement the agreements.

Mr. William McCoy Jr., 116 Putnam Ave, stated that he was concerned that these annexations and rezoning would be the prelude to another School Board warehouse being placed in this area. Mr. Petrucci explained that this request is unrelated to anything like that but if a warehouse were to be located in that area it would first come before the Planning Board for a public hearing. He added that this is more of an administrative issue, and that the City does not annex property unless there is an agreement and they are contiguous to the city limits. Understanding that, Mr. McCoy stated that he did not want to come into the City.

Mr. Crowe stated that he again wanted to make it clear that City records show that all of these property owners entered into an agreement with the City and signed a legal document that pledged they would annex into the City once they became contiguous, so they were receiving utility service in exchange for the eventual annexation, once they became contiguous.

Ms. Linda McCoy, 116 Putnam Ave. spoke on behalf of her mother, Ms. Bernice Baker of 1107 Old Jacksonville Rd., asked if at the time agreements were made the people were advised that their water rates would go up.

Mr. Crowe replied that when the people signed these agreements in exchange for city water, they pledged to come into the City, and water rates are set by the City Commission annually, they are variable and based on what it costs to run the water system.

Ms. McCoy stated that her mother wanted city water and that is all she wanted, she did not want to be rezoned, or to be in the City. She also stated that she did not believe her mother understood what she was agreeing to when she signed the agreement.

Discussion took place regarding the directives of the Comprehensive Plan and the need for the City to take measures to grow the utility system, increasing the customer base to help operate, expand and maintain the utilities.

Ms. Bernice Baker-Johnson, owner of 1107 Old Jacksonville Rd., stated that when she received the letter regarding annexation she was stunned, that she did not read the paper she signed to get the water, that when you get to be her age at 92 years old you don't read line for line. She did not know she was agreeing to annex.

Vice-Chairman Sheffield explained to Ms. Baker-Johnson that this board does not have the authority to go against the agreement she signed and asked Mr. Crowe if the City Commission had any leeway to provide Ms. Baker-Johnson with an exception.

Mr. Crowe said that would be a legal question for the City Attorney and added that the Planning Board's duty is to consider the criteria for annexation, the Future Land Use Map amendment and the zoning. He added that the Comprehensive Plan compels the City to annex property into the City, and that there are no provisions for extenuating circumstances or hardships, it is pretty straightforward.

Yvonne Johnson, 1115 Old Jacksonville Rd., stated that she has lived there in the County all her life and would not want to be annexed into the City.

Vice-Chairman Sheffield advised Ms. Johnson that her property is not one being annexed at this time, and that annexation would only happen if she entered into an agreement in order to connect to city utilities.

Mr. McCoy wanted to know how to go about appealing the decision of the Planning Board.

Vice-Chairman Sheffield advised that he could obtain a copy of the meeting record for his use and that he would make his appeal to the City Commission.

Ms. Gooding asked what the purpose of the annexing was, as the women next to her stated she already had water but is in the County.

Mr. Crowe advised that the City is able to give people water if available, when they are not contiguous to the city limits, however once they become contiguous they are obliged to annex.

Mr. Petrucci added that the water and sewer is the way the City entices people to annex.

Motion made by Mr. Petrucci and seconded by Mr. Wallace to approve case 12-50 as submitted. All present voted affirmative, motion carried.

OLD BUSINESS

Case 12-31: Administrative request to amend Comprehensive Plan Public Facilities Element Policy D.1.2.1 to provide for exceptions, based on economic development and system efficiency considerations, to the requirement that properties receiving City water or sewer that are contiguous to the city limits be annexed, and the requirement that properties receiving City sewer service be within the City limits (tabled from September meeting).

Mr. Crowe advised that this text amendment to the Comprehensive Plan would provide for exceptions to the current rule of the Comprehensive Plan, requiring that properties outside the city limits receiving city water be annexed once they become contiguous to the city limits and that city sewer can only be afforded to properties within the city limits. This exception would be based on criteria pertaining to a substantive impact regarding economic development, system efficiency, revenue and environmental improvement. He explained that this amendment would only allow the waiver if ALL of the criteria could be met <u>and</u> it would not foster urban sprawl. The request for exception would be considered by the City Commission on a case by case basis, and they would have to determine that the request met all the criteria. He referred to the "pros" and "cons" listed in his staff report and stated that some examples of the "pros" would be that the City would probably see more business expansion and retention in the urban area. Without city services such economic development is difficult. The City benefits from the additional revenue for the water and sewer system from that expansion in the unincorporated area and a positive side effect is the reduction of septic tanks that are so prevalent in the unincorporated areas. He added that the "con" is that the annexation agreement method is the City's only carrot for getting people into the City and increasing the tax base which helps with maintenance and repairs to the systems. He referenced the old adage "why buy the cow when you can get the milk for free"... however, the milk is not completely free as there is a 25% surcharge on that milk. Allowing exceptions could also potentially require utility system upgrades as the City has one water plant and one sewer plant, and both are a little bit over half capacity. The City is guided by the Comprehensive Plan policy to expand the system in an infill manner, and the City has a lot of infill potential. He recommended approval of the exception process when all of the criteria are met.

Vice-Chairman Sheffield asked Mr. Crowe if the intent of the amendment was also to provide a potential revenue source for the City.

Case 12-50: Multiple Locations

Request to Annex, Amend Future Land Use Map and Rezone

Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: September 25, 2012

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To annex, amend FLUM, and rezone the following properties as noted below. Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). City departments had no objections to the proposed actions.

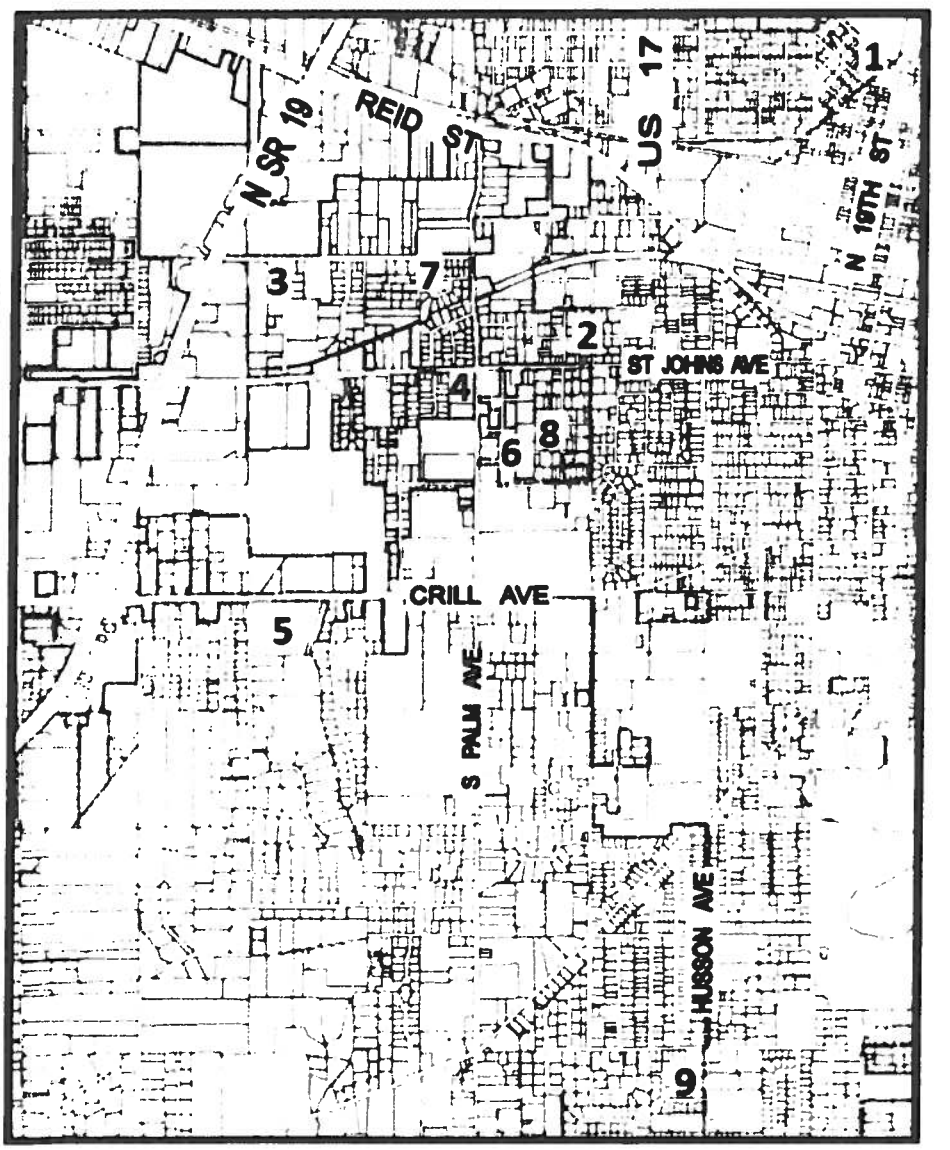


Figure 1: Site and Vicinity Map

APPLICATION BACKGROUND

The properties under consideration currently have County single-family land use and zoning. Staff has field-checked each property to determine use and and reviewed the current County FLUM and zoning classifications to determine the appropriate City designation. All properties are single-family residences except for the Crill Avenue property (church), the Mission Dr. property (duplex), and the Poinsetta Ave. property (small mobile home park).

The properties and their current and proposed FLUM and zoning classifications are shown below.

Location		Future Land Use Map Category		Zoning	
		Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
1	1107 Old Jacksonville Rd	US (Urban Service)	RL (Residential Low)	R-2 (Residential, Mixed use)	R-1A (Single-family Residential)
2	2806 Lane St.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
3	410 Mission Rd.	US (Urban Service)	RM (Residential Medium)	R-1A (Residential Single-family)	R-2 (Two-family Residential)
4	3205 St. Johns Ave.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
5	3435 Crill Ave.	UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single Family) AG (Agriculture)	R-1A (Single-family Residential)
6	311 Poinsetta Ave.	US (Urban Service)	RH (Residential High)	RMH (Residential, Mobile Home)	R-4 (Mobile Home/Conventional home Residential)
	3321 Weaver Rd.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
8	209 Bates Ave.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
9	2407 Tommy Ave.	UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)

All of these properties are subject to pre-annexation agreements that require annexation when properties become contiguous with the City. The exception is the Tommy Ave. property which does not have a pre-annexation agreement but is now required to hook up to City water. Staff is presenting these applications as administrative actions, as opposed to an action by each property owner, due to the rationale presented below.

1. Hardship. Most property owners annexing into the City do so because they are compelled to due to the failure of septic tanks or wells and the Health Dept. requirement that they hook up to city utilities when such lines are within 250 feet of the property. The cost of hooking up to City utilities approaches up to $6,000 depending on whether both water and sewer are required. The additional $1,130 for the FLUM amendment and rezoning is an additional burden. Staff has reduced the costs of this legal advertisement by combining these properties into one ad. The taxes collected from such properties will defray the administrative expense fairly quickly.

2. Comprehensive Plan Support. Public Facilities Element Policy D.1.2.1 directs the City to proactively annex properties served by water and sewer into the City. Language in the adopted Evaluation and Appraisal Report of the Comprehensive Plan compels the City to again proactively work to diminish and eventually eliminate enclaves. City staff believes this directive is sufficient to submit these actions as administrative applications.

3. Economic Development. By encouraging voluntary annexation and requiring annexation of agreement properties, the City is working to increase utility and other service provision efficiency, enhance system revenues, and encourage growth.

PROJECT ANALYSIS

Annexation Analysis

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

Contiguity. F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary. All properties are contiguous to the City limits, either directly contiguous to a parcel within the City (# 3, 9) or across the street from properties within the City (# 1, 2, 4, 5, 6, 7, 8). F.S. 171.031(11) clarifies that "*the separation of the territory sought to be annexed from the annexing municipality by a...right-of-way...shall not prevent annexation under this act, provided the presence of such a division does not, as a practical matter, prevent the territory sought to be annexed and the annexing municipality from becoming a unified whole with respect to municipal services or prevent their inhabitants from fully associating and trading with each other, socially and economically.*" The properties that are contiguous by virtue of being across a street from the City provide every potential for full integration with the City.

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

Future Land Use Analysis

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

List Goals, Objectives, and Policies of the Comprehensive Plan that support the proposed amendment.
The proposed amendments are in keeping with the following objective and policies of the Comprehensive Plan, and do not conflict with other plan elements.

Policy A.1.9.3

A. Land Use Districts

1. Residential

Residential land use is intended to be used primarily for housing and shall be protected from intrusion by lanc uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types.
Low Density (1730acres) - provides for a range of densities up to 5 units per acre.
Medium Density (231 acres) - provides for a range of densities up to 10 units per acre.

Staff Comment: the properties are now either in the County's Urban Reserve FLUM category (1 to 4 units per acre) or the Urban Service category (1 to 9 unit per acre). The higher density provided by the Urban Service category is justified for the Poinsetta Ave. and Mission Rd. properties as they are respectively a small lot mobile home development with densities exceeding 20 units per acre and a duplex development with 8.5 units per acre. While the Poinsetta Ave. property would be an isolated Residential, High FLUM designation, this category's density of 18 units per acre generally accommodates existing density, and the property provides a transition between the more intensive adjacent Commercial designation along S. Palm Ave. and the less intensive RL of the incorporated residential properties in the vicinity. The FLUM density of up to 10 units per acre afforded by the RM FLUM category is in keeping with the existing density of this small duplex development, and this FLUM also serves as a transition between a Commercial FLUM north of Weaver Rd. and the adjacent single-family residential neighborhood. The other Urban Service properties are single-family uses that are better suited for the Residential Low FLUM category and are also adjacent to existing RL areas to provide for some continuity in land use designation.

Provide analysis of the availability of facilities and services.
Staff Comment: the properties are in close proximity to urban services and infrastructure including city water and sewer lines.

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.
Staff Comment: The properties are in residential neighborhoods which are suitable for the proposed residential FLUM designations. Staff is not aware of any soil or topography conditions that would present problems for development, nor of any natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.
Staff Comment: not applicable, as this is to be determined at the next revision of the overall Comprehensive Plan.

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

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

- *Development that discourages or inhibits infill development and redevelopment.*
- *Development that fails to encourage a functional mix of uses.*
- *Development that results in poor accessibility among linked or related land uses.*

Staff Comment: the location of these properties within the City's urbanized area ensures that urban services are available. These uses do not represent urban sprawl.

Rezoning Analysis

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

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

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

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

b. The existing land use pattern.

Staff Comment: The properties are located in established residential neighborhoods.

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

Staff Comment: With the exception of the Mission Rd. and Poinsetta Ave. properties the proposed FLUM designations for the other properties are not isolated districts. As stated, the more intensive of the respective R-2 (two-family residential) and R-4 (mobile home/conventional home residential) reflect the actual development density and also function as transitional zoning districts between single-family zoned property and commercially zoned properties.

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

Staff Comment: Roadway capacity is available on area roadways and the impacts of these uses on road and utility capacity will be negligible, particularly since the uses are already present.

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

Staff Comment: See response to c. above.

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

Staff Comment: Conditions have not changed.

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

Staff Comment: Properties proposed for amendment are generally compatible with the neighborhood.

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

Staff Comment: in terms of traffic concurrency, impacted roadways are not considered failing and have capacity for future development.

i. Whether the proposed change will create a drainage problem.
Staff Comment: all development and redevelopment must meet City and water management district stormwater retention requirements. No drainage problems are anticipated for these already-existing uses.

j. Whether the proposed change will seriously reduce light and air to adjacent areas.
Staff Comment: The already-developed properties do not have excessive height, density, or intensity to reduce light and air to existing adjacent areas.

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

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

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

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

o. Whether the change suggested is out of scale with the needs of the neighborhood or the city.
Staff Comment: the properties are not out of scale with the neighborhood and 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 Comment: not applicable.

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

STAFF RECOMMENDATION

As demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of the annexation, amendment of future land use map category, and rezoning for multiple properties identified in Table 1.

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

EGRA KITCHENS
MISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
CITY OF PALATKA
FLORIDA

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

November 5, 2012

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

ATTN: The Honorable Kenny Eubanks, Chairman

To Whom It May Concern:

The City of Palatka hereby provides AMENDED notice of its intent to hold public hearings on November 8, 2012 and December 13, 2012, concerning the adoption of a proposed ordinance annexing the following described properties into its municipal boundaries:

Address	# of Acres	Sec/Township/Range	Ord. #
1107 Old Jacksonville Rd.	0.34	1/10/26	12-50
2806 Lane St.	0.37	1/10/26	|
410 Mission Rd.	0.70	2/10/26	|
3205 St. Johns Ave.	0.21	11/10/26	|
3435 Crill Ave.	10.20	11/10/26	|
311 Poinsetta Ave.	0.86	12/10/26	12-50
3321 Weaver Rd.	0.21	2/10/26	|
209 Bates Ave.	0.47	12/10/26	|
~~2406 Tommy Ave.~~	~~0.20~~	~~13/10/26~~	~~|~~
2407 Tommy Ave.	0.19	13/10/26	|
~~2408 Tommy Ave.~~	~~0.20~~	~~13/10/26~~	~~12-50~~

Attached please find a copy of the AMENDED public notices, including a map of the properties, which are scheduled to appear in the Palatka Daily News on November 1 and December 6, 2012, as noted. A copy of the Ordinance containing the legal descriptions can be obtained from the Office of the City Clerk at City Hall. This notice is being provided pursuant to FS171.0446.

Please govern yourselves accordingly.

CITY OF PALATKA

Betsy J. Driggers

Betsy J. Driggers, City Clerk

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

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

NOTICE OF ANNEXATION AND FUTURE LAND USE MAP AMENDMENT

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at its next regular meeting to be held at 6:00 p.m. on the 13th day of December, 2012, at Palatka City Hall, 201 N. 2nd Street, Palatka, Florida, will consider the enactment of ordinance No. 12 - 51 annexing the following described property into the corporate limits of the City and redefining the boundary lines of the City of Palatka to include said properties as follows (* = more or less):

1. 1107 Old Jacksonville Rd, located In Sec 01, Township 10 S, Range 26 E (0.34 acres*)
2. 2806 Lane St., located In Sec 1, Township 10 S, Range 26 E (0.37 acres*)
3. 410 Mission Rd., located In Sec 02, Township 10 S, Range 26 E (0.70 acres*);
4. 3205 St. Johns Ave., located In Sec 11, Township 10 S, Range 26 E (0.21 acres*);
5. 3435 Crill Ave., located In Sec 11, Township 10 S, Range 26 E (10.2 acres*)
6. 311 Poinsetta Ave., located In Sec 12, Township 10 S, Range 26 E (0.86 acres*)
7. 3321 Weaver Rd., located In Sec 2, Township 10 S, Range 26 E (0.21 acres*)
8. 209 Bates Ave., located In Sec 12, Township 10 S, Range 26 E (0.47 acres*)
9. ~~2406 Tommy Ave., located In Sec 13, Township 10 S, Range 26 E (0.20 acres*)~~
10. 2407 Tommy Ave., located in Sec 13, Township 10 S, Range 26 E (0.19 acres*)
11. ~~2408 Tommy Ave., located In Sec 13, Township 10 S, Range 26 E; (0.20 acres)~~

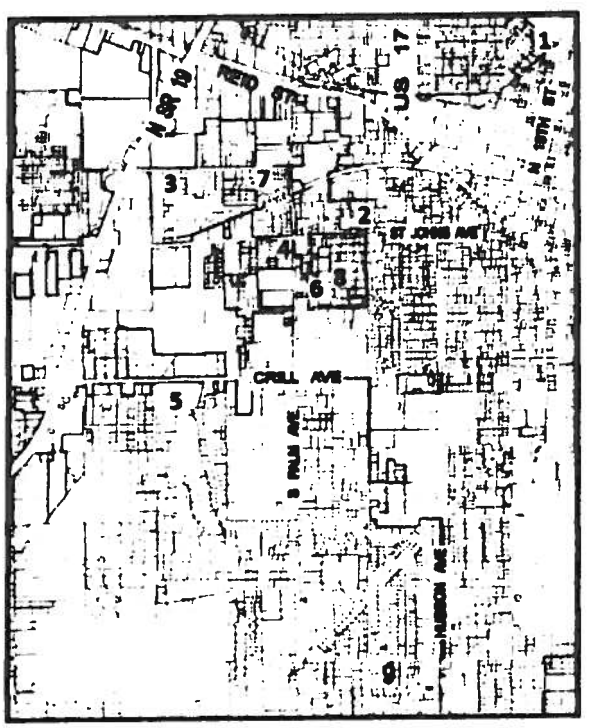
Accompanied by the following entitled ordinance amending the Future Land Use Map: AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING ELEVEN PARCELS OF LAND (LESS THAN 10 ACRES IN SIZE): FROM PUTNAM COUNTY US (URBAN SERVICE) TO CITY RL (RESIDENTIAL, LOW DENSITY) FOR 1107 OLD JACKSONVILLE ROAD (SECTION 1, TOWNSHIP 10 SOUTH, RANGE 26 EAST), 2806 LANE STREET (SECTION 1, 3205 ST. JOHNS AVENUE (SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST), TOWNSHIP 10 SOUTH, RANGE 26 EAST), 3321 WEAVER ROAD (SECTION 2, TOWNSHIP 10 SOUTH, RANGE 26 EAST), 209 BATES AVENUE (SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST); FROM UR (URBAN RESERVE) TO RL (RESIDENTIAL, LOW DENSITY) FOR 3435 CRILL AVENUE (SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST), ~~2406 TOMMY AVENUE (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST),~~ 2407 TOMMY AVENUE (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST), ~~2408 TOMMY AVENUE (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST);~~ FROM PUTNAM COUNTY US (URBAN SERVICE) TO CITY RM (RESIDENTIAL, MEDIUM DENSITY) FOR 410 MISSION ROAD (SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST); FROM PUTNAM COUNTY US (URBAN SERVICE) TO CITY RH (RESIDENTIAL, HIGH DENSITY) FOR 311 POINSETTA AVENUE (SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

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

PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS
CITY CLERK

DISPLAY ADVERTISEMENT – At least 2 x 6 or as required -- run w/ attached map
Run Dates: 12/06/2012 - PROOF OF ADVERTISEMENT REQUESTED
Send editing proof with cost of advertisement to
Betsy J. Driggers, City of Palatka, 201 N. 2nd Street, Palatka
Ph: 386-329-0100; fax 386-329-0106; bdriggers@palatka-fl.gov



NOTICE OF PUBLIC HEARING FOR ANNEXATIONS AND REZONING

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at its next regular meetings to be held at 6:00 p.m. on the 8th day of November and the 13th day of December, 2012, at Palatka City Hall, 201 N. 2nd Street, Palatka, Florida, will consider the enactment of Ordinance No. 12 - 50 annexing the following described property into the corporate limits of the City and redefining the boundary lines of the City of Palatka to include said properties as follows (* = more or less):

1. 1107 Old Jacksonville Rd, located In Sec 01, Township 10 S, Range 26 E (0.34 acres*)
2. 2806 Lane St., located In Sec 10, Township 10 S, Range 26 E (0.37 acres*)
3. 410 Mission Rd., located In Sec 02, Township 10 S, Range 26 E (0.70 acres*)
4. 3205 St. Johns Ave., located In Sec 11, Township 10 S, Range 26 E (0.21 acres*)
5. 3435 Crill Ave., located In Sec 11, Township 10 S, Range 26 E (10.2 acres*)
6. 311 Poinsetta Ave., located In Sec 12, Township 10 S, Range 26 E (0.86 acres*)
7. 3321 Weaver Rd., located In Sec 02, Township 10 S, Range 26 E (0.21 acres*)
8. 209 Bates Ave., located In Sec 12, Township 10 S, Range 26 E (0.47 acres*)
9. ~~2406 Tommy Ave., located In Sec 13, Township 10 S, Range 26 E (0.20 acres*).~~
10. 2407 Tommy Ave., located in Sec 13, Township 10 S, Range 26 E (0.19 acres*)
11. ~~2408 Tommy Ave., located In Sec 13, Township 10 S, Range 26 E; (0.20 acres)~~

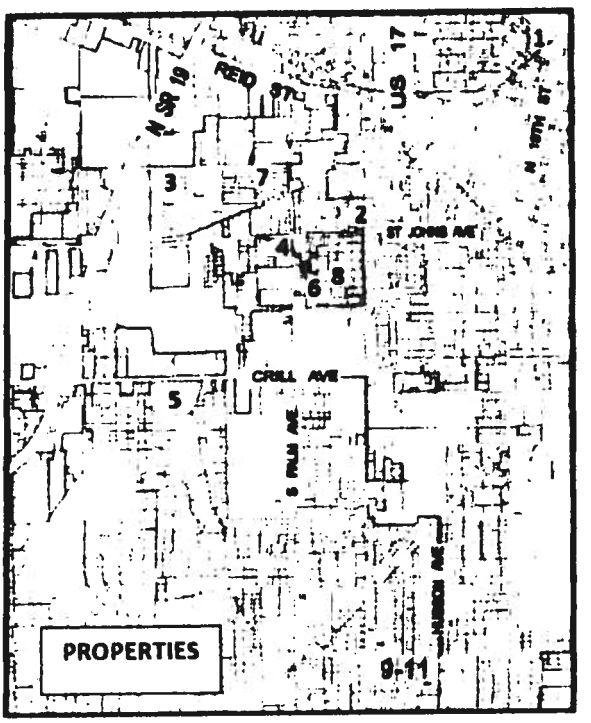
Accompanied by the following entitled ordinance rezoning said properties: AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY R-1A (RESIDENTIAL SINGLE-FAMILY) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR THE FOLLOWING PROPERTIES: 2806 LANE STREET (SECTION 01, TOWNSHIP 10 SOUTH, RANGE 26 EAST); 3205 ST. JOHNS AVENUE (SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST); 3321 WEAVER ROAD (SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST); 209 BATES AVENUE (SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST); ~~2406,~~ 2407~~, & 2408~~ TOMMY AVENUE (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST); AMENDED FROM PUTNAM COUNTY R-2 (RESIDENTIAL, MIXED USE) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR 1107 OLD JACKSONVILLE ROAD (SECTION 01, TOWNSHIP 10 SOUTH, RANGE 26 EAST); AMENDED FROM PUTNAM COUNTY R-1A (RESIDENTIAL SINGLE-FAMILY) AND AG (AGRICULTURE) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR 3435 CRILL AVENUE (SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST); AMENDED FROM PUTNAM COUNTY R-1A (RESIDENTIAL SINGLE-FAMILY) TO CITY R-2 (TWO-FAMILY RESIDENTIAL) FOR 410 MISSION ROAD (SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST); AND AMENDED FROM PUTNAM COUNTY RMH (RESIDENTIAL, MOBILE HOME) TO CITY R-4 (MOBILE HOME/CONVENTIONAL HOME RESIDENTIAL) FOR 311 POINSETTA AVENUE (SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

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

PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS, CITY CLERK

DISPLAY ADVERTISEMENT – 2 x 6 or as requried -- Run with Attached Map
RUN DATES: 11/01/12 - PROOF OF PUBLICATION REQUESTED
Send editing proof with cost of advertisement to bdriggers@palatka-fl.gov
Betsy Driggers, City of Palatka
201 N. 2nd Street, Palatka FL 32177 386-329-0100 ext 211 or 386-546-2993 (cell)



Agenda Item

7b

CITY COMMISSION AGENDA ITEM

SUBJECT: ADOPTION OF COMPREHENSIVE PLAN FUTURE LAND USE MAP AMENDMENT FOR MULTIPLE PROPERTIES (WITH ANNEXATION AGREEMENTS)

DEPARTMENT: BUILDING AND ZONING

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

SUMMARY:
This is an administrative request on behalf of the property owners with properties covered by annexation agreements that have been determined to be contiguous to the city limits. There are companion annexation and rezoning amendments for the properties to be considered at this meeting as well.

The Planning Board recommended approval of this item at their October 2, 2012 meeting.

RECOMMENDED ACTION:
Approve Adoption

DEPARTMENT HEAD Submitted: Thad Crowe Date: 12/03/2012
Requested Agenda Regular Date: 12/13/2012

FINANCE DEPARTMENT Budgeted ___Yes ___No ___N/A Date:

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date: 12/4/12

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

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

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING ELEVEN PARCELS OF LAND (LESS THAN 10 ACRES IN SIZE): FROM PUTNAM COUNTY US (URBAN SERVICE) TO CITY RL (RESIDENTIAL, LOW DENSITY) FOR 1107 OLD JACKSONVILLE ROAD (SECTION 1, TOWNSHIP 10 SOUTH, RANGE 26 EAST), 2806 LANE STREET (SECTION 1, 3205 ST. JOHNS AVENUE (SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST), TOWNSHIP 10 SOUTH, RANGE 26 EAST), 3321 WEAVER ROAD (SECTION 2, TOWNSHIP 10 SOUTH, RANGE 26 EAST), 209 BATES AVENUE (SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST); FROM UR (URBAN RESERVE) TO RL (RESIDENTIAL, LOW DENSITY) FOR 3435 CRILL AVENUE (SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST), 2406 TOMMY AVENUE (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST), 2407 TOMMY AVENUE (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST), 2408 TOMMY AVENUE (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST); FROM PUTNAM COUNTY US (URBAN SERVICE) TO CITY RM (RESIDENTIAL, MEDIUM DENSITY) FOR 410 MISSION ROAD (SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST); FROM PUTNAM COUNTY US (URBAN SERVICE) TO CITY RH (RESIDENTIAL, HIGH DENSITY) FOR 311 POINSETTA AVENUE (SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the following owners of said properties: 1107 Old Jacksonville Road: Bernice Baker Life Estate; 2806 Lane Street: Dexter T. Fields and Latoya G. Williams; 3205 St. Johns Avenue: Margaret S. Goodin and Joy T. Kersey; 3321 Weaver Road: Glenda Alverez; 209 Bates Avenue: Rufus Borom and L. Tracy Borom; 3435 Crill Avenue: College Park Baptist Church, Inc., c/o Paul Shaw, Trustee; 2406 Tommy Avenue: Tom Wright; 2407 Tommy Avenue: Sandra T. Jackson; 2408 Tommy Avenue: Anthony R. Williams, Sr. and Helen E. Williams; 410 Mission Road: Fred Wayne Yarborough and Kimberly B. Yarborough; 311 Poinsetta Avenue: Suzanne M. Grimes for certain amendments to the Comprehensive Plan Future Land Use Map of the City of Palatka, Florida, and

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

WHEREAS, Section 163.3187(1(b), Florida Statutes, as amended, provides that a local government may amend its adopted comprehensive plan to change the land uses of up to 120 acres by small scale amendments annually, and

WHEREAS, Section 163.3187(2), Florida Statutes, as amended, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

WHEREAS, the Planning Board conducted a public hearing on October 2, 2012 and recommended approval of this amendment to the City Commission, and

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 Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

TABLE 1
ADOPTED SMALL SCALE AMENDMENT

Property Tax Number	Acreage	Current Future Land Use	Amended Future Land Use
01-10-26-1470-0010-0040	0.34	County US (Urban Service)	RL (Residential, Low Density)
DESCRIPTION OF PROPERTY:	CLARKE + BROWNING S/D MB2 P27 BLK A LOTS 4 5 (Being 1107 Old Jacksonville Road		
01-10-26-5200-0170-0020	0.37	County US (Urban Service)	RL (Residential, Low Density)
DESCRIPTION OF PROPERTY:	LEMON ST HEIGHTS MB2 P33 BLK 17 W1/2 OF LOT 2, LOT 3, W1/2 OF LOT 7 E 50FT OF LOT 8 + E1/2 OF LOT 4 (Being 2806 Lane Street)		
11-10-26-0000-0060-0000	0.21	County US (Urban Service)	RL (Residential, Low Density)
DESCRIPTION OF PROPERTY:	PT OF NE1/4 OF NE1/4 BK208 P179(EX MCCBK15 P485) (Being 3205 St. Johns Avenue)		
02-10-26-8020-0020-0080	0.21	County US (Urban Service)	RL (Residential, Low Density)
DESCRIPTION OF PROPERTY:	ROSS GREEN RESUB MB4 P10 BLK B LOT 8 + PT OF SE1/4 OF SE1/4 OF SEC 2-10-26 OR15 P195 (EX OR979 P1951) (Being 3321 Weaver Road)		
12-10-26-9050-0060-0040	0.47	County US (Urban Service)	RL (Residential, Low Density)
DESCRIPTION OF PROPERTY:	TUCKERS ADDITION OF PALATKA HEIGHTS MB2 P40 BLK F LOTS 4 5 + 6 (Being 209 Bates Avenue)		
11-10-26-0000-0870-0000	10.2	County UR (Urban Reserve)	RL (Residential, Low Density)
DESCRIPTION OF PROPERTY:	PT OF NW1/4 OF SW1/4 BK79 P175 BK197 P324(EX OR64 P207) (SUBJECT TO R/W EASEMENT AS DESCRIBED IN BK244 P277) (Being 3435 Crill Avenue)		
13-10-26-6790-0000-0170	0.19	COM (Commercial)	REC (Recreation)
DESCRIPTION OF PROPERTY:	ORMAN LEIGH ESTATES MB4 P157 LOT		

17 (Being 2407 Tommy Avenue)

02-10-26-0000-0630-0014	0.70	County UR (Urban Reserve)	RM (Residential, Medium Density)
DESCRIPTION OF PROPERTY:	PT OF NW1/4 OF SW1/4 OF SE1/4 OR442 P685 SUBJECT TO OR511 P1260 EASEMENT (Being 410 Mission Road)		
12-10-26-7000-0060-0010	0.86	County US (Urban Service)	RH (Residential, High Density)
DESCRIPTION OF PROPERTY:	PALM HEIGHTS MB2 P40 BLK 6 LOT 1 2 3 4 5 6 + PT OF SW1/4 OF NW1/4 OF NW1/4 OR407 P1716 IN 12-10-26 (SUZANNE GRIMES' MOBILE HOME PARK) (Being 310 Poinsetta Avenue)		

Section 2. 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 3. 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 4. 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 13th day of December, 2012.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

_____

City Clerk

CITY OF PALATKA
PLANNING BOARD MEETING MINUTES
October 2, 2012

The meeting was called to order by Vice-Chairman Daniel Sheffield at 4:20 pm (after a delay due to lack of quorum). **Other members present:** Earl Wallace, Lavinia Moody, Joseph Petrucci, and Judith Gooding. **Members absent:** Carl Stewart, George DeLoach, Joe Pickens and Anthony Harwell. **Also present**: Planning Director Thad Crowe and Recording Secretary Pam Sprouse.

Motion made by Ms. Gooding and seconded by Mr. Wallace to approve the minutes as submitted for the September 4, 2012 meeting. All present voted affirmative, motion carried.

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

NEW BUSINESS

Case 12-50: Administrative request to annex the following properties into the Palatka city limits, amending the Future Land Use Map and rezoning as listed below:

Location		Future Land Use Map Category		Zoning	
		Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
1	1107 Old Jacksonville Rd	US (Urban Service)	RL (Residential Low)	R-2 (Residential, Mixed use)	R-1A (Single-family Residential)
2	2806 Lane St.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
3	410 Mission Rd.	US (Urban Service)	RM (Residential Medium)	R-1A (Residential Single-family)	R-2 (Two-family Residential)
4	3205 St. Johns Ave.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
5	3435 Crill Ave.	UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single Family) AG (Agriculture)	R-1A (Single-family Residential)
6	311 Poinsetta Ave.	US (Urban Service)	RH (Residential High)	RMH (Residential, Mobile Home)	R-4 (Mobile Home/Conventional home Residential)
7	3321 Weaver Rd.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
8	209 Bates Ave.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
9	2407 Tommy Ave.	UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)

Mr. Crowe explained that annexation agreements were previously made between the City and the owners for these nine properties in exchange for utility service. The agreements required that when the properties became contiguous they would be annexed into the City. All of the properties are now contiguous and this is an administrative effort to implement the agreements.

Mr. William McCoy Jr., 116 Putnam Ave, stated that he was concerned that these annexations and rezoning would be the prelude to another School Board warehouse being placed in this area. Mr. Petrucci explained that this request is unrelated to anything like that but if a warehouse were to be located in that area it would first come before the Planning Board for a public hearing. He added that this is more of an administrative issue, and that the City does not annex property unless there is an agreement and they are contiguous to the city limits. Understanding that, Mr. McCoy stated that he did not want to come into the City.

Mr. Crowe stated that he again wanted to make it clear that City records show that all of these property owners entered into an agreement with the City and signed a legal document that pledged they would annex into the City once they became contiguous, so they were receiving utility service in exchange for the eventual annexation, once they became contiguous.

Ms. Linda McCoy, 116 Putnam Ave. spoke on behalf of her mother, Ms. Bernice Baker of 1107 Old Jacksonville Rd., asked if at the time agreements were made the people were advised that their water rates would go up.

Mr. Crowe replied that when the people signed these agreements in exchange for city water, they pledged to come into the City, and water rates are set by the City Commission annually, they are variable and based on what it costs to run the water system.

Ms. McCoy stated that her mother wanted city water and that is all she wanted, she did not want to be rezoned, or to be in the City. She also stated that she did not believe her mother understood what she was agreeing to when she signed the agreement.

Discussion took place regarding the directives of the Comprehensive Plan and the need for the City to take measures to grow the utility system, increasing the customer base to help operate, expand and maintain the utilities.

Ms. Bernice Baker-Johnson, owner of 1107 Old Jacksonville Rd., stated that when she received the letter regarding annexation she was stunned, that she did not read the paper she signed to get the water, that when you get to be her age at 92 years old you don't read line for line. She did not know she was agreeing to annex.

Vice-Chairman Sheffield explained to Ms. Baker-Johnson that this board does not have the authority to go against the agreement she signed and asked Mr. Crowe if the City Commission had any leeway to provide Ms. Baker-Johnson with an exception.

Mr. Crowe said that would be a legal question for the City Attorney and added that the Planning Board's duty is to consider the criteria for annexation, the Future Land Use Map amendment and the zoning. He added that the Comprehensive Plan compels the City to annex property into the City, and that there are no provisions for extenuating circumstances or hardships, it is pretty straightforward.

Yvonne Johnson, 1115 Old Jacksonville Rd., stated that she has lived there in the County all her life and would not want to be annexed into the City.

Vice-Chairman Sheffield advised Ms. Johnson that her property is not one being annexed at this time, and that annexation would only happen if she entered into an agreement in order to connect to city utilities.

Mr. McCoy wanted to know how to go about appealing the decision of the Planning Board.

Vice-Chairman Sheffield advised that he could obtain a copy of the meeting record for his use and that he would make his appeal to the City Commission.

Ms. Gooding asked what the purpose of the annexing was, as the women next to her stated she already had water but is in the County.

Mr. Crowe advised that the City is able to give people water if available, when they are not contiguous to the city limits, however once they become contiguous they are obliged to annex.

Mr. Petrucci added that the water and sewer is the way the City entices people to annex.

Motion made by Mr. Petrucci and seconded by Mr. Wallace to approve case 12-50 as submitted. All present voted affirmative, motion carried.

OLD BUSINESS

Case 12-31: Administrative request to amend Comprehensive Plan Public Facilities Element Policy D.1.2.1 to provide for exceptions, based on economic development and system efficiency considerations, to the requirement that properties receiving City water or sewer that are contiguous to the city limits be annexed, and the requirement that properties receiving City sewer service be within the City limits (tabled from September meeting).

Mr. Crowe advised that this text amendment to the Comprehensive Plan would provide for exceptions to the current rule of the Comprehensive Plan, requiring that properties outside the city limits receiving city water be annexed once they become contiguous to the city limits and that city sewer can only be afforded to properties within the city limits. This exception would be based on criteria pertaining to a substantive impact regarding economic development, system efficiency, revenue and environmental improvement. He explained that this amendment would only allow the waiver if ALL of the criteria could be met <u>and</u> it would not foster urban sprawl. The request for exception would be considered by the City Commission on a case by case basis, and they would have to determine that the request met all the criteria. He referred to the "pros" and "cons" listed in his staff report and stated that some examples of the "pros" would be that the City would probably see more business expansion and retention in the urban area. Without city services such economic development is difficult. The City benefits from the additional revenue for the water and sewer system from that expansion in the unincorporated area and a positive side effect is the reduction of septic tanks that are so prevalent in the unincorporated areas. He added that the "con" is that the annexation agreement method is the City's only carrot for getting people into the City and increasing the tax base which helps with maintenance and repairs to the systems. He referenced the old adage "why buy the cow when you can get the milk for free"... however, the milk is not completely free as there is a 25% surcharge on that milk. Allowing exceptions could also potentially require utility system upgrades as the City has one water plant and one sewer plant, and both are a little bit over half capacity. The City is guided by the Comprehensive Plan policy to expand the system in an infill manner, and the City has a lot of infill potential. He recommended approval of the exception process when all of the criteria are met.

Vice-Chairman Sheffield asked Mr. Crowe if the intent of the amendment was also to provide a potential revenue source for the City.

Case 12-50: Multiple Locations

Request to Annex, Amend Future Land Use Map and Rezone

Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: September 25, 2012

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To annex, amend FLUM, and rezone the following properties as noted below. Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). City departments had no objections to the proposed actions.

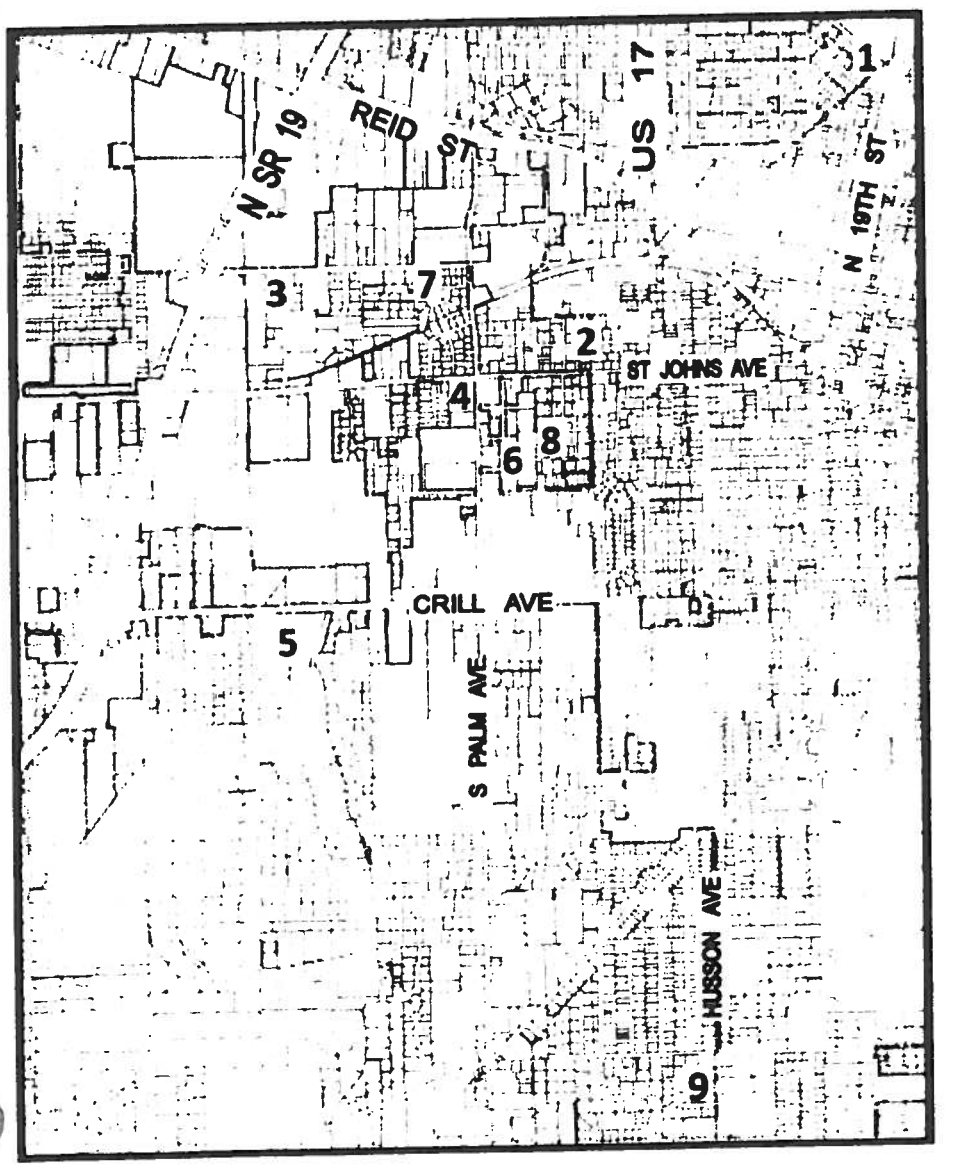


Figure 1: Site and Vicinity Map

APPLICATION BACKGROUND

The properties under consideration currently have County single-family land use and zoning. Staff has field-checked each property to determine use and and reviewed the current County FLUM and zoning classifications to determine the appropriate City designation. All properties are single-family residences except for the Crill Avenue property (church), the Mission Dr. property (duplex), and the Poinsetta Ave. property (small mobile home park).

The properties and their current and proposed FLUM and zoning classifications are shown below.

Location		Future Land Use Map Category		Zoning	
		Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
1	1107 Old Jacksonville Rd	US (Urban Service)	RL (Residential Low)	R-2 (Residential, Mixed use)	R-1A (Single-family Residential)
2	2806 Lane St.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
3	410 Mission Rd.	US (Urban Service)	RM (Residential Medium)	R-1A (Residential Single-family)	R-2 (Two-family Residential)
4	3205 St. Johns Ave.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
5	3435 Crill Ave.	UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single Family) AG (Agriculture)	R-1A (Single-family Residential)
6	311 Poinsetta Ave.	US (Urban Service)	RH (Residential High)	RMH (Residential, Mobile Home)	R-4 (Mobile Home/Conventional home Residential)
7	3321 Weaver Rd.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
8	209 Bates Ave.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
9	2407 Tommy Ave.	UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)

All of these properties are subject to pre-annexation agreements that require annexation when properties become contiguous with the City. The exception is the Tommy Ave. property which does not have a pre-annexation agreement but is now required to hook up to City water. Staff is presenting these applications as administrative actions, as opposed to an action by each property owner, due to the rationale presented below.

1. Hardship. Most property owners annexing into the City do so because they are compelled to due to the failure of septic tanks or wells and the Health Dept. requirement that they hook up to city utilities when such lines are within 250 feet of the property. The cost of hooking up to City utilities approaches up to $6,000 depending on whether both water and sewer are required. The additional $1,130 for the FLUM amendment and rezoning is an additional burden. Staff has reduced the costs of this legal advertisement by combining these properties into one ad. The taxes collected from such properties will defray the administrative expense fairly quickly.

2. Comprehensive Plan Support. Public Facilities Element Policy D.1.2.1 directs the City to proactively annex properties served by water and sewer into the City. Language in the adopted Evaluation and Appraisal Report of the Comprehensive Plan compels the City to again proactively work to diminish and eventually eliminate enclaves. City staff believes this directive is sufficient to submit these actions as administrative applications.

3. Economic Development. By encouraging voluntary annexation and requiring annexation of agreement properties, the City is working to increase utility and other service provision efficiency, enhance system revenues, and encourage growth.

PROJECT ANALYSIS

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

Contiguity. F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary. All properties are contiguous to the City limits, either directly contiguous to a parcel within the City (# 3, 9) or across the street from properties within the City (# 1, 2, 4, 5, 6, 7, 8). F.S. 171.031(11) clarifies that *"the separation of the territory sought to be annexed from the annexing municipality by a...right-of-way...shall not prevent annexation under this act, provided the presence of such a division does not, as a practical matter, prevent the territory sought to be annexed and the annexing municipality from becoming a unified whole with respect to municipal services or prevent their inhabitants from fully associating and trading with each other, socially and economically."* The properties that are contiguous by virtue of being across a street from the City provide every potential for full integration with the City.

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

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

List Goals, Objectives, and Policies of the Comprehensive Plan that support the proposed amendment.
The proposed amendments are in keeping with the following objective and policies of the Comprehensive Plan, and do not conflict with other plan elements.

Policy A.1.9.3
A. Land Use Districts
1. Residential

Residential land use is intended to be used primarily for housing and shall be protected from intrusion by lanc uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types.
Low Density (1730acres) - provides for a range of densities up to 5 units per acre.
Medium Density (231 acres) - provides for a range of densities up to 10 units per acre.

Staff Comment: the properties are now either in the County's Urban Reserve FLUM category (1 to 4 units per acre) or the Urban Service category (1 to 9 unit per acre). The higher density provided by the Urban Service category is justified for the Poinsetta Ave. and Mission Rd. properties as they are respectively a small lot mobile home development with densities exceeding 20 units per acre and a duplex development with 8.5 units per acre. While the Poinsetta Ave. property would be an isolated Residential, High FLUM designation, this category's density of 18 units per acre generally accommodates existing density, and the property provides a transition between the more intensive adjacent Commercial designation along S. Palm Ave. and the less intensive RL of the incorporated residential properties in the vicinity. The FLUM density of up to 10 units per acre afforded by the RM FLUM category is in keeping with the existing density of this small duplex development, and this FLUM also serves as a transition between a Commercial FLUM north of Weaver Rd. and the adjacent single-family residential neighborhood. The other Urban Service properties are single-family uses that are better suited for the Residential Low FLUM category and are also adjacent to existing RL areas to provide for some continuity in land use designation.

Provide analysis of the availability of facilities and services.
Staff Comment: the properties are in close proximity to urban services and infrastructure including city water nd sewer lines.

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.
Staff Comment: The properties are in residential neighborhoods which are suitable for the proposed residential FLUM designations. Staff is not aware of any soil or topography conditions that would present problems for development, nor of any natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.
Staff Comment: not applicable, as this is to be determined at the next revision of the overall Comprehensive Plan.

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

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

- *Development that discourages or inhibits infill development and redevelopment.*
- *Development that fails to encourage a functional mix of uses.*
- *Development that results in poor accessibility among linked or related land uses.*

Staff Comment: the location of these properties within the City's urbanized area ensures that urban services are available. These uses do not represent urban sprawl.

Rezoning Analysis

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

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

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

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

b. The existing land use pattern.

Staff Comment: The properties are located in established residential neighborhoods.

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

Staff Comment: With the exception of the Mission Rd. and Poinsetta Ave. properties the proposed FLUM designations for the other properties are not isolated districts. As stated, the more intensive of the respective R-2 (two-family residential) and R-4 (mobile home/conventional home residential) reflect the actual development density and also function as transitional zoning districts between single-family zoned property and commercially zoned properties.

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

Staff Comment: Roadway capacity is available on area roadways and the impacts of these uses on road and utility capacity will be negligible, particularly since the uses are already present.

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

Staff Comment: See response to c. above.

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

Staff Comment: Conditions have not changed.

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

Staff Comment: Properties proposed for amendment are generally compatible with the neighborhood.

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

Staff Comment: in terms of traffic concurrency, impacted roadways are not considered failing and have capacity for future development.

i. Whether the proposed change will create a drainage problem.
Staff Comment: all development and redevelopment must meet City and water management district stormwater retention requirements. No drainage problems are anticipated for these already-existing uses.

j. Whether the proposed change will seriously reduce light and air to adjacent areas.
Staff Comment: The already-developed properties do not have excessive height, density, or intensity to reduce light and air to existing adjacent areas.

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

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

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

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

o. Whether the change suggested is out of scale with the needs of the neighborhood or the city.
Staff Comment: the properties are not out of scale with the neighborhood and 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 Comment: not applicable.

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

STAFF RECOMMENDATION

As demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of the annexation, amendment of future land use map category, and rezoning for multiple properties identified in Table 1.

Agenda Item

7c

CITY COMMISSION AGENDA ITEM

SUBJECT: ADOPTION OF REZONING OF MULTIPLE PROPERTIES (WITH ANNEXATION AGREEMENTS)

DEPARTMENT: BUILDING AND ZONING

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

SUMMARY:
This is an administrative request on behalf of the property owners with properties covered by annexation agreements and determined to be contiguous to the city limits. There is a companion annexation action on the agenda for the properties, and a companion Future Land Use Map amendment for the properties will be considered at the December 13, 2012 meeting

The Planning Board recommended approval of this item at their October 2, 2012 meeting.

RECOMMENDED ACTION:
Approval at 2nd Reading

DEPARTMENT HEAD Submitted: Thad Crowe Date: 12/03/2012
Requested Agenda Regular Date: 12/13/2012

FINANCE DEPARTMENT Budgeted ___Yes ___No ___N/A Date:

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: CW Date: 12/4/12

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

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

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY R-1A (RESIDENTIAL SINGLE-FAMILY) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR THE FOLLOWING PROPERTIES: 2806 LANE STREET (SECTION 1, TOWNSHIP 10 SOUTH, RANGE 26 EAST); 3205 ST. JOHNS AVENUE (SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST); 3321 WEAVER ROAD (SECTION 2, TOWNSHIP 10 SOUTH, RANGE 26 EAST); 209 BATES AVENUE (SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST); AND 2407 TOMMY AVENUE (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST); AMENDED FROM PUTNAM COUNTY R-2 (RESIDENTIAL, MIXED USE) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR 1107 OLD JACKSONVILLE ROAD (SECTION 1, TOWNSHIP 10 SOUTH, RANGE 26 EAST); AMENDED FROM PUTNAM COUNTY R-1A (RESIDENTIAL SINGLE-FAMILY) AND AG (AGRICULTURE) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR 3435 CRILL AVENUE (SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST); AMENDED FROM PUTNAM COUNTY R-1A (RESIDENTIAL SINGLE-FAMILY) AND AG (AGRICULTURE) TO CITY R-2 (TWO-FAMILY RESIDENTIAL) FOR 410 MISSION ROAD (SECTION 02, TOWNSHIP 10 SOUTH, RANGE 26 EAST); AND AMENDED FROM PUTNAM COUNTY RMH (RESIDENTIAL, MOBILE HOME) TO CITY R-4 (MOBILE HOME/CONVENTIONAL HOME RESIDENTIAL) FOR 311 POINSETTA AVENUE (SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING

FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the following owners of said properties: 1107 Old Jacksonville Road: Bernice Baker Life Estate; 2806 Lane Street: Dexter T. Fields and Latoya G. Williams; 3205 St. Johns Avenue: Margaret S. Goodin and Joy T. Kersey; 3321 Weaver Road: Glenda Alverez; 209 Bates Avenue: Rufus Borom and L. Tracy Borom; 3435 Crill Avenue: College Park Baptist Church, Inc., c/o Paul Shaw, Trustee; 2407 Tommy Avenue: Sandra T. Jackson; 410 Mission Road: Fred Wayne Yarborough and Kimberly B. Yarborough; 311 Poinsetta Avenue: Suzanne M. Grimes 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 public hearings before the Planning Board of the City of Palatka on October 2, 2012, and two public hearings before the City Commission of the City of Palatka on November 8, 2012 and December 13, 2012, and

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

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

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described properties from their present Putnam County zoning classification to City zoning classifications as noted above.

DESCRIPTION OF PROPERTIES:
CLARKE + BROWNING S/D MB2 P27 BLK A LOTS 4 5 (Being 1107 Old Jacksonville Road / tax parcel # 01-10-26-1470-0010-0040)

LEMON ST HEIGHTS MB2 P33 BLK 17 W1/2 OF LOT 2, LOT 3, W1/2 OF LOT 7 E 50FT OF LOT 8 + E1/2 OF LOT 4 (Being 2806 Lane Street / tax parcel # 01-10-26-5200-0170-0020)

PT OF NE1/4 OF NE1/4 BK208 P179(EX MCCBK15 P485) (Being 102 3205 St. Johns Avenue / tax parcel # 11-10-26-0000-0060-0000)
ROSS GREEN RESUB MB4 P10 BLK B LOT 8 + PT OF SE1/4 OF SE1/4 OF SEC 2-10-26 OR15 P195 (EX OR979 P1951) (Being 3321 Weaver Road / tax parcel # 02-10-26-8020-0020-0080)

TUCKERS ADDITION OF PALATKA HEIGHTS MB2 P40 BLK F LOTS 4 5 + 6 (Being 209 Bates Avenue / tax parcel # 12-10-26-9050-0060-0040)

PT OF NW1/4 OF SW1/4 BK79 P175 BK197 P324(EX OR64 P207) (SUBJECT TO R/W EASEMENT AS DESCRIBED IN BK244 P277) (Being 3435 Crill Avenue / tax parcel # 11-10-26-0000-0870-0000)

ORMAN LEIGH ESTATES MB4 P157 LOT 17 (Being 2407 Tommy Avenue / tax parcel # 13-10-26-6790-0000-0170)

PT OF NW1/4 OF SW1/4 OF SE1/4 OR442 P685 SUBJECT TO OR511 P1260 EASEMENT (Being 410 Mission Road / tax parcel # 02-10-26-0000-0630-0014)

PALM HEIGHTS MB2 P40 BLK 6 LOT 1 2 3 4 5 6 + PT OF SW1/4 OF NW1/4 OF NW1/4 OR407 P1716 IN 12-10-26 (SUZANNE GRIMES' MOBILE HOME PARK) (Being 311 Poinsetta Avenue / tax parcel # 12-10-26-7000-0060-0010)

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

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

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

CITY OF PALATKA

BY:_____

Its MAYOR

ATTEST:

_____

City Clerk

CITY OF PALATKA
PLANNING BOARD MEETING MINUTES
October 2, 2012

The meeting was called to order by Vice-Chairman Daniel Sheffield at 4:20 pm (after a delay due to lack of quorum). **Other members present:** Earl Wallace, Lavinia Moody, Joseph Petrucci, and Judith Gooding. **Members absent:** Carl Stewart, George DeLoach, Joe Pickens and Anthony Harwell. **Also present**: Planning Director Thad Crowe and Recording Secretary Pam Sprouse.

Motion made by Ms. Gooding and seconded by Mr. Wallace to approve the minutes as submitted for the September 4, 2012 meeting. All present voted affirmative, motion carried.

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

NEW BUSINESS

Case 12-50: Administrative request to annex the following properties into the Palatka city limits, amending the Future Land Use Map and rezoning as listed below:

Location		Future Land Use Map Category		Zoning	
		Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
1	1107 Old Jacksonville Rd	US (Urban Service)	RL (Residential Low)	R-2 (Residential, Mixed use)	R-1A (Single-family Residential)
2	2806 Lane St.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
3	410 Mission Rd.	US (Urban Service)	RM (Residential Medium)	R-1A (Residential Single-family)	R-2 (Two-family Residential)
4	3205 St. Johns Ave.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
5	3435 Crill Ave.	UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single Family) AG (Agriculture)	R-1A (Single-family Residential)
6	311 Poinsetta Ave.	US (Urban Service)	RH (Residential High)	RMH (Residential, Mobile Home)	R-4 (Mobile Home/Conventional home Residential)
7	3321 Weaver Rd.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
8	209 Bates Ave.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
9	2407 Tommy Ave.	UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)

Mr. Crowe explained that annexation agreements were previously made between the City and the owners for these nine properties in exchange for utility service. The agreements required that when the properties became contiguous they would be annexed into the City. All of the properties are now contiguous and this is an administrative effort to implement the agreements.

Mr. William McCoy Jr., 116 Putnam Ave, stated that he was concerned that these annexations and rezoning would be the prelude to another School Board warehouse being placed in this area. Mr. Petrucci explained that this request is unrelated to anything like that but if a warehouse were to be located in that area it would first come before the Planning Board for a public hearing. He added that this is more of an administrative issue, and that the City does not annex property unless there is an agreement and they are contiguous to the city limits. Understanding that, Mr. McCoy stated that he did not want to come into the City.

Mr. Crowe stated that he again wanted to make it clear that City records show that all of these property owners entered into an agreement with the City and signed a legal document that pledged they would annex into the City once they became contiguous, so they were receiving utility service in exchange for the eventual annexation, once they became contiguous.

Ms. Linda McCoy, 116 Putnam Ave. spoke on behalf of her mother, Ms. Bernice Baker of 1107 Old Jacksonville Rd., asked if at the time agreements were made the people were advised that their water rates would go up.

Mr. Crowe replied that when the people signed these agreements in exchange for city water, they pledged to come into the City, and water rates are set by the City Commission annually, they are variable and based on what it costs to run the water system.

Ms. McCoy stated that her mother wanted city water and that is all she wanted, she did not want to be rezoned, or to be in the City. She also stated that she did not believe her mother understood what she was agreeing to when she signed the agreement.

Discussion took place regarding the directives of the Comprehensive Plan and the need for the City to take measures to grow the utility system, increasing the customer base to help operate, expand and maintain the utilities.

Ms. Bernice Baker-Johnson, owner of 1107 Old Jacksonville Rd., stated that when she received the letter regarding annexation she was stunned, that she did not read the paper she signed to get the water, that when you get to be her age at 92 years old you don't read line for line. She did not know she was agreeing to annex.

Vice-Chairman Sheffield explained to Ms. Baker-Johnson that this board does not have the authority to go against the agreement she signed and asked Mr. Crowe if the City Commission had any leeway to provide Ms. Baker-Johnson with an exception.

Mr. Crowe said that would be a legal question for the City Attorney and added that the Planning Board's duty is to consider the criteria for annexation, the Future Land Use Map amendment and the zoning. He added that the Comprehensive Plan compels the City to annex property into the City, and that there are no provisions for extenuating circumstances or hardships, it is pretty straightforward.

Yvonne Johnson, 1115 Old Jacksonville Rd., stated that she has lived there in the County all her life and would not want to be annexed into the City.

Vice-Chairman Sheffield advised Ms. Johnson that her property is not one being annexed at this time, and that annexation would only happen if she entered into an agreement in order to connect to city utilities.

Mr. McCoy wanted to know how to go about appealing the decision of the Planning Board.

Vice-Chairman Sheffield advised that he could obtain a copy of the meeting record for his use and that he would make his appeal to the City Commission.

Ms. Gooding asked what the purpose of the annexing was, as the women next to her stated she already had water but is in the County.

Mr. Crowe advised that the City is able to give people water if available, when they are not contiguous to the city limits, however once they become contiguous they are obliged to annex.

Mr. Petrucci added that the water and sewer is the way the City entices people to annex.

Motion made by Mr. Petrucci and seconded by Mr. Wallace to approve case 12-50 as submitted. All present voted affirmative, motion carried.

OLD BUSINESS

Case 12-31: Administrative request to amend Comprehensive Plan Public Facilities Element Policy D.1.2.1 to provide for exceptions, based on economic development and system efficiency considerations, to the requirement that properties receiving City water or sewer that are contiguous to the city limits be annexed, and the requirement that properties receiving City sewer service be within the City limits (tabled from September meeting).

Mr. Crowe advised that this text amendment to the Comprehensive Plan would provide for exceptions to the current rule of the Comprehensive Plan, requiring that properties outside the city limits receiving city water be annexed once they become contiguous to the city limits and that city sewer can only be afforded to properties within the city limits. This exception would be based on criteria pertaining to a substantive impact regarding economic development, system efficiency, revenue and environmental improvement. He explained that this amendment would only allow the waiver if ALL of the criteria could be met <u>and</u> it would not foster urban sprawl. The request for exception would be considered by the City Commission on a case by case basis, and they would have to determine that the request met all the criteria. He referred to the "pros" and "cons" listed in his staff report and stated that some examples of the "pros" would be that the City would probably see more business expansion and retention in the urban area. Without city services such economic development is difficult. The City benefits from the additional revenue for the water and sewer system from that expansion in the unincorporated area and a positive side effect is the reduction of septic tanks that are so prevalent in the unincorporated areas. He added that the "con" is that the annexation agreement method is the City's only carrot for getting people into the City and increasing the tax base which helps with maintenance and repairs to the systems. He referenced the old adage "why buy the cow when you can get the milk for free"... however, the milk is not completely free as there is a 25% surcharge on that milk. Allowing exceptions could also potentially require utility system upgrades as the City has one water plant and one sewer plant, and both are a little bit over half capacity. The City is guided by the Comprehensive Plan policy to expand the system in an infill manner, and the City has a lot of infill potential. He recommended approval of the exception process when all of the criteria are met.

Vice-Chairman Sheffield asked Mr. Crowe if the intent of the amendment was also to provide a potential revenue source for the City.

Case 12-50: Multiple Locations

Request to Annex, Amend Future Land Use Map and Rezone

Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: September 25, 2012

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To annex, amend FLUM, and rezone the following properties as noted below. Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). City departments had no objections to the proposed actions.

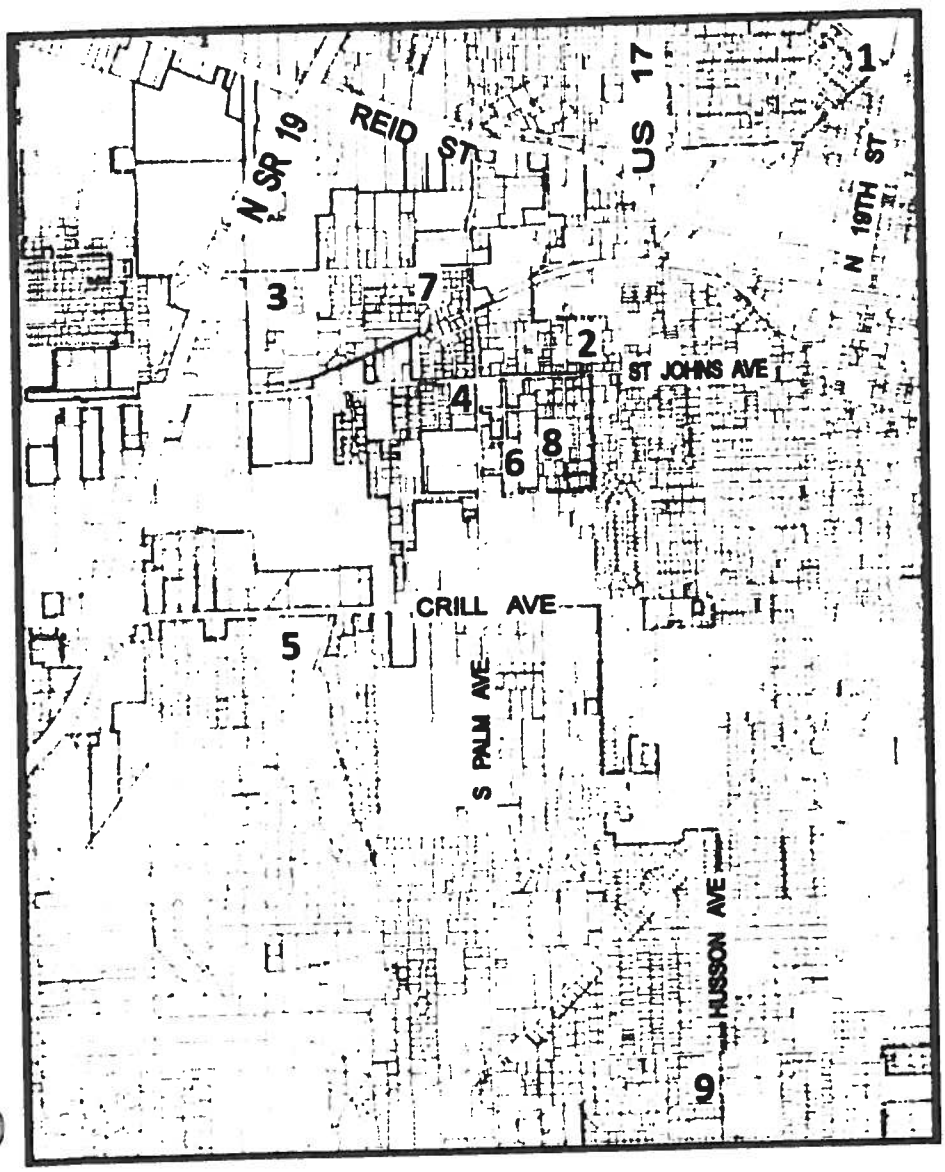


Figure 1: Site and Vicinity Map

APPLICATION BACKGROUND

The properties under consideration currently have County single-family land use and zoning. Staff has field-checked each property to determine use and and reviewed the current County FLUM and zoning classifications to determine the appropriate City designation. All properties are single-family residences except for the Crill Avenue property (church), the Mission Dr. property (duplex), and the Poinsetta Ave. property (small mobile home park).

The properties and their current and proposed FLUM and zoning classifications are shown below.

Location		Future Land Use Map Category		Zoning	
		Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
1	1107 Old Jacksonville Rd	US (Urban Service)	RL (Residential Low)	R-2 (Residential, Mixed use)	R-1A (Single-family Residential)
2	2806 Lane St.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
3	410 Mission Rd.	US (Urban Service)	RM (Residential Medium)	R-1A (Residential Single-family)	R-2 (Two-family Residential)
4	3205 St. Johns Ave.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
5	3435 Crill Ave.	UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single Family) AG (Agriculture)	R-1A (Single-family Residential)
6	311 Poinsetta Ave.	US (Urban Service)	RH (Residential High)	RMH (Residential, Mobile Home)	R-4 (Mobile Home/Conventional home Residential)
	3321 Weaver Rd.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
8	209 Bates Ave.	US (Urban Service)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)
9	2407 Tommy Ave.	UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)

All of these properties are subject to pre-annexation agreements that require annexation when properties become contiguous with the City. The exception is the Tommy Ave. property which does not have a pre-annexation agreement but is now required to hook up to City water. Staff is presenting these applications as administrative actions, as opposed to an action by each property owner, due to the rationale presented below.

1. Hardship. Most property owners annexing into the City do so because they are compelled to due to the failure of septic tanks or wells and the Health Dept. requirement that they hook up to city utilities when such lines are within 250 feet of the property. The cost of hooking up to City utilities approaches up to $6,000 depending on whether both water and sewer are required. The additional $1,130 for the FLUM amendment and rezoning is an additional burden. Staff has reduced the costs of this legal advertisement by combining these properties into one ad. The taxes collected from such properties will defray the administrative expense fairly quickly.

2. Comprehensive Plan Support. Public Facilities Element Policy D.1.2.1 directs the City to proactively annex properties served by water and sewer into the City. Language in the adopted Evaluation and Appraisal Report of the Comprehensive Plan compels the City to again proactively work to diminish and eventually eliminate enclaves. City staff believes this directive is sufficient to submit these actions as administrative applications.

3. Economic Development. By encouraging voluntary annexation and requiring annexation of agreement properties, the City is working to increase utility and other service provision efficiency, enhance system revenues, and encourage growth.

PROJECT ANALYSIS

Annexation Analysis

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

Contiguity. F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary. All properties are contiguous to the City limits, either directly contiguous to a parcel within the City (# 3, 9) or across the street from properties within the City (# 1, 2, 4, 5, 6, 7, 8). F.S. 171.031(11) clarifies that *"the separation of the territory sought to be annexed from the annexing municipality by a...right-of-way...shall not prevent annexation under this act, provided the presence of such a division does not, as a practical matter, prevent the territory sought to be annexed and the annexing municipality from becoming a unified whole with respect to municipal services or prevent their inhabitants from fully associating and trading with each other, socially and economically."* The properties that are contiguous by virtue of being across a street from the City provide every potential for full integration with the City.

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

Future Land Use Analysis

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

List Goals, Objectives, and Policies of the Comprehensive Plan that support the proposed amendment.
The proposed amendments are in keeping with the following objective and policies of the Comprehensive Plan, and do not conflict with other plan elements.

Policy A.1.9.3
A. Land Use Districts
1. Residential

Residential land use is intended to be used primarily for housing and shall be protected from intrusion by lanc uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types.
Low Density (1730acres) - provides for a range of densities up to 5 units per acre.
Medium Density (231 acres) - provides for a range of densities up to 10 units per acre.

Staff Comment: the properties are now either in the County's Urban Reserve FLUM category (1 to 4 units per acre) or the Urban Service category (1 to 9 unit per acre). The higher density provided by the Urban Service category is justified for the Poinsetta Ave. and Mission Rd. properties as they are respectively a small lot mobile home development with densities exceeding 20 units per acre and a duplex development with 8.5 units per acre. While the Poinsetta Ave. property would be an isolated Residential, High FLUM designation, this category's density of 18 units per acre generally accommodates existing density, and the property provides a transition between the more intensive adjacent Commercial designation along S. Palm Ave. and the less intensive RL of the incorporated residential properties in the vicinity. The FLUM density of up to 10 units per acre afforded by the RM FLUM category is in keeping with the existing density of this small duplex development, and this FLUM also serves as a transition between a Commercial FLUM north of Weaver Rd. and the adjacent single-family residential neighborhood. The other Urban Service properties are single-family uses that are better suited for the Residential Low FLUM category and are also adjacent to existing RL areas to provide for some continuity in land use designation.

Provide analysis of the availability of facilities and services.
Staff Comment: the properties are in close proximity to urban services and infrastructure including city water and sewer lines.

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.
Staff Comment: The properties are in residential neighborhoods which are suitable for the proposed residential FLUM designations. Staff is not aware of any soil or topography conditions that would present problems for development, nor of any natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.
Staff Comment: not applicable, as this is to be determined at the next revision of the overall Comprehensive Plan.

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

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

- *Development that discourages or inhibits infill development and redevelopment.*
- *Development that fails to encourage a functional mix of uses.*
- *Development that results in poor accessibility among linked or related land uses.*

Staff Comment: the location of these properties within the City's urbanized area ensures that urban services are available. These uses do not represent urban sprawl.

Rezoning Analysis

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

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

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

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

b. The existing land use pattern.

Staff Comment: The properties are located in established residential neighborhoods.

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

Staff Comment: With the exception of the Mission Rd. and Poinsetta Ave. properties the proposed FLUM designations for the other properties are not isolated districts. As stated, the more intensive of the respective R-2 (two-family residential) and R-4 (mobile home/conventional home residential) reflect the actual development density and also function as transitional zoning districts between single-family zoned property and commercially zoned properties.

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

Staff Comment: Roadway capacity is available on area roadways and the impacts of these uses on road and utility capacity will be negligible, particularly since the uses are already present.

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

Staff Comment: See response to c. above.

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

Staff Comment: Conditions have not changed.

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

Staff Comment: Properties proposed for amendment are generally compatible with the neighborhood.

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

Staff Comment: in terms of traffic concurrency, impacted roadways are not considered failing and have capacity for future development.

i. Whether the proposed change will create a drainage problem.
Staff Comment: all development and redevelopment must meet City and water management district stormwater retention requirements. No drainage problems are anticipated for these already-existing uses.

j. Whether the proposed change will seriously reduce light and air to adjacent areas.
Staff Comment: The already-developed properties do not have excessive height, density, or intensity to reduce light and air to existing adjacent areas.

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

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

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

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

o. Whether the change suggested is out of scale with the needs of the neighborhood or the city.
Staff Comment: the properties are not out of scale with the neighborhood and 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 Comment: not applicable.

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

STAFF RECOMMENDATION

As demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of the annexation, amendment of future land use map category, and rezoning for multiple properties identified in Table 1.

Agenda Item

8

CITY COMMISSION AGENDA ITEM

SUBJECT: ADOPTION OF COMPREHENSIVE PLAN FUTURE LAND USE ELEMENT POLICY A.1.9.3 TO REPLACE HEIGHT LIMITS IN FUTURE LAND USE MAP CATEGORIES WITH FLOOR AREA RATIOS

DEPARTMENT: BUILDING AND ZONING

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

SUMMARY:
This is an administrative application transmitted to state agencies by the Commission. An agency objection was received from FDOT pertaining to the need to retain measurable standards such as height in Future Land Use Map categories. In discussions with agency staff it was agreed that using Floor Area Ratios (FAR) would be an acceptable substitute for height limits. An FAR is a measure of development intensity that is derived by dividing building square footage by lot area, as discussed in more detail in the attached staff report. The Planning Board recommended approval of this item at their November 6, 2012 meeting.

RECOMMENDED ACTION:
Approve Adoption

DEPARTMENT HEAD Submitted: Thad Crowe Date: 12/03/2012
Requested Agenda Regular Date: 12/13/2013

FINANCE DEPARTMENT Budgeted ___Yes ___No X N/A Date: 12/7/12

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date: 12/4/12

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

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

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED TO REPLACE HEIGHT LIMITATIONS WITH FLOOR AREA RATIOS WITHIN FUTURE LAND USE MAP CATEGORIES (POLICY A.1.9.3), PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Planning Board conducted a public hearing on November 6, 2012, and recommended approval of this amendment to the City Commission, and

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

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

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

WHEREAS, the City Commission properly transmitted this amendment to state agencies, received agency comments, and revised amendment based on such comments from said agencies,

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

Section 1. Adopted Large Scale Amendment

That the following policies of the Future Land Use Element of the adopted Comprehensive Plan of the City of Palatka are hereby amended as shown below to provide for floor area ratios within specified Land Use Map categories.

Policy A.1.9.3

1. Residential

Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types, not to exceed the following densities and intensities below and further limited by density and intensity standards of the Zoning Code.

Low Density (1730acres) - provides for a range of densities up to 5 units per acre and a floor area ratio not to exceed 0.7.

Medium Density (231 acres) - provides for a range of densities up to 10 units per acre and a floor area ratio not to exceed 0.7.

High Density (477 acres) - provides for a range of densities up to 18 units per acre and a floor area ratio not to exceed 1.0.

Residential development within the 100-year floodplain will be required to meet the standards of Policy A.1.1.1 for construction, Policy A.1.1.3 for placement of septic tank sewerage systems, and Policy A.1.4.1 for density.

Mobile homes will be permitted in accordance with F.S. 320.8285(5); manufactured homes will be permitted in accordance with F.S. 553.38(2) and community group residential homes shall be permitted in accordance with F.S. 419.001(2), (3).

2. Commercial (1,210 acres)

Land designated for commercial use is intended for activities that are predominantly associated with the sale, rental, and distribution of products or the performance of service. Commercial land use includes offices, retail, lodging, restaurants, services, commercial parks, shopping centers, or other similar business activities. Public/Institutional uses and recreational uses are allowed within the commercial

land use category. Residential uses are allowed within Downtown zoning districts, at an overall density of 20 units per acre and subject to additional project density, design and locational standards set forth in these zoning districts (Ordinance # 11-22). The intensity of commercial use, as measured by impervious surface, should not exceed 70 percent of the parcel and a floor area ratio of 1.5, except that a floor area ratio of up to 4.0 is allowed in downtown zoning districts. Intensity may be further limited by intensity standards of the Zoning Code. ~~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.

3. Industrial (258 acres)

Land designated for industrial use is intended for activities that are predominantly associated with the manufacturing, assembly, processing, or storage of products. Industrial land use provides for a variety of intensities of use including heavy industry, light industry, and industrial park operations. Land Development Regulations shall provide requirements for buffering industrial land uses (i.e., sight, access noise) from adjacent land uses of lesser density or intensity of use. The intensity of industrial land use, as measured by impervious surface shall not exceed 90 percent of the parcel and a floor area ratio not to exceed 1.0. Intensity may be further limited by intensity standards of the Zoning Code. ~~The maximum height of development shall not exceed 45 feet.~~

4. Recreation (158 acres)

Land designated for recreation is intended for a variety of leisure time activities. Included in this land use classification are both resource-based and activity-based sites and facilities. Resource-based sites and facilities are oriented toward natural resources; activity-based sites and facilities are those that require major development for the enjoyment of a particular activity. Activity-based sites and facilities include ball fields, golf courses, tennis courts, etc.; resource-based facilities include lakes, trails, picnic areas, etc.

New recreational facilities must be sited in locations which are

compatible or can be made compatible with adjacent land uses.

Impervious surface land coverage of recreation land use shall not exceed 50 percent for active recreational development; 10 percent for passive recreational development. Floor area ratios shall not exceed 0.1, and intensity may be further limited by intensity standards of the Zoning Code.

5. Public Buildings and Grounds (11 acres)

Lands designated in this category of use include a broad variety of public and quasi-public activities such as schools, churches, government buildings, hospitals, colleges and ancillary uses including student residences, administrative offices, and sports facilities, ~~etc~~ and similar uses (Ord. # 12-25). The intensity of development in this land use category, as measured by impervious surface, shall not exceed 65 percent. ~~The maximum height shall not exceed 40 feet.~~ Floor area ratios shall not exceed 1.0, and intensity may be further limited by intensity standards of the Zoning Code.

6. Other Public Facilities (1,041acres)

Lands designated as Public Facilities are intended for use as potable water, sanitary sewer treatment facilities, transportation, stormwater / drainage control structures, etc. The intensity of this land use is dependent upon its use. For example, roads may cover 100 percent of the land area while a parking/maintenance facility may cover an impervious area of only 25 percent. Floor area ratios shall not exceed 0.50, and intensity may be further limited by intensity standards of the Zoning Code.

7. Conservation (58 acres)

Conservation lands are parcels that are environmentally or ecologically significant. Floor area ratios shall not exceed 0.1, and intensity may be further limited by intensity standards of the Zoning Code.

Preservation
The 58 acres of Ravine Gardens State Park that are committed to botanical gardens and natural environment are designated as conservation land use in this Plan and are considered "preservation lands" permitting no development.

Limited Development

Wetlands that are under two (2) acres in size that are not classified as "conservation" do have an assigned restriction on development. Development is restricted to residential land use at a density of no greater than 1 DU/5 acres with permitted development to occur on the upland portion of the site or that portion of the site least effected by construction activity.

(8) and (9): no change

Section 3. Effect on the Comprehensive Plan

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

Section 4. Severability

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

Section 5. Effective date

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

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

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk

CITY OF PALATKA
PLANNING BOARD MEETING MINUTES
November 13, 2012

The meeting was called to order by Vice-Chairman Daniel Sheffield at 4:00 pm. **Other members present:** Carl Stewart, Earl Wallace, Lavinia Moody, George DeLoach and Joe Pickens. **Members absent:** Joseph Petrucci, Judith Gooding and Anthony Harwell. **Also present**: Planning Director Thad Crowe and Recording Secretary Pam Sprouse.

Motion was made by Mr. Sheffield and seconded by Mr. Pickens to approve the minutes with corrections (to remove the first word "producing" from Mr. Wallace's statement on page 6) for the October 2, 2012 meeting. All present voted affirmative, motion carried.

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

OLD BUSINESS

Case 12-33 Administrative request to amend Comprehensive Plan Future Land Use Element Policy A.1.9.3 to remove height limitations and add floor area ratios to Future Land Use Map categories

Mr. Crowe advised that this was originally heard in June Comprehensive Plan Future Land Use Map categories and the Zoning Code had measurable standards for potential development. The state agency forwarded comments regarding the need for our Comprehensive Plan Land Use categories to have measurable standards to potential development and they felt that without height limits, there would not be that measurable outcome of each land use category. They agreed to the use of Floor Area Ratios (F.A.R.), which is a simple ratio of building space to land. He reviewed examples of different proportional ratios. Mr. Crowe explained that a survey was done with the intent to try and match up the ratio formulas to the height limits in the zoning code. He added that the intent was to "true up" the Comp Plan height limits with the Zoning code, as there is conflict between them. He believes that the F.A.R. is a more flexible option that still controls development potential of land instead of height limits. He recommended approval.

Mr. Pickens asked if this is something that a tentative agreement has been reached with the Department of Transportation (D.O.T.) about, and is this formula used in a lot of other place.

Mr. Crowe replied yes many other areas use this formulation, and that the Department of Economic Opportunity had suggested it and the D.O.T. said they were fine with that.

Motion was made by Mr. Sheffield and seconded by Ms. Moody_to recommend approval of the amendment as submitted by staff to the City Commission. All present voted affirmative. Motion carried.

Case 12-41: Administrative request to amend the zoning code to add density, design and locational standards for mixed-use residential and nonresidential uses in downtown zoning districts.

Mr. Crowe explained that this is something that staff is obliged to do. It stems from last year, when staff found that the Commercial Land Use category, in the Future Land Use Element, really did not allow for residential uses - period. This has been misinterpreted in the past, so the Comp Plan was amended to allow for residential

Case 12-33

Request to Amend Comprehensive Plan Text

Remove Height Limits from and add Floor Area Ratios to Future Land Use Categories

Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: November 6, 2012

TO: Planning Board Members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To consider an administrative text amendment to Comprehensive Plan Future Land Use Element (FLUE) Policy A.1.9.3 removing height limits from, and providing Floor Area Ratios for Future Land Use Map categories. Public notice included newspaper advertisement.

APPLICATION BACKGROUND

This is an application previously considered and recommended approval by the Board at their June, 2012 meeting. An agency objection, discussed further in this report, was received and the application was subsequently changed by staff, necessitating the need for a new review of the issue by the Board. The following table shows FLUM and zoning height limits, with the first zoning column being current requirements and the second being those recommended by the Planning Board at their October meeting.

Table 1: Comprehensive Plan and Zoning Code Structure Height Limits

FLUM category	Zoning Category	Zoning Height Limit (current)	Zoning Height Limit (recc. by PB)	FLUM Height Limit (current)
Residential	R1AA, R-1A, R-1, R-2	35 feet	35 feet	None
	R-3	None, tied to setbacks	60 feet	
	R-4	None	35 feet	
	HD (Historic)	N/A	* AND 45 feet	
Commercial	C-1A	35 feet	35 feet	40 feet
	C-1, C-2, C-3	None	35 feet	
	DB & DR (downtown)	60 feet	60 feet	
Industrial	M-1	50 feet	48 feet	45 feet
	PID (industrial)	None	48 feet	
Recreation	ROS	None	35 feet	None
Public Buildings and Grounds	PBG-1	40 feet	60 feet	40 feet
Other Public Facilities	PBG--2	None	35 feet	None
	AP-1 & AP-2 (airport)	Det. By FAA	Det. By FAA	Det. By FAA
Conservation	CON	20 feet	20 feet	20 feet
Agriculture	OR	None	35 feet	35 feet
PUD		None	* AND 60 feet	

** Historic district and PUD height limits are controlled by design and compatibility criteria [Municipal Code Sec. 54-79 & sec. 94-157)*

*** Height of limited architectural features not used for human habitation such as church spires or height of performing arts venues utilizing interior "fly space" may exceed maximum heights by not more than 50%*

The table above shows that some Future Land Use Map categories have height limits and others don't. The table also demonstrates that FLUM height limits often contradict allowable heights for zoning categories within specific FLUM categories. Since the Comprehensive Plan "trumps" zoning, commercial and public categories that have no height limits would be subject to the FLUM height limit. Notwithstanding the general confusion of these contradictions, the FLUM restrictions could also hamper potential development projects. For example, the St. Johns River State College plans for a performing arts center and dormitories, both of which might exceed the 40-foot height limitation set in the Public Buildings and Grounds category. Or a potential downtown or SR 19 multi-story building would be prohibited by the overall Commercial FLUM category 40-foot height limit.

During the agency review of this amendment the City received a response from the Florida Dept. of Transportation raising a concern that removing height limits in the Comprehensive Plan could present difficulties in determining impacts to transportation facilities of state importance due to a lack of a "meaningful, predictable or measurable standard for the determination of development intensities through the comprehensive plan." During discussions with FDOT and DEO staff it was determined that a <u>floor area ratio</u> approach would provide a measurable standard while not contradicting height limits in the zoning code. Floor area ratio (FAR) is a measure of development intensity that is derived by dividing building square footage by lot area. For example an 8,700 square foot building on a one-acre lot would have a floor area ratio of 0.2. A typical two-story downtown building that covered its entire parcel would have a FAR of 2.0. Suburban floor area ratios tend to be around 0.25 since around 75% of the lot is typically taken up by parking, driveways, buffers, stormwater detention, and landscape buffers and areas.

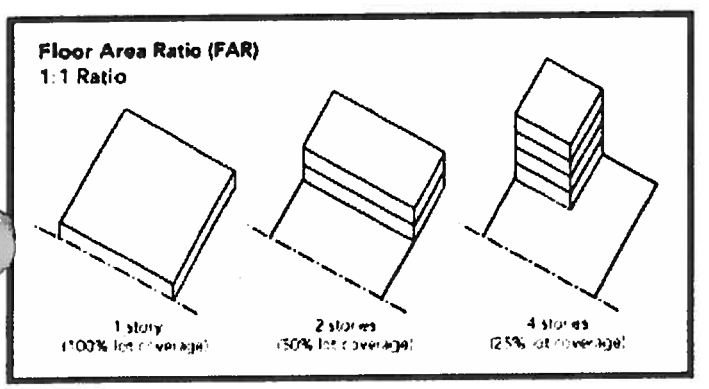


Figure 1: Floor Area Ratio Illustration (indicates 1.0 FAR)

Staff is in favor of setting FARs that are high enough to allow for flexible development options, particularly in the downtown, but not so high to allow for "over-development" that would substantially reduce open space, increase traffic impacts, and allow for overly tall buildings. The following FARs are proposed for the FLUM categories. A number of factors went into the development of these ratios. For example, the zoning code now requires a (residential) maximum lot coverage of 35%, which with a typical two-story building would equate to a FAR of 0.7. Another example is the case of a downtown building that covers its whole lot, a 4.0 FAR would allow for a four-story building, which equates to the current downtown height limit of 60 feet. With the 48-foot height limit recommended for commercial intensive uses at the last Planning Board meeting, a three-story building would equate to a 1.5 FAR (assuming a high lot coverage of 50%).

The intent of the FARs is that they work in concert with the Zoning Code development standards of maximum height and maximum lot coverage.

ble 2: Proposed Comprehensive Plan Floor Area Ratios

UM CATEGORY	MAXIMUM FLOOR AREA RATIO
Residential Low	0.7
Residential Medium	0.7
Residential High	1.0
Commercial	1.5
Commercial (downtown zoning districts)	4.0
Industrial	1.0
Recreation	0.1
Public Buildings and Grounds	1.0
Other Public Facilities	0.5
Conservation	0.1
Agriculture	0.1

PROJECT ANALYSIS

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

This policy change would not further urban sprawl as it merely clarifies that a height limit is a specific development standard more suitable for a zoning code than a comprehensive plan. Furthermore, the FAR provides a flexible cap of development intensity which ties development intensity to lot size instead of arbitrary height limits.

STAFF RECOMMENDATION

Staff recommends removing height limits from, and providing Floor Area Ratios for Future Land Use Map categories as noted in the table above.

Agenda Item

9

CITY COMMISSION AGENDA ITEM

SUBJECT: 1ST READING ZONING CODE TEXT AMENDMENT

DEPARTMENT: BUILDING AND ZONING

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

SUMMARY:
This is an administrative request to revise zoning district height limits, which are now set forth in the Zoning Code by maximum height restrictions and height limitations tied to building setbacks and lot coverage. The current standards are haphazard and some districts don't even have height limits. The intent of the ordinance is to set forth rational height limits that rise as use intensity increases, and also that protect residential neighborhoods. The ordinance also revised impervious surface (paved and other areas where rainfall cannot penetrate) limitations to conform with similar Comprehensive Plan standards. There is a companion Comprehensive Plan amendment, up for adoption at this meeting, that replaces height limits in Future Land Use Map categories with Floor Area Ratios (FARs), which tie height and property development potential to the size of the lot.

The Planning Board recommended approval of this item at their October 2, 2012 meeting.

RECOMMENDED ACTION:
Approve at 1st Reading

DEPARTMENT HEAD Submitted: Thad Crowe Date: 12/03/2012
Requested Agenda Regular Date: 12/13/2012

FINANCE DEPARTMENT Budgeted ___Yes ___No X N/A Date: 12/7/12

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date: 12/4/12

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

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

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

ORDINANCE NO. 13 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING MAXIMUM HEIGHT OF STRUCTURES, LOT COVERAGE STANDARDS, AND BUILDING SETBACKS WITHIN CERTAIN ZONING DISTRICTS, AND CONTAINED WITHIN ZONING CODE SECTION 94-145(F), SECTION 147(F), SECTION 148(F), SECTION 148(F), SECTION 149(F), SECTION 150(F), SECTION 151(F), SECTION 153(D), SECTION 154(D), AND SECTION 157(C); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on October 4, 2012, and two public hearings before the City Commission of the City of Palatka on December 13, 2012, and January 11, 2013; and

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

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

Section 1. The following Zoning Code Sections shall be amended as follows.

Sec. 94-145. - R-3 multiple-family residential district.
(a) through *(e)*: no change
(f) Development standards. Development standards for the R-3 district are as follows:
(1) For single-family dwellings and patio houses: Same as for the R-1 district.

(2) For two-family dwellings, cluster housing and townhouses: Same as for the R-2 district.

(3) For all other permitted or permissible uses:

a. Maximum density: 31.0 dwelling units per acre.

b. Minimum lot area: 7,500 square feet.

c. Minimum lot width: 100 feet.

d. Maximum ~~lot~~ impervious surface coverage for structures:

~~1. Up to 35 feet in height: 35~~ 55 percent of parcel, with an additional one percent reduction of impervious surface for each foot of structure height exceeding 35 feet.

~~2. Thirty-six to 50 feet in height: 30 percent~~

~~3. Fifty-one to 75 feet in height: 25 percent.~~

~~4. Seventy-six to 100 feet in height: 20 percent.~~

~~5. Over 100 feet in height: 15 percent.~~

e. Maximum structure height: ~~None~~ 60 feet.

f. Minimum yards:

1. Front: 25 feet or one-half the height of the structure, whichever is greater.

2. Side: Ten feet plus ~~one foot~~ two feet for each three feet of structure height over 35 feet.

3. Rear: 15 feet or one ~~half~~ foot for each foot of ~~the~~ height of the structure, whichever is greater.

(g) All construction shall be on continuous perimeter poured concrete footers measuring a minimum of 24 inches wide by eight inches deep. All construction also shall include a continuous masonry enclosure wall from the ground to the bottom exterior of the floor system.

Sec. 94-147. - C-1A neighborhood commercial district.

(a) through (e): no change

(f) Development standards. Development standards for the C-1A district are as follows:

(1) Maximum density: Not applicable.

(2) Minimum lot area: None.

(3) Minimum lot width: None.

(4) Maximum ~~lot coverage~~ impervious surface:

~~Unrestricted~~ 70 percent of parcel.

(5) Maximum structure height: 35 feet.

(6) Minimum yards.

a. Front: 25 feet.

b. Side: Ten feet.

c. Rear: 15 feet, provided the minimum rear yard shall be five feet where abutting a dedicated alley.

(7) All construction shall be on continuous perimeter poured concrete footers measuring a minimum of 24 inches wide by eight inches deep. All construction also shall include a continuous masonry enclosure wall from the ground to the bottom exterior of the floor system.

(g) no change

Sec. 94-148. - C-1 general commercial district.

(a) through (e): no change

(f) Development standards. Development standards for the C-1 district are as follows:

(1) Maximum density:

a. Multiple-family dwellings: ~~31.0~~ 18 dwelling units per acre.

b. Hotels and motels: 45.0 dwelling units per acre.

(2) Minimum lot area: None.

(3) Minimum lot width: None.

(4) Maximum ~~lot~~ impervious surface coverage:

a. Residential uses: Same as for the R-3 district.

b. All other uses: ~~Unrestricted~~ 70 percent of parcel.

(5) Maximum structure height: ~~None~~ 35 feet.

(6) Minimum yards:

a. Residential structures: Same as for the R-3 district.

b. All other structures: Same as for the C-1A district, except that no side yard is required.

(7) All construction shall be on continuous perimeter poured concrete footers measuring a minimum of 24 inches wide by eight inches deep. All construction also shall include a continuous masonry enclosure wall from the ground to the bottom exterior of the floor system.

(g): no change

Sec. 94-149. - C-2 intensive commercial district.

(a) through *(e)*: no change

(f) Development standards. Development standards for the C-2 district are as follows:

(1) Maximum density: Not applicable.

(2) Minimum lot area: None.

(3) Minimum lot width: None.

(4) Maximum ~~lot~~ impervious surface coverage: ~~Unrestricted~~ 70 percent of parcel, with an additional one percent reduction of impervious surface for each foot of structure height exceeding 35 feet.

(5) Maximum structure height: ~~None~~ 48 feet.

(6) Minimum yards: ~~Same as for the C-1A district, except that no side yard is required.~~

a. Front: 25 feet.

b. Rear: 15 feet, plus one additional foot for each foot of structure height exceeding 35 feet.

(7) All construction shall be on continuous perimeter poured concrete footers measuring a minimum of 24 inches wide by eight inches deep. All construction also shall include a continuous masonry enclosure wall from the ground to the bottom exterior of the floor system.

(g): no change

Sec. 94-150. - C-3 central commercial district.

(a) through *(e)*: no change

(f) Development standards. Development standards for the C-3 district are as follows:

(1) For residential uses: Same as for the R-3 district.

(2) For all other uses: ~~Unrestricted, except that a minimum rear yard of five feet shall be required.~~

a. Maximum impervious surface coverage: 70% of parcel, with an additional one percent reduction of impervious surface for each foot of structure height exceeding 35 feet.

b. Maximum structure height: 48 feet.

(3) Minimum yards:

a. Rear: 5 feet, plus one foot for each foot of structure height exceeding 35 feet.

(~~3~~4) All construction shall be on continuous perimeter poured concrete footers measuring a minimum of 24 inches wide by eight inches deep. All construction also shall include a continuous masonry enclosure wall from the ground to the bottom exterior of the floor system.

(g): no change

Sec. 94-151. - M-1 light industrial district.

(a) through (e): no change

(f) Development standards. Development standards for the M-1 district are as follows:

(1) Maximum density: Not applicable.

(2) Minimum lot area: None.

(3) Minimum lot width: 100 feet.

(4) Maximum ~~lot~~ impervious surface coverage: ~~75~~ 90 percent, with an additional one percent less impervious surface for each foot of structure height exceeding 35 feet.

(5) Maximum structure height: ~~50~~ 48 feet.

(6) Minimum yards:

a. Front: 25 feet.

b. Side: 15 feet plus two feet for each three feet of structure height over 35 feet.

c. Rear: 20 feet plus two feet for each three feet of structure height over 35 feet.

(7) All construction shall be on continuous perimeter poured concrete footers measuring a minimum of 24 inches wide by eight inches deep. All construction also shall include a continuous masonry enclosure wall from the ground to the bottom exterior of the floor system.

(g): no change

Sec. 94-153. - PBG-1 public buildings and grounds district.

(a) through (c): no change

(d) Development specifications. Development specifications for the PBG-1 district are as follows:

(1) ~~The intensity of development in this district, as measured by impervious surface, shall not exceed 65 percent.~~ The maximum height shall not exceed ~~40~~ 60 feet.

(2) Maximum impervious surface coverage: 65 percent, with an additional one percent less impervious surface for each foot of structure height exceeding 35 feet.

(~~2~~3) All construction shall be on continuous perimeter poured concrete footers measuring a minimum of 24 inches wide by eight inches deep. All construction also shall include a continuous masonry enclosure wall from the ground to the bottom exterior of the floor system.

(e): no change

Sec. 94-154. - PBG-2 other public facilities district.

(a) through (c): no change

(d) Development standards. Development standards for the PBG-2 district are as follows:

(1) Maximum impervious surface coverage: ~~Dependent upon use~~ 25%.

(2) Maximum height: ~~Dependent upon use~~ 35 feet.

(3) All construction shall be on continuous perimeter poured concrete footers measuring a minimum of 24 inches wide by eight inches deep. All construction also shall include a continuous masonry enclosure wall from the ground to the bottom exterior of the floor system.

(e): no change

Sec. 94-157. - PUD planned unit development district.

(a) through (b): no change

(c) Design standards. Design standards for PUD districts are as follows:

(1) References to residential, commercial, industrial and recreational land uses in the PUD shall carry the same density/intensity of use as provided for in individually designated districts.

(2) The PUD may contain a mixture of residential, commercial, industrial and recreational land uses so long as these uses are made compatible through spatial, landscaping or structural buffering techniques.

(3) ~~Reserved~~ Maximum height: 60 feet.

(4) All construction shall be on continuous perimeter poured concrete footers measuring

a minimum of 24 inches wide by eight inches deep. All construction also shall include a continuous masonry enclosure wall from the ground to the bottom exterior of the floor system.

(d): no change

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

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 11th day of January, 2013.

CITY OF PALATKA

BY:_____

Its MAYOR

ATTEST:

_____

City Clerk

exception application on an individual basis. There is not a large benefit to the overall City for a single residential property annexation, but collectively that does grow the tax base. The benefit to the single residential property owner is that they pay a lot less in their water bill than for those with annexation agreements and they no longer have to pay a surcharge on their water bill. They will also get the other city services including dedicated police and fire protection, which could result in a lower rate on their insurance premium. For the City to provide efficient services, boundaries must be squared up so better services can be provided at a lower cost.

Mr. Wallace asked Mr. Czymbor if the cost of a gallon of water meets or exceeds the cost of producing that gallon of water.

Mr. Czymbor replied that the City is not there yet but is getting closer, which is why the Commission just adopted a rate increase. The treatment plant where the water is made is state-of-the-art, and the City should be set for approximately 25 years other than plant routine maintenance. The City's next priority is to come up with enough revenue to replace the 100-year old water mains.

Mr. Petrucci stated that he understood but still had concerns that the necessary maintenance-related improvements just discussed won't receive the same attention as maybe a big user and their needs.

Mr. Czymbor explained that hypothetically, if the City were to serve a large customer like Georgia Pacific, the amount of revenue that would be taken in would more than pay for the cost of the service. So that would provide the City with additional revenue do more routine maintenance and capital improvements that the City need to do but just don't have the revenue for at this time.

Discussions continued regarding the need for a stimulus for economic development to encourage growth of the City and the unincorporated area as well as the opportunity to offer a better quality of life for the people of the City of Palatka.

Mr. Crowe stated that there is a need to look at this amendment holistically, because if it is a successful strategy then the City and County are not just going to see piecemeal occurrences of new growth and development in the Palatka urban area but a more holistic and comprehensive growth pattern.

Motion made by Mr. Wallace and seconded by Ms. Moody to recommend to the City Commission adoption of the text amendment as submitted with staff recommendations. The motion passed with four yeas and a dissenting vote cast by Mr. Petrucci.

Case 12-38 An administrative request to amend Zoning Code Sec. 94-145, 94-146, 94-148, 94-149, 94-150, 94-152, 94-154, 94-155, to provide for height limits in various zoning districts, and to revise height limit for Planned Industrial Development District Sec. 94-163 (tabled from September meeting).

Mr. Crowe explained that at the June 5, 2012 meeting the Board recommended approval of the proposed text amendment to eliminate height limits in the Future Land Use Map (FLUM) categories. When the amendment was transmitted to state agencies, F.D.O.T objected on the basis that FLUM categories should provide a measurable standard so the agencies can gauge potential development and the resulting potential impacts on their state roadways. Right now, Staff is focusing on zoning code height limits because they are a hodgepodge, with some of the districts having no height limits and limits in other districts not seeming to have a lot of rationality. In looking at comparable jurisdictions, the City's height limits are generally lower. Staff believes that the City's height limits should be in the mean of comparable jurisdictions, to allow the City to better compete for new

development. He believes that an appropriate community standard for height for the City would be a across-the-board cap of 60 feet, allowable in the R- 3, the downtown zoning districts, and Public Buildings and Grounds district. He added that more of a middle range of 48 feet in the commercial and industrial districts was appropriate with a 35-foot limit for the residential districts. He added that some of the lot coverage standards could be replaced with impervious coverage limitations for buildings over 35 feet. For an example the higher you go, it would require one percent of green space (pervious) for each foot over 35 feet. He recommended approval of the revised height limits and the non-residential height standards.

Motion made by Ms. Moody and seconded by Ms. Gooding to approve the amendment with staff recommendations. All present voted affirmative, motion carried.

Case 12-42: An administrative request to amend the Comprehensive Plan Future Land Use Map designation for 301 River St. (Riverfront Park) from RL (Residential, Low) and COM (Commercial) to REC (Recreation), to amend the zoning designation from DR (Downtown Riverfront) to ROS (Recreation/Open Space District), and to amend ROS zoning district text to allow for restaurants and recreation-oriented private concessions by conditional use.

Mr. Crowe explained that this text amendment had been before the Board for consideration of placing the Riverfront Park in the Public Buildings and Grounds FLUM category, and now the proposal is to put it in the Recreation category which he believes is a more appropriate designation. He added that this request also includes a text amendment to the Recreational Open Space zoning designation that would allow for restaurants and recreation-oriented private concessions, by conditional use (requiring approval by the Planning Board).

Discussion ensued regarding the some of the similarities and differences between a conditional use and a Planned Unit Development (PUD), with the consensus being that a Conditional Use would provide a similar approach to a PUD that would be both flexible and customized.

Motion made by Mr. Petrucci and seconded by Ms. Moody to recommend to the City Commission the adoption of the text amendment as submitted with staff recommendations. All present voted affirmative, motion carried.

Case 12-51: Administrative request for a text amendment to the zoning code regarding mixed-use criteria for Downtown residential uses including density, design and locational standards.

Mr. Crowe requested that this item be tabled to allow staff additional time for research.

Motion made by Ms. Moody and seconded by Mr. Petrucci to table this case until the November 6, 2012 meeting. All present voted affirmative, motion carried.

Case 12-43: Consideration of revocation of conditional use for outdoor shooting range located at 404 N. Moody Rd. based on City Attorney findings pertaining to local regulation of existing shooting ranges (Florida Statute 790.333).

Mr. Crowe advised staff had not previously been aware of this particular statute that effectively prohibits Planning Boards and local governments from regulating existing ranges. Based on the City Attorney's opinion no action is required by the Board.

With no further business, meeting adjourned.

Case 12-38
Request to Amend Comprehensive Plan Text
Provide or Revise Height Limits for Certain Zoning Categories
Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: September 25, 2012

TO: Planning Board Members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

To consider an administrative text amendment to the Zoning Code, specifically to Chapter 94 Zoning, Article III Districts, regarding zoning district building heights. Public notice included legal advertisement.

APPLICATION BACKGROUND

At the June 5, 2012 meeting the Board recommended approval of removing height limits in future land use map (FLUM) categories. The purpose of this was to eliminate conflict between FLUM and zoning height limits and to provide a single set of zoning height limits. The following table shows height limits for structures as set forth for FLUM categories as well as for zoning categories. After discussions with objecting state agencies, Staff is proposing in a companion amendment (also on this month's agenda) to amend the comprehensive plan to replace FLUM height limits with Floor Area Ratios. The following table shows current FLUM and zoning code height limits.

Table 1: Comprehensive Plan and Zoning Code Structure Height Limits

FLUM category	FLUM Height Limit	Zoning Category	Zoning Ht. Limit
Residential	None	R1AA, R-1A, R-1, R-2	35 feet
		R-3	None
		R-4	None
		HD (historic)	*
Commercial	40 feet	C-1A	35 feet
		C-1,	None
		C-2, C-3	None
		DB & DR (downtown)	60 feet
Industrial	45 feet	M-1	50 feet
		PID (industrial)	45 feet
Recreation	None	ROS	None
Public Buildings & Grounds	40 feet	PBG-1	None
Other Public Facilities	None	PBG--2	None
		AP-1 & AP-2 (airport)	Det. By FAA
Conservation	None	CON	20 feet
Agriculture	None	OR	35 feet
All FLUMs		PUD	*

** Historic district and PUD height limits are controlled by design and compatibility criteria [Municipal Code Sec. 54-79 & Sec. 94-236(e)]*

The table below shows height limits for other comparable jurisdictions. Palatka height limits are generally lower than other towns, with the notable exception of multi-family height, which is governed only by minimum open space and building setbacks (to be discussed later in this report).

Table 2: Zoning Height Limits for Comparable Jurisdictions

Town	Single-Fam. Height Max.	Multi-Fam. Height Max.	Commercial Height Max.	Industrial Height Max.	Intensive Comm./ Ind. Height Max	Downtown Height Max.
Arcadia	35'	50'	60'	100'	60'/100'	60'
Brooksville	35'	48'	48'	48'	48'	48'
DeLand	35'	65'	55'	65'	80'	80'
Dunedin	35'	50'	50'	50'	60'	52'
Dunellon	40'	50'	50'	50'	60'	50'
Eustis	35'	45'	35'	35'	35'	74'
Lake Wales	35'	45'	45'	45'	45'	45'
Leesburg	35'	45'	40'	40'	72'	100'
Mt. Dora	35'	35'	35'	150*	35'	35'
Ocala	35'	50'	35'	35'	50'/150'	150'
Oviedo	35'	35'	35'	35'	35'	65'
Palatka	35'	None **	35'	45'	50'	60'
Sebring	35'	45'	50'	50'	50'	50'
Average	**35'**	**47'**	**44'**	**58'**	**58'**	**67'**

** Employment Center future land use map category (Industrial Park)*
** Height limit determined by setbacks – twice the front/rear setback and three times the side setback*

Higher height limits provide the potential to maximize use of property. While usually the restrictions of the Americans with Disabilities Act (ADA) discourage upper floor development, there are opportunities for multi-story office, commercial, or multi-family development. Taller buildings can provide more open/green space, when required. Generally a 35-foot height limit equates to two stories, a 48-foot height limit allows three stories, and a 60-foot height limit allows four stories (height is measured from the curb level to the mean point of the roof between eaves and high point. Building height is subject to variance requests, but the variance criteria would typically not justify taller buildings as they are based on peculiar physical characteristics of property.

Staff believes that an appropriate community standard for height for the City would be a cap of 60-feet, allowable in the downtown and Public Buildings and Grounds zoning districts. This recognizes the role of downtown as the historic center of intensity within the City, and also recognizes the potential for taller public and College buildings.

Table 3 summarizes the following recommended zoning district height limits (shown in shaded text).

Table 3: Comprehensive Plan and Zoning Code Structure Height Limits

FLUM category	Zoning Category	Zoning Ht. Limit	Proposed Zoning Ht. Limit **
Residential	R1AA, R-1A, R-1, R-2	35 feet	35 feet
	R-3	None	60 feet
	R-4	None	35 feet
	HD (historic)	*	* AND 45 feet
Commercial	C-1A	35 feet	35 feet
	C-1,	None	35 feet
	C-2, C-3	None	48 feet
	DB & DR (downtown)	60 feet	60 feet
Industrial	M-1	50 feet	48 feet
	PID (industrial)	45 feet	48 feet
Recreation	ROS	None	35 feet
Public Buildings & Grounds	PBG-1	None	60 feet
Other Public Facilities	PBG--2	None	35 feet
	AP-1 & AP-2 (airport)	Det. By FAA	Det. By FAA
Conservation	CON	20 feet	20 feet
Agriculture	OR	35 feet	35 feet
PUD		*	* AND 60 feet

** Historic district and PUD height limits are controlled by design and compatibility criteria [Municipal Code Sec. 54-79 & sec. 94-157)*

*** Height of limited architectural features not used for human habitation such as church spires or height of performing arts venues utilizing interior "fly space" may exceed maximum heights by not more than 50%*

"Sliding Scale" Height Limits

Palatka's current multi-family height standards linked to lot coverage are shown below [Sec. 94-145(3)(f)f.] The standard below requires more open space as buildings get taller.

d. Maximum lot coverage for structures:

1. *Up to 35 feet in height: 35 percent.*
2. *Thirty-six to 50 feet in height: 30 percent.*
3. *Fifty-one to 75 feet in height: 25 percent.*
4. *Seventy-six to 100 feet in height: 20 percent.*
5. *Over 100 feet in height: 15 percent.*

This standard limits building footprints more as they grow taller, since taller buildings can provide more square footage with smaller building footprints. This limitation does not translate to more green space, as open space includes paved areas, stormwater ponds, etc. To "soften" the visual impacts of taller buildings Staff recommends the alternative approach of minimum pervious areas (landscape area) for taller buildings. The base standard of 35% lot coverage by building footprint at a 35-foot height roughly equates to 25% pervious surface coverage when parking is taken into account. Requiring an additional percentage point for each foot in height over the 35-foot height limit would require 38% minimum pervious surface for a 48-foot tall building and 50% minimum pervious surface for a 60-foot tall building.

In addition, current standards prescribe that larger the lot is, the taller a multi-family structure can be – multi-family height is limited by the following yard/setback standards found in Sec. 94-145(3)(f)f. as noted below.

f. Minimum yards
1. *Front: 25 feet or one-half the height of the structure, whichever is greater.*
2. *Side: Ten feet plus one foot for each three feet of structure height over 35 feet.*
3. *Rear: 15 feet or one-half the height of the structure, whichever is greater.*

These provisions require that as multi-family building height increases, the setbacks from property lines increase. A four-story/60-foot tall building would increase the setbacks for a 35-foot tall building from a 25-foot to a 30-foot front and rear yard setback and a 10-foot to an 18.3-foot side setback. A property that provided 50-foot front and rear setbacks and 33-foot side setbacks could have up to a 100-foot tall structure. The intent of this standard is to lessen the visual impact of tall buildings by backing them away from streets and adjoining property lines. These yard/setback adjustments produce small results – an extra five foot front and rear setback for a 60 foot (four/five-story building) and an extra 25 feet for a 100-foot (eight/nine-story building). Staff believes that the setback standards should be foot-for-foot (height-to-setback) for height that exceeds the base 35-foot height limit, to provide for more meaningful buffering for taller apartment buildings. (Staff would not recommend applying this standard to the front setback to encourage more "pedestrian emphasis" by allowing buildings closer to the street which would also pull the architecture to the street and push the parking to the sides and rear.) Revised rear and side setback standards for taller buildings would for a 48-foot tall building require a 28-foot rear setback (13 feet beyond the 15-foot required setback) and a 23-foot side setback (13 feet beyond the10-foot required setback), and for a 60-foot tall building would require a 40-foot rear setback and 35-foot side setback for a 60-foot tall building.

Staff further believes that the revised multi-family height-related development standards should apply to not just multi-family uses but also to other nonresidential buildings that exceed 35 feet when such buildings are located adjacent to any residential zoning district, except for development in the downtown district (the historic downtown development pattern results in buildings covering much of their lots with little ability to increase setbacks).

d. ~~Maximum~~ Minimum ~~lot coverage~~ pervious surface coverage for ~~structures~~development:
1. *Up to 35 feet in structure height: ~~35~~ 25 percent minimum pervious surface.*
2. *~~Thirty-six to 50 feet in height: 25 percent~~ Over 35 feet in structure height: one percent additional pervious surface for each additional foot of structure height.*
3. *~~Fifty-one to 75 feet in height: 25 percent.~~*
4. *~~Seventy-six to 100 feet in height: 20 percent.~~*
5. *~~Over 100 feet in height: 15 percent.~~*

f. Minimum yards
1. *Front: (no change).*
2. *Side: (Required setback) plus one foot for each ~~three feet~~ foot of structure height over 35 feet.*
3. *Rear: (Required setback) or one-~~half~~ foot for each foot of ~~the~~ height of the structure~~, whichever is greater~~.*

PROJECT ANALYSIS

Per Section 94-38(f)(2) of the Zoning Code, the Planning Board must study and consider proposed zoning text amendments in relation to the following criteria (if applicable), shown in underlined text (staff response follows each criterion).

The planning board shall consider and study:

a. The need and justification for the change.

Staff comments: the following justifications are applicable.

- The amendment would provide height limits for all zoning districts in a rational and consistent manner
- The amendment would allow for a higher (60-foot) height limit for more intensive zoning districts like the downtown and Public Buildings and Facilities districts.
- The amendment would provide further protection for single-family and two-family residential neighborhoods from taller nonresidential and multi-family buildings by requiring that such buildings provide more green space and be pushed back from rear and side property lines.

b. The relationship of the proposed amendment to the purposes and objectives of the city's comprehensive planning program and to the comprehensive plan, with appropriate consideration as to whether the proposed change will further the purposes of this chapter and other city ordinances, regulations and actions designed to implement the comprehensive plan.

The following Comprehensive Plan policies (shown in *italics*) are applicable to this amendment.

Policy A.1.3.2 *9J-5.006(3)(c)2, 7*

By June 2008, the Building Official shall review the City's Zoning Code and Subdivision Regulation to ensure that current buffering and separation standards between land uses of different densities or intensities of use remain sufficient to ensure compatibility between uses, or mitigate the effects of more dense / intense uses on less dense / intense uses.

STAFF RECOMMENDATION

Staff recommends the following revised height limits as shown in shaded text for zoning categories, and also recommends the zoning code text changes regarding maximum lot coverage and minimum yards (setbacks) following the table, applicable for nonresidential development in specified zoning districts that is adjacent to single and two-family residential zoning districts (applicable to Zoning Code Section 94-145(f), Section 94-147(f), Section 148(f), Section 149(f), Section 150(f), Section 151(f), Sections 153(d), Section 154(d), and Section 157(c).

Table 4: Height Limit Revisions (Zoning Code Sections 94-141 through 94-163

FLUM category	Zoning Category	Proposed Zoning Ht. Limit **
Residential	R1AA, R-1A, R-1, R-2	35 feet
	R-3	60 feet
	R-4	35 feet
	HD (historic)	* AND 45 feet
Commercial	C-1A	35 feet
	C-1,	35 feet
	C-2, C-3	48 feet
	DB & DR (downtown)	60 feet
Industrial	M-1	48 feet
	PID (industrial)	48 feet
Recreation	ROS	35 feet
Public Buildings & Grounds	PBG-1	60 feet
Other Public Facilities	PBG--2	35 feet
	AP-1 & AP-2 (airport)	Det. By FAA
Conservation	CON	20 feet
Agriculture	OR	35 feet
PUD		* AND 60 feet

** Maximum impervious surface coverage replaces maximum lot coverage*

*** Maximum impervious surface coverage - repeats Future Land Use Map value.*

*** when exceeding 35 feet in structure height is exceeded, one percent less in additional impervious surface area for each additional foot of structure height is required.*

** Minimum yards*

*** Front: (no change).*

*** Side and rear (when applicable) yards of required setback requires an additional two feet (increased from one foot) for each three feet of structure height over 35 feet.*

*** Rear yard (when applicable) requires greater of 15 feet or one foot (increased from one-half foot) for each foot of structure height, whichever is greater.*

Agenda Item

10

CITY COMMISSION AGENDA ITEM

SUBJECT: 1ST READING ZONING CODE TEXT AMENDMENT (DOWNTOWN RESIDENTIAL STANDARDS)

DEPARTMENT: BUILDING AND ZONING

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

SUMMARY:
This is an administrative request addressing discrepancies and setting forth basic standards for residential uses in downtown zoning districts, with the following changes recommended approval by the Planning Board at their November 6, 2012 meeting.

- Eliminate obsolete language pertaining to grandfathering residences existing prior to 2003
- Amend code to allow ground floor residential uses on side streets, Oak Street, and north side of Laurel Street, now prohibited by current code.
- Allow for efficiency apartment size under 500 square feet by conditional use permit.
- Establish overall downtown density at 20 units per acre, which for the 105 acres of downtown zoning would allow for a potential 2,100 units.
- Raise number of units from one to three within a single tax parcel (typically this is one downtown building) that are exempt from minimum parking requirements.
- Provide complete parking exemption from minimum parking requirements for buildings with local historic district or property designation.
- Provide a bicycle parking space credit for up to 15% of required minimum parking, with one parking space equating to a bicycle rack for minimum three bicycles.
- Re-establish allowance for off-site parking to satisfy parking requirements within 1,200 feet of property.

RECOMMENDED ACTION:
Approve at 1st Reading

DEPARTMENT HEAD Submitted: Thad Crowe Date: 12/03/2012
Requested Agenda Regular Date: 12/13/2012

FINANCE DEPARTMENT Budgeted ___Yes ___No X N/A Date: 12/7/12

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date: 12/4/12

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

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

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

ORDINANCE NO. 13 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING DEVELOPMENT AND PARKING STANDARDS FOR RESIDENTIAL USES IN DOWNTOWN ZONING DISTRICTS, AND CONTAINED WITHIN ZONING CODE SECTION 94-161 AND 94-162; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on November 6, 2012, and two public hearings before the City Commission of the City of Palatka on December 13, 2012, and January 10, 2013; and

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

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

Section 1. The following Zoning Code Sections shall be amended as follows.

Section 94-161 & 94-162 - DOWNTOWN BUSINESS & DOWNTOWN RIVERFRONT ZONING DISTRICTS
(a): no change
(b) Permitted principal uses, activities, and structures
(1) through (4): no change
(5) Residential uses, subject to development standards of this section. ~~*shall be as follows:*~~
~~*a. Residential dwellings existing prior to May 1, 2003.*~~

~~b. New (after May 1, 2003) residential dwelling units consisting of two or less units located above the first floor of a commercial use.~~

~~c. New (after May 1, 2003) residential dwelling units consisting of three or more units located above the first floor of a commercial use allowed as a conditional use only. (See also subsection (e) of this section)~~

(c): no change

(d) Prohibited uses, activities, and structures. In addition to the expressly prohibited uses, activities, and structures listed herein, any uses, activities, or structures not specifically listed shall be prohibited. Prohibited uses, activities, and structures are as follows:

(1) Adult entertainment establishments, uses, and activities (as defined and regulated by chapter 3 of the Municipal Code).

(2) Communication towers.

(3) Drive-through facilities.

(4) Manufacturing, fabrication, and assembly activities, except as a conditional accessory use.

(5) Outside sale, display, rental, or storage of construction equipment, rental trucks and trailers.

~~(6) Residential dwellings on the first floor constructed or converted after May 1, 2003.~~

(~~7~~6) Roadside vending.

(~~8~~7) Rooming and boarding houses.

(~~9~~8) Warehousing and/or storage, except as an accessory use.

(e) Conditional uses, activities, or structures. Unless otherwise expressed herein, uses not specifically listed as conditional shall be prohibited conditional uses, activities, or structures are as follows:

(1) Car wash facilities.

(2) Colleges, vocational schools and preschools.

(3) Community production or movie theaters.

(4) Convention facilities.

(5) Dry cleaning and laundry retail service and self-service establishments.

(6) Dwelling, one-family or single-family, excluding parcels abutting St. Johns Avenue.

(7) Hotels and motels.

(8) Marinas, with or without fuel dispensing facilities.

(9) Multi-level parking facilities and commercial parking lots.

(10) Outdoor recreational activities (i.e.: watercraft rentals; rental of bicycles; rental of mopeds or scooters with a motor rated not in excess of two brake horsepower and displacement not to exceed 50 cubic centimeters; trolleys or carriages for hire).

(11) Outdoor amphitheaters and parks.

~~(12) Residential dwellings consisting of three or more units located above the first floor of a commercial use.~~

(1~~3~~4) The expansion or reconstruction of any use which existed within the district on the effective date of the establishment of the district which is not otherwise permitted or permissible.

(f): no change

(g) Development standards

(1) no change

(2) For residential uses: All new (after May 1, 2003) residential uses shall be above the first floor for buildings fronting on St. Johns Avenue as secondary to a permitted use and shall be complete residential dwelling units as defined by the Florida Building Code and shall be regulated as to size by the following:

a. Efficiency/one bedroom: ~~500~~ 300 total square feet.

b. One bedroom: 500 total square feet

~~b~~c. Two bedroom: 650 total square feet.

~~c~~d. Three bedroom: 800 total square feet.

~~d~~e. Each additional bedroom: add 150 total square feet.

~~e~~f. Maximum building or structure height: 60 feet.

~~f~~g. Maximum Density: ~~Unrestricted~~ 20 units per acre, as calculated for entire DB and DR zoning districts.

(h): no change

(i) Off-street parking and loading. (See also section 94-~~262~~ 261 of article V.) Parking requirements are as follows:

(1) Residential: One space per dwelling unit, no additional parking spaces shall be required for ~~a single~~ three or less residential units located within any single "tax parcel". For purposes of this ordinance, "tax parcel" shall mean all real estate and improvements assessed under one tax parcel number by the Putnam County Property Appraiser and Putnam County Tax Collector.

(2) Properties designated within local historic districts, or designated individually as historic, are exempt from minimum parking requirements.

(3) Credit for one parking space shall be provided for an on-site bicycle rack holding at least three bicycles, up to 15% of required minimum parking.

Section 94-261 - OFF STREET PARKING AND LOADING

(a) through (d): no change

(e) Location of parking facilities on separate lot. The required off-street parking facilities shall be located on the same lot or parcel of land they are intended to serve; provided, however, that the planning board may allow the establishment of such off-street parking facilities within 1,200 feet for all uses in the ~~C-3~~ DB and DR zoning districts and 600 feet for other than residential uses in all other districts of the premises they are intended to serve when:

(1) Practical difficulties prevent the placing of the facilities on the same lot as the premises they are designed to serve;

(2) The owner of the parking area enters into a written agreement with the city and the owner of the property in need of off-site parking, with enforcement running to the city~~,~~ and providing that the ~~land comprising the~~ parking area shall ~~never~~ be ~~disposed of except in conjunction with the sale of the building which the parking area serves,~~ be utilized as off-site parking so long as the facilities are required; and

(3) The owner agrees to bear the expense of recording the agreement and agrees that the agreement shall bind his heirs, successors and assigns. The written agreement shall be voided by the city if other off-street facilities are provided in accord with this article.

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

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of January, 2013.

CITY OF PALATKA

BY:_____
Its MAYOR

ATTEST:

_____
City Clerk

CITY OF PALATKA
PLANNING BOARD MEETING MINUTES
November 13, 2012

The meeting was called to order by Vice-Chairman Daniel Sheffield at 4:00 pm. **Other members present:** Carl Stewart, Earl Wallace, Lavinia Moody, George DeLoach and Joe Pickens. **Members absent:** Joseph Petrucci, Judith Gooding and Anthony Harwell. **Also present**: Planning Director Thad Crowe and Recording Secretary Pam Sprouse.

Motion was made by Mr. Sheffield and seconded by Mr. Pickens to approve the minutes with corrections (to remove the first word "producing" from Mr. Wallace's statement on page 6) for the October 2, 2012 meeting. All present voted affirmative, motion carried.

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

OLD BUSINESS

Case 12-33 Administrative request to amend Comprehensive Plan Future Land Use Element Policy A.1.9.3 to remove height limitations and add floor area ratios to Future Land Use Map categories

Mr. Crowe advised that this was originally heard in June Comprehensive Plan Future Land Use Map categories and the Zoning Code had measurable standards for potential development. The state agency forwarded comments regarding the need for our Comprehensive Plan Land Use categories to have measurable standards to potential development and they felt that without height limits, there would not be that measurable outcome of each land use category. They agreed to the use of Floor Area Ratios (F.A.R.), which is a simple ratio of building space to land. He reviewed examples of different proportional ratios. Mr. Crowe explained that a survey was done with the intent to try and match up the ratio formulas to the height limits in the zoning code. He added that the intent was to "true up" the Comp Plan height limits with the Zoning code, as there is conflict between them. He believes that the F.A.R. is a more flexible option that still controls development potential of land instead of height limits. He recommended approval.

Mr. Pickens asked if this is something that a tentative agreement has been reached with the Department of Transportation (D.O.T.) about, and is this formula used in a lot of other place.

Mr. Crowe replied yes many other areas use this formulation, and that the Department of Economic Opportunity had suggested it and the D.O.T. said they were fine with that.

Motion was made by Mr. Sheffield and seconded by Ms. Moody_to recommend approval of the amendment as submitted by staff to the City Commission. All present voted affirmative. Motion carried.

Case 12-41: Administrative request to amend the zoning code to add density, design and locational standards for mixed-use residential and nonresidential uses in downtown zoning districts.

Mr. Crowe explained that this is something that staff is obliged to do. It stems from last year, when staff found that the Commercial Land Use category, in the Future Land Use Element, really did not allow for residential uses - period. This has been misinterpreted in the past, so the Comp Plan was amended to allow for residential

uses in the commercial category in the downtown zoning districts only, and with that amendment, we said that we would develop some basic locational and design standards for residential in the downtown area. He reviewed the following proposed code revisions:

- Eliminate obsolete language pertaining to grandfathering residences existing prior to 2003 – this is already covered in the Code's nonconforming structures and uses section (Sec. 94-114 & 94-115).
- Eliminate requirement that uses with more than three units receive conditional use approval – this will remove a barrier for downtown residential development.
- Amend code to allow ground floor residential uses on side streets, Oak Street, and north side of Laurel Street, now prohibited by current code – this would legitimize the existing homes along these streets and leave only buildings fronting on St. Johns Avenue subject to the prohibition of ground floor residential.
- Reduce minimum size of efficiency from 500 SF to 300 SF (other minimum sizes stay the same as follows: one bedroom is 500 SF, two bedrooms is 650 SF, and then 150 SF is required for each additional bedroom above two bedrooms).
- Establish overall downtown density at 20 units per acre, which for the 105 acres of downtown zoning would allow for a potential 2,100 units.
- Raise number of units from one to three within a single tax parcel (typically this is one downtown building) that are exempt from minimum parking requirements.
- Provide complete parking exemption from minimum parking requirements for buildings with local historic district or property designation.
- Provide a bicycle parking space credit for up to 15% of required minimum parking, with one parking space equating to a bicycle rack for minimum three bicycles.
- Allow for off-site parking to satisfy parking requirements within 1,200 feet of property (currently in the Code and applicable to C-3, which is the old downtown zoning district predating the current DB and DR districts, which were established in 2003).

Ms. Moody disclosed the fact that the proposed amendment could potentially impact her, as she lives in the downtown area.

Discussion took place regarding having a minimum number of units and square feet in place for multiple residential units requiring a conditional use approval. Staff stated that design standards have been drafted for the downtown area and in the near future they intend to develop a Historic District with design standards. These should address some of the issues the Board may be concerned about. It was Board consensus that it might be premature to eliminate the requirement that uses with more than three units receive conditional use approval and they wanted to require that if the minimum square foot size of efficiency was reduced, it would require a conditional use approval. Staff agreed.

Motion was made by Mr. Pickens and seconded by Mr. Pickens to accept staff's recommendations for the zoning code amendment with the following exceptions: (1) not eliminate the requirement that uses with more than three units receive a conditional use approval and (2) to amend the recommendation regarding reducing the minimum square to require that any unit size below a minimum of 500 square feet require a conditional use approval. All present voted affirmative. Motion carried.

Case 12-41
Request to Amend Zoning Code
(Downtown Residential Standards)
Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: November 5, 2012

TO: Planning Board Members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

An administrative request to amend the Zoning Code to provide criteria for residential uses in downtown zoning districts. Public notice included legal advertisement.

APPLICATION BACKGROUND

The impetus for this application is in the 2011 Comprehensive Plan amendment which amended the description of the Commercial land use category, as shown below.

> ***Policy A.1.9.3*** *9J-5.006(3)(c)7*
> *Land Development Regulations adopted, to implement this Plan shall be based on the following land use standards:*
> *2. Commercial (1,210 acres)*
> *Land designated for commercial use is intended for activities that are predominantly associated with the sale, rental, and distribution of products or the performance of service. Commercial land use includes offices, retail, lodging, restaurants, services, commercial parks, shopping centers, or other similar business activities. Public/Institutional uses and recreational uses are allowed within the commercial land use category. Residential uses are allowed within Downtown zoning districts, at an overall density of 20 units per acre and subject to additional project density, design and locational standards set forth in these zoning districts (Ordinance # 11-22). The intensity of commercial use, as measured by impervious surface, should not exceed 70 percent of the parcel. The maximum height should not exceed 40 feet. Land Development Regulations shall provide requirements for buffering commercial land uses (i.e., sight access, noise) from adjacent land uses of lesser density or intensity of use. See Policy A.1.3.2.*

Staff proposes the following code revisions to implement the above policy, as recommended below.

- Eliminate obsolete language pertaining to grandfathering residences existing prior to 2003 – this is already covered in the Code's nonconforming structures and uses section (Sec. 94-114 & 94-115).
- Eliminate requirement that uses with more than three units receive conditional use approval – this will remove a barrier for downtown residential development.
- Amend code to allow ground floor residential uses on side streets, Oak Street, and north side of Laurel Street, now prohibited by current code – this would legitimize the existing homes along these streets

and leave only buildings fronting on St. Johns Avenue subject to the prohibition of ground floor residential.

- Reduce minimum size of efficiency from 500 SF to 300 SF (other minimum sizes stay the same as follows: one bedroom is 500 SF, two bedroom is 650 SF, and then 150 SF is required for each additional bedroom above two bedrooms).
- Establish overall downtown density at 20 units per acre, which for the 105 acres of downtown zoning would allow for a potential 2,100 units.
- Raise number of units from one to three within a single tax parcel (typically this is one downtown building) that are exempt from minimum parking requirements.
- Provide complete parking exemption from minimum parking requirements for buildings with local historic district or property designation.
- Provide a bicycle parking space credit for up to 15% of required minimum parking, with one parking space equating to a bicycle rack for minimum three bicycles.
- Allow for off-site parking to satisfy parking requirements within 1,200 feet of property (currently in the Code and applicable to C-3, which is the old downtown zoning district predating the current DB and DR districts, which were established in 2003).

PROJECT ANALYSIS

Per Section 94-38(f)(2) of the Zoning Code, the Planning Board must study and consider proposed zoning text amendments in relation to the following criteria (if applicable), shown in underlined text (staff response follows each criterion).

The planning board shall consider and study:

a. The need and justification for the change.

Staff comments: the following justifications are applicable.

- The amendment would encourage re-use of existing properties including upper-floor downtown space.
- The amendment would implement Comprehensive Plan policies as noted below.
- The amendment would provide for reasonable restrictions for residential uses downtown that would compliment and protect retail uses.
- The amendment would encourage a vibrant, live-work-shop downtown community.

b. The relationship of the proposed amendment to the purposes and objectives of the city's comprehensive planning program and to the comprehensive plan, with appropriate consideration as to whether the proposed change will further the purposes of this chapter and other city ordinances, regulations and actions designed to implement the comprehensive plan.

Staff comments: the following Comprehensive Plan policies (shown in *italics*) are applicable to this amendment. This amendment is in keeping with the goals, objectives, and policies of the Comprehensive Plan. In regard to the policies listed above, the amendment is in line with stated purposes of promoting infill development, renewing blighted properties, encouraging the use of existing commercial areas, and practicing innovative development planning.

FUTURE LAND USE ELEMENT

Objective A.1.2 *9J-5.006(3)(b)2*

Upon Plan Adoption, the City shall implement the following policies in order to provide the means for redevelopment and renewal of blighted properties.

Policy A.1.6.1 *9J-5.006(3)(c)*

Provide incentives which direct development to infill in areas of the City with in-place water/sewer lines and paved road. These incentives may include, but not be limited to providing additional permitted land uses through special use designations under the City Zoning Code such as approved "mother-in-law" units with separate kitchens or home office operations for limited business activities.

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.

Objective A.1.8 *9J-5.006(3)(b)9; F.S. 187.201(16)(b)3*

Upon Plan adoption, The City shall establish a program that provides the means for innovative development planning. The end goals of the program are to provide:

- *Flexibility and efficiency in site design to reduce infrastructure costs, improve interior circulation patterns, and promote open space;*
- *Development that is adapted to natural features in the landscape such as wetlands, vegetation and habitat, and which avoids the disruption of natural drainage patterns; and*
- *A mix of land use to promote convenience in the location of related uses and to reduce travel congestion and costs.*

Policy A.1.9.3 (see Page 1)

STAFF RECOMMENDATION

Staff recommends the following revisions to the off-street parking and loading standards pertaining to required paving, with excerpts from the Zoning Code shown in italics with new language in underlined text ~~and deleted text stricken~~.

Section 94-161 & 94-162 – DOWNTOWN BUSINESS & DOWNTOWN RIVERFRONT ZONING DISTRICTS

(a): no change

(b) Permitted principal uses, activities, and structures

(5) Residential uses, subject to development standards of this section. ~~shall be as follows:~~

~~*a. Residential dwellings existing prior to May 1, 2003.*~~

~~*b. New (after May 1, 2003) residential dwelling units consisting of two or less units located above the first floor of a commercial use.*~~

~~*c. New (after May 1, 2003) residential dwelling units consisting of three or more units located above the first floor of a commercial use allowed as a conditional use only. (See also subsection (e) of this section)*~~

(c): no change

(d) Prohibited uses, activities, and structures. In addition to the expressly prohibited uses, activities, and structures listed herein, any uses, activities, or structures not specifically listed shall be prohibited. Prohibited uses, activities, and structures are as follows:

(1) Adult entertainment establishments, uses, and activities (as defined and regulated by chapter 3 of the Municipal Code).
(2) Communication towers.
(3) Drive-through facilities.
(4) Manufacturing, fabrication, and assembly activities, except as a conditional accessory use.
(5) Outside sale, display, rental, or storage of construction equipment, rental trucks and trailers.
~~*(6) Residential dwellings on the first floor constructed or converted after May 1, 2003.*~~
(~~7~~6) Roadside vending.
(~~8~~7) Rooming and boarding houses.
(~~9~~8) Warehousing and/or storage, except as an accessory use.

(e) Conditional uses, activities, or structures. Unless otherwise expressed herein, uses not specifically listed as conditional shall be prohibited conditional uses, activities, or structures are as follows:
(1) Car wash facilities.
(2) Colleges, vocational schools and preschools.
(3) Community production or movie theaters.
(4) Convention facilities.
(5) Dry cleaning and laundry retail service and self-service establishments.
(6) Dwelling, one-family or single-family, excluding parcels abutting St. Johns Avenue.
(7) Hotels and motels.
(8) Marinas, with or without fuel dispensing facilities.
(9) Multi-level parking facilities and commercial parking lots.
(10) Outdoor recreational activities (i.e.: watercraft rentals; rental of bicycles; rental of mopeds or scooters with a motor rated not in excess of two brake horsepower and displacement not to exceed 50 cubic centimeters; trolleys or carriages for hire).
(11) Outdoor amphitheaters and parks.
~~*(12) Residential dwellings consisting of three or more units located above the first floor of a commercial use.*~~
(1~~3~~4) The expansion or reconstruction of any use which existed within the district on the effective date of the establishment of the district which is not otherwise permitted or permissible.

(f): no change

(g) Development standards
(2) For residential uses: All new (after May 1, 2003) residential uses shall be above the first floor for buildings fronting on St. Johns Avenue as secondary to a permitted use and shall be complete residential dwelling units as defined by the Florida Building Code and shall be regulated as to size by the following:
a. Efficiency/one bedroom: ~~500~~ 300 total square feet.
b. One bedroom: 500 total square feet
~~b~~c. Two bedroom: 650 total square feet.
~~c~~d. Three bedroom: 800 total square feet.
~~d~~e. Each additional bedroom: add 150 total square feet.
~~e~~f. Maximum building or structure height: 60 feet.

~~f~~g. Maximum Density: ~~Unrestricted~~ 20 units per acre, as calculated for entire DB and DR zoning districts.

(h): no change

(i) Off-street parking and loading. (See also section 94-~~262~~ 261 of article V.) Parking requirements are as follows:

(1) Residential: One space per dwelling unit, no additional parking spaces shall be required for ~~a single~~ three or less residential units located within any single "tax parcel". For purposes of this ordinance, "tax parcel" shall mean all real estate and improvements assessed under one tax parcel number by the Putnam County Property Appraiser and Putnam County Tax Collector.

(2) Properties designated within local historic districts, or designated individually as historic, are exempt from minimum parking requirements.

(3) Credit for one parking space shall be provided for an on-site bicycle rack holding at least three bicycles, up to 15% of required minimum parking.

Section 94-261 – OFF STREET PARKING AND LOADING

(a) through (d): no change

(e) Location of parking facilities on separate lot. The required off-street parking facilities shall be located on the same lot or parcel of land they are intended to serve; provided, however, that the planning board may allow the establishment of such off-street parking facilities within 1,200 feet for all uses in the ~~C-3~~ DB and DR zoning districts and 600 feet for other than residential uses in all other districts of the premises they are intended to serve when:

(1) Practical difficulties prevent the placing of the facilities on the same lot as the premises they are designed to serve;

(2) The owner of the parking area enters into a written agreement with the city and the owner of the property in need of off-site parking, with enforcement running to the city~~,~~ and providing that the ~~land comprising the~~ parking area shall ~~never~~ be ~~disposed of except in conjunction with the sale of the building which the parking area serves,~~ be utilized as off-site parking so long as the facilities are required; and

(3) The owner agrees to bear the expense of recording the agreement and agrees that the agreement shall bind his heirs, successors and assigns. The written agreement shall be voided by the city if other off-street facilities are provided in accord with this article.

Agenda Item

11

CITY COMMISSION AGENDA ITEM

SUBJECT: 1ST READING OF ZONING CODE MAP CHANGE FOR RIVERFRONT PARK FROM DOWNTOWN RIVERFRONT TO RECREATION AND OPEN SPACE (ROS) ZONING

DEPARTMENT: BUILDING AND ZONING

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

SUMMARY:
This is an administrative request rezoning Riverfront Park from Downtown Riverfront (DR) to Recreation and Open Space (ROS). The intent of this change is to more accurately reflect the park use and limit uses to recreation and park-related uses, which was recommendation of the Planning Board at their September meeting. Please note there is a companion Future Land Use Map amendment to change the FLUM from RL (Residential, Low Density) to REC (Recreation), which will be considered as a one-time adoption item at the Commission's January 10, 2013 meeting along with the 2nd reading adoption of this zoning map change.

Planning Board recommended approval at their October 2, 2012 meeting.

RECOMMENDED ACTION:
Approval at 1st Reading

DEPARTMENT HEAD	Submitted: Thad Crowe	Date: 12/03/2012
	Requested Agenda Regular	Date: 12/13/2012
FINANCE DEPARTMENT	Budgeted ___Yes ___No X N/A	Date: 12/7/12
CITY ATTORNEY	Approved as to Form and Correctness	Date:
CITY MANAGER	Approved Agenda Item For:	Date: 12/4/12

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

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

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

ORDINANCE NO. 13 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY LOCATED IN SECTION 42, TOWNSHIP 10 SOUTH, RANGE 27 EAST, LOCATED AT 301 RIVER STREET (RIVERFRONT PARK), FROM DR (DOWNTOWN RIVERFRONT) TO ROS (RECREATION AND OPEN SPACE); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, application has been made by the City of Palatka Building and Zoning Department for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including public hearings before the Planning Board of the City of Palatka on October 2, 2012, and two public hearings before the City Commission of the City of Palatka on December 13, 2012 and January 10, 2013, and

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

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

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of DR (Downtown Riverfront) to ROS (Recreation and Open Space) for 301 River Street/Riverfront Park.

DESCRIPTION OF PROPERTIES:
PALATKA ALL OF WATER LOT EXTENDING S'LY FROM N'LY BOUNDRY OF WATER LOT 1 TO THE S'LY BOUNDRY OF WATER LOT 11 1/2 LYING BETWEEN RIVER ST 1ST ST LAUREL ST + ST JOHNS RIVER CONSISTING OF VETERANS MEMORIAL PLAZA, CITY PARK + CITY DOCK DICK'S MAP OF PALATKA MB2

P46 & FRED GREEN AMPHITHEATER)(MAP SHEET 7/42) (SUB TO CONSERVATION ESMT OR1294 P148) (Being 301 River Street / tax parcel # 42-10-27-6850-0000-0010)

DICK'S MAP OF PALATKA MB2 P46 LEMON ST LYING BETWEEN WATER LOTS 1 & 2 (MAP SHEET 7/42) (Being tax parcel # 42-10-27-6850-0000-0022)

DICK'S MAP OF PALATKA PT OF WATER LOT 2 BK76 P356(OLD FPL PARCEL)(MAP SHEET 7/42) (Being tax parcel # 42-10-27-6850-0000-0020)

DICK'S MAP OF PALATKA MB2 P46 WATER LOTS 2 3 & 4 BK139 PP356 357 OR77 P28 OR82 PP478 482 484 (EX BK76 P356)(SUBJECT TO EASEMENT OR348 P407)(GAZEBO & DOCK NEXT TO BRIDGE & CLOCK TOWER)(MAP SHEET 7/42) (Being tax parcel # 42-10-27-6850-0000-0030)

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of January, 2013.

CITY OF PALATKA

BY:_____

Its MAYOR

ATTEST:

_____

City Clerk

development. He believes that an appropriate community standard for height for the City would be a across-the-board cap of 60 feet, allowable in the R- 3, the downtown zoning districts, and Public Buildings and Grounds district. He added that more of a middle range of 48 feet in the commercial and industrial districts was appropriate with a 35-foot limit for the residential districts. He added that some of the lot coverage standards could be replaced with impervious coverage limitations for buildings over 35 feet. For an example the higher you go, it would require one percent of green space (pervious) for each foot over 35 feet. He recommended approval of the revised height limits and the non-residential height standards.

Motion made by Ms. Moody and seconded by Ms. Gooding to approve the amendment with staff recommendations. All present voted affirmative, motion carried.

Case 12-42: An administrative request to amend the Comprehensive Plan Future Land Use Map designation for 301 River St. (Riverfront Park) from RL (Residential, Low) and COM (Commercial) to REC (Recreation), to amend the zoning designation from DR (Downtown Riverfront) to ROS (Recreation/Open Space District), and to amend ROS zoning district text to allow for restaurants and recreation-oriented private concessions by conditional use.

Mr. Crowe explained that this text amendment had been before the Board for consideration of placing the Riverfront Park in the Public Buildings and Grounds FLUM category, and now the proposal is to put it in the Recreation category which he believes is a more appropriate designation. He added that this request also includes a text amendment to the Recreational Open Space zoning designation that would allow for restaurants and recreation-oriented private concessions, by conditional use (requiring approval by the Planning Board).

Discussion ensued regarding the some of the similarities and differences between a conditional use and a Planned Unit Development (PUD), with the consensus being that a Conditional Use would provide a similar approach to a PUD that would be both flexible and customized.

Motion made by Mr. Petrucci and seconded by Ms. Moody to recommend to the City Commission the adoption of the text amendment as submitted with staff recommendations. All present voted affirmative, motion carried.

Case 12-51: Administrative request for a text amendment to the zoning code regarding mixed-use criteria for Downtown residential uses including density, design and locational standards.

Mr. Crowe requested that this item be tabled to allow staff additional time for research.

Motion made by Ms. Moody and seconded by Mr. Petrucci to table this case until the November 6, 2012 meeting. All present voted affirmative, motion carried.

Case 12-43: Consideration of revocation of conditional use for outdoor shooting range located at 404 N. Moody Rd. based on City Attorney findings pertaining to local regulation of existing shooting ranges (Florida Statute 790.333).

Mr. Crowe advised staff had not previously been aware of this particular statute that effectively prohibits Planning Boards and local governments from regulating existing ranges. Based on the City Attorney's opinion no action is required by the Board.

With no further business, meeting adjourned.

MEMORANDUM

TO: Mayor and Commissioners
City Manager

FROM: Thad Crowe, AICP
Planning Director

DATE: November 2, 2012

RE: Workshop on Riverfront Park Land Use and Zoning Issues

Summary. Land use and zoning of properties in the City are governed by the Comprehensive Plan and the Zoning Code. As required by Florida Statute 163.3177 all properties within the City must be designated with the appropriate Future Land Use Map (FLUM) category, the activities occurring on such properties must be in keeping with this FLUM, and the zoning of properties must be consistent with this FLUM designation. As the following analysis indicates, the Park south of Lemon Street has a land use conflict in that the Comprehensive Plan Future Land Use Map (FLUM) designates it as Low Density Residential. Staff recommends that the Commission take action to correct the designation to the more appropriate Recreation FLUM. Furthermore, the Downtown Riverfront zoning of the park is inconsistent with the necessary Recreation FLUM as well as the Zoning Code and must be changed to Recreation and Open Space. These amendments are important not just for consistency with the City's adopted Comp Plan and Zoning Code, but also to allow for the approved Riverfront Master Plan, which is currently not allowed by the FLUM and zoning. The City expended considerable resources –both monetary in the form of consulting and design fees exceeding $250,000, infrastructure improvements exceeding $1.25 million, and $700,000 recently awarded for dock and boat launch improvements, as well as the investment of the time of citizens, staff, and elected officials to develop this plan, and this investment should be protected.

Land Use Issues. The current FLUM designation for Riverfront Park south of Lemon Street is RL (Residential, Low Density) and north of Lemon Street is COM (Commercial). The descriptions for these FLUM categories follow in italicized text.

1. *Residential*

Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types.
Low Density (1730acres) - provides for a range of densities up to 5 units per acre.
Medium Density (231 acres) - provides for a range of densities up to 10 units per acre.
High Density (477 acres) - provides for a range of densities up to 18 units per acre.
Residential development within the 100-year floodplain will be required to meet the standards of Policy A.1.1.1 for construction, Policy A.1.1.3 for placement of septic tank sewerage systems, and Policy A.1.4.1 for density.
Mobile homes will be permitted in accordance with F.S. 320.8285(5); manufactured homes will be permitted in accordance with F.S. 553.38(2) and community group residential homes shall be permitted in accordance with F.S. 419.001(2), (3).

2. *Commercial (1,210 acres)*

Land designated for commercial use is intended for activities that are predominantly associated with the sale, rental, and distribution of products or the performance of service. Commercial land use includes offices, retail, lodging, restaurants, services, commercial parks, shopping centers, or other similar business activities. Public/Institutional uses and recreational

uses are allowed within the commercial land use category. Residential uses are allowed within Downtown zoning districts, at an overall density of 20 units per acre and subject to additional project density, design and locational standards set forth in these zoning districts (Ordinance # 11-22). 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.

Neither FLUM category is appropriate for the park. The Low Density Residential FLUM limits the property to single-family use and clearly prohibits uses that would be incompatible with residential density, which would include this park, specifically defined in the Comprehensive Plan Recreation and Open Space Element as serving up to 5,000 people and hosting a variety of large-scale festivals and fishing tournaments. While the Commercial FLUM does allow recreational uses, this FLUM is intended for privately-owned retail and service uses, not city parks. After reviewing the descriptions of other FLUM categories Staff has found that the only appropriate FLUM category for the Park is the Recreation category, as described below.

3. *Recreation (158 acres)*
   Land designated for recreation is intended for a variety of leisure time activities. Included in this land use classification are both resource-based and activity-based sites and facilities. Resource-based sites and facilities are oriented toward natural resources; activity-based sites and facilities are those that require major development for the enjoyment of a particular activity. Activity-based sites and facilities include ball fields, golf courses, tennis courts, etc.; resource-based facilities include lakes, trails, picnic areas, etc.
   New recreational facilities must be sited in locations which are compatible or can be made compatible with adjacent land uses.
   Impervious surface land coverage of recreation land use shall not exceed 50 percent for active recreational development; 10 percent for passive recreational development.

Zoning. Riverfront Park is now in the DR (Downtown Riverfront) zoning district, which allows a wide variety of commercial uses which are not appropriate for the Recreation FLUM category. Given the interpretation that the Riverfront Park (and all other City parks) is only suitable for the Recreation FLUM category, it is important to note that Zoning Code Sec. 94-111 requires that (zoning) "districts as defined on the official zoning map must be consistent with adopted land uses as shown on the future land use map." The Recreation FLUM category allows only one zoning classification, which is Recreation and Open Space (ROS). This compels the City to rezone the Riverfront Park (and other City parks) to ROS.

In order to focus on the immediate need to achieve land use and zoning conformity, Staff is recommending that the Commission deny the text change allowing specific uses by conditional use at this time. It is appropriate to address the separate issue of commercial concessions within the Riverfront Park at a later date in a more deliberative manner.

Attachments: FLUM & Zoning Maps (Current and Proposed)

Case 12-42: 301 River St. & 101 N. 1st St (Riverfront Park) Request to Amend Comprehensive Plan Map from RL to REC, Rezone from DB to ROS, and Revise Conditional Uses for ROS Category

Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: September 25, 2012

TO: Planning Board members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

To annex, amend Comprehensive Plan Future Land Use Map (FLUM) from RL (Residential, Low Density) and COM (Commercial) to REC (Recreation). Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). City departments had no objections to the proposed actions.

Figure 1: Site and Vicinity Map

APPLICATION BACKGROUND

The existing Riverfront Park provides an area of green space that runs approximately 1,800 feet along the river, from the US 17 bridge south. For unknown reasons the park south of Lemon St. (St. Johns Ave.) was put into the Residential Low Density future land use map category (south of St. Johns Ave.) and in the Commercial category (north of St. Johns Avenue). This is a "housekeeping" measure intended to put the park into the appropriate FLUM category, and staff will follow up at a future meeting with a similar amendment to change the northern part of the park between the US 17 bridge and Lemon St from Commercial to REC as well. Staff had previously presented this as an amendment to the PB (Public Buildings and Facilities) FLUM and has decided to instead utilize the REC FLUM category due to Planning Board concerns about potentially inappropriate development in the PB FLUM category. Staff has also added rezoning the property to the ROS (Recreation and Open Space) zoning district and providing some clarifying text revisions in this category to reflect uses that are anticipated in the Riverfront Master Plan area.

Table 1: Use Classifications

Property	FLUM	Zoning	Existing Use
Site	COM (Commercial) RL (Residential, Low Density)	DR (Downtown Riverfront)	Riverfront Park
Property to North	COM (Commercial)	DR (Downtown Riverfront)	US 17 & motel
Property to South	RL (Residential, Low Density)	R-1A (Residential, Single-Family)	Single-Family Dwelling Dock
Property to West	COM (Commercial) RH (Residential High Density)	DR (Downtown Riverfront)	Undeveloped Office
Property to East	County	County	St. Johns River

Figure 2 (above): Park from Lemon/Memorial

Figure 3 (below): Park from River St

PROJECT ANALYSIS

Future Land Use Analysis

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

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

The application does not conflict with goals, objectives and policies of the Comprehensive Plan. The following FLUM category would be appropriate for this park.

Policy A.1.9.3

3. Recreation (158 acres)

Land designated for recreation is intended for a variety of leisure time activities. Included in this land use classification are both resource-based and activity-based sites and facilities. Resource-based sites and facilities are oriented toward natural resources; activity-based sites and facilities are those that require major development for the enjoyment of a particular activity. Activity-based sites and facilities include ball fields, golf courses, tennis courts, etc.; resource-based facilities include lakes, trails, picnic areas, etc.

New recreational facilities must be sited in locations which are compatible or can be made compatible with adjacent land uses.

Impervious surface land coverage of recreation land use shall not exceed 50 percent for active recreational development; 10 percent for passive recreational development.

Staff Comment: Staff believes that the REC category is appropriate for this property as it allows for a wide range of recreational activities. To ensure that the REC category is consistent with the uses anticipated in the Riverfront Master Plan, Staff believes it would be appropriate to add language to the policy above that would allow within the Recreation FLUM category public museums, education centers, and limited privately-run concessions limited to restaurants and recreation-related activities.

The ROS zoning category is shown below.

Sec. 94-152. - ROS recreation/open space district.

(a) Intent. The ROS district includes lands used for activities that are associated with recreation, whether in public and/or private ownership. Open space managed by the state, county or city is also included in this district.

(b) Permitted principal uses and structures. Permitted principal uses and structures in the ROS district are as follows:

(1) Private camps, camping grounds, and recreational exhibits and areas.

(2) Public or private playgrounds and playfields.

(3) Country clubs, including golf courses and playing courts.

(4) Marinas.

(5) Fairgrounds.

(6) Open space, including natural vegetation and landscaping, water bodies, etc.

(c) Permitted accessory uses and structures. Permitted accessory uses and structures in the ROS district are as follows:
(1) Storage buildings for recreational equipment.
(2) Meeting facilities.
(d) Conditional uses. (Conditional uses are permissible after public notice and hearing.) Conditional uses in the ROS district are as follows: Essential services, subject to buffering.
(e) Development specifications. Development specifications for the ROS district are as follows:
(1) Impervious surface land coverage in this district shall not exceed 50 percent for active recreational development, and ten percent for passive recreational development.
(2) All construction shall be on continuous perimeter poured concrete footers measuring a minimum of 24 inches wide by eight inches deep. All construction also shall include a continuous masonry enclosure wall from the ground to the bottom exterior of the floor system.
(f) Permitted signs. Directional signs, ground signs, and wall signs.

Staff Comment: Staff believes that the Riverfront Park as it is currently functions and as anticipated in the Riverfront Master Plan generally comports with this zoning district with a similar recommendation that a public museum, education center, and limited privately-run concessions limited to a restaurant and recreation-related activities be added as permitted uses.

Provide analysis of the availability of facilities and services.
Staff Comment: the property is in close proximity to a range of urban services and infrastructure.

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.
Staff Comment: not applicable as the site is developed with a park.

Provide analysis of the minimum amount of land needed as determined by the local government.
Staff Comment: not applicable, as this is to be determined at the next revision of the overall Comprehensive Plan.

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

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

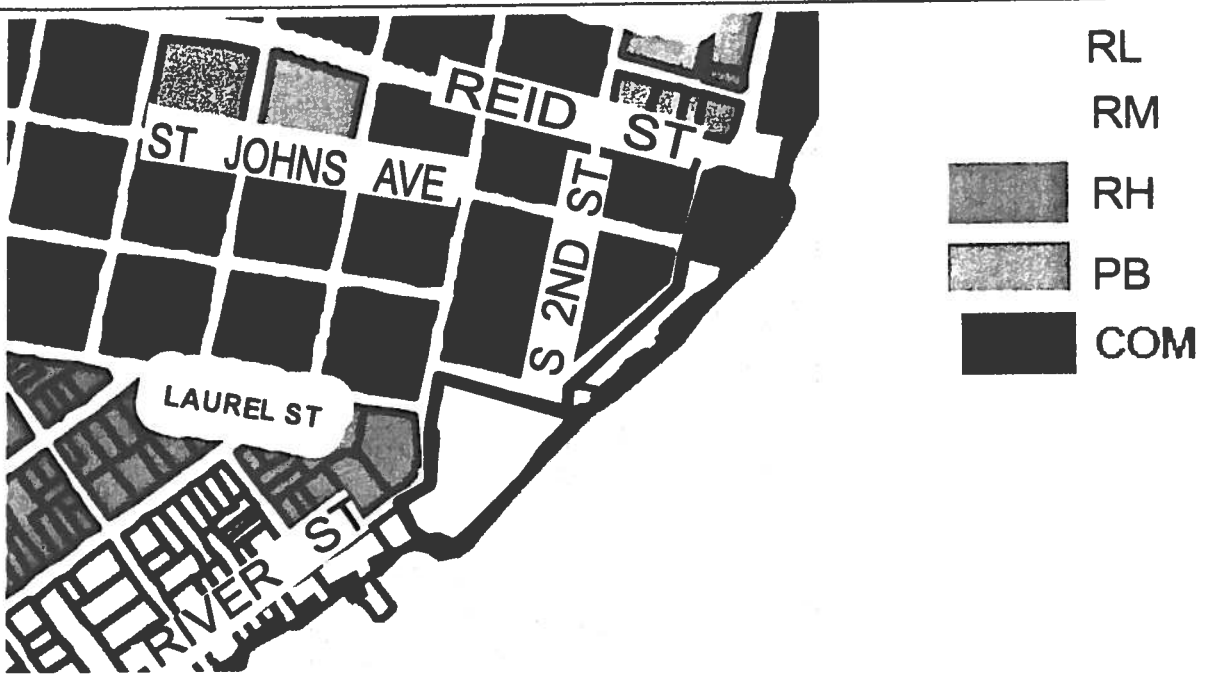
Staff Comment: the park use does not represent urban sprawl.

STAFF RECOMMENDATION

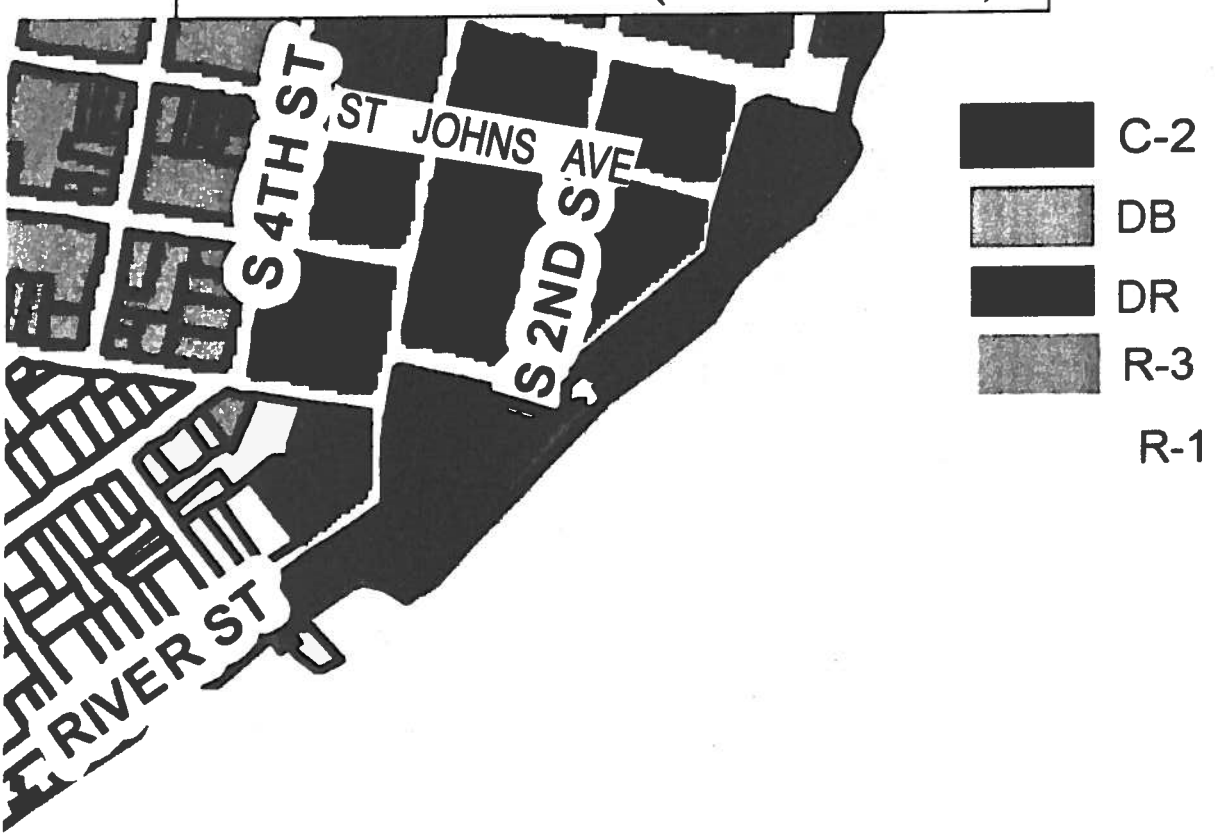
As demonstrated in this report, this application meets applicable future land use map amendment criteria. Staff recommends approval of amending the future land use map category to REC, rezoning the property to ROS, and adding the following conditional uses to the REC zoning category: restaurants and recreation-oriented private concessions.

ATTACHMENTS: FLUM & ZONING MAPS

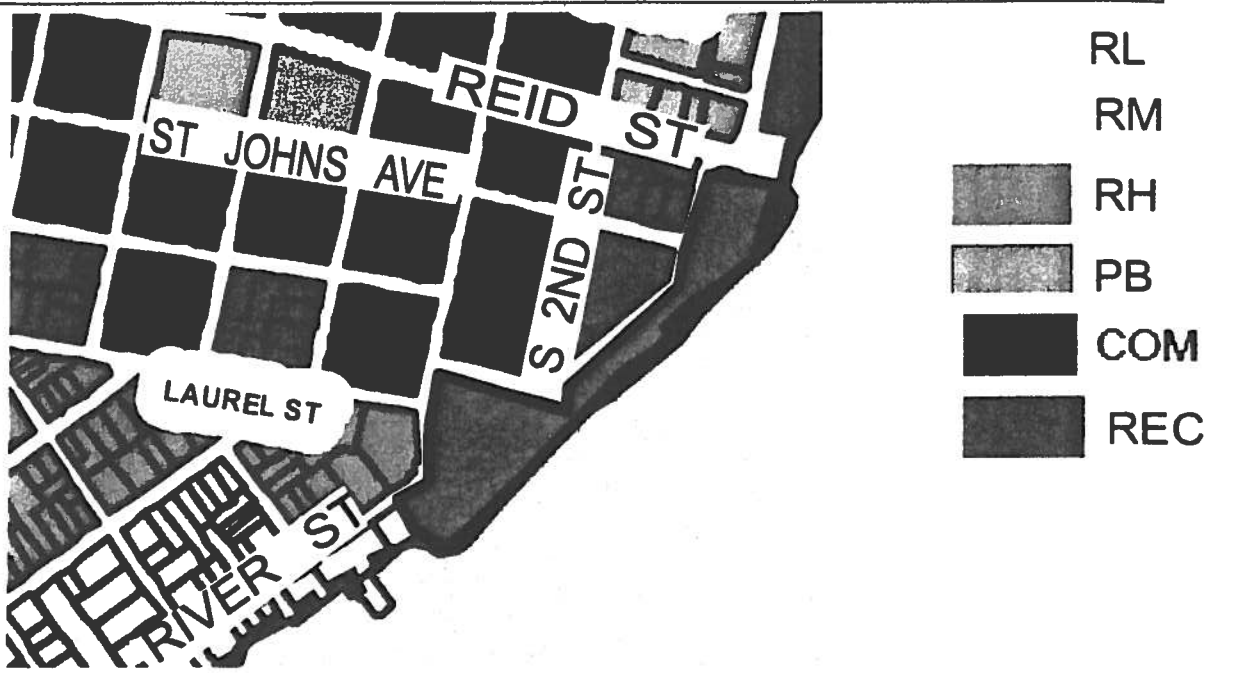
FUTURE LAND USE MAP –(CURRENT)



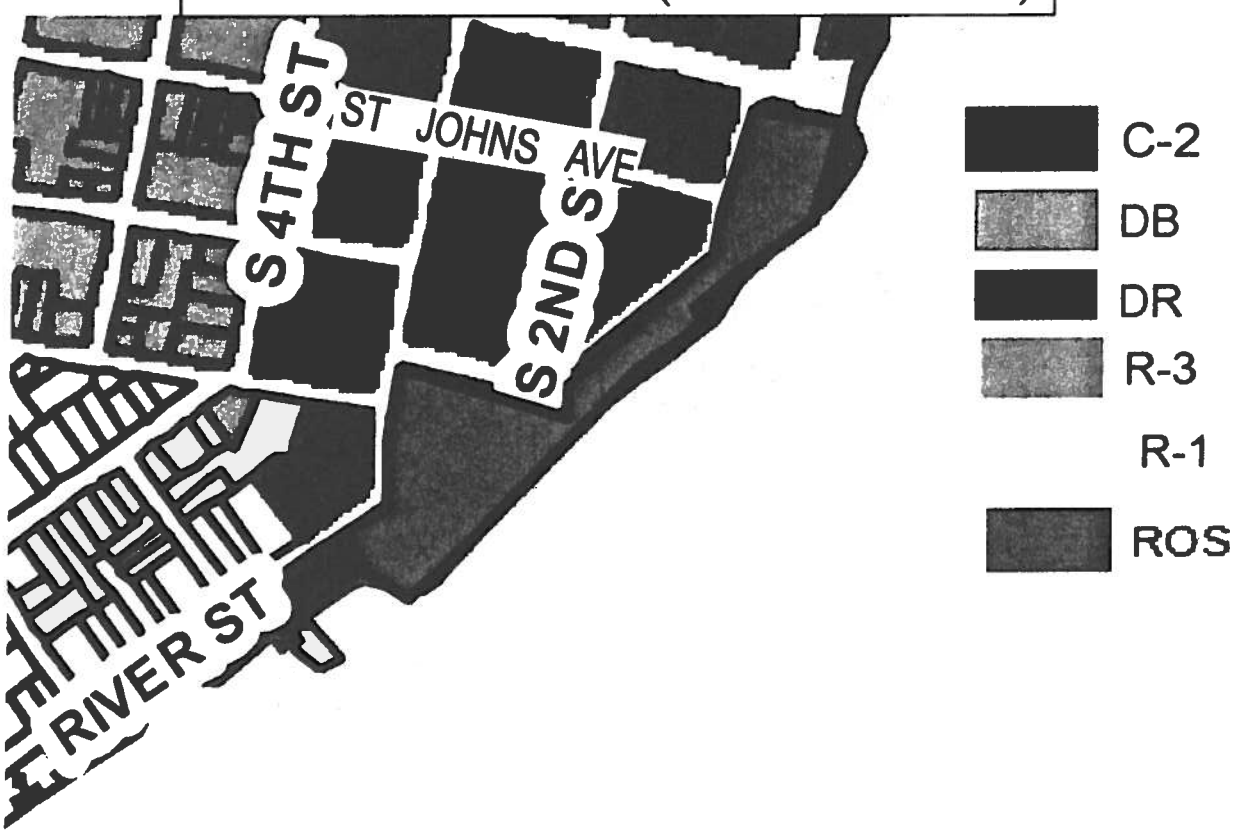
ZONING MAP- (CURRENT)



FUTURE LAND USE MAP –(PROPOSED)



ZONING MAP- (PROPOSED)



Agenda Item

12a

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 Driggers, City Clerk

Date: December 5, 2012

Re: November 6, 2012 General Election SOVC Official Results

As you are aware, a Primary Election for the nomination of candidates for Palatka City Commissioner, Groups 1 and 3, seats currently held by James Norwood, Jr. and Mary Lawson Brown, respectively, scheduled for August 14, 2012. As only two candidates qualified for each office prior to the Primary Election, it was not necessary to hold a primary election, and those candidates were placed on the ballot for the General Election, which was held on November 6, 2012. I have attached the final official results, released by the Putnam County Supervisor of Elections' office on November 16, 2012.

Official results are as follows: (5,522 registered voters;)

Group 1 Commissioner:	Roberta M. Correa	1,190 votes	31.32% of votes
Total votes cast: 3,800	James Norwood, Jr.	2,610 votes	68.68% of votes
Group 3 Commissioner:	Mary Lawson Brown	2,528 votes	65.12% of votes
Total Votes Cast: 3,882	April Tilton	1,354 votes	34.88% of votes

These members will assume their respective offices on January 7, 2012 at 7:30 p.m.

As of the date this memorandum was written, minutes of the Canvassing Board had not yet been released by the Supervisor of Elections' office. Once they are released, the Commission will be asked to incorporate those official minutes into the official record of the City of Palatka.

Statement of Votes Cast
General Election
Putnam County, Florida
November 6, 2012
SOVC For County Wide, All Counters, All Races
OFFICIAL RESULTS
Due to 2 page ballot, the cards cast reflects each page tabulated, not per vote
Turnout = 72.44%

	Palatka City Grp 1						
	Reg. Voters	Times Counted	Total Votes	Roberta M Correa		James Norwood	
County Wide							
35-St Johns River St College							
Polling	1048	295	275	74	26.91%	201	73.09%
Early	1048	287	266	91	34.21%	175	65.79%
Absentee	1048	182	162	68	41.98%	94	58.02%
Other	1048	7	7	3	42.86%	4	57.14%
Total	1048	771	710	236	33.24%	474	66.76%
36-Palatka Dup Bridge Cl							
Polling	904	233	217	86	39.63%	131	60.37%
Early	904	239	220	73	33.18%	147	66.82%
Absentee	904	165	152	43	28.29%	109	71.71%
Other	904	0	0	0	-	0	-
Total	904	637	589	202	34.30%	387	65.70%
37-Edgar Johnson Sr Ctr							
Polling	1584	419	382	149	39.01%	233	60.99%
Early	1584	527	498	172	34.54%	326	65.46%
Absentee	1584	242	228	71	31.14%	157	68.86%
Other	1584	1	0	0	-	0	-
Total	1584	1189	1108	392	35.38%	716	64.62%
38-Palatka Dup Bridge Cl							
Polling	709	198	188	91	48.40%	97	51.60%
Early	709	200	188	75	39.89%	113	60.11%
Absentee	709	123	119	46	38.66%	73	61.34%
Other	709	1	1	1	100.00%	0	0.00%
Total	709	522	496	213	42.94%	283	57.06%
39-Price Martin Comm Ctr							
Polling	1277	305	289	53	18.34%	236	81.66%
Early	1277	457	437	66	15.10%	371	84.90%
Absentee	1277	172	166	28	16.87%	138	83.13%
Other	1277	6	5	0	0.00%	5	100.00%
Total	1277	940	897	147	16.39%	750	83.61%
Polling	5522	1450	1351	453	33.53%	898	66.47%
Early	5522	1710	1609	477	29.65%	1132	70.35%
Absentee	5522	884	827	256	30.96%	571	69.04%
Other	5522	15	13	4	30.77%	9	69.23%
Total	5522	4059	3800	1190	31.32%	2610	68.68%

Statement of Votes Cast
General Election
Putnam County, Florida
November 6, 2012
SOVC For County Wide, All Counters, All Races
OFFICIAL RESULTS
Due to 2 page ballot, the cards cast reflects each page tabulated, not per vote
Turnout = 72.44%

Palatka City Grp 3

	Reg. Voters	Times Counted	Total Votes	Mary Lawson Brown		April Tilton	
County Wide							
35-St Johns River St College							
Polling	1048	295	278	184	66.19%	94	33.81%
Early	1048	287	275	185	67.27%	90	32.73%
Absentee	1048	182	169	84	49.70%	85	50.30%
Other	1048	7	7	5	71.43%	2	28.57%
Total	1048	771	729	458	62.83%	271	37.17%
36-Palatka Dup Bridge Cl							
Polling	904	233	218	115	52.75%	103	47.25%
Early	904	239	229	135	58.95%	94	41.05%
Absentee	904	165	153	82	53.59%	71	46.41%
Other	904	0	0	0	-	0	-
Total	904	637	600	332	55.33%	268	44.67%
37-Edgar Johnson Sr Ctr							
Polling	1584	419	393	207	52.67%	186	47.33%
Early	1584	527	509	301	59.14%	208	40.86%
Absentee	1584	242	233	145	62.23%	88	37.77%
Other	1584	1	1	1	100.00%	0	0.00%
Total	1584	1189	1136	654	57.57%	482	42.43%
38-Palatka Dup Bridge Cl							
Polling	709	198	186	110	59.14%	76	40.86%
Early	709	200	189	119	62.96%	70	37.04%
Absentee	709	123	121	71	58.68%	50	41.32%
Other	709	1	1	1	100.00%	0	0.00%
Total	709	522	497	301	60.56%	196	39.44%
39-Price Martin Comm Ctr							
Polling	1277	305	298	253	84.90%	45	15.10%
Early	1277	457	447	384	85.91%	63	14.09%
Absentee	1277	172	170	141	82.94%	29	17.06%
Other	1277	6	5	5	100.00%	0	0.00%
Total	1277	940	920	783	85.11%	137	14.89%
Polling	5522	1450	1373	869	63.29%	504	36.71%
Early	5522	1710	1649	1124	68.16%	525	31.84%
Absentee	5522	884	846	523	61.82%	323	38.18%
Other	5522	15	14	12	85.71%	2	14.29%
Total	5522	4059	3882	2528	65.12%	1354	34.88%