

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

AGENDA
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
February 13, 2014 at 5:00 p.m.

CALL TO ORDER:

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call

1. **APPROVAL OF MINUTES:** 12/12/13 Regular Meeting
2. **PUBLIC COMMENTS** (Speakers limited to three minutes – no action taken on items)
3. **CBD TAX INCREMENT FUND EXPENDITURES/BUSINESS:**
 - a. **PRESENTATION** – Potential TRIP Application SHNA - 300 South 9th Street
 - b. **VERBAL UPDATE** - Riverfront Redevelopment Projects - Jonathan Griffith
 1. Hampton Inn
 2. Wetlands Education Center (working title)
 3. Southern Riverfront Improvements
4. **CBD, NHD, SHD, TAX INCREMENT FUND EXPENDITURES/BUSINESS:**
 - **a. Community Greenprinting Scope and Fee Proposal – Casussex, Hewett & Walpole not to exceed \$3,150
5. **OTHER BUSINESS/REPORTS**
 - *a. Concur on Appointment of Art Leary to CRA as DPI, Inc. Representative (City Commission appointment)
 - *b. Small Business Development Center 4th Quarter/Annual Report – Cheryl Lynch, Director
 - c. North Historic District Update – Coenraad van Rensburg, President, PHNNA
 - d. South Historic District Update – Michael Gagnon, President, SHNA
6. **ADJOURN**

*Attachment

**Separate Cover

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105 PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.



AGENDA ITEM

SUBJECT: City of Palatka Community Greenprint

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY:

In 2012 the City of Palatka Community Redevelopment Agency contracted with the University of Florida, Masters of Landscape Architecture Department to conduct community visioning exercises and formulate a "Community Greenprint" for Palatka's historic downtown core. The project was executed by eight students seeking a Master of Landscape Architecture degree at University of Florida's Department of Landscape Architecture under the direct supervision of Dr. Mary Padua, Associate Professor. Multiple community workshops were held to gather public input and present the students findings and recommendations. The final plan and process documents, which can be viewed at http://palatka-fl.gov/?page_id=2288, included alternative landscape strategies and master plans with illustrative renderings that leverage different key priorities such as Palatka's CBD context with the adjacent North and South Historic Districts, community linkages with the rest of Palatka and the surrounding communities, ecological and bio-regional context of St. John's river, Palatka's long-range planning, connections with existing or future bikeway systems, infill and streetscape strategies, best practices for stormwater management integrated with a landscape program that considers: the various scales of parks (identified in Palatka's Comprehensive Plan) as well as alternatives that could include temporary use or permanent use (working landscapes or community gardens, rain gardens, flexible outdoor space for everyday, evening, weekend or seasonal use), adaptive re-use of existing properties, plazas or other designed landscape typologies.

This plan illustrates many views and has provided the City perspective on how to pursue redevelopment and growth within its downtown core. The process also brought together many stakeholders and citizens to share their views on how the City should redevelop. The plan has already been useful in the procurement of multiple grants. The Greenprint includes multiple plans and case studies. It does not include a singular master plan. As presented in August of 2008, the next step is to synthesize the Greenprint documents into a singular master plan that includes specific activities including:

- Specific roadway improvements;
- Conceptual site use maps; and
- Conceptual park and stormwater improvements.

This plan will then serve as a guiding document in our efforts to revitalize the downtown core. For example, in January City staff met with Florida Department of Transportation (FDOT) representatives

about pursuing streetscape improvements to the Reid Street corridor. FDOT staff advised the City to conduct a workshop specifically for this purpose and to develop a conceptual corridor plan for consideration. FDOT could then consider this when the Reid Street corridor came up on their work plan. This same process would apply for SR 20 (9th St.). Conceptual site uses illustrated on the final master plan will assist City planners and developers in promoting consistent and rational redevelopment and growth. The next phase is to further study and develop of immediate and long range capital projects to renew/replace the City's aging infrastructure. A separate proposal to accomplish this will be presented to the City Commission for consideration in 2014.

RECOMMENDED ACTION:

Staff is requesting that the CRA approve the attached scope and fee proposal with Caussex Hewett & Walpole (CHW) in an amount not to exceed \$3,150 and authorize staff to amend the South, Central and North TIFF district budgets to pay for the proposal. If approved, this item will be presented to the City Commission on February 27th 2014.

DEPARTMENT HEAD

Submitted: Jonathan Griffith Date: 2-8-14
Requested Agenda: CRA Date: 2-13-14

FINANCE DEPARTMENT Budgeted Yes No N/A Date: _____

CITY ATTORNEY Approved as to Form and Correctness Date: _____

CITY MANAGER Approved Agenda Item For: Date: _____

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

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

TASK ORDER # 3

Date: 2/4/2014

Project/Contract #: **CRA Board & City Commission Update to Green Print for CRA & Commission direction to staff on scoping and creating overall infrastructure master plan.**

Primary Contact: Robert J. Walpole, P.E.
132 NW 76th Drive
Gainesville, FL 32607
(352) 331-1976
Walpole@chw-inc.com

Technical Contact: Gerry Dedenbach, AICP, LEED AP

To: Jonathan Griffith/City of Palatka
201 N. Second St.
Palatka, FL 32177

1. **PROJECT SUMMARY:** The project consists of CHW will work closely with City of Palatka staff to participate and facilitate group discussion on Community Redevelopment Area (CRA) master planning efforts based on updating the existing Green Print. This will include preparation of a PowerPoint presentation including visual preference survey elements, neighborhood and CRA/regulatory zones. The project area is initially focused on and encompasses:

- 1.1. Northside District;
- 1.2. Main Street District;
- 1.3. South Historic Tax District; and
- 1.4. 9th Street, from Carr Street to Reid Street.

2. SCOPE OF SERVICES / TASKS:

2.1. **Meeting Facilitation Services** – Building on the earlier U.F. Green Print study, conducted by Dr. Mary G. Padua, CHW staff will present an inventory and analysis of the areas encompassed in items 1.1, .2, .3 and .4 above in map form, for use in PowerPoint presentations to both the CRA and City Commission. CHW will work closely with City of Palatka staff to ensure potential project identification/ranking occurs in concert with potential funding sources.

(Anticipated 12 hours Planning / 6 hours PA)

Fee for Task 2.1: Not to Exceed \$ 1,750.00

2.2. **Summary Document Presentation Services** – CHW staff will present a Summary Document outlining the outcomes of public meetings and work closely with City of Palatka staff to align community identified priorities with potential funding sources and create a critical path in project ranking and funding sources. This task will be a precursor to the actual engineering study proposed under Task Order 4.

(Anticipated 2 hours Planning / 10 hours PA)

Fee for Task 2.2: Not to Exceed \$ 1,150.00

Reimbursables

Fee for Reimbursables: Not to Exceed \$ 250.00

TOTAL FEE: Not to Exceed \$ 3,150.00

3. DELIVERABLES:

- 3.1. Power Point Presentations;
- 3.2. Conceptual Alternatives outlined for Reid Street beautification, within the district;
- 3.3. Typical Roadways Sections, five (5) for the adopted planning areas;
- 3.4. Updated overall graphic Maps, three (3) for the planning Area depicting “conceptual site uses” such as residential, commercial, recreation, etc. for comparison to the adopted Future Land Use Map (FLUM);
- 3.5. Summary Documents;
- 3.6. Meeting Agendas and Technical Memoranda from meetings; and
- 3.7. Meeting representation at five (5) public meetings: three (3) Specific District meetings; one (1) Workshop; and one (1) City Commission/CRA combined meeting.

4. PLACE OF PERFORMANCE: February / March CRA meetings and subsequent City Commission Public Hearing.

5. PERIOD OF PERFORMANCE: 2/10/2014 to 6/30/2014

6. SERVICES NOT INCLUDED:

Phase I Environmental Services

Geotechnical Services

Subsurface Utility Locate Services

Archaeological Studies

Biologist/Environmental Services

Wetland/Wildlife Impact Permitting and Mitigation

Land or Easement Acquisition elements

Survey Services, Platting, Boundary, Topographic, Wetland or Tree

Landscape Design and Permitting

7. CLIENT RESPONSIBILITIES: The client shall be responsible for providing the following services or information for the consultant's/contractor's use.

7.1. Facility coordination and fees (if applicable)

7.2. Public Meeting Notification, Mailouts, and Newspaper Ads (if required)

Print Name: _____

Signature: _____

Date: _____



PO Box 832
Palatka, FL 32178
(386) 328-0909
www.palatkadowntown.com

February 7, 2014

City of Palatka
City Commission
Community Redevelopment Agency
201 North Second Street
Palatka, FL 32177

Downtown Palatka Inc. wishes to designate Art Leary as its board of director's representative to the city of Palatka Community Redevelopment Agency.

Mr. Leary's contact information is as follows:

Art Leary
601 Reid Street
Palatka FL 32177
386-213-0423
Art.leary@amerisbank.com

Regards

A handwritten signature in black ink, appearing to read "Marlene Lagasse".

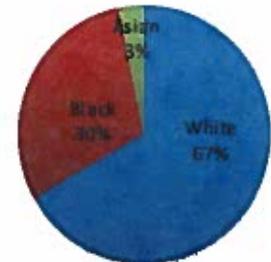
Marlene Lagasse
President DPI

Sponsor of the Florida Azalea Festival and the Gem City Shrimp Blast

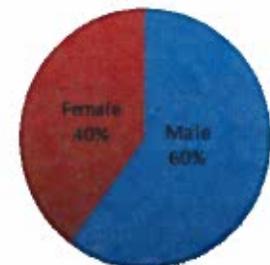
Service Delivery 2013

	Oct. 1- Dec. 31.	YTD 2013	CY 2012
Entrepreneurs Consulted	41	224	132
Total Consulting Hours	198	883	336
Workshops & Events	0	23	9
Workshop Attendees	0	308	158
Jobs Created	2	15	5
Business Startups	1	10	2

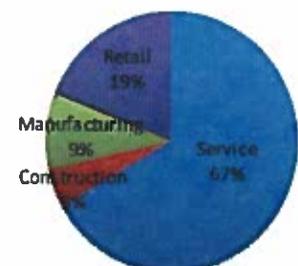
Race



Gender



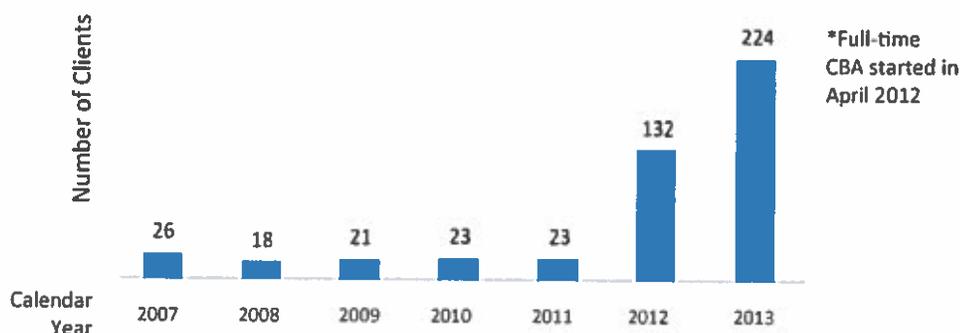
Business Type



2013 Highlights

- Putnam County Business Resource Fair doubled in size to 130 attendees and 36 vendors
- Professional development for Cheryl Lynch included attended the national conference for America's SBDC Network, graduated from the Regional Leadership Academy Class of 2013, and participated in International Trade training through the Department of Commerce, Enterprise Florida and the University of South Florida.
- \$230,000 loans obtained for Putnam County business served by the SBDC
- Continued involvement on the ERC Committee
- Organized with Thad Crowe a complete review of the City of Palatka organizational structure with grad students from UNF

Clients in Putnam County



Business Status

