

ROBERTA M. CORREA
MAYOR - COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT

AGENDA
CITY COMMISSION MEETING
February 13, 2025 at 6:00 PM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. January 9, 2025
- b. January 23, 2025 Workshop
- c. January 23, 2025

3. PUBLIC RECOGNITION

- a. IN THE SPOTLIGHT - Employee of the Month

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

- a. LEGAL DEPARTMENT - 2025 Legislative Special Session update and preview of the 2025 Regular Session
- b. City Manager Verbal discussion

5. PUBLIC COMMENTS

- a. **Public Comments** - (Speakers limited to three minutes - no action taken on items)
- b. **Commission and Staff Response**

6. CONSENT AGENDA

- a. REAPPOINT Elizabeth van Rensburg to the Historic Preservation Board
- b. REAPPOINT Breanna Pierce and Patti Vogt to the Historic Preservation Board
- c. Release of Lien Rachel Douglas-Jones 518 N. 10th Street
- d. Release of Lien Life Estate of Ruthie Camille Watson 2121 Oak St.
- e. Release of Lien Tiffany Chandler 1223 Reid St.
- f. Release of Lien Alfonso Gadala-Maria and Raul Gadala-Maria 400 N. 4th St

- g. Release of Lien Charles J. Smith and Terrance L. Parker Vacant Parcel in Tierra Woods
- h. Release of Lien Dawn Rawls and Richard Earl Burk 600 Emmett St.
- i. Release of Lien Wilhite and Sue Warren 418 River St.
- j. Release of Lien Heirs of Marian McCoy 612 N. 15th St.
- k. Release of Lien Eva Marie Rushton 120 Moseley Ave
- l. Release of Lien Rebecca Lynn Tyler 1000 Moseley Ave
- m. Release of Lien Heirs of Albert and Ruby Garvin 802 N. 18th St
- n. Release of Lien Shanell & BC Properties LLC 809 N.12th St
- o. Release of Lien Janet Reed Pettit and Susan Cynthia Pettit 1221 Kirkland St.
- p. Release of Lien Arliss C. Jr. and Connie F. Walker 1422 Washington St.
- q. Release of Lien Charleen E. House Hosein 313 Dodge St.
- r. Release of Lien Jerome Leonard Miller 516 Bronson St.
- s. Release of Lien Cypress Mills LLC c/o Joseph Jutras 900 River St
- t. Release of Lien Cypress Mills LLC c/o Joseph Jutras 722 River St.
- u. ADOPT RESOLUTION 2025-R-18 incorporating the proposed Flexible Work Schedule Policy, Remote Work Policy, and Exempt Employee Comp Time Off Policy into the City's Personnel Policy.
- v. ADOPT RESOLUTION 2025-R-16 granting a special events permit to Dreams Come True of Jacksonville for the 6th annual Dreams Come True Bass Tournament to be held 03-15-2025.
- w. ADOPT RESOLUTION 2025-R-17 Granting a special events permit to Krista Purcell for the Rodeheaver Boys Ranch Fishing Tournament to be held March 29th 2025.
- x. ADOPT RESOLUTION 2025-R-19 Authorizing the Reconciliation of Unused Contract Quantities for the Palatka Heights Water Main Improvements Project in the Amount of \$252,228.65.
- y. ADOPT RESOLUTION 2025-R-20 authorizing a reconciliation change order to the contract with P&S Paving for the St. Johns Avenue Resurfacing Project. This change order will clear the remaining open balance of \$4,019.71 on the contract, ensuring final reconciliation and project closeout.
- z. ADOPT RESOLUTION 2025-R-22 Urging the Florida State Legislature to Enact Legislation

7. REGULAR BUSINESS

- a. Recess for 10 minutes
- b. Blue Crab Festival Agreement with RQ Music
- c. The Interagency Agreement transferring property from the Airport to the City.
- d. City Manager hiring decision
- e. Policy for not-for-profit funding requests
- f. Discussion/Decision on Mayor Pro Tempore
- g. Interim City Manager hours worked review

8. PUBLIC HEARINGS

- a. Ordinance 2025-1 Rezoning property at the intersection of Saint Johns Ave. and Zeagler from single family residential (R-1) to multi-family residential (R-3) Parcel No. 10-10-26-0000-0200-0050. (First Reading)
- b. Ordinance 2025-2 Establishing the Cypress Landing Townhomes Planned Unit Development overlay.

Development Parcel No. 10-10-26-0000-0200-0050 (First Reading)

- c. Ordinance 2025-3 Annexation of property located on 1604 Husson Ave. into the corporate limits of the City of Palatka, Florida.
Parcel No. 13-10-26-2550-0010-0100. (First Reading)
- d. Ordinance 25-4 Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regard to property located at 1604 Husson Ave. Palatka, Florida, from Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL)
Parcel No. 13-10-26-2550-0010-0100 (First Reading)
- e. Ordinance 25-5 Rezoning property located at 1604 Husson Ave. Palatka, Florida from Putnam County Single Family Residential (R-1A) to City of Palatka Single Family Residential (R-1A).
Parcel No. 13-10-26-2550-0010-0100. (First Reading)
- f. Ordinance 2025-06 Annexation of property located on 5019 Crill Ave. Palatka, Florida into the corporate limits of the City of Palatka, Florida.
Parcel No. 10-10-26-0000-0271-0000 (First Reading).
- g. Ordinance 25-07 Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regard to property located at 5019 Crill Ave. Palatka, Florida, From Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL)
Parcel No. 10-10-26-0000-0271-0000 (First Reading)
- h. Ordinance 25-8 Rezoning property located at 5019 Crill Ave. Palatka, Florida from Putnam County Agriculture (AG) to City of Palatka Single Family Residential (R-1).
Parcel No. 10-10-26-0000-0271-0000 (First Reading)
- i. Ordinance 2025-09 Accessory Dwelling Unit Ordinance (First reading)
- j. Ordinance 24-07 Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regards to property located at Azalea Place Subdivision, Phase II, 00 Kelly Smith School Rd. Palatka, Florida, From City of Palatka Commercial (COM) to City of Palatka Residential Low (RL)
Parcel Nos. 09-10-26-0213-0000-0010; 09-10-26-0213-0000-0020; 09-10-26-0213-0000-0030 (First Reading)
- k. Ordinance 24-08 Rezoning property located at Azalea Place Subdivision, Phase II, 00 Kelly Smith School Rd. Palatka, Florida, From City of Palatka Commercial (COM) to City of Palatka Residential, Single-family (R-1)
Parcel Nos. 09-10-26-0213-0000-0010; 09-10-26-0213-0000-0020; 09-10-26-0213-0000-0030 (First Reading)

9. COMMISSIONER COMMENTS

10. ADJOURN

Upcoming Events	Board Vacancies
February 13, 2025 Student of the Month Ceremony	Historic Preservation Board - 1 vacancy
February 13, 2025 Palatka City Commission Meeting 6:00 PM	Zoning Board of Appeals - 3 vacancies
February 25, 2025 Firefighter, Police, and General Employee Pension Boards Meeting	Police Officers' Pension Board - 1 vacancy
February 27, 2025 Palatka City Commission Meeting 6:00 PM Canceled due to conflict with FBC LEO Conference	General Employees Pension Board - 2 vacancies
March 13, 2025 Palatka City Commission Meeting 6:00 PM	Putnam County Library Board - 1 City appointment vacancy
	Putnam County Better Place Plan Oversight Committee - 1 City appointment
	Firefighters Pension Board -1 vacancy

March 19-20, 2025 Rural Counties Day - Tallahassee, FL	Palatka Housing Authority - 2 upcoming in April 2025
--	--

January 9, 2025

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Attached please find a draft of the Minutes of the January 9th City Commission meeting.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve as read

ATTACHMENTS

1.	2025.01.09 Minutes
----	--------------------

ROBERTA M. CORREA
MAYOR - COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT



MINUTES
CITY OF PALATKA
January 9, 2025

The minutes of the proceedings of the regular meeting of the Palatka City Commission held on Thursday, January 9, 2025, at 6:00 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. CALL TO ORDER

a. Invocation

Invocation was led by Chaplain Mulberry.

b. Pledge of Allegiance led by Commissioner Campbell

The pledge of allegiance was led by Commissioner Campbell

c. Roll Call

Present:

Mayor Roberta Correa
Commissioner Justin Campbell
Commissioner Will Jones
Commissioner Rufus Borom
Commissioner Annie H. Davis

Absent:

Also Present: Interim City Manager/Finance Director Marcia Carty, City Attorney Jane West, Assistant City Clerk Amanda Hayes, HR Manager Virginia Jones, Interim Public Works Director Joe Verrechio, Public Information Officer Peter Willott, Community Affairs Director Eddie Cutwright, Fire Chief Chris Taylor, Police Chief Jason Shaw, Assistant Police Chief Matt Newcomb, Airport Manager Yul McNair, and City Chaplain Alonzo Mulberry

2. APPROVAL OF MINUTES Motion to approve by Commissioner Campbell. Seconded by Commissioner Borom. The Motion Passed unanimously.

a. December 12, 2024 meeting

b. December 18, 2024 Special Called Meeting

3. PUBLIC RECOGNITION/PRESENTATIONS

a. PROCLAMATION - 50th Anniversary of the St. Johns-Putnam-Flagler Charmettes

Mayor Correa read the proclamation.

Commissioner Campbell moved to approve. Commissioner Borom seconded the motion which passed unanimously.

- b. PROCLAMATION - Arbor Day, January 17, 2025

Mayor Correa read the proclamation.

Nicole Grace made comments about arbor day.

Commissioner Borom moved to approve. Commissioner Campbell seconded the motion which passed unanimously.

- c. PROCLAMATION - Martin Luther King, Jr Day - Jan. 20, 2025

Mayor Correa read the proclamation.

D'Arcy Miller spoke about brunch next Sat at Calvary Life Center.

Commissioner Campbell moved to approve. Commissioner Borom seconded the motion which passed unanimously.

- d. PRESENTATION - Jenkins Community Center "Newtown Museum and Cultural Center of Palatka"

Terrill Hill addressed the Commission on the Newtown Museum and Cultural Center Audrey Wise asked the Commission to explore the living history of Palatka. They asked the community to pull together their items for the museum.

Commissioner Campbell and Mayor Correa expressed their desire for a workshop/visioning center to further discuss Jenkins facility.

- e. RECOGNITION - Police and Fire Departments Life Saving Awards

Chief Shaw, Assistant Chief Newcomb and Chief Taylor presented the lifesaving awards for Sergeant Beckton, Officer Gagliardo and Officer Dickerson, and Fire C-Shift personnel: Cpt. Sugden, Engineer House, Firefighter Aulenbach, and Firefighter Bondra.

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

- a. PRESENTATION - Police Department

Chief Shaw presented the various programs the police are involved in, building upgrades, and overall improvements within the department and crime within Palatka. Also discussed upcoming and new programs with the department and community outreach.

Commissioner Davis commended Chief Shaw on his progress.

Commissioner Jones asked about public gatherings and how that's being controlled.

Commissioner Campbell commended Chief Shaw's efforts and seeing firsthand how it works.

Mayor Correa is in support of the programs.

- b. UPDATE - City Manager Search, Jim Hanson, Senior Advisor FCCMA

Ms. Jones advised we are entering phase III of the City Manager search. Applications will be received 12/31/24. Mr. Jim Hanson, FCCMA Senior advisor, has compiled a ranking for the commission's consideration and with George Forbes has sorted 7 highly qualified, 7 qualified, and the rest. He encouraged the Commission to move quickly and conduct background checks, the department heads give a tour of the city, hear the department heads' opinions, hold a public reception, and have a backup candidate. Commission Jones expressed concern that what the commission desires weren't input. Mr. Hanson advised he used the brochure to evaluate the resumes.

- c. UPDATE - Replacement of Aeration Tower and Repair of Aeration Tower 2

Shaun explained what's going on with water in the city and repairs being made to fix it.

Commissioner Borum stated this is the first time he's heard that a tower has been down for "many years"

Peter Willott stated he would put information to the public to read.

Commissioner Borom suggested making an emergency motion to approve the funds to make the fixes permanent. Commissioner Campbell seconded the motion.

Commissioner Davis asked about plans to be proactive. Shaun explained maintenance for the plan that has been implemented.

d. Final Investigative Report - Greg Rossman, Esq.

5. PUBLIC COMMENTS

a. **Public Comments** - (Speakers limited to three minutes - no action taken on items)

Jennifer Motes spoke about shooting at PDN and employees not feeling safe working at night.

Wayne McClain recognized the police trying to keep Palatka safe. Suggested increasing budget for resources. Offered continued support.

Mr. Clark came and spoke again about his business.

Vickie Duke spoke about bricks on St Johns Ave and how they still have tar and paint on them.

Mr. Sharbaugh spoke about the investigation and asked that Mr. Rossman to retract his findings as they are unfounded. Packets were provided.

Lisa Miles continued Mr. Sharbaugh's statements regarding no conflict-of-interest policy existing prior to a year ago. Further statements regarding financial interest form.

Mr. Lee continued statements regarding investigation.

Mr. Alexander continued the statements.

Campbell asked about citizens wanting to present but being told they had to speak during public comment. Ms. Carty tried to explain why.

Ms. Daniels spoke about her desire to be interim city manager.

Ms. Givens spoke about town hall

b. **Commission and Staff Response**

Commissioner Borom spoke about the conflict-of-interest form.

Ms. Carty addressed accusations of citizens not being placed on the agenda, and how to be placed on agenda.

Commissioner Borom advised he was unaware of Mr. Griffith's conflicts of interest. He spoke regarding conflicts needing to be disclosed to management. Ms. Carty advised she was going to put Blue Crab North under Presentations, but it was a team effort they were placed under public comments. Individuals are to meet with the City Manager and present their information.

Aeration tower

VOTE: Commissioner Borom moved to find the money and get the problem resolved. Commissioner Campbell seconded the motion which passed unanimously.

6. CONSENT AGENDA

Commissioner Jones pulled C. Commissioner Borom pulled F.

Commissioner Campbell motion to approve all but C and F. Commissioner Davis seconded the motion, which passed unanimously.

Mayor Correa asked for clarification of item 6.C. Ms. Carty explained why it was placed on agenda.

Commissioner Jones asked if we were using the same company for our other locations. Commissioner Borom offered his insight.

VOTE: Commissioner Campbell moved to approve. Commissioner Davis seconded the motion which

passed unanimously.

Item F - Ms. Carty explained the need for resolution. Borom asked to pull it because of the quality of work that the money is getting. Public works - Joe expanded on trying to get bricks clean.

VOTE: Commissioner Borom moved to approve. Commissioner Davis seconded the motion which passed unanimously.

Commissioner Jones suggested putting all the security systems under one umbrella. **Commissioner Borom moved to approve. Commissioner Davis seconded the motion which passed unanimously.**

- a. RATIFY APPOINTMENT of Amanda Hayes as the Acting City Clerk
- b. ACCEPTANCE of the resignation of Nicole Grace from the Tree Committee
- c. ADOPT RESOLUTION 2025-R-01 ratifying a Residential Purchase and Services Agreement with Vector Security, Inc. for Alarm Services
- d. ADOPT RESOLUTION 2025-R-02 authorizing the execution of an agreement for Employee Assistance Provider services with Dr. Townsend & Associates
- e. ADOPT RESOLUTION 2024-R-03 authorizing execution of a contract agreement with ADP for Payroll and Human Resource Services Software
- f. ADOPT RESOLUTION 2025-R-04 authorizing a FY 2024-2025 budget transfer in the amount of \$423,394.18 from City Share Downtown Streetscapes for the County led St. Johns Avenue Reconstruction Resurfacing project
- g. ADOPT RESOLUTION 2025-R-05 rejecting all bids for Request for Proposals (RFP) 2024-22 City of Palatka Fire Department Main Station #1 Re-Roof
- h. ADOPT RESOLUTION 2025-R-06 authorizing the Mayor to sign and certify the Palatka Housing Authority 2025 Annual Plan for consistency with the City Comprehensive Plan
- i. ADOPT RESOLUTION 2025-R-07 granting a special events permit to DPI/DPE for Gem City Vintage Market to be held the first Saturday of each month through April 2025
- j. ADOPT RESOLUTION 2025-R-08 granting a special events permit to The African American Cultural Arts Council for the Annual MLK festival to be held on January 20, 2025
- k. ADOPT RESOLUTION 2025-R-09 granting a special events permit to DPI/DPE for Historic Palatka Treasure Market to be held March 15 and October 11, 2025.
- l. ADOPT RESOLUTION 2025-R-10 granting a special events permit to DPE/DPI for St. Patrick's Day parade to be held March 17, 2025

- m. ADOPT RESOLUTION 2025-R-11 granting a special events permit to DPI/DPE for the Fourth of July Parade to be held July 4, 2025

7. REGULAR BUSINESS

- a. Recess for 10 minutes.

- b. DISCUSSION/DIRECTION - Re: Interim City Manager

Ms. Carty discussed the reason behind having this item on the agenda.

Commissioner Campbell made comments stating the situation with Mr. Hill and how it did not end to his satisfaction.

Commissioner Davis stated that they have a report on where they are in the process to hire a permanent city manager and suggested focusing on getting a permanent city manager for the future of the City of Palatka.

The Commissioner consensus was to move forward toward permanent city manager.

- c. DISCUSSION/DIRECTION - Team Building

Ms. Jones elaborated on team building efforts. Looking for direction of which firm to hire.

Commissioner Borum suggested Commissioner Davis be caught up on all previous decisions. Commissioner Davis asked questions about the report.

8. PUBLIC HEARINGS

Commissioner Borum moved to approve ORDINANCE 2024-15. Commissioner Campbell seconded the motion which passed unanimously.

Commissioner Campbell moved to approve ORDINANCE 2024-16. Commissioner Davis seconded the motion which passed unanimously.

9. COMMISSIONER COMMENTS

Commissioner Borum motion to approve the water tower repair not to exceed \$300,000. Commissioner Davis seconded the motion which passed unanimously.

Commissioner Campbell thanked the city staff and the citizens for coming to the meeting.

Commissioner Davis made comments about appreciation to HR and staff.

Commissioner Borum appreciates staff and Commissioner Davis for her input.

Commissioner Campbell moved to adjourn. Commissioner Davis seconded the motion which passed unanimously.

10. ADJOURN 9:33pm

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Attached please find a draft of the Minutes of the January 23rd City Commission Workshop.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve as read

ATTACHMENTS

1.	2025.01.23 Workshop
----	---------------------

ROBERTA M. CORREA
MAYOR - COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT



MINUTES
CITY OF PALATKA
January 23, 2025

The minutes of the proceedings of the regular meeting of the Palatka City Commission held on Thursday, January 23, 2025, at 4:00 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. CALL TO ORDER

a. Invocation

Commissioner Davis said the invocation and lead the pledge of allegiance.

b. Roll Call

Commissioner Davis, Commissioner Borum, and Mayor Carrea were present. Commissioner Campbell and Commissioner Jones were present via Zoom.

City Attorney Jane West, Interim City Manager Marcia Carty, Assistant City Clerk Amanda Hayes, and City Clerk Karen Hayes were also present.

2. PUBLIC RECOGNITION/PRESENTATIONS

a. Roles and Responsibilities

Associate Professor, UNF Georgette Dumont shared a presentation with the Commissioners.

The presentation was on Collaborative Governance: understanding commission and staff roles.

She discussed the structure, sunshine, roles and responsibilities, and meetings. Georgette Dumont also spoke on the Charter, Council V Commission, pure Commission, weak Mayor, strong Mayor, Commission - Manager.

The Mayor and the Commissioners all asked questions. Everyone thanked Georgette Dumont for a job well done.

3. ADJOURN The workshop was adjourned at 5:50 p.m.

January 23, 2025
January 23, 2025 Minutes

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Attached please find a draft of the Minutes of the January 23rd City Commission meeting.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve as read

ATTACHMENTS

1.	2025.01.23 Minutes
----	--------------------

ROBERTA M. CORREA
MAYOR - COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT

MINUTES
CITY OF PALATKA
January 23, 2025

The minutes of the proceedings of the regular meeting of the Palatka City Commission held on Thursday, January 23, 2025 at 6:00 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. CALL TO ORDER

a. Invocation

The invocation was stated by Pastor Mulberry.

b. Pledge of Allegiance

The pledge of allegiance was led by Commissioner Borum.

c. Roll Call

Present:

Mayor Roberta Correa

Commissioner Will Jones

Commissioner Rufus Borom

Commissioner Davis

Commissioner Justin Campbell via Zoom

Also Present: Interim City Manager/Finance Director Marcia Carty, City Attorney Jane West, City Clerk Karen Hayes, Assistant City Clerk Amanda Hayes, HR Manager Virginia Jones, Interim Public Works Director Joe Verrechio, Public Information Officer Peter Willott, Community Affairs Director Eddie Cutwright, Fire Chief Chris Taylor, Police Chief Jason Shaw, Assistant Police Chief Matt Newcomb, Airport Manager Yul McNair, and City Chaplain Alonzo Mulberry

Commissioner Davis moved to have item 8 (c) to the top of the agenda. Commissioner Jones seconded the motion, which passed unanimously.

ADOPT RESOLUTION 2025-R-12 ratifying the City Manager's Appointment of Karen Hayes, MMC as the City Clerk of the City of Palatka

Commissioner Borum moved to approve Resolution 2025-R-12. Commissioner Davis seconded the motion, which passed unanimously.

d. Swearing in Ceremony

Deputy City Clerk of Alachua, Northeast Regional Director of Florida Association of City Clerks LeAnne William sworn in Karen Hayes, MMC as the new City Clerk of Palatka and she pinned Karen Hayes with her MMC pin.

2. APPROVAL OF MINUTES **Commissioner Borum moved to approve. Commissioner Jones seconded the motion, which passed unanimously.**

a. January 6, 2025

3. PUBLIC RECOGNITION

a. IN THE SPOTLIGHT - Employee of the Month

Virginia Jones stated this item will have to wait until next month due to unforeseen information obtained for our candidate.

b. RECOGNITION City of Palatka New Hires

Ms. Jones recognized the new hires:

City Clerk Karen Hayes, CRA Coordinator Kristen Odom, Police Officer Melonie Lynn, Police Officer Anthony Harrell, Sanitation Driver Anthoney Napier, Police officer William Shelley, and Finance Specialist II Anber Couver.

4. PRESENTATIONS

a. Presentation regarding School Zone Traffic Enforcement

Police Chief Shaw and Jeff Ianuzi from Newall Global gave a presentation on what can happen in a school zone with accidents. Jeff Ianuzi explained how the officers will be able to view cameras and keep an eye on the speeders that do speed in the school zone. He also explained there is no cost to the city, the violators will be the ones who take care of the cost.

Chief Shaw explained there are three schools in Palatka, Putnam County School of the Arts and Science, Palatka High School, and Moseley.

b. SMA Health Care

The Regional Vice President of SMA Healthcare Nancy Russo spoke about the history of SMA Healthcare. She explained how the services work for the employees and how the employees can benefit for them. She explained all the partnerships as well.

c. The Blue Crab Book Rewards Program Presentation

The editor of the Dancing Macedon magazine gave a presentation about the blue crab rewards program. He is asking for funding for the program he presented. He stated if the books that the students read and give them a bonus such as a personal pizza as one example.

Commissioner Campbell stated he is a Putnam County School District employee. If there is a decision to be made, will he have to recuse himself from the vote? Jane West stated no, you will not have to recuse yourself because you are not benefitting from this financially.

5. CITY MANAGER AND ADMINISTRATIVE REPORTS Verbal

a. City Manager - Verbal Updates

Ms. Carty spoke about the projects the City Directors are working on. The city is working on getting signage for the bridge, Peter Willott is working with SunCom for the phone systems and as Interim City Manager Ms. Carty stated the Organizational chart is almost complete. Ms. Carty stated the lead project is completed and she will be sending it to the state of Florida.

b. Policies - Flexible Work Schedule - Remote Work Policy - Exempt Employee Comp Time Off

Ms. Jones explained the flex schedule, remote work policy and the exempt employee comp time off. She is looking for direction from the Commissioners and is asking for them to make recommendations of the policy to move forward.

c. Financial Report December 2024

Ms. Carty gave the finance report. She went over the revenues and expenditures. The Commissioners and Mayor requested getting the Finance report monthly.

d. Public Works Department - Presentation

Joe Verrechio gave a presentation on the new facilities for the public works department. The Commissioners and Mayor agreed with moving this project forward and quickly.

Joe also gave an update on the Watermain project and the street sign projects.

The Commissioners and the Mayor thanked Joe and his team for a well-done job they are doing.

e. **Water & Wastewater Asset Management Progress Report**

Brian gave the report for the Water and Wastewater. Currently they are working on a plan for the City.

6. **PUBLIC COMMENTS**

a. **Public Comments** - (Speakers limited to three minutes - no action taken on items)

Ms. Duke spoke about the bricks, and it looked better now that it is cleaned up. She was also pleased to see on channel 4 covered the MLK parade.

Ms. Givens asked about the lights on Washington street area on the northside? She also would like to know about organization helping in that district and what needs to be so we can help? March 19th and 20th are rural county days in Tallahassee and is there help for that? Ms. Givens also stated the policy for conflict of interest.

b. **Commission and Staff Response**

Ms. Carty stated she would follow up on the nonprofit organizations question after she does some research. She also asked Ms. Givens to call her and set up an appointment with her to go over anything else she needs. Chief Shaw stated he was looking for funding for the lighting program. Commissioner Jones asked if the City could use the ARPA funds for this project.

7. **CONSENT AGENDA**

Commissioner Davis pulled A. Commissioner Jones pulled G.

Commissioner Borum moved to pass the consent agenda with the exceptions of items A and G.

Commissioner Davis seconded the motion with passed unanimously.

- a. Adopt Resolution 2025-R-14: Approve the additional funds needed for the Change Order in the Amount of \$18,555.76 for the Water Treatment Plant Granulated Activated Carbon Project (City Funds).
- b. REAPPOINT Jud Neufeld and Chip Laibl to the Gas Authority Board
- c. Adopt Resolution 2025-R-15 Authorizing the Approval of the \$64,780 Civil Engineering Services Proposal from Passero Associates for the St. Johns Ave 3000 Block Sanitary Sewer Design and Construction Documents, Including the Associated Fee Schedule and Scope of Work.
- d. *ADOPT RESOLUTION 2025-R-13 granting a special events permit to Azalea Region-Antique Automobile Club of America for the 26th Annual Car Show to be held 03/01/2025.*
- e. Position for IT Coordinator
- f. RFP for Contract for Information Technologies Services
- g. ADOPT RESOLUTION 2024-R-248 approving a shortlist of firms for RFQ 2024-07 Continuing Engineering, Architecture, and Landscape Architecture Services and Authorizing Contracting Actions and authorizing contract execution

8. **REGULAR BUSINESS**

A) Adopt Resolution 2025-R-14: Approve Change Order in the Amount of \$1,026,879.42 for the Water Treatment Plant Granulated Activated Carbon Project, Utilizing \$1,014,323.66 in ARPA and FDEP Grant Funds and \$12,555.76 from WTP Chemical Fund (City Funds). Sean explained they are requesting \$12,000 with an additional \$6,000 for concrete. from the Commission tonight to help with the money they do not have from the grants. They need this money to change out the bad valves.

Commissioner Davis moved to accept. Commissioner Borum seconded the motion which passed unanimously.

G) ADOPT RESOLUTION 2024-R-248 approving a shortlist of firms for RFQ 2024-07 Continuing Engineering, Architecture, and Landscape Architecture Services and Authorizing Contracting Actions and authorizing contract execution.

Commissioner Davis moved to approve this item with the noted requirement. Commissioner Jones seconded the motion which passed unanimously.

a. Recess for 10 minutes

b. Direction/Discussion: River Street Retaining Wall Rehabilitation/Replacement Proposal.

Carlos spoke about the retaining wall replacement. It was a consensus from the Commission to move forward with the project.

c. ADOPT RESOLUTION 2025-R-12 ratifying the City Manager's Appointment of Karen Hayes, MMC as the City Clerk of the City of Palatka

d. Swearing in Ceremony

e. Putnam County Development-Mayor to appoint Commissioner Davis and Commissioner Campbell
Mayor Correa appoints Commissioner Campbell and Commissioner Davis to the Putnam County Development committee.

f. DISCUSSION/DIRECTION - Kelly Smith Road rezoning application

Mayor Correa disclosed she had exparte communication. The mayor disclosed what her conversation was.

Commissioner Jones disclosed that he received a phone call but never did get back.

Commissioner Davis gave the direction to move this forward and have it placed on the agenda.

9. PUBLIC HEARINGS

a. ORDINANCE 2024-15 establishing the McLaury Cove Townhome Community Planned Unit Development Parcel Nos.:10-10-26-0000-0130-0010; 10-10-26-0000-0200-0060 (second reading)

Lorenzo spoke on Ordinance 2024-15. He stated it was the second reading and the applicant here for questions.

Commissioner Jones moved to approve. Commissioner Borum seconded the motion which passed unanimously.

Public comment

Ms. Duke asked how many homes and will there be a fence around the retention pond.

b. ORDINANCE 2024-16 rezoning 110 South State Rd. 19 Rezone from General Commercial (C-1) to Intensive Commercial (C-2) Parcel No.:11-10-26-0000-0143-0020 Applicant: Pellicer Trust (second reading)

Commissioner Davis moved to approve the Ordinance. Commissioner Jones seconded the motion which passed unanimously.

10. COMMISSIONER COMMENTS

Commissioner Campbell thanks everyone who took part in the festivities for the MLK event.

Commissioner Jones requested the tabs and be more cognizant of the agenda.

Commissioner Borum congratulated Commissioner Campbell, and he thanked the staff.

Commissioner Davis congratulated Commissioner Campbell on his new baby girl, and she welcomed the new city clerk.

11. ADJOURN

Commissioner Davis moved to adjourn. Commissioner Borum seconded the motion which passed unanimously.

2025 LEGISLATIVE PREVIEW



Jane West, Esq., City Attorney
February 13, 2025

CITY of *Palatka*
FLORIDA

SPECIAL SESSION RECALL THE “TRUMP” ACT



SB 2B Tackling and Reforming Unlawful Migration Policy (TRUMP) Act

Mandatory local government cooperation – must fully cooperate with federal immigration enforcement. Penalties up to \$5K against elected or appointed local official who knowingly violate these provisions.

Local Law Enforcement Immigration Grant Program – allocates \$100 million to reimburse local law enforcement agencies for hiring and retaining officers, as well as costs associated with federal immigration enforcement coordination.

SB 184 AFFORDABLE HOUSING



Requiring, rather than authorizing, a local government to adopt an ordinance to allow accessory dwelling units in certain areas; requiring the Florida Housing Finance Corporation to establish a model program that uses mezzanine finance for a certain purpose; authorizing a local government to provide a density bonus incentive to landowners who make certain real property donations to assist in the provision of affordable housing for military families, etc.

Sponsor: Sen. Don Gaetz (R)

SB 84 HOUSING FOR LEGALLY VERIFIED AGRICULTURAL WORKERS

Defining the terms "housing site" and "legally verified agricultural worker"; prohibiting governmental entities from adopting or enforcing any legislation that inhibits the construction of housing for legally verified agricultural workers on agricultural land operated as a bona fide farm.

Sponsor: Sen. Jay Collins (R)



HB 247 – AFFORDABLE HOUSING

Requires, rather than authorizes, local government to adopt ordinance to allow accessory dwelling units in certain areas; prohibits such ordinance from increasing parking requirements; requires Florida Housing Finance Corporation to establish model program that uses mezzanine finance for certain purpose; requires corporation to consult with specified entity; authorizes local government to provide density bonus incentive to landowners who make certain real property donations to assist in provision of affordable housing for military families.

Sponsor: Rep. William Conerly (R)



HB 89 – FOOD INSECURE AREAS

Authorizes local government to enact land development regulations to permit land use for small-footprint grocery store located in food insecure area; authorizes local government to include in its comprehensive plan provision permitting land use for small-footprint grocery store located in food insecure area; authorizes local government to require mandatory reporting of certain information from small-footprint grocery store.

Sponsor: Rep. Fiona McFarland (R)



SB 80 STATE PARK PRESERVATION ACT



Mandates public hearings for all updated conservation and non-conservation land management plans; requiring the Division of Recreation and Parks of the Department of Environmental Protection to comply with specified provisions when granting certain privileges, leases, concessions, and permits; requiring that individual management plans for parcels located within state parks be developed with input from an advisory group.

Sponsor: Sen. Jennifer Bradley (R)

Sen. Gayle Harrell (R)

SB 62 RESILIENT BUILDINGS

Defining the term "resilient building"; specifying that owners of resilient buildings are eligible to receive a specified tax credit; requiring building owners to file a specified application with the Department of Environmental Protection by a specified date in order to claim such tax credit; creating the Florida Resilient Building Advisory Council adjunct to the Department of Environmental Protection,

Sponsor: Sen. Ana Rodriguez (R)



HB 287 BUILDING AND PLUMBING PERMITS FOR THE USE OF ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEMS

Allows municipalities and political subdivisions to issue building and plumbing permits when owners or builders have applied for septic tank permits, rather than requiring them to wait until those permits are issued.

Sponsor: Rep. William Conerly (R)





QUESTIONS?













Regular meetings 2nd and 4th Thursdays of each month at 6:00 PM

CITY OF PALATKA BOARD/COMMITTEE APPLICATION

I, Elizabeth van Rensburg (print full name), wish to apply for ☐ appointment or ☒ reappointment (check one) to the following Board/Committee (check one):

- | | |
|--|--|
| ☐ Airport Advisory Board | ☐ Palatka Housing Authority |
| ☐ Board of Zoning Appeals | ☐ Planning Board |
| ☐ Charter Review Committee (advisory) | ☐ Police Officers' Pension Board |
| ☐ Community Redevelopment Agency (advisory) | ☐ Putnam County Better Place Plan Oversight Committee |
| ☐ Firefighters Pension Board | ☐ Putnam County Library Board |
| ☐ General Employees' Pension Board | ☐ Tax Increment Advisory Committee (advisory) |
| ☒ Historic Preservation Board | ☐ Tree Committee (advisory) |
| ☐ Palatka Gas Authority | |

Residential address: 310 N. 3rd St. Palatka FL 32177

Business name and address: _____

Phone: 904.377.5044

E-mail: emholiday@hotmail.com

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

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

Current Chairman of HPB
Have served 15 years on City Boards

WHAT GOVERNMENT BOARDS HAVE YOU SERVED ON IN THE PAST OR CURRENTLY?

HPB CofP
Code Enforcement CofP

201 N. 2nd STREET • PALATKA, FLORIDA • 32177

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

OTHER COMMENTS OR INFORMATION:

In accord with F.S. 760.80(4) Please indicate the following:

Applicant's race: _____
Ethnicity: _____
Gender: _____
Physical disability: _____

AGREEMENT: *I hereby certify that all the information contained herein is true to the best of my knowledge. I hereby agree and understand that this document, once submitted, is an official/public record of the City of Palatka. I understand that the Palatka City Commission may require an interview at a publicly held meeting to consider my application. I understand that, if appointed, I will serve in a volunteer capacity on this board/committee. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam County Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term. I understand that per the Florida Constitution I cannot serve on more than one board/committee, unless the board/committee's responsibilities are strictly advisory.*



SIGNATURE OF APPLICANT

12.19.24

DATE



**Post Office Box 35
Palatka FL 32178-0035**

December 23, 2024

Sunni Krantz, City Clerk
City of Palatka
201 N 2nd ST
Palatka FL 32177-3735

Dear Ms. Krantz:

The seat on Palatka's Historic Preservation Board that was vacated by Mr. Larry Beaton is listed in Chapter 54 of Palatka's Code of Ordinances Section 54-76, C (4) as "A representative of the Putnam County Historical Society".

The Executive Board of the Putnam County Historical Society would like to make a recommendation to the Palatka City Commission that Ms. Elizabeth M. Holiday-van Rensburg fill that vacancy. Ms. Holiday-van Rensburg is currently representing the North Historic District seat but is moving to Prospect Street near the golf course, inside the city.

Thank you for your consideration of our recommendation to fill the seat representing the Society on the Historic Preservation Board.

Sincerely,

Nicole Grace, President

On behalf of the Putnam County
Historical Society's Executive Board

REAPPOINT Breanna Pierce and Patti Vogt to the Historic Preservation Board
REAPPOINT Breanna Pierce and Patti Vogt to the Historic Preservation Board

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Breanna Pierce and Patti Vogt have expressed desire to be reappointed to the Historic Preservation Board.

BACKGROUND

Ms. Pierce was originally appointed on March 24, 2022 and Ms. Vogt was originally August 25, 2022.

PROJECT ANALYSIS

Members are in good standing.

Staff Recommendation

Approve reappointments.

ATTACHMENTS

1.	Patti Vogt and Brianna Pierce Applications for reappointment
----	--



Regular meetings 2nd and 4th Thursdays of each month at 6:00 PM

CITY OF PALATKA BOARD/COMMITTEE APPLICATION

I, Patti Voigt (print full name), wish to apply for ☐ appointment or ☒ reappointment (check one) to the following Board/Committee (check one):

- | | |
|--|--|
| ☐ Airport Advisory Board | ☐ Palatka Housing Authority |
| ☐ Board of Zoning Appeals | ☐ Planning Board |
| ☐ Charter Review Committee (advisory) | ☐ Police Officers' Pension Board |
| ☐ Community Redevelopment Agency (advisory) | ☐ Putnam County Better Place Plan Oversight Committee |
| ☐ Firefighters Pension Board | ☐ Putnam County Library Board |
| ☐ General Employees' Pension Board | ☐ Tax Increment Advisory Committee (advisory) |
| ☒ Historic Preservation Board | ☐ Tree Committee (advisory) |
| ☐ Palatka Gas Authority | |

Residential address: 220 So. 4th St
 Business name and address: SAME - El-Loren Motel
 Phone: 386-916-9633
 E-mail: _____

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

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

REALTOR, 7 HISTORIC HOME RENOVATIONS
LIVED IN NORTH, SOUTH, CENTRAL BUSINESS
HISTORIC DISTRICTS - 28 YEARS

WHAT GOVERNMENT BOARDS HAVE YOU SERVED ON IN THE PAST OR CURRENTLY?

N/A

201 N. 2nd STREET • PALATKA, FLORIDA • 32177

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

OTHER COMMENTS OR INFORMATION:

In accord with F.S. 760.80(4) Please indicate the following:

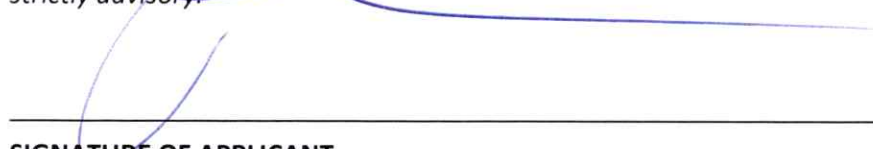
Applicant's race: Caucasian

Ethnicity: _____

Gender: Female

Physical disability, if any: none

AGREEMENT: I hereby certify that all the information contained herein is true to the best of my knowledge. I hereby agree and understand that this document, once submitted, is an official/public record of the City of Palatka. I understand that the Palatka City Commission may require an interview at a publicly held meeting to consider my application. I understand that, if appointed, I will serve in a volunteer capacity on this board/committee. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam County Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term. I understand that per the Florida Constitution I cannot serve on more than one board/committee, unless the board/committee's responsibilities are strictly advisory.


SIGNATURE OF APPLICANT

2/6/25
DATE



Regular meetings 2nd and 4th Thursdays of each month at 6:00 PM

CITY OF PALATKA BOARD/COMMITTEE APPLICATION

I, Breanna Pierce (print full name), wish to apply for ☐ appointment or ☒ reappointment (check one) to the following Board/Committee (check one):

- | | |
|--|--|
| ☐ Airport Advisory Board | ☐ Palatka Housing Authority |
| ☐ Board of Zoning Appeals | ☐ Planning Board |
| ☐ Charter Review Committee (advisory) | ☐ Police Officers' Pension Board |
| ☐ Community Redevelopment Agency (advisory) | ☐ Putnam County Better Place Plan Oversight Committee |
| ☐ Firefighters Pension Board | ☐ Putnam County Library Board |
| ☐ General Employees' Pension Board | ☐ Tax Increment Advisory Committee (advisory) |
| ☒ Historic Preservation Board | ☐ Tree Committee (advisory) |
| ☐ Palatka Gas Authority | |

Residential address: 213 Madison St. Palatka Florida 32177

Business name and address: FIRST CITY POOLS + SPAS 115 W. Union Rd. East Palatka Florida 32131

Phone: 386-937-1093

E-mail: Breanna.pierce@hotmail.com

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

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

Commercial Pool Contractor
Past President Putnam County Historical Society's Board Member
North Historic Resident

WHAT GOVERNMENT BOARDS HAVE YOU SERVED ON IN THE PAST OR CURRENTLY?

Historic Preservation Board - current

OTHER COMMENTS OR INFORMATION:

Newly Elected as Vice Chair of the Historic Preservation Board

In accord with F.S. 760.80(4) Please indicate the following:

Applicant's race: White

Ethnicity: African

Gender: Female

Physical disability, if any: N/A

AGREEMENT: I hereby certify that all the information contained herein is true to the best of my knowledge. I hereby agree and understand that this document, once submitted, is an official/public record of the City of Palatka. I understand that the Palatka City Commission may require an interview at a publicly held meeting to consider my application. I understand that, if appointed, I will serve in a volunteer capacity on this board/committee. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam County Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term. I understand that per the Florida Constitution I cannot serve on more than one board/committee, unless the board/committee's responsibilities are strictly advisory.



SIGNATURE OF APPLICANT

2/5/25

DATE

Release of Lien Rachel Douglas-Jones 518 N. 10th Street
Address: 518 N. 10th St
Parcel No.: 42-10-27-6850-1670-0110
Applicant: Rachel Douglas-Jones

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien 518 N 10th St, Rachel Douglas-Jones
----	---

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 05-11, recorded at Official Record Book 1042, Page 96 on June 30, 2005, arising out of code violations at 518 North 10th Street, Palatka, Florida 32177 against the owner of the property, Rachel Douglas-Jones.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 518 N. 10th St, Palatka, Florida
Parcel No.: 42-10-27-6850-1670-0110

DATED THIS 13th day of February 2025.

CITY OF PALATKA

ATTEST:

BY: _____
ROBERTA M. CORREA
Mayor

City Clerk

Release of Lien Life Estate of Ruthie Camille Watson 2121 Oak St.
Address: 2121 Oak Street
Parcel No.: 12-10-26-1550-0030-0060
Applicant: Life Estate of Ruthie Camille Watson

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines were incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien 2121 Oak St., Life Estate of Ruthie Camille Watson
----	--

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2020014, recorded at Official Record Book 1619, Page 1707 on May 17, 2021, arising out of code violations at 2121 Oak Street, Palatka, Florida 32177 against the owner of the property, Life Estate of Ruthie Camille Watson.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 2121 Oak Street, Palatka, Florida
Parcel No.: 12-10-26-1550-0030-0060

DATED THIS 13th day of February 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Release of Lien Tiffany Chandler 1223 Reid St.
Address: 1223 Reid St.
Parcel No.: 42-10-27-6850-2160-0100
Applicant: Tiffany Chandler

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien 1223 Reid St., Tiffany Chandler
----	---

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2024074, recorded at Official Record Book 1774, Page 1297 on September 5, 2024, arising out of code violations at 1223 Reid Street, Palatka, Florida 32177 against the owner of the property, Chandler Tiffany.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 1223 Reid Street, Palatka, Florida
Parcel No.: 42-10-27-6850-2160-0100

DATED THIS 13th day of February 2025.

CITY OF PALATKA

ATTEST:

BY: _____
ROBERTA M. CORREA
Mayor

City Clerk

Release of Lien Alfonso Gadala-Maria and Raul Gadala-Maria 400 N. 4th St
Address:400 N. 4th St
Parcel No.:42-10-27-6850-0210-0041
Applicant: Alfonso Gadala-Maria and Raul Gadala-Maria

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien 400 N. 4th St., Alfonso Gadala-Maria and Raul Gadala-Maria
----	--

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 201300057, recorded at Official Record Book 1362, Page 346 on October 24, 2013, arising out of code violations at 400 N. 4th Street, Palatka, Florida 32177 against the owner of the property, Alfonso Gadala-Maria and Raul Gadala-Maria.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 400 N. 4th Street, Palatka, Florida
Parcel No.: 42-10-27-6850-0210-0041

DATED THIS 13th day of February 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Release of Lien Charles J. Smith and Terrance L. Parker Vacant Parcel in Tierra Woods
Parcel No.: 09-10-26-9005-0770-0531
Applicant: Charles J. Smith and Terrance L. Parker

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien Vacant Parcel in Tierra Woods, Charles J. Smith and Terrance L. Parker
----	--

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 11-80, recorded at Official Record Book 1302, Page 1882 on October 31, 2011, arising out of code violations at Vacant Parcel in Tierra Woods, Palatka, Florida 32177 against the owner of the property, Charles J. Smith and Terrance L. Parker.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: Vacant Parcel in Tierra Woods, Palatka, Florida
Parcel No.: 09-10-26-9005-0770-0531

DATED THIS 13th day of February 2025.

CITY OF PALATKA

ATTEST:

BY: _____
ROBERTA M. CORREA
Mayor

City Clerk

Release of Lien Dawn Rawls and Richard Earl Burk 600 Emmett St.
Address: 600 Emmett St.
Parcel No.: 42-10-27-6850-0430-0080
Applicant: Dawn Rawls and Richard Earl Burk

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien 600 Emmett St., Dawn Rawls and Richard Earl Burk
----	--

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023191, recorded at Official Record Book 1745, Page 1601 on February 26, 2024, arising out of code violations at 600 Emmett St., Palatka, Florida 32177 against the owner of the property, Dawn Rawls and Richard Earl Burk.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 600 Emmett St., Palatka, Florida
Parcel No.: 42-10-27-6850-0430-0080

DATED THIS 13th day of February 2025.

CITY OF PALATKA

ATTEST:

BY: _____
ROBERTA M. CORREA
Mayor

City Clerk

Release of Lien Wilhite and Sue Warren 418 River St.
Address: 418 River St
Parcel No.: 42-10-27-6850-0470-0060
Applicant: Wilhite and Sue Warren

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien 418 River St, Wilhite and Sue Warren
----	--

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023190, recorded at Official Record Book 1745, Page 1599 on February 26, 2024, arising out of code violations at 418 River St., Palatka, Florida 32177 against the owner of the property, Wilhite and Sue Warren.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 418 River St., Palatka, Florida
Parcel No.: 42-10-27-6850-0470-0060

DATED THIS 13th day of February 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Release of Lien Heirs of Marian McCoy 612 N. 15th St.
Address: 612 N. 15th St
Parcel No.: 42-10-27-6850-2900-0130
Applicant: Heirs of Marian McCoy

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien Heirs of Marian McCoy 612 N. 15th St
----	--

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023166, recorded at Official Record Book 1744, Page 852 on February 13, 2024, arising out of code violations at 612 N. 15th St., Palatka, Florida 32177 against the owner of the property, Heirs of Marian McCoy.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 612 N. 15th St., Palatka, Florida
Parcel No.: 42-10-27-6850-2900-0130

DATED THIS 13th day of February 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Release of Lien Eva Marie Rushton 120 Moseley Ave
Address: 120 Moseley Ave
Parcel No.: 12-10-26-1550-0010-0081
Applicant: Eva Marie Rushton

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien Eva Marie Rushton 120 Moseley Ave
----	---

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023163, recorded at Official Record Book 1744, Page 854 on February 13, 2024, arising out of code violations at 120 Moseley Ave., Palatka, Florida 32177 against the owner of the property, Eva Marie Rushton.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 120 Moseley Ave., Palatka, Florida
Parcel No.: 12-10-26-1550-0010-0081

DATED THIS 13th day of February 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Release of Lien Rebecca Lynn Tyler 1000 Moseley Ave
Address:1000 Moseley Ave
Parcel No.: 12-10-26-1370-0020-0030
Applicant: Rebecca Lynn Tyler

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien Rebecca Lynn Tyler 1000 Moseley Ave
----	---

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023156, recorded at Official Record Book 1744, Page 822 on February 13, 2024, arising out of code violations at 1000 Moseley Ave., Palatka, Florida 32177 against the owner of the property, Rebecca Lynn Tyler.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 1000 Moseley Ave., Palatka, Florida
Parcel No.: 12-10-26-1370-0020-0030

DATED THIS 13th day of February 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Release of Lien Heirs of Albert and Ruby Garvin 802 N. 18th St
Address: 802 N. 18th St.
Parcel No.: 37-10-26-6850-3420-0090
Applicant: Heirs of Albert and Ruby Garvin

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien Heirs of Albert and Ruby Garvin 802 N. 18th St
----	--

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023144, recorded at Official Record Book 1744, Page 823 on February 13, 2024, arising out of code violations at 802 N. 18th St., Palatka, Florida 32177 against the owner of the property, Heirs of Albert and Ruby Garvin.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 802 N. 18th St., Palatka, Florida
Parcel No.: 37-10-26-6850-3420-0090

DATED THIS 13th day of February 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Release of Lien Shanell & BC Properties LLC 809 N.12th St
Address: 809 N. 12th St
Parcel No.: 42-10-27-6850-1950-0400
Applicant: Shanell & BC Properties, LLC

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien Shanell & BC Properties LLC 809 N.12th St
----	---

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023122, recorded at Official Record Book 1744, Pages 834 and 835 on February 13, 2024, arising out of code violations at 802 N. 18th St., Palatka, Florida 32177 against the owner of the property, Shanell & BC Properties LLC.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 809 N.12th St., Palatka, Florida
Parcel No.: 42-10-27-6850-1950-0400

DATED THIS 13th day of February 2025.

CITY OF PALATKA

ATTEST:

BY: _____
ROBERTA M. CORREA
Mayor

City Clerk

Release of Lien Janet Reed Pettit and Susan Cynthia Pettit 1221 Kirkland St.
Address: 121 Kirkland St., #101
Parcel No.: 42-10-27-6850-0480-0010
Applicant: Pettit Janet Reed & Cynthia Susan Pettit

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien Janet Reed Pettit and Susan Cynthia Pettit 1221 Kirkland St
----	---

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023094, recorded at Official Record Book 1744, Pages 843 on February 13, 2024, arising out of code violations at 1221 Kirkland St. #101, Palatka, Florida 32177 against the owner of the property, Janet Reed Pettit and Susan Cynthia Pettit.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 1221 Kirkland St. #101, Palatka, Florida
Parcel No.: 42-10-27-6850-0480-0010

DATED THIS 13th day of February 2025.

CITY OF PALATKA

ATTEST:

BY: _____
ROBERTA M. CORREA
Mayor

City Clerk

Release of Lien Arliss C. Jr. and Connie F. Walker 1422 Washington St.
Address: 1422 Washington St.
Parcel No.: 42-10-27-9110-0000-0210
Applicant: Walker Arliss C. Jr. and Connie F.

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien Arliss C. Jr. and Connie F. Walker 1422 Washington St
----	---

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023059, recorded at Official Record Book 1744, Pages 853 on February 13, 2024, arising out of code violations at 1422 Washington St., Palatka, Florida 32177 against the owner of the property, Arliss C. Jr. and Connie F. Walker.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 1422 Washington St., Palatka, Florida
Parcel No.: 42-10-27-9110-0000-0210

DATED THIS 13th day of February 2025.

CITY OF PALATKA

ATTEST:

BY: _____
ROBERTA M. CORREA
Mayor

City Clerk

Release of Lien Charleen E. House Hosein 313 Dodge St.
Address: 313 Dodge St.
Parcel No.: 42-10-27-650-0420-0072
Applicant: Charleen E. House Hosein

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien Charleen E. House Hosein 313 Dodge St
----	---

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023051, recorded at Official Record Book 1744, Pages 841 on February 13, 2024, arising out of code violations at 313 Dodge St., Palatka, Florida 32177 against the owner of the property, Charleen E. House Hosein.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 313 Dodge St., Palatka, Florida
Parcel No.: 42-10-27-650-0420-0072

DATED THIS 13th day of February 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Release of Lien Jerome Leonard Miller 516 Bronson St.
Address: 516 Bronson St.
Parcel No.: 42-10-27-6850-1700-0010
Applicant: Jerome Leonard Miller

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Property in compliance, no fines incurred.

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien Jerome Leonard Miller 516 Bronson St
----	--

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023034, recorded at Official Record Book 1744, Pages 848 on February 13, 2024, arising out of code violations at 516 Bronson St., Palatka, Florida 32177 against the owner of the property, Jerome Leonard Miller.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 516 Bronson St., Palatka, Florida
Parcel No.: 42-10-27-6850-1700-0010

DATED THIS 13th day of February 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Release of Lien Cypress Mills LLC c/o Joseph Jutras 900 River St
Address: 900 River St.
Parcel No.: 42-10-27-6850-0500-0020
Applicant: Cypress Mills LLC

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien Cypress Mills LLC co Joseph Jutras 900 River St
----	---

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023106, recorded at Official Record Book 1744, Pages 859 on February 13, 2024, arising out of code violations at 900 River St., Palatka, Florida 32177 against the owner of the property, Cypress Mills LLC c/o Joseph Jutras.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 900 River St., Palatka, Florida
Parcel No.: 42-10-27-6850-0500-0020

DATED THIS 13th day of February 2025.

CITY OF PALATKA

ATTEST:

BY: _____
ROBERTA M. CORREA
Mayor

City Clerk

Release of Lien Cypress Mills LLC c/o Joseph Jutras 722 River St.
Address: 722 River St.
Parcel No.: 42-10-27-6850-0500-0020
Applicant: Cypress Mills LLC

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve release of lien

ATTACHMENTS

1.	Release of Lien Cypress Mills LLC co Joseph Jutras 722 River St
----	---

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023103, recorded at Official Record Book 1744, Pages 832 on February 13, 2024, arising out of code violations at 722 River St., Palatka, Florida 32177 against the owner of the property, Cypress Mills LLC c/o Joseph Jutras.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Address: 722 River St., Palatka, Florida
Parcel No.: 42-10-27-6850-0500-0020

DATED THIS 13th day of February 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

ADOPT RESOLUTION 2025-R-18 incorporating the proposed Flexible Work Schedule Policy, Remote Work Policy, and Exempt Employee Comp Time Off Policy into the City's Personnel Policy.

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

It is essential to evaluate and endorse policies aimed at enhancing employee morale, allocate time for exempt employees who are required to work beyond standard weekly hours, and establish guidelines regarding remote work for employees who may occasionally need to work from home.

BACKGROUND

These policies were first presented to the Commission for review at the January 23rd meeting due to the City's lack of formal policies to address potential issues related to remote work. This includes managing the working hours of exempt employees that exceed standard hours and implementing strategies to enhance productivity, morale, and reduce absenteeism through flexible work arrangements, which can also serve as a recruitment and retention tool. By adopting these policies, the City will establish clear guidelines to assist all departments in addressing concerns or requests as they arise.

PROJECT ANALYSIS

Staff Recommendation

Adopt Resolution

ATTACHMENTS

1.	RESOLUTION 2025-R-18 Incorporating Flexible Work, Remote Work, and Exempt Employee Comp Time polices
2.	Flexible-Work-Schedule-Policy
3.	Flexible-Work-Hours-Agreement
4.	BENEFITS OF A FLEX SCHEDULE
5.	Remote Work Policy
6.	Short-Term-Remote WorkAgreement
7.	Exemp-Employee-Comp-Time-Off-Policy

RESOLUTION 2025-R-18

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
INCORPORATING THE PROPOSED FLEXIBLE WORK
SCHEDULE POLICY, REMOTE WORK POLICY, AND
EXEMPT EMPLOYEE COMP TIME OFF POLICY INTO
THE CITY’S PERSONNEL POLICY, AND PROVIDING
FOR SCRIVENER’S ERRORS**

WHEREAS, the City of Palatka adopted the Personnel Rules and Regulations dated May 9,1986 and subsequently at different dates adopted revisions:

WHEREAS, the City of Palatka recognizes the importance of fostering a supportive and adaptable work environment that meets both organizational goals and employee needs and

WHEREAS, implementing a Flexible Work Schedule Policy is shown to promote a better work-life balance for employees, allowing them to manage personal responsibilities while maintaining productivity, and

WHEREAS, implementing a Remote Work Policy can benefit the City by allowing employees who are unable to work in person due to unforeseen circumstances to continue fulfilling their duties from home, ensuring continuity of operations and minimizing disruption in service delivery and

WHEREAS, the adoption of an Exempt Employee Comp Time Off Policy recognizes the additional hours worked by exempt employees beyond their standard schedules, providing them with equitable time off which helps boost morale, prevent burnout, and support employee retention.

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

1. The Remote Work Policy, Flexible Work Schedule Policy, and the Exempt Employee Comp Time Policy are hereby adopted and added to the City of Palatka Personnel Rules and Regulations.
2. The policies are hereby adopted as revisions into the City of Palatka Personnel Rules and Regulations.
3. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 13th day of February 2025.

CITY OF PALATKA

By: MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Flexible Work Schedule Policy

The City of Palatka is committed to helping employees face the demands of juggling work, family and personal obligations by offering several possible flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while promoting mental health awareness and allowing The City of Palatka to maintain a progressive and productive work environment. **This flexible working schedule will become available to employees upon successful completion of their probationary period of employment.**

All City of Palatka employees will be considered for alternative work scheduling on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve the City of Palatka with increased productivity at no expense to quality output.

Several alternative work schedule options are available to employees:

- Flextime, in which an employee works eight hours per workday, but there is flexibility in an employee's set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening.
- Compressed workweeks in which an employee works 10 hours per workday, reducing the workweek to four days a week.
- Compressed workweeks in which an employee works nine-hour workdays Monday through Thursday and four hours each Friday. (For exempt employees only, there may be the option of nine-hour days and one full day off every other week.)

The Department Director/Manager is responsible for identifying if any of the staffing options are workable within the department. This may include determining if the entire department or an entire shift must convert to one or more of the above alternative scheduling options. To determine whether an employee's request for an individual alternative work schedule is appropriate, the director/manager must assess the impact and the outcome in terms of production, quality and absenteeism, and if one or a combination of the above arrangements is in the best interests of the department, The City of Palatka and the employee.

Upon approval of a flexible work schedule, a six-month trial period will apply to assess the impact and effectiveness of the arrangement. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled for any reason by management. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her director/manager.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. In order for a flexible work schedule to be approved, the employee must have a satisfactory attendance record, meet all performance expectations in his or her current role and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

Flexible Work Hours Agreement

This flexible work hours agreement is established between The City of Palatka and _____.

This agreement is effective as of _____ and will remain in effect indefinitely unless modified or terminated by The City of Palatka or the employee. If the company decides to terminate this agreement, no written notice will be provided. In the event of a workplace emergency, this agreement may be suspended immediately and indefinitely. This agreement may be reviewed or revised at any time by The City of Palatka.

The agreed upon flexible work arrangements are described as follows:

This agreement is subject to the employee satisfying the following conditions on a continuing basis:

- The employee shall perform all job duties at a satisfactory performance level.
- The employee must have a satisfactory attendance
- The employee shall demonstrate the ability to complete task and assignments on a timely basis.
- The employee will remain accessible to co-workers scheduled to work during the company's traditional business hours.
- The employee's paid leave will be earned and used in the same manner as prior to this flexible work arrangement agreement and be subject to all other applicable company leave policies.

All of the employee's obligations and responsibilities, and terms and conditions of employment with the company remain unchanged, except those specifically changed by this agreement. Any noncompliance with this agreement by the employee may result in modification or termination of the flexible work arrangement established by this agreement.

I have read and understand this agreement and all its provisions. By signing below, I agree to be bound by its terms and conditions.

Employee signature:

Date:

Supervisor signature:

Date

BENEFITS OF A FLEX SCHEDULE

Flexible work schedules offer employees more control over when they work, which can help lead to increased productivity, improved morale, and reduced absenteeism.

Flexible work arrangements can also benefit employers by improving employee retention, cutting down on workplace distractions, and promoting a more collaborative work environment.

1. Improves work life balance
2. Allows employees to work at their most productive hours
3. Improves morale and reduce the risk of burnout
4. Reduce absenteeism

REMOTE WORK POLICY

The City of Palatka has implemented specific guidelines regarding remote work. This option is not a formal or universal benefit available to all staff members; rather, it serves as an alternative approach to fulfilling the needs of the organization on a (case by case basis). Remote work should not be viewed as an entitlement or a company-wide benefit, nor is it intended to address personal requirements. All remote work arrangements are subject to the discretion of The City of Palatka and may be revoked at any time, with or without cause. Additionally, these arrangements do not alter the existing terms and conditions of employment with The City of Palatka. The organization reserves the right to deny remote work requests and to terminate any remote work agreements at its discretion.

Please contact the Human Resource department with any questions you may have.

Eligibility

To participate in the (WFH) Work From Home program, an employee must have:

- Successfully completed the probationary period
- Be in a role where their job duties permit a working from home arrangement
- Obtain prior advance written approval from the employees' Director

Policy Conduct Guidelines

- Remote employees are expected to be available and communicative during the scheduled remote work hours as agreed upon with the employees' supervisor.
- The City of Palatka work rules and other policies continue to apply to offsite work locations.
- Consumption of alcohol during work hours is never acceptable.
- Employees should seek a quiet and distraction-free working space, to the extent possible.
- Employees are expected to maintain their workspace in a safe manner, free from safety hazards.
- Employees approved to work remotely will be provided with the necessary equipment by the City of Palatka

Virtual Meetings

- While distractions are often unavoidable, try to keep them to a minimum. No music or television in the background during meetings.
- Keep yourself muted during video or audio conferencing unless you are speaking.
- Turning on video is encouraged but not required.
- Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host.
- Smoking or vaping is not permitted during a video conference.
- Casual dress is acceptable; however, use discretion. No sleeveless tops, pajamas or other apparel that would not be appropriate to wear outside of your home.
- Avoid multi-tasking. Give your full attention to the meeting as if you were face to face.

Remote Work

All employees are required to maintain the same standards of productivity, collaboration, and professionalism while working remotely as they do in the office. Our technology facilitates a consistent work experience from home, mirroring that of the office environment, and we anticipate that this will ensure a smooth working relationship with our clients, suppliers, and colleagues. Should any team member encounter obstacles that hinder their ability to uphold these standards while working remotely, their remote work arrangement will be revoked.

Short-Term Remote Work Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

FLSA status: ☐ Exempt ☐ Nonexempt

This temporary remote work agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

The employee will report to the employer's work location as necessary upon directive from his or her supervisor.

The employee will comply with all The City of Palatka rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.

The employee will maintain satisfactory performance standards.

The employee will make arrangements for regular dependent care and understands that remote work is not a substitute for dependent care.

The employee will always maintain a safe and secure work environment.

The employee will report work-related injuries to his or her manager as soon as practicable.

The City of Palatka will provide the following equipment: _____

The employee will provide the following equipment: _____

The employee agrees that The City of Palatka equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on The City of Palatka equipment. The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.

The employee agrees to protect company tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with The City of Palatka's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

The employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Human resources signature: _____ Date: _____

Exempt Employee Comp Time Off Policy

Purpose

It is the policy of The City of Palatka to permit exempt employees who work more hours than regularly scheduled to receive compensatory (comp) time off on a pro-rata basis.

The provisions of the Fair Labor Standards Act (FLSA) established a test to determine overtime exemption applied to all positions within The City of Palatka. Positions that do not meet the exempt test standard are classified as nonexempt. Nonexempt positions are entitled to overtime pay and must be compensated for any hours worked over 40 hours in a workweek and are not eligible to earn comp time.

When possible and with appropriate authorization, Appointed Officials and employees should rearrange their work schedules within a work week to avoid working overtime. When an employee in an appointed position must work overtime hours, one of the following provisions will apply. There is no legal obligation of The City of Palatka to grant compensatory time to exempt employees.

Appointed Officials and Employees Exempt from the overtime provision of, or not covered by, The Fair Labor Standards Act

1. Appointed Officials and employees who are exempt from the overtime provisions of, or not covered by, the Fair Labor Standards Act are expected to work the hours necessary to carry out the duties and responsibilities of their positions, which may include attendance at meetings after normal hours.
2. From time to time, it may be necessary for such employees to work hours beyond those referenced above. It is the intent of this section to prevent such employees from being unduly burdened with uncompensated time
3. When authorized by appropriate authority, employees who work beyond what is normally required may be compensated for such hours with straight compensatory time for all hours worked. Only actual hours worked shall be used in calculating the forty (40) hour a week threshold for determining appropriate compensatory time.
4. Exempt employees shall forfeit all accrued but unused compensatory time when they terminate. There shall be no payment for accrued or unused compensatory time.
5. The Fair Labor Standards Act provides exemptions from the guidelines stated within this policy for Police Officers, Fire Fighters and other First Responders

The Department Head who signs the timesheet is authorized to grant comp time off to exempt employees only. The manager's approval of the employee's timesheet will constitute the granting of the employee's comp time. All employees should record the appropriate time worked and time taken on the timesheet.

Using Comp Time

An employee who has accrued comp time and requests use of the time must be permitted to use the time off within a reasonable period after making the request. Managers may deny the request if the use of comp time will unduly disrupt the department's operations. Managers can require an employee to use comp time off to control excessive accrual.

All comp time earned by exempt employees in any workweek must be taken during the two-month period following the end of the workweek during which the comp time was earned. Comp time accrued is subject to an accrual limitation of 40 hours. Employees cannot accrue compensatory hours in excess of (40) in a one-month period.

ADOPT RESOLUTION 2025-R-16 granting a special events permit to Dreams Come True of Jacksonville for the 6th annual Dreams Come True Bass Tournament to be held 03-15-2025.

No alcohol or amplified sound will be present.

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Mike Spurlock of Dreams Come True of Jacksonville is requesting 8 garbage containers. No alcohol or amplified sound will be present. No road closures are needed for this event.

BACKGROUND

A fishing tournament followed by an afternoon weigh-in.

PROJECT ANALYSIS

City of Palatka's special events team met, reviewed the application and agreed upon request. The Community Affairs director will present it to the Commissioners for final approval.

Staff Recommendation

ADOPT RESOLUTION

ATTACHMENTS

1.	Dreams Come True 2025_resolution
2.	Dreams come true of Jacksonville 2025 event application

RESOLUTION NO. 2025-R-16

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO DREAMS COME TRUE OF JACKSONVILLE FOR THE 6TH ANNUAL DREAMS COME TRUE BASS TOURNAMENT TO BE HELD MARCH 3RD 2025. SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION; AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS, Mike Spurlock with Dreams Come True of Jacksonville has made an application to the City of Palatka for a special event permit for the 6th annual Dreams Come True Bass Tournament. WHEREAS, the City of Palatka’s Special Events Committee has met to review the submitted application to assess any additional services necessary for the Special event to provide public safety and/or assistance for the function; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

- Section 1: That Special Events Permit is hereby granted to Dreams Come Ture of Jacksonville for the 6th annual Dreams Come True Bass Tournament with the following provisions and stipulations:**
- a. A Class “B” Special Events Permit is hereby granted for the event to be held March 3rd, 2025, during the hours provided in the application.**
 - b. No Road closures.**
 - c. Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.**

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 13th day of February 2025.

CITY OF PALATKA, FLORIDA

**By: _____
Its Mayor**

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY



Date Received: 4-29-24
Permit Classification: B

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Mike Spurlock
Address: 11007 Altmans Way Email: jms81367@gmail.com
Glen St. Mary, FL 32040 Phone: (904) 304-0997
2. Secondary Contact: Andrea Siracusa / Dreams Come True
Address: 6803 Southpoint Pkwy Email: andrea@dreamscometrue.org
Jacksonville, FL 32216 Phone: (904) 402-1414
3. Event Sponsor/Organization: Dreams Come True of Jacksonville
Attach a certificate of Tax Exemption if applicable.
4. Name of Event: 6th Annual Dreams Come True Bass Tournament
5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):

Fishing tournament followed by afternoon weigh-in

6. Event Location (911 Address): Palatka City Docks - 319 River Street
7. Road Closures: ex. St. Johns Avenue from First Street to Second Street

_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____

NO Road Closures

8 cans

open 3000 @ 4am

open restrooms

8. Onsite representatives during the event:

Name: Mike Spurlock

Cell Phone: 904-304-0997

Name: Andrea Sivacusa

Cell Phone: 904-402-1414

9. Please fill in below for each day within the event.

Date(s) of Event: Hours: Amplified Sound: Alcohol: Attendance

Setup:

3/14/25 3:00 to 6:00 pm pm to to

Event:

03/15/25 4:00 to 6:00 am pm 2:30 to 6:00 pm pm to

 / / to to to

 / / to to to

 / / to to to

 / / to to to

 / / to to to

 / / to to to

04/29/24
Mr. Spurlock
called &
Rescheduled
this event
from 3/8 to
3/15 JCRUZ

Breakdown:

3/8/25 6:00 to 7:00 pm pm to to

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

200 boats - 450 people (anglers, volunteers,
spectators)

11. Number and type of auxiliary vehicles/ equipment:

200 Watercraft Aircraft Utility Vehicles/Golf Carts Other:

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

No

Include date and time:

 / / to to

13. Will transport vehicles be utilized? If so, please describe.

14. Number of staff/ volunteer: 40 Uniform identification:

REQUIRED ATTACHMENTS

- ☐ Site Plan (see checklist)
 - Parking
 - Number and location of food vendors
 - Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
 - Street Closures/Barricades/Detours
 - Garbage Containers
 - Parade/Marching Route
 - Event Headquarters
 - Number and location of temporary signs/banners
 - Sound system(s) location
 - Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
 - Main emergency vehicle access to site
 - Location of security and emergency vehicle parking on site
 - Carnival location (if any)
 - Number/location of portable toilets
- ☐ Tentative Schedule of Events
- ☐ 501(C) (3) Certificate of Exemption # _____
- ☐ Nonprofit articles of incorporation, charter and mission statement
- ☐ Consent letter (event property): property owners on which special event location is held if not city owned
- ☐ Fire resistive rating certificates (tents, fabrics, etc.)
- ☐ 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: _____
- ☐ Alcohol liability certificate of insurance- city as "additional insured"
- ☐ Alcohol license (copy)
- ☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

- ☐ **CLASS A:** \$300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**
- ☒ **CLASS B:** \$100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**
- ☐ **CLASS C:** \$50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) **Permit Filing Deadline: 30 days prior to event**

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.

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 Cultural Resources Department office at 386-326-2704 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.

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.

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

- (a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city 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 as an inducement to the granting of the permit.
 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.
- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.

(d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F.S. § 768.28.

(Ord. No. 10-34, I(Exh. 1), 12-9-2010)

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 costs 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, suits, actions, damages, or cause of actions for any personal injury, loss of life, or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee, and/or any other persons.

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.



Signature of Applicant

3-19-24

Date

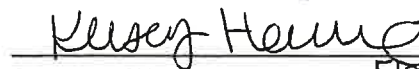
State of Florida County of Duval

The foregoing application is acknowledged before me this 19th day of March, 2024, by Andrea Sivacusa, who is personally known to me, or who has/have produced Driver's License as identification.

NOTARY SEAL



KELSEY HENDRICKS
Commission # HH 165915
Expires August 17, 2025
Bonded Thru Budget Notary Services


Signature of Notary Public, State of Florida

APPLICATION APPROVED



Special Events Coordinator

01/17/25

Date

Chief of Police

Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFCI protected. NFPA 70. Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). Same as a regular inspection tag check.
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC, they must have a K class. No K, no frying.
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. Check fire retardant label on the tent and on the side curtains.
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NFPA 96. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.

Vendor RV Camping

1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except into a proper disposal facility (At this time, the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street, or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will only be authorized by event staff.
6. A placard issued by the event staff will identify vendor RVs.

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDUAL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

Andrea Siracusa
Signature of Applicant

Palatka City Docks / Riverfront Park
Name of Facility being used

Andrea A. Siracusa
Print Name of Applicant

3-8-25
Date of Use

State of Florida County of Duval

The foregoing application is acknowledged before me this 19th day of March, 2024, by Andrea Siracusa, who is personally known to me, or who has/have produced Driver's License as identification.

NOTARY SEAL



KELSEY HENDRICKS
Commission # HH 165915
Expires August 17, 2025
Bonded Thru Budget Notary Services

Kelsey Hendricks
Signature of Notary Public, State of Florida

**ADOPT RESOLUTION 2025-R-17 Granting a special events permit to Krista Purcell for the Rodeheaver Boys Ranch Fishing Tournament to be held March 29th 2025.
The Rodeheaver Boys Ranch will not have alcohol or amplified sound.**

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Krista Purcell with Rodeheaver Boys Ranch is requesting 4 garbage containers. No road closures are requested.

BACKGROUND

Fishing Competition and 1 food vendor.

PROJECT ANALYSIS

The special events team met, reviewed the application and agreed upon the applicants' request. The director of Community Affairs will present it to the Commissioners for approval.

Staff Recommendation

ADOPT RESOLUTION

ATTACHMENTS

1.	Rodeheaver Boys Ranch Bass Fishing tournament 2025_application
2.	2025-R-17 Rodeheaver Boys Ranch Bass tournament 2025_resolution

April 2024

B

APPLICATION FOR SPECIAL EVENT

1. Primary

Contact:

Krista Purcell

Address:

Rodeheaver Boys Ranch

Email:

KPurcell@rodeheaver
foundation.org

Phone:

386 983 0658

2. Secondary Contact:

David Poupard

Address:

RBR

Email:

386 328-1281

Phone:

3. Event Sponsor/Organization:

Rodeheaver Boys Ranch

* one foot truck
Larry Dawgs

Attach a certificate of Tax Exemption if applicable.

4. Name of Event:

RBR Bass Fishing Tournament

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions,

regattas, arts/crafts displays, still motion picture production, etc.):

10th Annual RBR Bass Fishing
competition supporting
501c3 RBR

No road closures

4 garbage containers

6. Event Location (911 Address):

Palatka Riverfront Docks

Tent inspection
@ noon on the 28th

7. Road Closures: ex. St. Johns Avenue from First Street to Second Street

_____ *none needed_____ from
_____ to

_____ from
_____ to

_____ from
_____ to
_____ from
_____ to
_____ from
_____ to
_____ from
_____ to
_____ from
_____ to
_____ from
_____ to

8. Onsite representatives during the event:

Name: Krista Purcell Cell Phone: 386 983 0658

Name: David Poupard Cell Phone: 386 328 1281

9. Please fill in below for each day within the event.

Date(s) of Event: Hours: Amplified Sound: Alcohol: Attendance

Setup: Friday March 20th 2025
_____ to _____ to _____ to _____
12 pm

Event: Sat. March 29 2025 4:30 AM
5:00 AM - 4:00 PM

____/____/____ to ____:____ to ____:____ to ____:____
____/____/____ to ____:____ to ____:____ to ____:____
____/____/____ to ____:____ to ____:____ to ____:____
____/____/____ to ____:____ to ____:____ to ____:____
____/____/____ to ____:____ to ____:____ to ____:____
____/____/____ to ____:____ to ____:____ to ____:____

Breakdown: Right after
____/____/____ to ____:____ to ____:____ to ____:____

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

200 ppl.

11. Number and type of auxiliary vehicles/ equipment:

100 Watercraft 90 - 120 boats Aircraft _____ Utility Vehicles/Golf Carts _____ Other: _____

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

NO

Include date and time:

____/____/____ ____:____ to ____:____ ____:____ to ____:____

13. Will transport vehicles be utilized? If so, please describe.

14. Number of staff/ volunteer: 10+ staff members

Uniform identification:

RBR + shirts

REQUIRED ATTACHMENTS

☒ Site Plan (see checklist)

Parking

Number and location of food vendors

Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands

Street Closures/Barricades/Detours

Garbage Containers

Parade/Marching Route
 Event Headquarters
 Number and location of temporary signs/banners
 Sound system(s) location
 Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
 Main emergency vehicle access to site
 Location of security and emergency vehicle parking on site
 Carnival location (if any)
 Number/location of portable toilets

- ☐ Tentative Schedule of Events
- ☐ 501(C) (3) Certificate of Exemption # _____
- ☐ Nonprofit articles of incorporation, charter and mission statement
- ☐ Consent letter (event property): property owners on which special event location is held if not city owned
- ☐ Fire resistive rating certificates (tents, fabrics, etc.)
- ☐ 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:

-
- ☐ Alcohol liability certificate of insurance- city as "additional insured"
 - ☐ Alcohol license (copy)
 - ☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

- ☐ **CLASS A:** \$300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**
- ☒ **CLASS B:** \$100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**
- ☐ **CLASS C:** \$50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) **Permit Filing Deadline: 30 days prior to event**

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.

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 Cultural Resources Department office at 386-326-2704 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.

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.

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

- (a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city 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 as an inducement to the granting of the permit.
 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.

- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.
- (d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F.S. § 768.28.

(Ord No 10-34, I(Exh 1), 12-9-2010)

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 costs 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, suits, actions, damages, or cause of actions for any personal injury, loss of life, or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee, and/or any other persons.

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.

Krista Purcell
Krista Purcell

Signature of Applicant

Date April 16 2024

State of FL County of Putnam

The foregoing application is acknowledged before me this 3 day of Feb, 2021, by Krista Purcell, who is personally known to me, or who has/have produced D/K as identification.

NOTARY SEAL

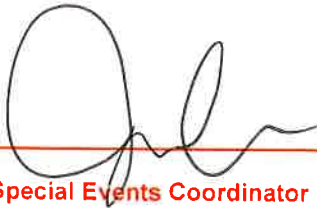


PETER WILLOTT
 Notary Public
 State of Florida
 Comm# HH349690
 Expires 1/12/2027



Signature of Notary Public, State of

APPLICATION APPROVED



Special Events Coordinator

01/17/25
Date

Chief of Police

Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. **Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.**
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. **Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.**
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70. **Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.**
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. **Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.**
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. **Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.**

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). **Same as a regular inspection tag check.**
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. **In addition to the ABC, they must have a K class. No K, no frying.**

3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. **Check fire retardant label on the tent and on the side curtains.**
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NFPA 96. **If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.**
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. **The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.**

Vendor RV Camping

1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except into a proper disposal facility (At this time, the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street, or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will only be authorized by event staff.
6. A placard issued by the event staff will identify vendor RVs.

City of Palatka Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDUAL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will

observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

Krista Purcell Palatka city docks
Signature of Applicant Name of Facility being used
Krista Purcell March 29 2024
Print Name of Applicant Date of Use

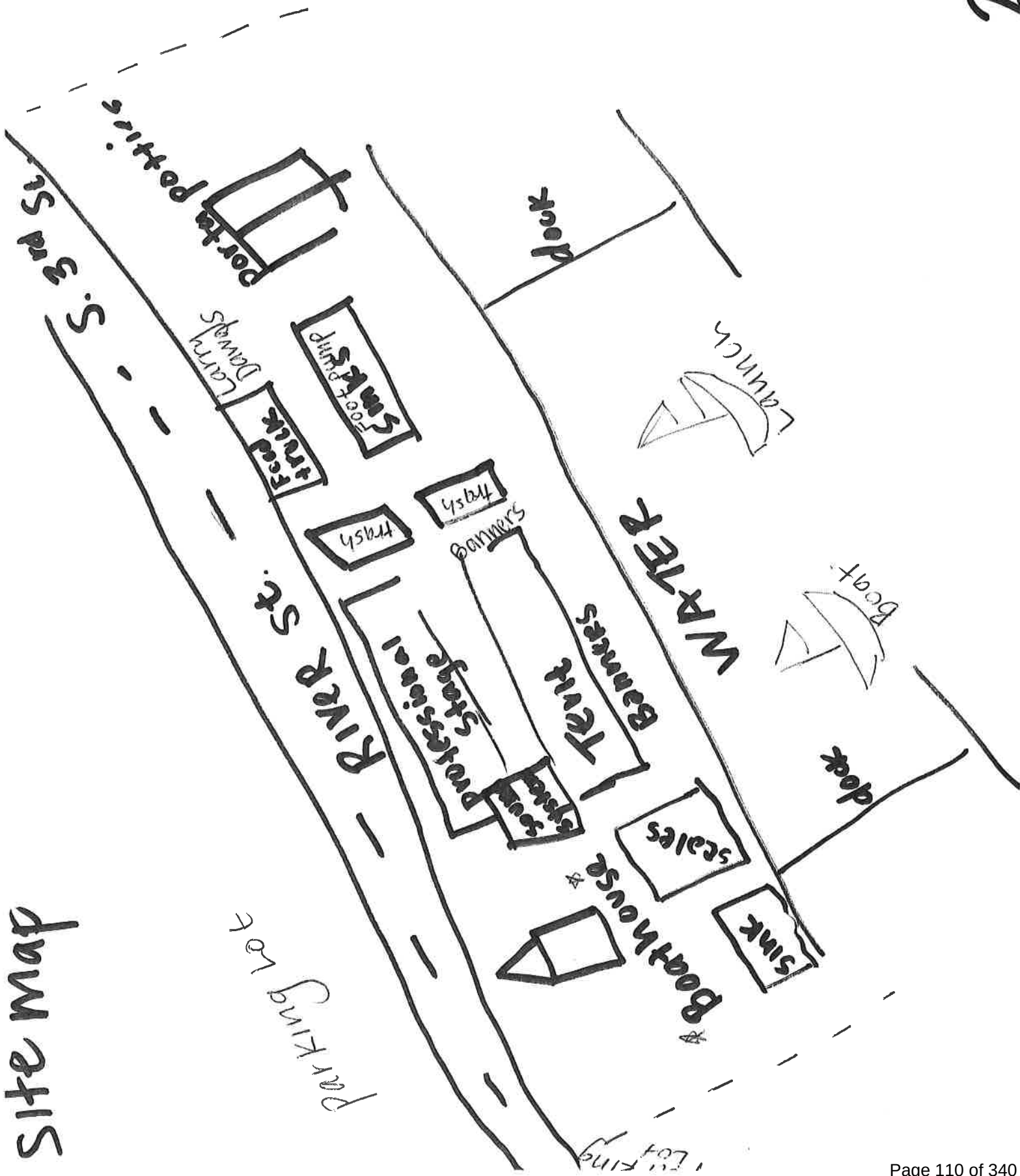
State of FL County of Putnam

The foregoing application is acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

Signature of Notary Public, State of _____

site map



2025

RESOLUTION NO. 2025-R-17

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A SPECIAL EVENTS PERMIT TO RODEHEAVER
BOYS RANCH FOR THEIR 10TH ANNUAL RODEHEAVER BOYS
RANCH FISHING TOURNAMENT TO BE HELD ON MARCH 29TH
2025. SETTING FORTH THE PROVISIONS OF THE PERMIT; AND
GRANTING PERMISSION; AND PROVIDING FOR SCRIVENER’S
ERRORS**

WHEREAS, Krista Purcell with Rodeheaver Boys Ranch has made an application to the City of Palatka for a special event permit for the 10th annual Bass Fishing Tournament.

WHEREAS, the City of Palatka’s Special Events Committee has met to review the submitted application to assess any additional services necessary for the Special event to provide public safety and/or assistance for the function; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens.

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

Section 1: That Special Events Permit is hereby granted to Rodeheaver Boys Ranch for the 10th annual Bass Fishing Tournament with the following provisions and stipulations:

- a.** A Class “B” Special Events Permit is hereby granted for the event to be held March 29th, 2025, during the hours provided in the application.
- b.** No Road closures.

Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 13th day of February 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-19 Authorizing the Reconciliation of Unused Contract Quantities for the Palatka Heights Water Main Improvements Project in the Amount of \$252,228.65.
ADOPT RESOLUTION 2025-R-19 Authorizing the Reconciliation of Unused Contract Quantities for the Palatka Heights Water Main Improvements Project in the Amount of \$252,228.65.

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City of Palatka seeks approval to adopt Resolution 2025-R-XX, authorizing the reconciliation of unused contract quantities for the Palatka Heights Water Main Improvements Project. This reconciliation results in a net contract deduction of **-\$252,228.65**.

BACKGROUND

The Palatka Heights Water Main Improvements Project, funded under **CDBG N32 Alt A**, was awarded to **TB Landmark Construction** under **ITB 2020-08 Alt A**. During the course of construction, certain contract quantities were not fully utilized, necessitating a reconciliation to reflect actual work completed. Additionally, the replacement of a backflow preventer at Ravine Gardens was required.

PROJECT ANALYSIS

- **Reconciliation of Unused Quantities:** A contract adjustment of **-\$261,524.75** accounts for materials and services that were not utilized in the final project scope.
- **Backflow Preventer Replacement:** The project required a backflow preventer replacement at Ravine Gardens, incurring a cost of **\$9,296.10**.
- **Net Adjustment:** The total contract deduction amounts to **-\$252,228.65**, ensuring that project costs accurately reflect completed work.

Staff Recommendation

Staff recommends approval of **Resolution 2025-R-XX**, authorizing the reconciliation of unused contract quantities and the backflow preventer replacement. This adjustment ensures financial transparency and proper contract management for the Palatka Heights Water Main Improvements Project.

ATTACHMENTS

1.	CO #9
2.	2025-R-19 AUTHORIZING THE RECONCILIATION OF UNUSED CONTRACT QUANTITIES FOR

	THE PALATKA HEIGHTS WATER MAIN IMPROVEMENTS PROJECT IN THE AMOUNT OF \$252,2
--	---



CHANGE ORDER NO. 9

Project No. ITB 2020-08 Alt A
Palatka Heights Water Main Improvements
CDBG N32 Alt A

Date: January 28, 2025

Owner: City of Palatka

Contractor: TB Landmark Construction

Change Ordered:

- Replacement of backflow preventer at Ravine Gardens.
- Reconciliation of unused quantities.

CONTRACT AMOUNT

Original Contract Amount	\$ 2,414,525.79
Previous Change Orders	\$ 873,795.96
Change Order Addition	\$ 9,296.10
Change order Deduction	\$ (261,524.75)
Revised Contract Amount	\$ 3,036,093.10

This document shall become an amendment to the Contract and all stipulations and covenants of the Contract shall apply hereto.

Contractor

Date

Owner (City/County)

Date

Engineer

Date

Project Manager

Date

Change Order #9

Backflow Repair Services	LS	1	\$9,296.10	
Reconciliation of Unused Quantities	LS	1	-\$261,524.75	
			-\$252,228.65	Total

Original Contract Amount:	\$2,414,525.79
Change Orders:	\$873,795.96
Current Contract Amount:	\$3,288,321.75
New Contract Amount:	\$3,036,093.10

Palatka Heights Alt A
1/10/2025
Change Order Request
#8838 TBL

<u>Description</u>			<u>QTY</u>	<u>Cost</u>	<u>Total</u>	<u>Tax</u>	<u>10% Mark UP</u>	<u>Total</u>	
Subcontract	Bob's Backflow - Service Call/Cleaning	LS	1	\$ 45.00	\$ 45.00		\$ 4.50	\$ 49.50	
Subcontract	Bob's Backflow - Backflow Replacement	LS	1	\$ 8,406.00	\$ 8,406.00		\$ 840.60	\$ 9,246.60	
							TOTAL	\$ 9,296.10	
<u>Labor and Equipment</u>			<u>UOM</u>	<u>Hourly Rate</u>	<u># of Hours</u>	<u>Total</u>	<u>Overhead 50%</u>	<u>10% Mark UP</u>	<u>Total</u>
LABOR	Foreman	HR	\$ 50.00			\$ -	\$ -	\$ -	-
LABOR	5 Man Open Cut Crew	HR	\$ 150.00			\$ -	\$ -	\$ -	-
EQUIPMENT	Foreman Truck (1)	HR	\$ 25.00			\$ -		\$ -	-
EQUIPMENT	Crew Truck (1)	HR	\$ 25.00			\$ -		\$ -	-
EQUIPMENT	Excavator	HR	\$ 50.00			\$ -		\$ -	-
EQUIPMENT	Rubber Tire Backhoe	HR	\$ 50.00			\$ -		\$ -	-
EQUIPMENT	Skid Steer	HR	\$ 40.00			\$ -		\$ -	-
EQUIPMENT	Tamp	HR	\$ 8.00			\$ -		\$ -	-
							TOTAL	\$	-

Change Order Total \$9,296.10

Palatka Heights Alt A
1/10/2025
Reconciliation of Unused Quantities
#8838 TBL

	<u>Description</u>		<u>QTY</u>	<u>Cost</u>	<u>Total</u>	<u>Tax</u>	<u>10% Mark UP</u>	<u>Total</u>
Material	6" PVC Water Main	LF	-700	\$ 41.00	\$ (28,700.00)			\$ (28,700.00)
Material	8" MJ 11.25 Bend	EA	-4	\$ 800.00	\$ (3,200.00)			\$ (3,200.00)
Material	6" MJ 11.25 Deg Bend	EA	-1	\$ 750.00	\$ (750.00)			\$ (750.00)
Material	8" x 8" MJ Tee	EA	-2	\$ 975.00	\$ (1,950.00)			\$ (1,950.00)
Material	6" x 6" MJ Tee	EA	-20	\$ 750.00	\$ (15,000.00)			\$ (15,000.00)
Material	6" MJ Gate Valve w/ Box and Cover	EA	-63	\$ 1,275.00	\$ (80,325.00)			\$ (80,325.00)
Material	2" Flushing Hydrant Assembly	EA	-1	\$ 2,100.00	\$ (2,100.00)			\$ (2,100.00)
Service	Connection to Existing Water Mains	EA	-4	\$ 1,200.00	\$ (4,800.00)			\$ (4,800.00)
Service	Abandon 10" Water Main by Grout Filling	LF	-325	\$ 6.00	\$ (1,950.00)			\$ (1,950.00)
Service	Abandon 8" Water Main by Grout Filling	LF	-859	\$ 6.00	\$ (5,154.00)			\$ (5,154.00)
Service	Abandon 6" Water Main by Plugging End of Pipe	EA	-20	\$ 900.00	\$ (18,000.00)			\$ (18,000.00)
Service	Abandon 4" Water Main by Plugging End of Pipe	EA	-1	\$ 900.00	\$ (900.00)			\$ (900.00)
Service	Abandon 2" Water Main by Plugging End of Pipe	EA	-15	\$ 700.00	\$ (10,500.00)			\$ (10,500.00)
Service	Abandon 1" Water Main by Plugging End of Pipe	EA	-1	\$ 700.00	\$ (700.00)			\$ (700.00)
CO 1	Previous Field Changes Billed	LS	-1	\$ 87,495.75	\$ (87,495.75)			\$ (87,495.75)
TOTAL								\$ (261,524.75)
								\$ (261,524.75)

Change Order Total **-\$261,524.75**

RESOLUTION NO. 2025-R-19

**A RESOLUTION AUTHORIZING THE RECONCILIATION
OF UNUSED CONTRACT QUANTITIES FOR THE
PALATKA HEIGHTS WATER MAIN IMPROVEMENTS
PROJECT IN THE AMOUNT OF \$252,228.65; AND
PROVIDING FOR SCRIVENER’S ERRORS.**

WHEREAS, the City of Palatka is committed to the effective and transparent management of public infrastructure projects, including the Palatka Heights Water Main Improvements Project; and

WHEREAS, the Palatka Heights Water Main Improvements Project was funded under CDBG N32 Alt A and awarded to TB Landmark Construction under ITB 2020-08 Alt A; and

WHEREAS, during the course of construction, certain contract quantities were not fully utilized, necessitating a reconciliation to reflect the actual work completed; and

WHEREAS, a contract adjustment of -\$261,524.75 is required to account for materials and services that were not utilized in the final project scope; and

WHEREAS, the project also required the replacement of a backflow preventer at Ravine Gardens, which incurred an additional cost of \$9,296.10; and

WHEREAS, the net contract deduction amounts to -\$252,228.65, ensuring that project costs accurately reflect completed work; and

WHEREAS, the City Commission of the City of Palatka deems it reasonable and necessary to authorize this reconciliation to ensure financial transparency and proper contract management.

NOW, THEREFORE, be it resolved as follows:

1. The City Commission of the City of Palatka hereby approves the reconciliation of unused contract quantities for the Palatka Heights Water Main Improvements Project, resulting in a net contract deduction of \$252,228.65.
2. The Interim City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors that do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 13th day of February 2025.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

ACTING CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-20 authorizing a reconciliation change order to the contract with P&S Paving for the St. Johns Avenue Resurfacing Project. This change order will clear the remaining open balance of \$4,019.71 on the contract, ensuring final reconciliation and project closeout.

ADOPT RESOLUTION 2025-R-20 authorizing a reconciliation change order to the contract with P&S Paving for the St. Johns Avenue Resurfacing Project. This change order will clear the remaining open balance of \$4,019.71 on the contract, ensuring final reconciliation and project closeout.

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Requests the adoption of Resolution 2025-R-20 to approve a reconciliation change order to the contract with P&S Paving, Inc. for the St. Johns Avenue Resurfacing Project. This change order will finalize the project by reconciling unused quantities and clearing the remaining contract balance of **\$4,019.71**.

BACKGROUND

The **St. Johns Avenue Resurfacing Project** was initiated under **Project No. ITB 2024-04** to improve road conditions along St. Johns Avenue. The City of Palatka awarded the contract to **P&S Paving, Inc.**, with an original contract amount of **\$406,186.60**.

The project scope included resurfacing, pavement repairs, and other roadway improvements. Construction proceeded as planned, and upon completion, a review of the project's material quantities revealed a reduction in costs, resulting in a **contract deduction of \$4,019.71**. This deduction ensures the final payment aligns with actual project expenses.

No prior change orders were issued for this project. This reconciliation change order is necessary to close out the contract properly.

PROJECT ANALYSIS

The St. Johns Avenue Resurfacing Project was awarded under **Project No. ITB 2024-04** with an original contract amount of **\$406,186.60**. No prior change orders were issued. Upon project completion, a reconciliation of quantities resulted in a contract deduction of **\$4,019.71**, reducing the final contract amount to **\$402,166.89**.

This change order ensures accurate financial reconciliation and project closeout, aligning the final contract amount with actual expenditures.

Staff Recommendation

City staff recommends approval of **Resolution 2025-R-20**, authorizing the reconciliation change order for the following reasons:

1. **Financial Accuracy:** The deduction of **\$4,019.71** accurately reflects project expenses and ensures proper financial reconciliation.
2. **Contract Closeout:** This change order finalizes all contractual obligations, allowing for official project completion.
3. **Compliance:** The change order adheres to contract provisions and city procurement procedures.

Approving this resolution will facilitate the formal closeout of the St. Johns Avenue Resurfacing Project in accordance with city standards and financial accountability.

ATTACHMENTS

1.	2025-R-20 A RESOLUTION AUTHORIZING THE RECONCILIATION OF UNUSED CONTRACT QUANTITIES FOR THE ST. JOHNS AVENUE RESURFACING PROJECT IN THE AMOUNT OF - \$4,
2.	Change_Order_#1 P&S Paving
3.	24.048 PR#03

RESOLUTION NO. 2025-R-20

**A RESOLUTION AUTHORIZING THE RECONCILIATION
OF UNUSED CONTRACT QUANTITIES FOR THE ST.
JOHNS AVENUE RESURFACING PROJECT IN THE
AMOUNT OF -\$4,019.71; AND PROVIDING FOR
SCRIVENER'S ERRORS.**

WHEREAS the City of Palatka is committed to the effective and transparent management of public infrastructure projects, including the St. Johns Avenue Resurfacing Project; and

WHEREAS, the St. Johns Avenue Resurfacing Project was awarded under ITB 2024-04 to P&S Paving, Inc. with an original contract amount of \$406,186.60; and

WHEREAS, upon completion of the project, a reconciliation of contract quantities determined that certain materials and services were not fully utilized, necessitating a final adjustment; and

WHEREAS, a contract deduction of \$4,019.71 is required to reflect actual work performed and ensure accurate financial reconciliation; and

WHEREAS, the revised final contract amount is \$402,166.89, aligning project costs with completed work and supporting financial accountability; and

WHEREAS, the City Commission of the City of Palatka deems it reasonable and necessary to authorize this reconciliation to ensure proper contract closeout and financial transparency.

NOW, THEREFORE, be it resolved as follows:

1. The City Commission of the City of Palatka hereby approves the reconciliation of unused contract quantities for the St. Johns Avenue Resurfacing Project, resulting in a net contract deduction of \$4,019.71.
2. The Interim City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors that do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 13rd day of February 2025.**CITY OF PALATKA.**

BY: _____
Its Mayor

ATTEST:

ACTING CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY



St Johns Avenue Resurfacing
CHANGE ORDER NO. 1

Project No. ITB 2024-04

Date February 13, 2025

Owner: City of Palatka

Contractor: P&S Paving, Inc.

Change Ordered:
Final reconciliation of unused quantities:

CONTRACT AMOUNT

Original Contract Amount	\$ 406,186.60
Previous Change Orders	\$ 0.00
Change order Deduction	\$ (\$4,019.71)
Revised Contract Amount	\$ 402,166.89

This document shall become an amendment to the Contract and all stipulations and covenants of the Contract shall apply hereto.

Contractor

Date

Owner (City)

Date

Engineer

Date

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO

PAGES

TO OWNER: PROJECT: St Johns Ave Resurfacing
City of Palatka
201 North Second Street
Palatka, FL 32117
FROM CONTRACTOR: VIA ARCHITECT:
P & S Paving, Inc.
3701 Olson Drive
Daytona Beach, FL 32124
CONTRACT FOR: St Johns Ave STSCAPE Resurfacing

APPLICATION NO: Three

PERIOD TO:11/30/24

PROJECT NOS: ITB 2024-04

CONTRACT DATE: 7/1/2024

Distribution to:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR
☐ FIELD
☐ OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	406,186.60
2. Net change by Change Orders	\$	
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	406,186.60
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	402,166.89
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	
b. % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	402,166.89
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	382,058.55
8. CURRENT PAYMENT DUE	\$	20,108.34
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	4,019.71

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been the Contractor for Work for which previous Certificates for Payment were issued and paid by payments received from the Owner, and that current payment shown herein is now due.

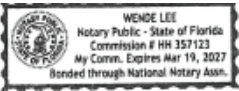
CONTRACTOR:

Erik T Jensen
Digitally signed by Erik T Jensen
DN: cn=Erik T Jensen,
o=P&S PAVING INC., c=US
Date: 2024.12.03 08:11:08-0500

By: _____ Date: _____

State of: FLORIDA County of: VOLUSIA
Subscribed and sworn to before me this 3rd day of December 2024
Notary Public:
My Commission expires: Wende Lee

Digitally signed by Wende Lee
DN: cn=Wende Lee,
o=P&S PAVING INC., c=US
Date: 2024.12.03 08:36:0500



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as the quality of the Work is in accordance with the Contract Documents, and the Contractor indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED\$ 20,108.34

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: 12/3/2024

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 3

APPLICATION DATE: 11.30.24

PERIOD TO: 11.30.24

ARCHITECT'S PROJECT NO: ITB 2024-04

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G ÷ C)</i>	BALANCE TO FINISH <i>(C - G)</i>	RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD					
0101 1	GC MOB BOND AS-BUILTS	\$14,700.00	\$14,700.00			\$14,700.00	100.00%		
0102 1	MOT	\$33,736.00	\$33,736.00			\$33,736.00	100.00%		
0104 10 3	Seditment Barrier	\$3,354.00							
0327 70 2	Milling Existing Asphalt PVT 3"	\$73,896.60	\$80,761.78			\$80,761.78	109.29%		
0327 70 3	Milling Existing Asphalt PVT 2"	\$15,636.60	\$15,636.60			\$15,636.60	100.00%		
0334 1 12	SP CONC Traffic C	\$215,222.40	\$230,775.26			\$230,775.26	107.23%		
0425 5	Manhole Adjust	\$2,000.00							
0425 5 1	Manhole Adjust; Utilities	\$4,250.00							
0700 1 40	Single Sign Post Install	\$1,300.00	\$1,300.00			\$1,300.00	100.00%		
0700 1 50	Single Sign Post Relocate	\$80.00	\$80.00			\$80.00	100.00%		
0706 1 3	RPM Type B	\$1,584.00	\$1,320.00			\$1,320.00	83.33%		
0710 11421	PPM YLW Island Nose	\$216.00	\$216.00			\$216.00	100.00%		
	Thermoplastic STD WHT SLD 24"								
0711 11144	Stop Line Cross	\$9,009.00	\$8,951.25			\$8,951.25	99.36%		
0711 11006	Thermoplastic STD WHT Msg or Sym	\$482.00	\$482.00			\$482.00	100.00%		
	Thermoplastic STD OTH Surface								
0711 16101	WHT Sol 6"	\$7,160.00	\$7,056.00			\$7,056.00	98.55%		
	Thermoplastic STD OTH Surface								
0711 16201	YLW Sol 6"	\$7,160.00	\$7,152.00			\$7,152.00	99.89%		
0120 71	Regular Excavation 3R Projects Only	\$3,750.00							
0120 6	Embankment	\$3,250.00							
0160 4	Type B Stabilization	\$4,600.00							
0285706	Opt Base Base Group 06	\$4,800.00							
	Submittals								
	Close-out Documents								
	GRAND TOTALS	\$406,186.60	\$402,166.89	\$0.00	\$0.00	\$402,166.89	99.01%	\$0.00	\$0.00

1252020

RESOLUTION NO. XX

**A RESOLUTION OF THE CITY COMMISSION OF THE OF CITY OF
PALATKA, FLORIDA URGING THE FLORIDA STATE LEGISLATURE TO
ENACT LEGISLATION TO PROVIDE A PUBLIC RECORDS EXEMPTION
FOR MUNICIPAL CLERKS AND EMPLOYEES WHO PERFORM
MUNICIPAL ELECTIONS WORK OR HAVE ANY PART IN CODE
ENFORCEMENT FUNCTIONS OF A CITY AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, many municipal staff who perform duties that include, or result in, investigations into complaints regarding election fraud, legal enforcement of hearings that could lead to a criminal prosecution or code enforcement actions are exposed to threats and other acts of violence; and

WHEREAS, municipal clerks often administer elections and some election workers have been targeted for threats and violence due to the nature of materials they are responsible for

WHEREAS, municipal clerks are often involved in legal enforcement proceedings in actions related to violations of codes and ordinances and, occasionally, these proceedings have led to retaliation and threats by defendants; and

WHEREAS, currently public records exemptions in Florida include those for local personnel who either investigate, enforce or otherwise provide a service that can result in contentious interactions when action is taken and municipal clerks and their staffs fall within the need for a window for greater protection; and

WHEREAS, the Florida Association of City Clerks is very concerned for the safety and well-being of the municipal clerks and their staffs who serve the public on a daily basis and are, oftentimes, the first contact of citizens with cities; and

WHEREAS, the City of Palatka has complied with all requirements and procedures of Florida law in processing and adopting this Resolution.

NOW, THEREFORE, be it resolved by the City Commission of the City of Palatka, Florida as follows:

1. The City Commission of the City of Palatka hereby adopts the recitals set forth in this Resolution (whereas clauses) as the legislative findings of the City Commission.
2. The Mayor and City Commission of the City of Palatka, Florida, hereby urges and encourages the Florida State Legislature to enact legislation to provide a public records exemption for municipal clerks and employees who perform municipal elections work or have any part in code enforcement functions of a municipality.
3. The City Clerk is hereby directed and authorized to send a certified copy of this Resolution to Governor Ron DeSantis, Senator Thomas Leek, Representative Judson Sapp, and the Florida League of Cities (FLC).
4. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 13th day of February 2025.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Blue Crab Festival Agreement with RQ Music
2025 Blue Crab Festival contract

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Approve of contractual terms for Blue Crab Festival organizer/promoter, RQ Music

BACKGROUND

In September 2024, RG Music was provided \$50,000 of city funds to secure deposits for three national music/talent groups for the 2025 Blue Crab Festival. The funds were provided without a contract in place. Since September, the City and RQ Music have met multiple times to secure a contract and agree upon terms. The contract amount exceeds \$25,000 and therefore requires city commission approval.

PROJECT ANALYSIS

The City has provided a draft contract to RQ Music that codifies the last four months of fine-tuning terms. RQ Music responded on Monday, February 3 with a counter-offer. Both the original contract and counter-offer are included in the agenda packet. City staff met internally and has made recommendations on each of the terms set forth in the counter-offer. The anticipated fiscal impact for each department have also been provided so that the commissioners can make an informed decision on how to proceed with the finalization of the contract.

Staff Recommendation

Approve of the contract with staff recommendations provided.

ATTACHMENTS

1.	2025 BLUE CRAB FESTIVAL EVENT AGREEMENT 1-22-25
2.	Blue Crab Festival contract counter-offer 2-3-25
3.	2025 BLUE CRAB FESTIVAL Estimated City Expenses

2025 BLUE CRAB FESTIVAL EVENT AGREEMENT

This Agreement, entered into on this _____ day of January, 2025 between RQ MUSIC, LLC, a Florida Limited Liability Company, 105 Colon Avenue, St. Augustine, FL 32084 (hereinafter “RQ MUSIC”) and the City of Palatka, a Florida municipal corporation, 201 N. 2nd Street, Palatka, FL 32177, (hereinafter “CITY”):

WHEREAS, the City of Palatka desires to host the annual Blue Crab Festival over Memorial Day week-end 2025 to promote the cultural, economic and natural heritage of the St. Johns River and its bountiful Blue Crabs;

WHEREAS, RQ MUSIC has the expertise, resources, and experience to manage and produce the Festival;

WHEREAS, RQ MUSIC was paid \$50,000 in September 2024 to secure the musical talent of at least three (3) nationally known talent/musical groups;

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

ARTICLE I – SCOPE OF SERVICES

This Agreement seeks to formalize the 2025 Blue Crab Festival production (the “Festival”) produced by RQ MUSIC, and sponsored by the CITY.

The City shall be listed as the legal naming/title sponsor for the Festival on all promotional and marketing materials, interviews and broadcasting.

A. RQ MUSIC hereby agrees to perform the following for the CITY:

1. The promotion and production of the 2025 Blue Crab Festival four (4) day weekend event for Friday May 23, 2025 through and including Monday May 26, 2025.
2. Event planning and scheduling;
3. Securing and coordinating all performers, vendors, and exhibitors; RQ MUSIC shall be wholly responsible for securing and contracting vendors, including food trucks, farm market vendors, small businesses, and all talent, including travel and hotel accommodations, sound, stage lights, signage, creative design, website, graphic art design, and merchandise production. No vendor shall be allowed to operate under the special event permit filed by RQ MUSIC and approved by the City, without the necessary executed documentation provided by and managed by RQ MUSIC.
4. Festival coordination. RQ MUSIC shall provide daily coordination for the Festival, including but not limited to proper permitting, accounting for expenditure of funds provided by the City (subject to an audit);
5. Emergency services. RQ MUSIC shall provide, at its own expense, ambulance services for all days of the Festival, providing volunteer/paid employees and specifying their duties. RQ MUSIC shall provide certified 2A 10BC fire-extinguishers every 75 feet

(approximately two per block) along St. Johns Avenue. RQ MUSIC must contract for and provide ALS ambulance service to be onsite and active during the entirety of the Festival.

6. RQ MUSIC or its vendors are responsible for all food truck inspection fees.
7. Marketing and promotional activities;
8. Ensuring compliance with applicable laws, regulations, and permits;
9. Providing all necessary staff and equipment for the Festival's operation and assume responsibility for the conduct of all employees, contractors and agents of RQ MUSIC;
10. Obtain and maintain appropriate insurance coverage, naming the City as an additional insured;
11. Marketing of the City of Palatka name and logo as the "Presenting Sponsor" or "Title Sponsor";
12. CITY shall have a 10x10 Vendor Space, with table and cloth provided, electricity provided, presentation on Official Event Flyers, Sponsor identification and acknowledgment on all radio advertising, radio interviews, "celebrity shoutouts" by headliners at the Festival each night, 2 boosted social media advertisements for the Festival, Exclusive Blue Crab Festival merchandise
13. Booking and promoting a minimum of three (3) nationally known talent/music groups;
14. The Mayor and each City Commissioner, plus one (over age 21), shall be provided one all access pass which permits access to VIP events and backstage. Commissioners shall be provided the option to purchase up to three (3) additional backstage passes at full price on a first come/first serve basis.
15. The City shall be provided ten (10) Festival passes per day for City staff;
16. RQ MUSIC shall timely comply with all applicable City Special Events registration requirements as designated by the City and pay all requisite fees. Such permitting by the City shall not be unreasonably withheld.
17. Post-Festival duties. Within 24 hours from the conclusion of the Festival, RQ MUSIC shall have all vendors and Festival paraphernalia completely removed from municipal property. Vendors who refuse to leave, in whole or in part, after 24 hours, shall be assessed with a \$500 daily fine payable to the CITY. This penalty shall be communicated in writing to all vendors prior to set-up.
Within thirty (30) days from the conclusion of the Festival, RQ MUSIC shall attend a closeout/after-action meeting with CITY staff regarding its adherence to the terms of this Agreement and the services as set forth in RFP 2023-26 and the services as stated in its bid proposal. These documents are incorporated herein by reference. At a minimum, a post-event report shall be provided to CITY staff detailing attendance, financial performance and key outcomes.

B. The CITY agrees to provide the following for the Festival:

1. The CITY agrees to provide funding for the Festival to RQ MUSIC a maximum event total payment of \$50,000 for the Festival, payment which has been made and received by RQ MUSIC in September, 2024. No portion of those City funds shall be expended for the purchase of alcoholic beverages.
2. The CITY shall provide access to municipal spaces and facilities as necessary for the Festival;

3. The City shall provide signage, street blockages and traffic flow measures to guide the public to the Festival. Coordination between RQ MUSIC and the City on traffic and parking shall occur no less than 60 days prior to the Festival;
4. Assist in obtaining required permits and approvals;
5. Facilitate City approval, either at the staff or commission level, to ensure timely promotion of the Festival;
6. Promote the Festival through City communication channels, including the City website and social media platforms;
7. Ensure public safety support, including police services, as deemed necessary and appropriate by the City of Palatka Police Department;
8. Provide increased trash pick-up during and immediately after the Festival;
9. The City shall provide portable restroom facilities at its own expense with coordination on location of facilities to be made with RQ MUSIC;
10. The City shall notify in writing all businesses within the Festival district (described in the Festival location below) about the occurrence of the Festival and parking guidance during the Festival;
11. No City services shall be provided beyond what has been enumerated above.

C. Festival Location.

Location: the Festival shall take place at the City Downtown Riverfront Area and St. Johns Avenue from the Riverfront west through S. 4th Street with the special event permit filed by RQ MUSIC to provide for the exclusive use of City-owned right-of-ways and sidewalks. This shall not prohibit the CITY from offering, providing, and/or accepting revenue for parking in support of the Festival during the duration of the Festival. The 2025 Festival shall not include a carnival element. Paved parking lots at the boat ramp shall remain clear of all vendor vehicles throughout the Festival, access to the boat ramp may not be blocked in any manner.

RQ MUSIC shall be responsible for the immediate removal of all markings used for the Festival on the right-of-ways and sidewalks upon the conclusion of the festival. In the event permanent or persistent markings are used, RQ MUSIC is responsible for pressure washing the markings without damage to the underlying infrastructure until the same is no longer visible.

D. Intellectual Property.

Intellectual Property rights for event memorabilia items will be retained by RQ MUSIC. RQ MUSIC has sole authority to permit the City to utilize the branding and intellectual property rights to event memorabilia and promotional items. Authorization for use of the same shall not be unreasonably withheld.

ARTICLE II - RENEWAL and DURATION

This Agreement is for the 2025 Festival only. It does not provide for an automatic renewal.

ARTICLE III – TERMINATION

Either party may terminate this Agreement upon 90 ninety days written notice to the other party for convenience or upon material breach by the other party.

Upon termination, RQ MUSIC shall return any unused funds to the City and provide an accounting of all expenditures.

FORCE MAJEURE – Neither party shall be held liable for failure to perform its obligations under this Agreement due to events beyond its reasonable control, such as natural disasters, acts of war or government restrictions.

DISPUTE RESOLUTION – Any disputes arising under this Agreement shall be resolved through good-faith negotiations. If unresolved, disputes shall be submitted to mediation and each party shall bear their own fees and costs. Upon failure of mediation by a certified, State of Florida mediator, the parties may pursue legal action in Putnam County, Florida, with each party bearing their own attorney fees and costs.

ARTICLE IV – INDEMNIFICATION

To the extent permitted by law, RQ MUSIC shall indemnify the CITY from all claims, actions, liabilities, suits, injuries, demands, obligations, losses, settlements, judgments, damages, fines, penalties, costs and expenses, including attorney fees, with any claims arising out of the Festival.

ARTICLE V - SCRUTINIZED COMPANIES

In executing this Agreement, RQ MUSIC LLC certifies that it is not listed on the Scrutinized Companies that Boycott Israel List nor is it engaged in a boycott of Israel (as defined in 215.4725, F.S.). RQ MUSIC LLC agrees, pursuant to section 287.135, F.S. that the Commission may immediately terminate this Agreement for cause if RQ MUSIC LLC is found to have submitted a false certification or is placed on the Scrutinized Companies that Boycott Israel List, or is found to be engaged in a boycott of Israel during the term of the Agreement.

- a. In executing this Agreement RQ MUSIC LLC certifies it is not on the Scrutinized Companies with Activities in Sudan or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List and that it does not have business operations in Cuba or Syria. RQ MUSIC LLC agrees that the Council may terminate this Agreement if Provider is found to have submitted a false certification or has been placed on a list pursuant to s. 215.473, relating to scrutinized active business operations in Iran.

ARTICLE VI - HUMAN TRAFFICKING

Upon execution of this Contract, CONSULTANT hereby attests under penalty of perjury that its organization does not use coercion of labor or services, as defined in Fla. Stat. 787.06, in any part of the operation of its organization.

All other terms and conditions set forth in the RFP shall remain in full force and effect.

IN WITNESS THEREOF, RQ MUSIC and the CITY hereto have set their hand and seals the day and year first above written.

Signature
Company Name: RQ MUSIC, LLC
Name (type or print): Jeanetta Salyer
Title: _____

CITY OF PALATKA

BY: _____
ITS MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

CITY ATTORNEY

Blue Crab Festival contract

From Jane West <jwest@palatka-fl.gov>

Date Thu 2/6/2025 8:39 AM

To J Salyer <ancientcityentertainmentgroup@gmail.com>

Cc Marcia Carty <mcarty@palatka-fl.gov>

Good morning Jeanetta,

City staff conducted an internal review of your proposed contract modifications and we will be presenting the same to the City Commissioners for their consideration during the regularly scheduled meeting on February 13 at 6pm. Below please find your requests with the corresponding staff responses:

1. Reduces dates of festival from 4 to 3, to now exclude Monday (Memorial Day);
Staff response: Agreeable to proposed change.
2. Delete the reference to an audit of financials by the City;
Staff response: Agreeable to proposed change.
3. Shifts responsibility of providing emergency services to the City rather than RQ Music;
Staff response: The City is not amenable to incurring the cost of this proposed change.
4. Reduces the number of nationally known talent/music groups from 3 to 2;
Staff response: The City is not amenable to reducing the number of act based upon RQ Music's urgent request in September 2024 to secure funding for the deposit on 3 national groups, not 2.
5. Extends the clean up time from 24 hours after the festival ends to 72 hours;
Staff response: The City would be amenable to extending post-festival clean-up to 36 hours.
6. Shifts responsibility of all emergency services, ambulances and fire hydrants to City;
Staff response: The City is not amenable to incurring the cost of this proposed change.
7. Requires the City to provide fireworks (we had deleted the fireworks altogether in the last draft);
Staff response: The City is amenable to providing fireworks at it's sole discretion.
8. Deletes the City's ability to use any intellectual property rights for event memorabilia;
Staff response: The City is not amenable to this proposed change.
9. If the contract is terminated by either party , RQ music shall return "up to 50%" of funds rather than "any unused funds."
Staff response: The City recommends that if the contract is terminated by either party, RQ Music shall refund \$40K of the \$50K already provided.

Please let me know if you have any questions.

Thank you,

Jane

Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177
(386)329-0100 x 219

2025 BLUE CRAB FESTIVAL

Anticipated City expenses if the City is responsible for providing all services:

COMMUNITY AFFAIS	\$1,800
POLICE DEPARTMENT	\$12,105
PUBLIC WORKS	\$6,380
FIRE DEPARTMENT	
Personnel (\$45 pp/ph)	\$3,240
Food Truck Inspections 4 hours	\$180
ATV 36 hours	\$2,700
Brush Truck 36 hours	\$4,500
Medical/misc.	\$300
Fuel	\$100
PORT-0-POTTIES*	\$5,000
	\$36,305

*Department GL undetermined at the time of this draft

**The Interagency Agreement transferring property from the Airport to the City.
The Interagency Agreement transferring property from the Airport to the City.**

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The original land release sought by the City from the FAA on August 31, 2022, for 14.6 acres of Palatka Municipal Airport (28J) property. The 14.6 acre parcel consisted of portions of two parcels (identified as J and P within the Airport Property Acquisition Table). At the time of the request, this vacant land had been identified as being an ideal location to house a new facility for our Public Works Department. A Request for Release was made and after evaluating the proposal, the FAA determined that no additional Part 163 was required. The Notice of Intent to Release was published in the Federal Register on June 16, 2023.

However, the City then determined that another adjacent property would be more suitable for the Public Works facility because it already had a warehouse on the premises (versus developing vacant land). It is possible that this change in direction was not communicated because on September 13, 2023, the Orlando Airports District Office, Airports Division proceeded with the executed a Deed of Release for the 14.6 acres and the property was legally transferred. The property was valued at \$169,000.00 based upon an appraisal conducted by Cooksey & Associates.

To properly memorialize this past transaction, the change in location, and the payment of funds for the land, the City has entered into an "Interagency Agreement Transferring Property from the Palatka Municipal Airport (28J) to the City of Palatka" (see attached). Although the initial transaction had been previously approved, given the change in circumstances related to the relocation of the Public Works facility, the Interagency Agreement is on the City's January 23, 2025 agenda for review and approval. Per FAA, the airport is required to receive full compensation for the previously released airport property based on the Fair Market Value (FMV) appraisal. Attached is a copy of the contract of sale for this transaction once it has been finalized to confirm that the transaction has taken place.

PROJECT ANALYSIS

Attached is the interagency agreement and the evidence of payment from the General fund to the Airport fund for the overage of \$169,000. The \$250, 000 deficit identified is being paid by the current payment made of \$169,000 and the remaining \$81,000 at the conclusion of the

second phase of the transfers.

Staff Recommendation

Recommends that the Commissioners approve the resolution for the transactions completed per FAA requirements and review comments.

ATTACHMENTS

1.	Interagency Agreement
2.	PARCEL ACCOUNTING 102224

INTERAGENCY AGREEMENT TRANSFERRING PROPERTY FROM THE PALATKA MUNICIPAL AIRPORT (28J) TO THE CITY OF PALATKA

This agreement dated December 17, 2024 is between the City of Palatka Municipal Airport 28J Enterprise Fund (the "Airport") as the Grantor and the City of Palatka, a municipal corporation (the "City"), General Fund, as the Grantee, acting through its City Commission.

RECITALS

- A. On August 31, 2022, the City sought to obtain a Land Release from the Federal Aviation Administration ("FAA") for 14.6 acres of Airport property to develop a facility for the City's Public Works Department, including a requirement that a payment or receivable of \$169,000 be provided from the City to the Airport. See Request for Release of Airport Property, attached hereto as **Exhibit A**.
- B. On May 12, 2023, after evaluating the proposal, the FAA determined that no additional Part 163 coordination was required.
- C. On Jun 16, 2023, the Notice of Intent to Release the property was published in the Federal Register. See attached **Exhibit B**.
- D. Thereafter, the City determined that another adjacent, and more cost-effective location was more suitable for the Public Works facility. There are no current plans to develop any portion of the 14.6 acres now owned by the City, and as such, there are no impacts identified on the Property.
- E. On September 13, 2023, the Orlando Airports District Office, Airports Division, Southern Region, Federal Aviation Administration executed a Deed of Release for the 14.6 acres and the same was accepted by the City on October 4, 2023 and recorded on October 13, 2024. See attached **Exhibit C**.
- F. The Deed of Release legally transferred the 14.6 acres of real property.
- G. The Property is valued at \$169,000.00 based upon the appraisal attached hereto as **Exhibit D**.
- H. The City shall pay the full value of the property, in the amount of \$169,000.00, to the Palatka Municipal Airport 28J Enterprise Fund, for full consideration of the property, within ninety (90) days of this Agreement.

AGREEMENT

- 1. Recitals. The Recitals set forth above, at the beginning of this Agreement, are incorporated into this Agreement as if set forth fully herein.

2. Purpose. The purpose of this Agreement is to effectuate the following (i) the City's acquisition of title to the Airport property from the Airport; (ii) transfer of the property to the City's general fund.
3. Waiver and Release. Subject to the representations, warranties, covenants and/or agreements of the parties under and pursuant to this Agreement, the City waives, to the maximum legal extent, any and all claims, demands, remedies or causes of action for damages, liabilities, losses, costs and/or expenses, including attorneys' fees, arising out of the City's acquisition of the Airport Property.
4. Indemnification. The City, at its sole cost and expense, agrees to fully and completely indemnify the Airport against any and all claims relating to or arising from this Agreement and/or the Property.
5. Authority. The person(s) executing this Agreement and the instruments referenced herein on behalf of the City and the Airport have the power, right and actual authority to bind the City and the Airport to the terms and conditions of this Agreement.
6. Assignment. Neither this Agreement nor any interest herein shall be assignable by the City or the Airport without the prior written consent of the parties, which consent shall not be unreasonably withheld.
7. Entire Agreement. This Agreement and any attachments hereto constitute the entire agreement between the City and the Airport, whether oral or written.
8. Time is of the Essence. Time is of the essence with respect to all of the terms, conditions and obligations set forth herein.
9. Governing Law; Venue. The validity and enforceability of this Agreement shall be governed by and construed in accordance with the laws of the State of Florida, and venue is proper in Putnam County, Florida.



Marcia Carty
Interim City Manager
Date: 1/6/2025

and

Yul McNair
Airport Manager
Date: _____

28J AIRPORT LAND RELEASE 2023 AND 2024 ACCOUNTING

PARCELS PROPOSED FOR FAA RELEASE, 2023 and 2024, OWNERSHIP/USE INTENDED TO BE TRANSFERRED FROM AIRPORT TO CITY				
Line #	Parcel Description	FAA Release Yr.	Acreage	Appraised Value
1	Original Public Works Site (FLR-2 per 2012 ALP Property Map) 7.68 Acre Uplands, 13.85 Acres Total, 2023 FAA Release	2023	7.68	\$169,000
2	Northeast end of Kay Larkin Circle (old taxiway), 0.70 Acres, 2024 FAA Proposed Release	2024	0.70	\$25,000
3	South & east border to Nations Industrial Park Property adjacent airfield, 7.42 Acres, 2024 FAA Proposed Release	2024	7.42	\$267,000
4	Combined Western portion of land release to be retained by City, 5.82 Acres, 2024 FAA Proposed Release	2024	5.82	\$197,000
5	Northern end of Kay Larkin Drive, 1.04 Acres, 2024 FAA Proposed Release	2024	1.04	\$37,000
6	TOTAL LAND RELEASED BY FAA AND OWNERSHIP INTENDED TO BE TRANSFERRED FROM AIRPORT TO CITY FOR NONAERONAUTICAL USE		22.66	\$695,000
PROPOSED COMPENSATION FROM AIRPORT TO CITY				
	Description			Appraised Value
7	Airport Land Acquisition Parcel , City Proposed to Acquire from Jeff Nations and turn over to Airprot for Aeronautical Use, Appraised Value Shown, 12.36 Acres		12.36	\$445,000
AIRPORT COMPENSATION DEFICIT				
	Description			Value
8	Airport Compensation Deficit Resulting from transfer of land parcels identified above. No compensation method identified. Line 7 Less Line 6.			-\$250,000

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Establish a policy for evaluating funding requests from the public.

BACKGROUND

The City receives multiple requests from the public to fund various initiatives; however, there is not an established policy that provides for a consistent approach to funding. This policy establishes guidelines and procedures for evaluating funding requests submitted by nonprofit organizations seeking financial support from the City of Palatka. The objective is to ensure that all requests are assessed fairly, equitably, and align with the City's mission of promoting community well-being and enhancing the quality of life in Palatka. In addition, a written policy provides clarity and transparency to members of the public seeking funding.

PROJECT ANALYSIS

This policy applies to ALL requests for funding from nonprofit organizations, whether for general operational support, specific projects, or special programs, and outlines the criteria and procedures for evaluation, approval, and disbursement of funds.

Staff Recommendation

Approve the policy.

ATTACHMENTS

1.	Policy for funding non-profit requests
----	--

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



Regular meetings 2nd and 4th Thursdays of each month at 6:00 PM

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

City of Palatka Funding Request Policy

February 13, 2025

Purpose

This policy establishes guidelines and procedures for evaluating funding requests submitted by nonprofit organizations seeking financial support from the City of Palatka. The objective is to ensure that all requests are assessed fairly, equitably, and align with the City's mission of promoting community well-being and enhancing the quality of life in Palatka.

Scope

This policy applies to ALL requests for funding from nonprofit organizations, whether for general operational support, specific projects, or special programs, and outlines the criteria and procedures for evaluation, approval, and disbursement of funds.

Eligibility Criteria

1. Nonprofit Status:

The requesting organization must be a registered nonprofit entity, recognized as a 501(c)(3) organization under the Internal Revenue Code. Proof of nonprofit status must be provided with the funding request. An organization that has an NGO fiscal sponsor may be considered for funding. Proof of fiscal sponsorship by an NGO must be provided with the funding request. The City shall not consider funding requests from for-profit corporations or religious institutions.

2. Benefit to the City of Palatka:

The project or program for which funding is requested must provide a tangible benefit to the residents, economy, or community of Palatka. The request must demonstrate how the funding will directly improve or serve the public good within the City. If the request benefits Putnam County at large, the requestor must demonstrate efforts to secure funding from Putnam County and other county-wide entities, such as the Putnam County School District or the Putnam County Chamber of Commerce. Failure to demonstrate funding requests from county entities will render the request incomplete and will not be considered by the City Commission.

3. Compliance with Applicable Laws:

The organization must comply with all federal, state, and local laws, including those related to tax-exempt status, financial reporting, and non-discrimination policies.

Funding Request Process

1. Submission:

All funding requests must be submitted to the City Clerk's office in writing using the standard application form provided by the City of Palatka. The request must include the following:

- A detailed description of the project or program.
- The specific amount of funding requested.

201 N. 2nd STREET • PALATKA, FLORIDA • 32177

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

- A budget outlining how the requested funds will be allocated.
 - Proof of nonprofit status.
 - Documentation demonstrating the impact of the project or program on the City of Palatka.
 - A timeline for the project, if applicable.
2. **Deadline:**
Requests for funding must be submitted by June 1 to be considered for review in the following year's fiscal budget cycle. Late or incomplete applications may not be considered. Emergency requests submitted after June 1 shall be limited to \$500 and the requestor must indicate in the application the basis for the emergency. Allocation of funding in all instances is wholly within the discretion of the City Commission.
3. **Review and Evaluation:**
The City Manager and Finance Director (the review committee) will evaluate all funding requests based on the following criteria:
- Alignment with the City's priorities and strategic goals.
 - Potential benefit to the community of Palatka, including economic, cultural, environmental, or social impacts.
 - Feasibility and sustainability of the project or program.
 - Organizational capacity and track record of the applicant organization.
 - Clear and measurable outcomes.
4. **Approval Process:**
The review committee will make recommendations based on the evaluation of each funding request. The City Commission will make the final decision on the approval and disbursement of funds during a public meeting.

Funding Conditions

1. **Disbursement:**
If approved, funding will be disbursed in accordance with the terms outlined in the funding agreement between the City of Palatka and the nonprofit organization. Funds may be distributed as a lump sum or in installments, based on the nature of the project.
2. **Reporting Requirements:**
Organizations receiving funding must submit a report to the City of Palatka within thirty (30) days after completion of the funded project or program. The report must include:
- A summary of the project or program.
 - A breakdown of expenditures.
 - Evidence of the project's impact on the City of Palatka, including any measurable outcomes.
 - Any challenges faced and lessons learned.
3. **Use of Funds:**
Funds must be used exclusively for the purposes outlined in the approved request. Any deviation from the approved project or budget requires prior written approval from the City.
4. **Audit and Oversight:**
The City of Palatka reserves the right to audit the use of funds at any time to ensure compliance with the terms of the funding agreement.

Conclusion

The City of Palatka is committed to supporting nonprofit organizations that contribute to the enhancement of the community and the public good. By providing a transparent, consistent, and equitable process for funding requests, the City aims to foster positive, long-term impacts that benefit all residents.

Effective Date:

This policy shall be effective as of _____. 2025.

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Pro Tem is an abbreviation for "Pro Tempore" and means temporary, for the time being.

A person who acts as a temporary substitute serves *pro tem*. The term is often used to describe the acting head of a governing body, such as the president *pro tem* of the Senate, who presides over the Senate when the vice president is unable to do so. The duration of the role may change at the discretion of the commission, a pro tem appointment does not necessarily last for the duration of a commissioner's term.

BACKGROUND

The city charter does not establish a pro tem. In the event of an emergency where the Mayor can not attend a meeting, the city should establish who would be in charge of that particular meeting. The general rule nationally is that a mayor pro tem (MPT) "exercises all the functions of the mayor, including discretionary, ministerial, executive and administrative, legislative and judicial or quasi-judicial powers" when acting in place of the mayor. If both the mayor and the MPT are absent, the remaining commissioners may vote to appoint a MPT for that meeting.

PROJECT ANALYSIS

Staff Recommendation

At this time, staff recommends the commissioners make a decision and choose a pro tem, until the charter review committee can address this and place it in the charter.

ATTACHMENTS

None

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request Commission to review salary based on hours worked as Interim City Manager

BACKGROUND

Marcia, Cary was appointed to serve as Interim City Manager on September 12, 2024. She is also serving in the capacity of Finance Director. Salary was set for Ms. Carty at a Special Called Meeting on September 30, 2024. At the request of the Commission time tracking of hours worked were to be kept so that a review of the salary could be brought back for adjustment consideration

PROJECT ANALYSIS

Staff Recommendation

Staff recommends the commission review the hours submitted and make the necessary salary adjustments moving forward. The current salary, which was set on 9/30/24 was for (20) additional hours bi-weekly; The new salary recommendation is for (30) additional hours bi-weekly. It is also the recommendation of staff that the new set salary is made retro from December 1, 2024.

ATTACHMENTS

1.	Analysis (2)
2.	Resolution M. Carty - 2
3.	Carty hours worked

CURRENT SALARY (FINANCE DIRECTOR)

G19 (Step 7)
\$58.54/Hourly
\$4,683.00/Bi-Weekly

CURRENT PRACTICE

Add \$1,000 per month to base pay for duration of interim assignment

BASE PAY	ADDITIONAL/Bi-Weekly	FROM	TO	
\$4,683.00	461.54	4683.00	\$5,144.54	

CURRENT POLICY (Page 16)

04.5 ADMINISTRATIVE/SUPERVISORY EMPLOYEES:

A. Administrative/Supervisory employees are expected to perform any additional services and hours of work that may be required of them, to fulfill their job responsibilities, without overtime compensation.

B. Administrative/Supervisory employees who are called out by another supervisor to work at a non-supervisory job (i.e., Equipment Operator) shall be paid at their normal base pay, at straight time. This shall be paid from the division's budget requesting the assistance.

C. In the event of a disaster requiring scheduled overtime for Administrative/Supervisory personnel, the rate of compensation is to be set by the City Commission.

D. Each Administrative/Supervisory person is subject for call-in, on any emergency, at any time, as determined by his or her department head, City Manager, or his designee.

E. When an Administrative/Supervisory person is required to work on a project, and the cost of the project is billed to a third party, the Administrative/Supervisory personnel shall be compensated at the same rate as any other City personnel on the project, as the City does not make money from overtime work.

BASE PAY	ADDITIONAL HOURS	HOURLY RATE	ADDITIONAL/Bi-Weekly	FROM	TO
\$4,683.00	20	\$58.54	\$1,170.80	\$4,683.00	\$5,853.80
\$4,683.00	30	\$58.54	\$1,756.20	\$4,683.00	\$6,439.20

BEST PRACTICES

An increase to base salary for the duration of the interim assignment. For example, if the employee's new role is at the same salary level and involves substantial additional work, an employer may offer supplemental pay of 5%-15%, depending on the nature and amount of the additional work. The amount of supplemental pay may be based on whether the employee functions in both his or her current position as well as the vacated position, or only in the vacated position.

An increase to base salary to reflect a higher-level position. If the interim role is at a higher level, the employer may pay the employee a salary appropriate to that level position for the duration of the assignment.

CITY MANAGER (G23)

BASE PAY	ADDITIONAL/Bi-Weekly		FROM	TO
\$4,704.00	\$21.00		\$4,683.00	\$4,704.00
\$5,061.00	\$378.00		\$4,683.00	\$5,061.00
\$5,418.00	735.00		\$4,683.00	\$5,418.00

RECOMMENDATION:

As Human Resources, I highly recommend the City Commission to follow the existing policy that provides extra compensation for hours worked beyond regular job responsibilities. This advice is based on the time being spent fulfilling the necessary duties for both assigned positions. The table above includes calculations for an additional twenty and thirty hours for your consideration.

RESOLUTION NO. 2025-R-21

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
REVISING THE SALARY OF MARCIA G. CARTY WHILE
INTERIM CITY MANAGER OF THE CITY OF PALATKA;
PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING
FOR SCRIVENER’S ERRORS**

WHEREAS, the City Commission appointed Marcia G. Carty, Finance Director, to serve as Interim City Manager on September 12, 2024; and

WHEREAS, a salary was set for the appointment with time tracking to be done for the amount to be reviewed; and

WHEREAS, Ms. Carty is willing to serve as the Interim City Manager until the selection of a permanent City Manager by the City Commission; and

WHEREAS, pursuant to Article III, Section 36 of the Palatka City Charter, the Palatka City Commission, by a majority vote, shall appoint a city manager for an indefinite term; and

WHEREAS, the Commission appointed Ms. Carty to serve as Interim City Manager of the City of Palatka, Florida, until such time that a permanent city manager is hired, as provided for in Article III, Section 36 of the City Charter of the City of Palatka; and

NOW, THEREFORE, be it resolved by the City Commission of the City of Palatka, Florida, as follows:

1. Ms. Carty’s current salary shall be revised to \$3,512.40 per month during the time she serves as Interim City Manager in addition to her responsibility as the City’s Finance Director; and
2. the City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which of not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED this 13th day of February 2025, by the City Commission of the City of Palatka, Florida.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Marcia Carty

Hours Worked in City Manager and Finance Director

City Manager Finance Director

9/30/2024	10	3
10/1/2024	5	4
10/2/2024	6	4
10/3/2024	6	4
10/4/2024	4	6
10/5/2024	3	
10/6/2024		3
10/7/2024	6	4
10/8/2024	7.5	3
10/9/2024	3	5
10/10/2024	5	3
10/11/2024		
10/12/2024	3	
10/13/2024	4	2
10/14/2024	6.5	5
Total	62.5	41
Total for 2 weeks	103.5	

Marcia Carty
Hours Worked in City Manager and Finance Director

	City Managem	Finance Director	Total
10/15/2024	5	5	10
10/16/2024	6	4	10
10/17/2024	6	4	10
10/18/2024	5	5	10
10/19/2024	4		4
10/20/2024		3	3
10/21/2024	5	5	10
10/22/2024	5	4	9
10/23/2024	6	5	11
10/24/2024	6.5	5	11.5
10/25/2024	4	4	8
10/26/2024			0
10/27/2024			0
10/28/2024			0
10/29/2024			0
10/30/2024	5	4	9
10/31/2024	5	4.5	9.5
Total	62.5	52.5	115

Marcia Carty
Hours Worked in City Manager and Finance Director

City Managem Finance Director Total

11/1/2024	5	5	10
11/2/2024	3	0	3
11/3/2024	0	2	2
11/4/2024	5.5	4	9.5
11/5/2024	6	4.5	10.5
11/6/2024	5.5	4	9.5
11/7/2024	5	5	10
11/8/2024	5	5	10
11/9/2024	3	1	4
11/10/2024	0	0	0
11/11/2024	2		0
11/12/2024	5	4.5	9.5
11/13/2024	5.5	4	9.5
11/14/2024	6	6	12

Total	56.5	45	99.5

Marcia Carty
Hours Worked in City Manager and Finance Director

	City Management	Finance Director	Total
11/15/2024	5	5	10
11/16/2024	3		3
11/17/2024		4	4
11/18/2024	7	4	11
11/19/2024	6	5	11
11/20/2024	6	6	12
11/21/2024	5	5	10
11/22/2024	out of office		
11/23/2024		4	4
11/24/2024	3		3
11/25/2024	5.5	5	10.5
11/26/2024	6	5	11
11/27/2024	5	2	7
11/28/2024	holiday		0
11/29/2024	hoiday		0
11/30/2024	5		5
Total	51.5	45	96.5

Marcia Carty
Hours Worked in City Manager and Finance Director

	City Management	Finance Director	Total
12/1/2024	2	3	5
12/2/2024	6	4	10
12/3/2024	7	4	11
12/4/2024	6	4	10
12/5/2024	8	0	8
12/6/2024	8	0	8
12/7/2024			
12/8/2024	4		
12/9/2024	6	4	10
12/10/2024	7	4	11
12/11/2024	5	4	9
12/12/2024	9	3	12
12/13/2024	6	4	10
12/14/2024			
Total	74	34	104

Marcia Carty
Hours Worked in City Manager and Finance Director

	City Management	Finance Director	Total
--	--------------------	---------------------	-------

12/15/2024		3	3
12/16/2024	6	4	10
12/17/2024	4	6	10
12/18/2024	8	4	12
12/19/2024	7	3	10
12/20/2024	8	2	10
12/21/2024	2		2
12/22/2024		3	3
12/23/2024	6	4	10
12/24/2024	holiday		0
12/25/2024	holiday		0
12/26/2024	6	3	9
12/27/2024	5	5	10
12/28/2024			

Total	52	37	89
-------	----	----	----

December 15, 2024 - December 21, 2024

December 2024							January 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7					1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	15	16	17	18	19	20	21
7AM							
8		PIO bi-weekl					
		Mayor Correa III	audit -cash		Ms	Admir	
9		City Hall Marcia Carty	finance Marcia Carty		Car Ou of	BOCC - Christe	Meet,
		projects; City M,			the Car	Carty/Sunni hu1	
10					Off (SK	De1 He;	Mr. Sn
			Commissioner J	St Johns Ave Pr,	Sta Me	See be Marcia	Photo
			City Hall or by p	18th St Next to F	Cit).		Ball Fields Rena
11			Marcia Carty	James Cuneo	De1	Grants Review Meeting (SK)	
					Car	City manager's	
12PM			Chief Taylor	Chamber of Cor		office Marcia Carty	
				Chamber of Corr			
1		Cowar	Brian Mccan	Shawn Bruneo,		audit loans	
		CityM				financ	
		Marcia JaneV	HR weekly M	Yul McNair B:	Blight to	Marcia Carty	
					Robert H.		
2		Joe Verrechi	ACOE CANCE	City Manageme	Jane West	City	Canceled: Empie
			Grants Project	City Manager's C		of Mic'-	Tavan
			Review	Marcia Carty			Robert H. Jenkin: Reno Fells
3			Meeting(SK)	Projects Update		Water Plant Ass	
			City Manager's C	Annex Conferenc		City Hall Annex;	
4					Sun ni Kra ntz		
						Eddie Cutwri,	
						Lorenzo Bi-w-o	
5		Youth Ambassa, City Hall Annex				Specia Zoom	
						Called link	

City for

Water Plant Ass

Palatka City Hall

Comm_ Specia

Meetir

Called

Community En!J

Shaw Buck and F _

Sunni Krantz

6

0

Marcia Carty

1

2/6/2025 1:19 PM

December 22, 2024 - December 28, 2024

December 2024
Su Mo Tu We Th Fr Sa
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

January 2025
Su Mo Tu We Th Fr Sa
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	22	23	24	25	26	27	28
7AM							
8							
9		Mayor Correa City Hall Marcia Carty				City Clerk SOPs	
10		fixed assets finance office Marcia Carty			Canceled: Department Head Staff Meeting (SK) City Hall Annex Sunni Krantz		
11			Commissioner J City Hall or by p Marcia Carty				
12PM					fc	Grants Review Meeting (SK) City manager's office Marcia Carty	
1						Christal! Azcara	
2		Palatka various Microsoft Teams					
3		Justin Vollenw ;, 0				Tarsha Givens 3 City Manager's C Marcia Carty	
4							
5							
6					Canceled: City Commission Sunni Krantz		

0

Marcia Carty
Hours Worked in City Manager and Finance Director

	City Management	Finance Director	Total
12/29/2024		2	2
12/30/2024	6	2	8
12/31/2024	5	3	8
1/1/2025	holiday		0
1/2/2025	6	3	9
1/3/2025	6	3	9
1/4/2025		5	5
1/5/2025			0
1/6/2025	7	3	10
1/7/2025	5	4	9
1/8/2025	7	2	9
1/9/2025	8	4	12
1/10/2025	7	2	9
1/11/2025	3		
Total	60	33	90

December 29, 2024 - January 4, 2025

December 2024							January 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	29	30	31	1	2	3	4
			Sunni Out of	City Hall Closed			
7AM							
8					Interview with F	evaluation; cart	
9		Mayor City H. Mar. 10 0	humana			Grants Review Meeting (SK) City manager's office Marcia Carty	
10		Discussion; City			Department		
11		Putnam Co St Ji St Johns Ave Pal James Cuneo	Commissioner J City Hall or by p Marcia Carty		Head Staff Meeting (SK) City Hall Annex Sunni Krantz	audit status aml	
12 PM					Meet with Jane,		
		Affordable Hou	Meeting with T, City Hall Marcia Carty				
1		Karen with Hun	HR weekly M		Meeting with K;		
2		Community I				cha Ma	
3		Joe Verrechh			Hope FM Interv	bar Ma cha	
4		Canceled: Pre-Agenda Annex Sunni Krantz				evaluation; City	
5		Planning; Cit: 0			SMA Healthcan		
6							

January 5, 2025 - January 11, 2025

January 2025

February 2025

Su Mo Tu We Th Fr Sa
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

Su Mo Tu We Th Fr Sa
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5		6	7	8	9	10	11
7AM							
8						Agenda Approv	
9		Mayor Correa 1/1 City Hall Marcia Carty D		Grant! Projec Review		Grant! Review Meeth	
10		CRA Meeting; C		Meeti1 City	Depar	City m, Mar	
11		HRweeklyM0		Manag.	Head		Blight
12 PM		Finance; City Mc	Commissioner J	Mar-'- Palatk	Staff	PSAC1	Robert
1		era meeting; cit	City Hall or by pr Marcia Carty	Ms. Carty/Ms. C	Meeti1 (SK)	Putnar Boa-"	Eddie<
2		projects meetin		City Hall Marcia Carty	City H. Sun-'	Splash	Canceled: Polar
3			Mtg. Sunni/Cari		Discussion City Hall Annex		Palatka Gas Auth Brett Dennis
4					Avery Hunter		
5				Meet with Sam	Sign Demo; Mar		
6		Christal! Azcara	Call Kyun Sessic	Rosa Thomas A(1	Cancel		
7				Ms. Thomas is ca Marcia Carty	Robert Jane VI	Putna1, Count!	Meeting with Ct
8		Palatka various Microsoft Teams		public records r		Legisl, Deleg,	teamb City M
9		Justin Vollenw-"	Airport Update;	Projects Update		(SK)	CRAII/ Virgini,
10				Annex Conferenc Carlos Dominr."	Putnar Count)		
11		LaToya/Ms. Car	weekly meeting	Me Me Fol		Comm	
12		Legal/ICM Weel			Chamt locatec Sunni I		
1		buildi1 Legal/					

7:30pm - 9:30pm I

Mtg
w/Commissione
Marcia Carty

Student of tO

City
Commission
Sunni Krantz

Page 164 of 340

Marcia Carty
Hours Worked in City Manager and Finance Director

	City Management	Finance Director	Total
1/12/2025		5	5
1/13/2025	7	2	9
1/14/2025	7	3	10
1/15/2025	6	3	9
1/16/2025	7	4	11
1/17/2025	6	3	9
1/18/2025		3	3
1/19/2025	4	6	10
1/20/2025	6	4	10
1/21/2025	7	3	10
1/22/2025	6	3	9
1/23/2025	8	4.5	12.5
1/24/2025	7	2	9
1/25/2025			

Total	71	45.5	116.5
-------	----	------	-------

January 12, 2025 - January 18, 2025

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	12	13	14	15	16	17	18
			Daphne/Ms. Cai				
8		PIO bi-weeklo,			CRA/C grant		
		Mayor Correa "	Meeti1				
		City Hall	City H, _				
9		Marcia Carty	Alex Re	New Hire			
		Joe meeting	Orient	Re: Close out m	Depar		
			City Hall	city annex	Head		
10		Quality Cities Li	Grant!	Brian Mccann	Staff		
		https://us02web.	Annex		Meeti1		1
		FLC University@	Comm Avery	St Joh	(SK)		
11			City H, Hunter	18th St JamM	City H, Sun-'	Projec	
			Marr	D	Putna1	Annex	1
					Putnar Laura f	CarlM	
				Chaml	Putna1		
				Chamt Sun-'	Putnar Lau		1
		Meeting with M	Brian I	Cancel	FEMA PA	Sha	1
			Joe Verrechi<	0	Confer	Yul Mt	
2		CRA Agenda	Tax	Chief. die	Cutwr	John M. Jones	
		Meeting with M	Incren Fund	Chief	Canceled:		
3		RE: SAJ-2010-0	Advise	Pre-Agenda			
		Microsoft Teams	Comm	HR we	Annex		
		Marcia Carty	City H,	Sunni Krantz			
4		Charter Review Committee	Sunni I				
		Meeting 4:00 PM (SK)		Lorenzo Bi-w,0			
5		City Hall Annex					
		Sunni Krantz					

January 19, 2025 - January 25, 2025

January 2025							February 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4						1
5	6	7	8	9	10	11		2	3	4	5	6	7
12	13	14	15	16	17	18		9	10	11	12	13	14
19	20	21	22	23	24	25		16	17	18	19	20	21
26	27	28	29	30	31			23	24	25	26	27	28

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	19	20	21	22	23	24	25
7AM							
8							
		Mayor Correa V, City Hall					
9		Marcia Carty	Canceled: Point Microsoft Teams	Fire impact Fee City Hall Annex	Legal Updates; <		
			Marsha Lathar""	Alex Romero	Canceled:		
10					Department Head Staff Meeting (SK)		
			Commissioner J	Virginia Jones	City Hall Annex		
11			City Hall or by p- Marcia Carty O	Neighborhood I	Sunni Krantz		
				Microsoft Teams Reno Fells			
12 PM			Meet with Carti City Manager Of	Canceled: Airpo Airport Conferen			
			Annie Hendersor	Don Holmes			
1			PI S1			Grants Process	
						City Manager's C Marcia Carty	
2		Canceled: Palatl	It J, rr Ci	CRA/City Mana!			
		Microsoft Teams	P1 21	R,			
		Justin Vollem,r"	C, @ 01 G 1: hl R*				
3			C, p, 1G H Ci	Projects Update Annex Conferen<		CRA/City MaO	
			Kl E1	Carlos Domin,..."			
4				PRR; City Hall; K;			
			Meeting with C,				
5							

6

City
Commission
Sunni Krantz

Ordinance 2025-1 Rezoning property at the intersection of Saint Johns Ave. and Zeagler from single family residential (R-1) to multi-family residential (R-3) Parcel No. 10-10-26-0000-0200-0050. (First Reading)

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request is for rezoning one parcel of approximately 4.23 acres at the intersection of Saint Johns Avenue and Zeagler Drive with a Planned Unit Development (PUD) overlay. The request is to change the existing zoning from Single-Family Residential (R-1) to Multi-Family Residential (R-3). The parcel is proposed to be developed for 68 townhomes.

Public notice issued by the city included legal advertisement in the *Palatka Daily News*, property posting, and mailed notices to property owners within 150 feet of the subject property.

BACKGROUND

The property is within the city limits of Palatka and currently vacant, semi-wooded with no existing structures. The proposed 68 townhouses will be connected to municipal water and sewer available nearby.

The area contains multi-family housing, 18 single family home cul de sac subdivision, an approved multi-family residential Planned Unit Development (The Cottages), along with medical facilities and uses.

On January 7, 2025, the Planning Board approved the rezoning and Planned Unit Development overlay.

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

Staff recommends the request to rezone from City of Palatka Single-Family Residential (R-1) to City of Palatka Multiple-Family Residential (R-3) with a Planned Unit Development (PUD) overlay, be **approved** for the above parcel with the following conditions:

- All utilities must be located underground, per Section 94-233(f) of the City of Palatka municipal code.
- All vehicular parking associated with the development comply with the City of

Palatka, Article V, “Off-Street Parking and Loading” and an accommodation of (1) one (guest) vehicular parking space per (5) five units.

- A traffic study or letter from a certified traffic engineer or other transportation professional be submitted to the city regarding vehicular ingress and egress of the proposed development site.

ATTACHMENTS

1.	Staff Report (8)
2.	Ord 25- reZoning PB 24-23 Cypress
3.	site plan 010725
4.	Business Impact Estimate - ORD 25-01

Case PB 24-23 – Request to Rezone 4.23 acres with a PUD Overlay at 10-10-26-0000-0200-0050

Address: Unassigned (Intersection of Saint Johns Avenue and Zeagler Drive)

Applicant: Palmetto Palatka Land Trust

Agent: Christine Towers

STAFF REPORT

DATE: January 7, 2025
TO: City Planning Board
FROM: Planning Director

APPLICATION REQUEST

Request is for rezoning one parcel of approximately 4.23 acres at the intersection of Saint Johns Avenue and Zeagler Drive with a Planned Unit Development (PUD) overlay. The request is to change the existing zoning from Single-Family Residential (R-1) to Multi-Family Residential (R-3). The parcel is proposed to be developed for 68 townhomes.

Public notice issued by the city included legal advertisement in the *Palatka Daily News*, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The property is within the city limits of Palatka and currently vacant, semi-wooded with no existing structures. The proposed 68 townhouses will be connected to municipal water and sewer available nearby.

The area contains multi-family housing, 18 single family home cul de sac subdivision, a new multi-family residential Planned Unit Development (construction underway), along with medical facilities and uses. See Table 1.

	Actual Use	FLUM	ZONING
Property Existing	Vacant	City of Palatka Residential Low Density (RL)	City of Palatka Single family Residential (R-1)
North	Woodland Point Apartment Complex, and Palatka Center for Rehabilitation and Healing (across Saint Johns Ave)	City of Palatka Residential High Density (RH)	City of Palatka Commercial Intensive (C-2); Multi-family Residential (R-3)
South	Foxwood Lane Subdivision	City of Palatka Residential Low (RL)	City of Palatka Residential, Single Family (R-1)
East	Fresenius Kidney Care	City of Palatka Residential High (RH)	City of Palatka Multi-family Residential (R-3)

	Palatka, and Kiva-Palatka Assisted Living		
West	"The Cottage at Saint Johns"	City of Palatka Residential High (RH)	City of Palatka Multi-family Residential (R-3)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

Zoning Change Analysis



Figure 3. Existing Zoning

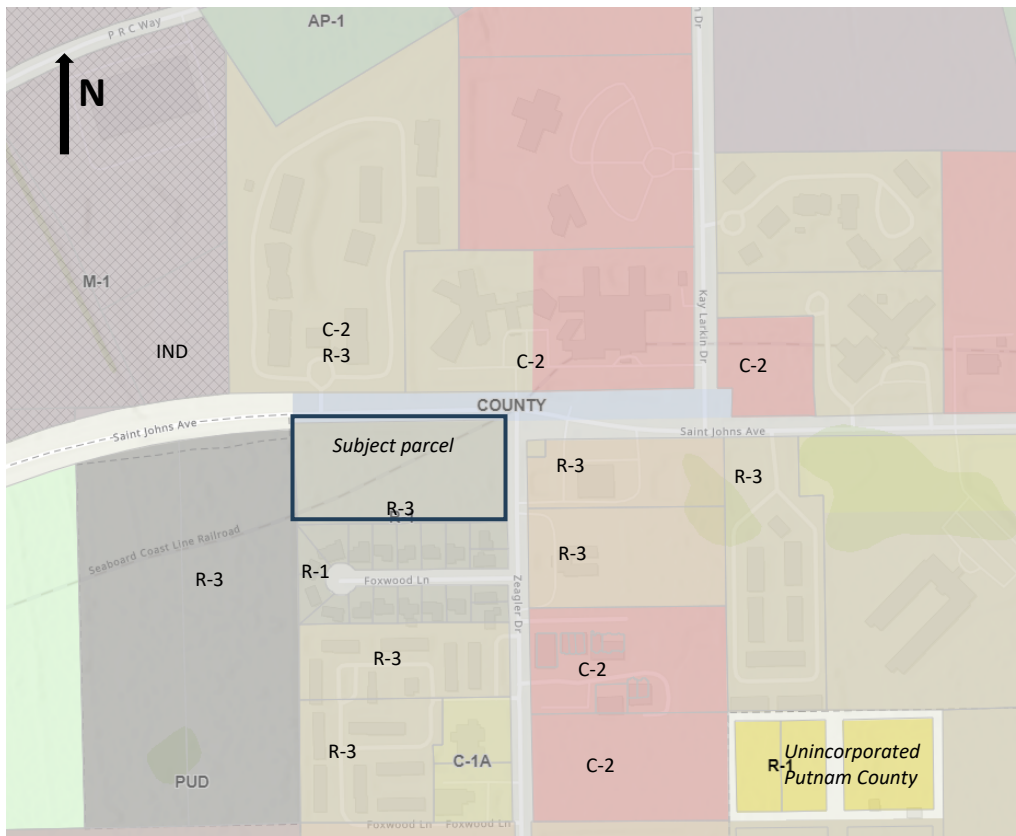


Figure 4. Proposed Zoning

Section 94-38(f)(1) of the Palatka Code of Ordinances requires that the report and recommendations of the Planning Board to the City Commission as required by subsection 94-38(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:*
Response: The subject property currently has Single Family Residential (R-1) classification. The subject property is adjacent to City of Palatka Multiple-Family Residential (R-3) zoning to the west and east. Foxwood Lane, a single-family residential, cul-de sac subdivision is located south of the subject parcel. The surrounding properties are developed as residential and medical uses. The change to a multiple-family residential (R-3) use zoning category will not have an adverse impact on the residential properties around it.
- b. *The existing land use pattern.*
Response: The existing land use pattern in this area is a mix of commercial and residential. The proposed zoning change will further the multiple-family character to the west (The Cottages) and to the north (Woodland Point Apartments) of the subject parcel.
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.*
Response: The proposed zoning change will not be isolated; there are adjacent multiple-family residential dwelling units to the north and west of the subject property.
- d. *The population density pattern and possible increase or overtaking of the load on public facilities such as schools, utilities, streets, etc.*

Response: The subject parcel is proposed to be developed as townhouses. This has the potential to increase population by 2.28 persons per household, or a potential total of 155 persons. The City of Palatka water and wastewater treatment plants both have available capacity to serve these townhouses. There will be an impact on traffic in the local area. There may be an additional impact on school population. It is the expectation that stormwater will be managed pending submittal of a site plan.

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

Response: The proposed rezoning will be in concert with the existing zoning districts to the west, north, and east on properties within the city limits. There is a mix of residential and commercial zoning categories in the area, as well as medical uses.

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

Response: More opportunities for housing will be created within the City of Palatka with a rezoning and development.

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

Response: Additional vehicular traffic will be created with the proposed 68-unit townhouse development on the parcel. Pending submittal of the site plan, stormwater will be managed on site. The homes will be connected to public water and sewer.

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

Response: Access to the proposed townhouses would be on Zeagler Drive. If approved, the 68-townhomes would have some impact on traffic. Staff would request the developer submit a traffic study as part of the approval for new multi-family residential development.

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

Response: The annexation and the proposed development project are not anticipated to cause a drainage issue. The applicant must address stormwater runoff in the submittal of a site plan as noted in the me municipal code section "Buffering and Screening Requirements" §94-300(c)(4).

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

Response: The proposed future development resulting from the annexation will not seriously reduce light and air to the adjacent properties. The maximum structure height for R-3 is 65-feet.

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

Response: The construction of new residences should have a positive impact on property values.

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

Response: The proposed use exists on properties to the west and north (across St Johns Ave). An 18-Single Family residential/cul-de sac subdivision is located on the adjacent property to the south. Constructing residential units on the subject parcel at the same density as the surrounding areas to the west and north should not be a deterrent to the improvement 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.*

Response: The proposed change is in accordance with standard Urban Planning practice, in alignment with surrounding land uses and furthers the use of existing public infrastructure, there would be no special privilege to an individual nor a negative effect on the public welfare.

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

Response: The property is currently zoned single-family residential; per the city zoning ordinance, a multi-family zoning classification is needed to construct townhomes on this property.

The proposed zoning classification is consistent with the existing zoning of adjacent properties and is compatible with surrounding uses.

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

Response: The immediate area is comprised of multiple-family residential and medical orientated in nature. The multi-family residential use already exists or is permitted on adjacent surrounding properties. The proposed use would not be out of scale with the neighborhood or the city of Palatka.

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

Response: It is not impossible, but the purpose of this request is to construct additional housing units within the city limits and to connect to water and sewer services.

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

Response: Not applicable.

Planned Unit Development

The intent of the Planned Unit Development is to:

- (1) Encourage the development of large tracts of land as planned neighborhoods or communities.
- (2) Encourage flexible and creative concepts of site planning.
- (3) Preserve the natural amenities of the land by encouraging scenic and functional open areas within residential areas.
- (4) Accomplish a more desirable environment than would be possible through the strict application of minimum requirements of this chapter.
- (5) Provide for an efficient use of land resulting in smaller networks of utilities and streets and thereby lower development and housing costs.
- (6) Provide an environment of stable character compatible with surrounding residential areas.
- (7) Encourage a variety of housing types within the planned development in an orderly relation to one another and to existing land uses, with due regard to the comprehensive plan for the city.

Section 94-233 of the Zoning Code set forth the development standards which must be applied to any PUD application:

a.- Unity: A parcel which is proposed for a planned unit development shall be in single ownership or control.

Response: Palmetto Palatka Land Trust is the owner of the property. The application is in compliance with this standard.

b.- Maximum density: The maximum density of a planned unit development shall not exceed that allowed in the district within which the planned unit development is approved.

Response: The underlying zoning district designated is Multi-Family Residential (R-3) which allows a maximum density of 18 dwelling units per acre. Based on R-3 zoning classification, the maximum density for the property is 81.9 dwelling units. The proposed residential development consists of 68 dwelling units on 4.55 acres yielding a gross density of 14.95 units per acre which is below the maximum allowed. The application is in compliance with this standard.

c.- Access: Every dwelling unit or other permitted use in the planned unit development shall have access to a public street either directly or via an approved private road, pedestrian way, court or other area dedicated to public or private use, or common element guaranteeing access. Permitted uses are not required to front on a dedicated public road.

Response: The site plan submitted depicts each dwelling unit fronting a proposed 35-foot width private internal road that connects to Zeagler Drive. The application is in compliance with this standard.

d.- Internal lots and frontage: Within the boundaries of the planned unit development, no minimum lot size, minimum yards, or maximum height of structures shall be required.

Response: The applicant is proposing a Lot area of 1.02-acres, with 25-ft minimum front setback, 15-ft rear setback, and 10-ft minimum side setback. The maximum height for any structure is noted at 60-ft. The application is in compliance with this standard.

e.-Open space requirements: There shall be no minimum open space requirement for planned unit development; however, each planned unit development proposed within the City of Palatka must include provisions for open space, with particular reference to the preservation of natural features indigenous to the site. For purpose of this section, neither waters of the St. Johns River or land or waters bodies located off-site shall be included in determining open space.

Response: The site plan shows 0.40 acre "Pond and Park Parcel" located within in maintenance easement along the southern boundary of the site. This maintenance easement acts as a buffer between the development and the existing single family subdivision. The applicant notes the Detention

Pond/Recreation area shall also serve as Open Space and shall be maintained in Perpetuity by the Homeowners Association. The application is in compliance with this standard.

f.- Underground utilities: Within a planned unit development, all utilities, including telephone, television cable and electrical systems shall be installed underground, applicable only for new construction. Appurtenances to these systems which require aboveground installation must be effectively screened, and thereby may be excepted from this requirement. Primary facilities providing services to the site of the planned unit development may be excepted.

Response: The applicant notes all Lots shall have electrical power provided by the City of Palatka or other such electrical provider. It is anticipated that overhead lines from St. Johns Avenue and Zeagler Drive will be the connection for such electrical lines. There shall be no underground electric lines located in the proposed Access Road. Telephone and cable may be provided by other third-party providers which shall be accessed from St. Johns Ave or Zeagler Drive. Per §94-233(f), within a PUD, all utilities including telephone, television cable and electrical systems shall be installed underground. Appurtenances to these systems which require aboveground installation must be effectively screened, and thereby may be excepted from this requirement. Primary facilities providing service to the site of the PUD may be excepted. The application is not in compliance.

g.- Off-street parking requirements: Off-street parking requirement for uses within a planned unit development shall be as provided in Article V of the City of Palatka municipal code.

Response: The submitted site plan does not clearly depict parking spaces nor indicate the number of spaces provided. However, the applicant intends for each new townhome (unit) will be accommodated with two vehicular parking spaces, thus providing for the minimum of 136 spaces, as required in Section 94-262 of the Code. Further, staff believes there should be an additional condition stipulated regarding the accommodation of guest parking; staff recommends (1) one parking space per (5) five units. The application is not in compliance.

h.- Minimum living area for dwelling units: 500 square feet

Response: The applicant states that the proposed development will meet the minimum living area, and therefore will be in compliance with this requirement.

Unified Control

Section 94-234 of the Code requires that the entire development site be under the legal control of the applicant. It also requires that the legal counsel representing the applicant provide opinion stating that developer has the right to impose all covenants and conditions upon the land. All documents and evidence of unified control submitted must be examined by the city attorney who must certify that the documents meet the requirements of this section.

The proposed development consists of 68 townhomes at gross density of 16.07 units per acre, and will add 68 dwelling units to the City of Palatka. Using a projected persons per household of 2.28, this equates to a projected population of 155 persons.

PB 24-23 Staff Recommendation

1. Staff recommends the request to rezone from City of Palatka Single-Family Residential (R-1) to City of Palatka Multiple-Family Residential (R-3) with a Planned Unit Development (PUD) overlay, be **approved** for the above parcel with the following condition
 - All utilities must be located underground, per Section 94-233(f) of the City of Palatka municipal code.
 - All vehicular parking associated with the development comply with the City of Palatka, Article V, "Off-Street Parking and Loading" and an accommodation of (1) one (guest) vehicular parking space per (5) five units.

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-01

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1) TO CITY OF PALATKA MULTIPLE FAMILY RESIDENTIAL (R-3) FOR THE FOLLOWING PROPERTY AT THE INTERSECTION OF SAINT JOHNS AVENUE AND ZEAGLER DRIVE, PALATKA, FL 32177, PT OF NW1/4 OF NW1/4 OR493, P1163 PARCEL 10-10-26-0000-0200-0050, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: Palmetto Palatka Land Trust, 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 a public hearing before the Planning Board of the City of Palatka on January 7, 2025, and two public hearings before the City Commission of the City of Palatka on February 13, 2025, and March 13, 2025, and

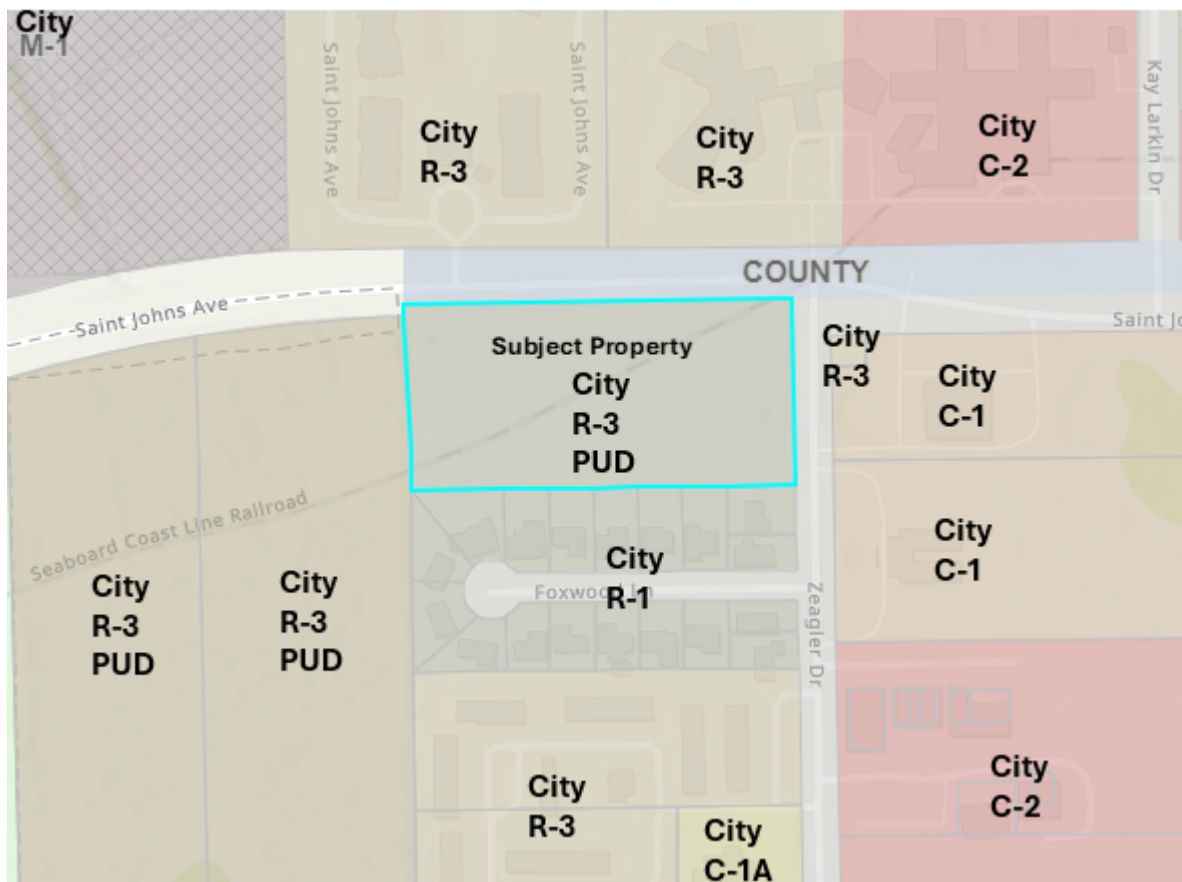
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

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 the present zoning classification of City of Palatka Single-Family Residential (R-1) to City of Palatka Multiple-Family Residential (R-3) classification.

DESCRIPTION OF PROPERTY:

**PT OF NW1/4 OF NW1/4 OR493, P1163, AT INTERSECTION OF SAINT JOHNS AVENUE AND ZEAGLER DRIVE
Putnam County Property Appraiser's Parcel No.: 10-10-26-0000-0200-0050**



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.

Section 4. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of February 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 13th day of March 2025.

CITY OF PALATKA

By: _____
Its MAYOR

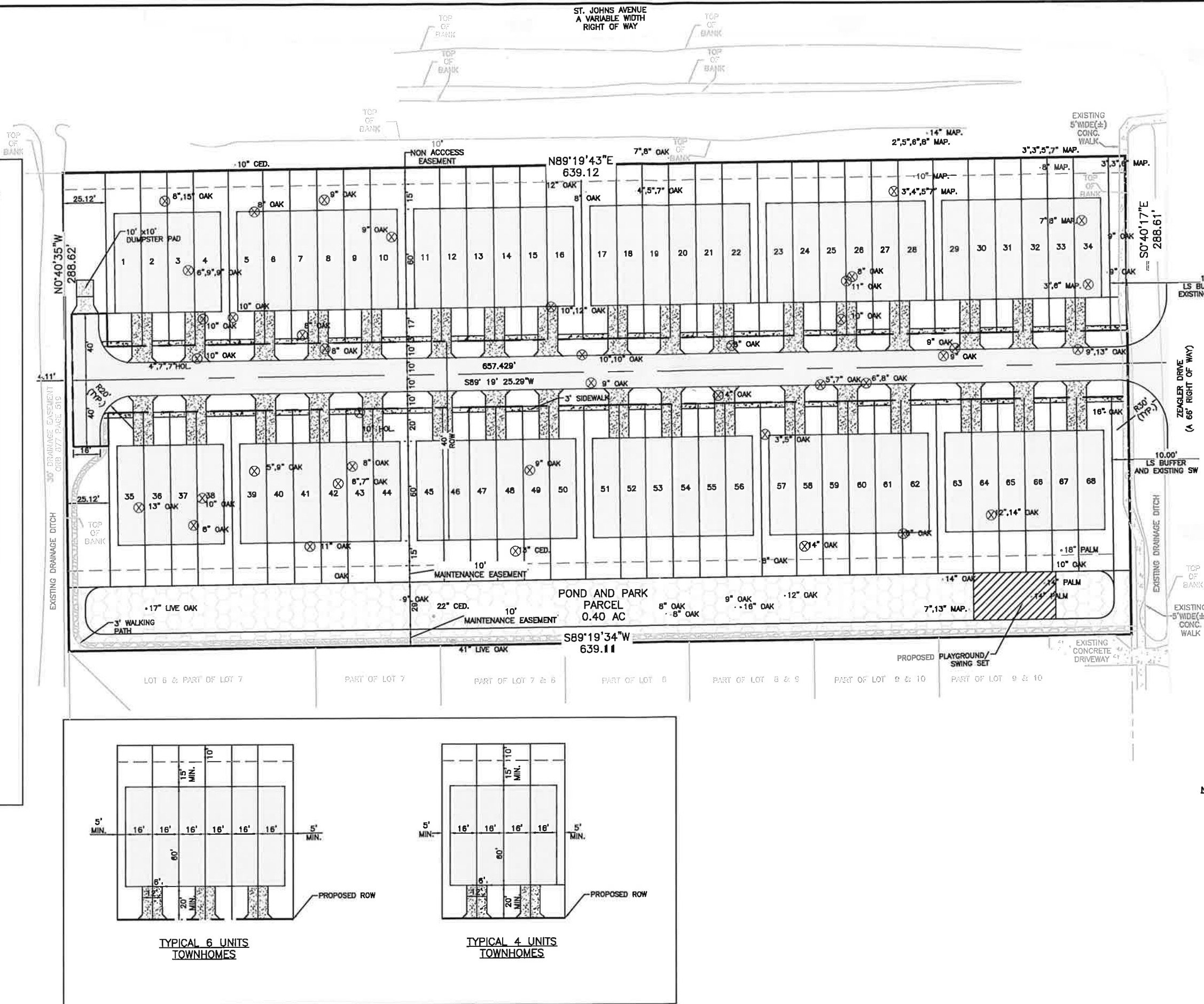
ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

TREE MITIGATION TABLE	
DESCRIPTION	STATUS
8",15" OAK	REMOVE
8" OAK	REMOVE
9" OAK	REMOVE
9" OAK	REMOVE
6",9",9" OAK	REMOVE
10" OAK	REMOVE
10" OAK	REMOVE
8" OAK	REMOVE
10" OAK	REMOVE
4",7",7" HOLLY	REMOVE
13" OAK	REMOVE
10" OAK	REMOVE
8" OAK	REMOVE
5",9" OAK	REMOVE
11" OAK	REMOVE
8" OAK	REMOVE
6", 7" OAK	REMOVE
10" HOLLY	REMOVE
13" CEDAR	REMOVE
9" OAK	REMOVE
10",10" OAK	REMOVE
9" OAK	REMOVE
10",12" OAK	REMOVE
8" OAK	REMOVE
14" OAK	REMOVE
3",5" OAK	REMOVE
5",7" OAK	REMOVE
6",8" OAK	REMOVE
14" OAK	REMOVE
6" OAK	REMOVE
12",14" OAK	REMOVE
8" OAK	REMOVE
11" OAK	REMOVE
3",4",5",7" MAPLE	REMOVE
9" OAK	REMOVE
9" OAK	REMOVE
3",6" MAPLE	REMOVE
9",13" OAK	REMOVE
8" OAK	REMOVE
10" OAK	REMOVE
7",8" MAPLE	RETAIN
12" OAK	RETAIN
8" OAK	RETAIN
4",5",7" OAK	RETAIN
10" MAPLE	RETAIN
8" MAPLE	RETAIN
3",3",6" MAPLE	RETAIN
9" OAK	RETAIN
9" OAK	RETAIN
16" OAK	RETAIN
8" OAK	RETAIN
17" LIVE OAK	RETAIN
9" OAK	RETAIN
8" OAK	RETAIN
8" OAK	RETAIN
9" OAK	RETAIN
16" OAK	RETAIN
12" OAK	RETAIN
14" OAK	RETAIN
7",13" MAPLE	RETAIN
14" PALM	RETAIN
14" PALM	RETAIN
18" PALM	RETAIN
10" OAK	RETAIN
22" CEDAR	RETAIN



NOTE:

- 1) SIDEWALK ON ST. JOHNS BY OWNER
- 2) NO DRIVEWAY TO ST. JOHNS;
- 3) PRIVATE INGRESS/EGRESS EASEMENT, UTILITY AND MAINTANCE TRACT SHALL BE CONCRETE OR ASPHALT OR OTHER HARD SURFACE AND MAINTAINED IN PERPETUITY BY THE HOA (TO BE CREATED)
- 4) OVERHEAD ELECTRIC IS PERMITTABLE

PLOT DATE:
DRAWN BY:
DESIGNED BY:
CHECKED BY:
SCALE:
JOB NO.:

SHEET NO.
1

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: " Rezoning property at the intersection of Saint Johns Ave. and Zeagler from single family residential (R-1) to multi-family residential (R-3)." More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1) TO CITY OF PALATKA MULTIPLE FAMILY RESIDENTIAL (R-3) FOR THE FOLLOWING PROPERTY AT THE INTERSECTION OF SAINT JOHNS AVENUE AND ZEAGLER DRIVE, PALATKA, FL 32177, PT OF NW1/4 OF NW1/4 OR493, P1163 PARCEL 10-10-26-0000-0200-0050, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

¹ See Section 166.041(4)(c), Florida Statutes.

- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

**Ordinance 2025-2 Establishing the Cypress Landing Townhomes Planned Unit Development overlay.
Development Parcel No. 10-10-26-0000-0200-0050 (First Reading)**

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request is for rezoning one parcel of approximately 4.23 acres at the intersection of Saint Johns Avenue and Zeagler Drive with a Planned Unit Development (PUD) overlay. The request is to change the existing zoning from Single-Family Residential (R-1) to Multi-Family Residential (R-3). The parcel is proposed to be developed for 68 townhomes.

BACKGROUND

The property is within the city limits of Palatka and currently vacant, semi-wooded with no existing structures. The proposed 68 townhouses will be connected to municipal water and sewer available nearby.

The area contains multi-family housing, 18 single family home cul de sac subdivision, a new multi-family residential Planned Unit Development (The Cottages at Saint Johns), along with medical facilities and uses.

On January 7, 2025, the Planning Board approved the rezoning and Planned Unit Development overlay with three conditions recommended by staff

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

Staff recommends the request to rezone from City of Palatka Single-Family Residential (R-1) to City of Palatka Multiple-Family Residential (R-3) with a Planned Unit Development (PUD) overlay, be **approved** for the above parcel with the following conditions:

- All utilities must be located underground, per Section 94-233(f) of the City of Palatka municipal code.
- All vehicular parking associated with the development comply with the City of Palatka, Article V, "Off-Street Parking and Loading" and an accommodation of (1) one (guest) vehicular parking space per (5) five units.
- A traffic study or letter from a certified traffic engineer or other transportation professional be submitted to the city regarding vehicular ingress and egress of the

proposed development site.

ATTACHMENTS

1.	Staff Report (8)
2.	Ord 2025- Cypress PUD
3.	Business Impact Estimate - ORD 25-02

Case PB 24-23 – Request to Rezone 4.23 acres with a PUD Overlay at 10-10-26-0000-0200-0050

Address: Unassigned (Intersection of Saint Johns Avenue and Zeagler Drive)

Applicant: Palmetto Palatka Land Trust

Agent: Christine Towers

STAFF REPORT

DATE: January 7, 2025
TO: City Planning Board
FROM: Planning Director

APPLICATION REQUEST

Request is for rezoning one parcel of approximately 4.23 acres at the intersection of Saint Johns Avenue and Zeagler Drive with a Planned Unit Development (PUD) overlay. The request is to change the existing zoning from Single-Family Residential (R-1) to Multi-Family Residential (R-3). The parcel is proposed to be developed for 68 townhomes.

Public notice issued by the city included legal advertisement in the *Palatka Daily News*, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The property is within the city limits of Palatka and currently vacant, semi-wooded with no existing structures. The proposed 68 townhouses will be connected to municipal water and sewer available nearby.

The area contains multi-family housing, 18 single family home cul de sac subdivision, a new multi-family residential Planned Unit Development (construction underway), along with medical facilities and uses. See Table 1.

	Actual Use	FLUM	ZONING
Property Existing	Vacant	City of Palatka Residential Low Density (RL)	City of Palatka Single family Residential (R-1)
North	Woodland Point Apartment Complex, and Palatka Center for Rehabilitation and Healing (across Saint Johns Ave)	City of Palatka Residential High Density (RH)	City of Palatka Commercial Intensive (C-2); Multi-family Residential (R-3)
South	Foxwood Lane Subdivision	City of Palatka Residential Low (RL)	City of Palatka Residential, Single Family (R-1)
East	Fresenius Kidney Care	City of Palatka Residential High (RH)	City of Palatka Multi-family Residential (R-3)

	Palatka, and Kiva-Palatka Assisted Living		
West	"The Cottage at Saint Johns"	City of Palatka Residential High (RH)	City of Palatka Multi-family Residential (R-3)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

Zoning Change Analysis



Figure 3. Existing Zoning



Figure 4. Proposed Zoning

Section 94-38(f)(1) of the Palatka Code of Ordinances requires that the report and recommendations of the Planning Board to the City Commission as required by subsection 94-38(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:*
Response: The subject property currently has Single Family Residential (R-1) classification. The subject property is adjacent to City of Palatka Multiple-Family Residential (R-3) zoning to the west and east. Foxwood Lane, a single-family residential, cul-de sac subdivision is located south of the subject parcel. The surrounding properties are developed as residential and medical uses. The change to a multiple-family residential (R-3) use zoning category will not have an adverse impact on the residential properties around it.
- b. *The existing land use pattern.*
Response: The existing land use pattern in this area is a mix of commercial and residential. The proposed zoning change will further the multiple-family character to the west (The Cottages) and to the north (Woodland Point Apartments) of the subject parcel.
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.*
Response: The proposed zoning change will not be isolated; there are adjacent multiple-family residential dwelling units to the north and west of the subject property.
- d. *The population density pattern and possible increase or overtaking of the load on public facilities such as schools, utilities, streets, etc.*

Response: The subject parcel is proposed to be developed as townhouses. This has the potential to increase population by 2.28 persons per household, or a potential total of 155 persons. The City of Palatka water and wastewater treatment plants both have available capacity to serve these townhouses. There will be an impact on traffic in the local area. There may be an additional impact on school population. It is the expectation that stormwater will be managed pending submittal of a site plan.

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

Response: The proposed rezoning will be in concert with the existing zoning districts to the west, north, and east on properties within the city limits. There is a mix of residential and commercial zoning categories in the area, as well as medical uses.

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

Response: More opportunities for housing will be created within the City of Palatka with a rezoning and development.

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

Response: Additional vehicular traffic will be created with the proposed 68-unit townhouse development on the parcel. Pending submittal of the site plan, stormwater will be managed on site. The homes will be connected to public water and sewer.

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

Response: Access to the proposed townhouses would be on Zeagler Drive. If approved, the 68-townhomes would have some impact on traffic. Staff would request the developer submit a traffic study as part of the approval for new multi-family residential development.

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

Response: The annexation and the proposed development project are not anticipated to cause a drainage issue. The applicant must address stormwater runoff in the submittal of a site plan as noted in the me municipal code section "Buffering and Screening Requirements" §94-300(c)(4).

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

Response: The proposed future development resulting from the annexation will not seriously reduce light and air to the adjacent properties. The maximum structure height for R-3 is 65-feet.

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

Response: The construction of new residences should have a positive impact on property values.

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

Response: The proposed use exists on properties to the west and north (across St Johns Ave). An 18-Single Family residential/cul-de sac subdivision is located on the adjacent property to the south. Constructing residential units on the subject parcel at the same density as the surrounding areas to the west and north should not be a deterrent to the improvement 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.*

Response: The proposed change is in accordance with standard Urban Planning practice, in alignment with surrounding land uses and furthers the use of existing public infrastructure, there would be no special privilege to an individual nor a negative effect on the public welfare.

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

Response: The property is currently zoned single-family residential; per the city zoning ordinance, a multi-family zoning classification is needed to construct townhomes on this property.

The proposed zoning classification is consistent with the existing zoning of adjacent properties and is compatible with surrounding uses.

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

Response: The immediate area is comprised of multiple-family residential and medical orientated in nature. The multi-family residential use already exists or is permitted on adjacent surrounding properties. The proposed use would not be out of scale with the neighborhood or the city of Palatka.

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

Response: It is not impossible, but the purpose of this request is to construct additional housing units within the city limits and to connect to water and sewer services.

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

Response: Not applicable.

Planned Unit Development

The intent of the Planned Unit Development is to:

- (1) Encourage the development of large tracts of land as planned neighborhoods or communities.
- (2) Encourage flexible and creative concepts of site planning.
- (3) Preserve the natural amenities of the land by encouraging scenic and functional open areas within residential areas.
- (4) Accomplish a more desirable environment than would be possible through the strict application of minimum requirements of this chapter.
- (5) Provide for an efficient use of land resulting in smaller networks of utilities and streets and thereby lower development and housing costs.
- (6) Provide an environment of stable character compatible with surrounding residential areas.
- (7) Encourage a variety of housing types within the planned development in an orderly relation to one another and to existing land uses, with due regard to the comprehensive plan for the city.

Section 94-233 of the Zoning Code set forth the development standards which must be applied to any PUD application:

a.- Unity: A parcel which is proposed for a planned unit development shall be in single ownership or control.

Response: Palmetto Palatka Land Trust is the owner of the property. The application is in compliance with this standard.

b.- Maximum density: The maximum density of a planned unit development shall not exceed that allowed in the district within which the planned unit development is approved.

Response: The underlying zoning district designated is Multi-Family Residential (R-3) which allows a maximum density of 18 dwelling units per acre. Based on R-3 zoning classification, the maximum density for the property is 81.9 dwelling units. The proposed residential development consists of 68 dwelling units on 4.55 acres yielding a gross density of 14.95 units per acre which is below the maximum allowed. The application is in compliance with this standard.

c.- Access: Every dwelling unit or other permitted use in the planned unit development shall have access to a public street either directly or via an approved private road, pedestrian way, court or other area dedicated to public or private use, or common element guaranteeing access. Permitted uses are not required to front on a dedicated public road.

Response: The site plan submitted depicts each dwelling unit fronting a proposed 35-foot width private internal road that connects to Zeagler Drive. The application is in compliance with this standard.

d.- Internal lots and frontage: Within the boundaries of the planned unit development, no minimum lot size, minimum yards, or maximum height of structures shall be required.

Response: The applicant is proposing a Lot area of 1.02-acres, with 25-ft minimum front setback, 15-ft rear setback, and 10-ft minimum side setback. The maximum height for any structure is noted at 60-ft. The application is in compliance with this standard.

e.-Open space requirements: There shall be no minimum open space requirement for planned unit development; however, each planned unit development proposed within the City of Palatka must include provisions for open space, with particular reference to the preservation of natural features indigenous to the site. For purpose of this section, neither waters of the St. Johns River or land or waters bodies located off-site shall be included in determining open space.

Response: The site plan shows 0.40 acre "Pond and Park Parcel" located within in maintenance easement along the southern boundary of the site. This maintenance easement acts as a buffer between the development and the existing single family subdivision. The applicant notes the Detention

Pond/Recreation area shall also serve as Open Space and shall be maintained in Perpetuity by the Homeowners Association. The application is in compliance with this standard.

f.- Underground utilities: Within a planned unit development, all utilities, including telephone, television cable and electrical systems shall be installed underground, applicable only for new construction. Appurtenances to these systems which require aboveground installation must be effectively screened, and thereby may be excepted from this requirement. Primary facilities providing services to the site of the planned unit development may be excepted.

Response: The applicant notes all Lots shall have electrical power provided by the City of Palatka or other such electrical provider. It is anticipated that overhead lines from St. Johns Avenue and Zeagler Drive will be the connection for such electrical lines. There shall be no underground electric lines located in the proposed Access Road. Telephone and cable may be provided by other third-party providers which shall be accessed from St. Johns Ave or Zeagler Drive. Per §94-233(f), within a PUD, all utilities including telephone, television cable and electrical systems shall be installed underground. Appurtenances to these systems which require aboveground installation must be effectively screened, and thereby may be excepted from this requirement. Primary facilities providing service to the site of the PUD may be excepted. The application is not in compliance.

g.- Off-street parking requirements: Off-street parking requirement for uses within a planned unit development shall be as provided in Article V of the City of Palatka municipal code.

Response: The submitted site plan does not clearly depict parking spaces nor indicate the number of spaces provided. However, the applicant intends for each new townhome (unit) will be accommodated with two vehicular parking spaces, thus providing for the minimum of 136 spaces, as required in Section 94-262 of the Code. Further, staff believes there should be an additional condition stipulated regarding the accommodation of guest parking; staff recommends (1) one parking space per (5) five units. The application is not in compliance.

h.- Minimum living area for dwelling units: 500 square feet

Response: The applicant states that the proposed development will meet the minimum living area, and therefore will be in compliance with this requirement.

Unified Control

Section 94-234 of the Code requires that the entire development site be under the legal control of the applicant. It also requires that the legal counsel representing the applicant provide opinion stating that developer has the right to impose all covenants and conditions upon the land. All documents and evidence of unified control submitted must be examined by the city attorney who must certify that the documents meet the requirements of this section.

The proposed development consists of 68 townhomes at gross density of 16.07 units per acre, and will add 68 dwelling units to the City of Palatka. Using a projected persons per household of 2.28, this equates to a projected population of 155 persons.

PB 24-23 Staff Recommendation

1. Staff recommends the request to rezone from City of Palatka Single-Family Residential (R-1) to City of Palatka Multiple-Family Residential (R-3) with a Planned Unit Development (PUD) overlay, be **approved** for the above parcel with the following condition
 - All utilities must be located underground, per Section 94-233(f) of the City of Palatka municipal code.
 - All vehicular parking associated with the development comply with the City of Palatka, Article V, "Off-Street Parking and Loading" and an accommodation of (1) one (guest) vehicular parking space per (5) five units.

ORDINANCE 2025-02

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA,
ESTABLISHING THE PROVISIONS OF A PLANNED UNIT
DEVELOPMENT OVERLAY WITH RESPECT TO THE
FOLLOWING PARCELS OF LAND: 10-10-26-0000-0200-0050
LOCATED AT THE INTERSECTION OF SAINT JOHNS AVENUE
AND ZEAGLER DRIVE, PALATKA, FLORIDA 32177;
PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING
FOR AN EFFECTIVE DATE.**

WHEREAS, application has been made to the City of Palatka Planning Department on behalf of the following owner of a property located at the intersection of St. Johns Avenue and Zeagler Drive (City of Palatka) for approval of a Planned Unit Development in 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 January 7, 2025, and two public hearings before the City Commission of the City of Palatka on February 13, 2025 and March 13, 2025; and

WHEREAS, the City Commission of the City of Palatka has determined that said Planned Unit Development should be approved.

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

Section 1: The Cypress Landing Townhomes Planned Unit Development is hereby approved the hereinafter described properties:

Parcel No.10-10-26-0000-0200-0050;

DESCRIPTION OF PROPERTY:

PT OF NW1/4 OF NW1/4 OR493, P1163

Section 2: The owner and successor(s) development plans must generally comply with the site plan (Exhibit 1) and with the conditions of approval set forth in Exhibit 2.

Section 3: Unified control. The common area of the property shall be under the legal control of the owner and successor(s) whether that entity be an individual, partnership or corporation, or group of individuals, partnerships or corporations. The owner and successor(s) on an ongoing basis shall present firm evidence of unified control of the common area within the planned unit development, together with a certificate of apparent ownership of the common area and its encumbrance.

Section 4: Agreement binding upon owner and successors. The owner and his successors shall be bound in title to any commitments of this ordinance. The owner or successor(s) shall on an annual basis between November 1 and December 31 provide a written certification that they will continue to meet all rules, standards, and site plan requirements of this ordinance. Repeated and documented failure to meet the intent of the ordinance shall trigger review by the Planning Board, which may, with cause revoke the PUD approval, making the use nonconforming. If the owners sell individual buildings or units, the purchasers shall be bound by the agreement(s) by and between the original developer and the city of Palatka Florida

Section 5: Certificate of Occupancy. A final certificate of occupancy shall not be granted until all required improvements of the site plan are completed and inspected for compliance by the City or its agent.

Section 6: Concurrency. All Municipal Code shall be met before a building permit is issued concurrency requirements of the including wastewater lift station

Section 7: 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 8: Scrivener's Errors. The City Manager or designee, without public hearing, is

authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 9: Effective Date. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of February, 2025.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 13th day of March, 2025.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

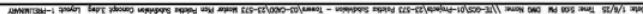


EXHIBIT 2

The City Commission approval is subject to the following conditions:

- 1.- The site plan submitted shall be amended to depict the location of any, and all underground utilities systems appurtenances that will be overground, and how these will be properly screened.
- 2.- The site plan submitted shall be amended to depict the location of overflow, guest vehicular parking for the development.
- 3.- The applicant must submit a legal opinion, by the attorney representing the applicant, as to the right of the applicant to establish covenants and restrictions on the land.
- 4.- The applicant shall submit a letter from a transportation engineer or certified professional regarding the traffic patterns associated with the development.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Establishing the Cypress Landing Townhomes Planned Unit Development overlay. Development)." More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING THE PROVISIONS OF A PLANNED UNIT DEVELOPMENT OVERLAY WITH RESPECT TO THE FOLLOWING PARCELS OF LAND: 10-10-26-0000-0200-0050 LOCATED AT THE INTERSECTION OF SAINT JOHNS AVENUE AND ZEAGLER DRIVE, PALATKA, FLORIDA 32177; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

**Ordinance 2025-3 Annexation of property located on 1604 Husson Ave. into the corporate limits of the City of Palatka, Florida.
Parcel No. 13-10-26-2550-0010-0100. (First Reading)**

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request is to annex one parcel, approximately 0.19 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Single-Family Residential (R-1A) to City of Palatka Single-Family Residential (R-1A). Public notice included legal advertisement in the Palatka Daily News, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property. There is an existing single family dwelling located on the property. Per the City of Palatka zoning ordinance §94-142(b), single family dwellings are a permitted use in the Single-Family Residential (R-1A) district.

BACKGROUND

The application is for a 0.19 acre +/- parcel located on the west side of Husson Avenue, approximately 500-ft south of the Husson Avenue, Silver Lake Drive, and Campbell Street intersection. Parcel 13-10-26- 2550-0010-0100 is bordered by the city limits (residential properties) to the east, and residential parcels in unincorporated Putnam County directly to the north, west, and south. The applicant requests connection to the city's water and sewerage facilities.

On January 7, 2025, the Planning Board recommended approval of the annexation, the amendment to the Future Land Use Map, and the rezoning.

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

- Staff recommends approval of the annexation of 1604 Husson Avenue (Parcel 13-10-26-2550-0010-0100) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)

- Staff recommends amending the district boundary for the zoning map from Putnam County Singlefamily Residential (R-1A), to City of Palatka Single-family residential (R- 1A)

ATTACHMENTS

1.	Staff Report Annex
2.	Ord 2025- annexation of property 1604husson
3.	Business Impact Estimate - ORD 25-03

Case PB 24-28 Annexation, Amendment to FLUM and Rezoning
Address: 1604 Husson Avenue, Approx. 0.19 acres +/-
Parcel No.: 13-10-26-2550-0010-0100
Applicant: Charles Barnes and John Jenkins IV

STAFF REPORT

DATE: January 7, 2025
TO: City of Palatka Planning Board
FROM: Planning Director

APPLICATION REQUEST

Request is to annex one parcel, approximately 0.19 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Single-Family Residential (R-1A) to City of Palatka Single-Family Residential (R-1A).

Public notice included legal advertisement in the *Palatka Daily News*, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property.

There is an existing single family dwelling located on the property. Per the City of Palatka zoning ordinance §94-142(b), single family dwellings are a permitted use in the Single-Family Residential (R-1A) district.

Background

The application is for a 0.19 acre +/- parcel located on the west side of Husson Avenue, approximately 500-ft south of the Husson Avenue, Silver Lake Drive, and Campbell Street intersection. Parcel 13-10-26-2550-0010-0100 is bordered by the city limits (residential properties) to the east, and residential parcels in unincorporated Putnam County directly to the north, west, and south. The applicant requests connection to the city's water and sewerage facilities.

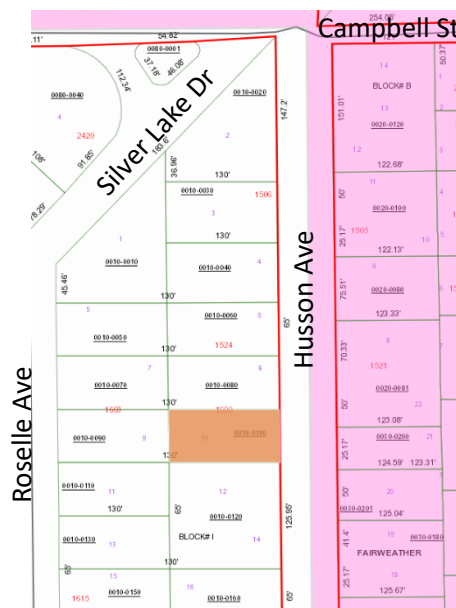


Figure 1: Subject site shown in orange

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Single Family Residential, (R-1A)
Property Proposed	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka, Single Family Residential (R-1A)
North	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)
South	Single Family Residence	Putnam County Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)
East	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka Single Family Residential (R-1A)
West	Single Family Residence	Putnam County Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)

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.”

Contiguous: 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.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area, and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns.

Annexation of this property meets the standard of compactness because it does not create an enclave or pocket. The proposed annexation borders the city limits to the east and is contiguous to existing municipal boundary.

Connection to Water and Sewer: **Water and sewerage infrastructure is available to the site. The applicant desires connection to city water and sewerage systems. Both systems are adequate to handle the annexation of the site.**

Comprehensive Plan Public Facilities Element Policy D.1.2.1.

The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City

limits is conditioned upon annexation only when those properties become contiguous. Annexation of contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development; and does not promote urban sprawl.

Future Land Use Change Analysis



Figure 2: Current Future Land Use Map (FLUM)



Figure 3: Proposed Future Land Use Map (FLUM)

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 is not aware of any soil or topography conditions that would present major problems for this property in accordance with all applicable land development regulations. Staff is not aware of natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.
The applicant proposes to continue the use as a single-family residence.

The adopted 2008 Comprehensive Plan does not determine minimum amounts of land needed for commercial or industrial land uses. However, data and analysis for the Future Land Use element does note that commercial land uses comprised 25% of the total land area of the city at that time. Industrial land uses comprised 5.3% of the total land area at that time. As the city and surrounding areas have grown, there has been increased demand for these land uses.

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.

The annexation of this parcel would not contribute to urban sprawl and is within an already-established residential area. The parcel is located on the west side of Husson Avenue and borders the city limits to the east at this location.



Figure 4: Current Zoning Map



Figure 5: Proposed Zoning Map

Zoning Analysis

Section 94-38 (f) (1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38 (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

- Whether the proposed change is in conformity with the Comprehensive Plan. The proposed annexation is in conformity with the Comprehensive Plan.*
- The existing land use pattern. The proposed annexation is consistent with the land use pattern.*

- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts. The proposed annexation would not create an isolated district; the parcel is adjacent to the city limits to the east.*
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc. The proposed annexation would add a single-family dwelling unit to the city housing stock. The additional residence is not expected to overtax public facilities or produce an undue strain on the school system. However, it will tap into city water and sewerage services, which have sufficient capacity for this annexation at this time.*
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change. The existing boundary is not illogical; this proposed annexation would be contiguous, as city limits border the parcel in question directly to the east.*
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary. The applicant requests municipal water and sewer services for the property, therefore an annexation is required.*
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood. The proposed annexation will not bring more vehicular traffic to the area; all current conditions would remain unchanged.*
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety. The proposed annexation would not excessively increase traffic congestion or otherwise affect public safety.*
- i. *Whether the proposed change will create a drainage problem. The rezoning will not cause drainage problems; all current conditions would remain unchanged.*
- j. *Whether the proposed change will seriously reduce light and air to adjacent areas. The proposed rezoning will not reduce light and air to adjacent properties; there is an existing single family home on the property.*
- k. *Whether the proposed change will adversely affect property values in the adjacent areas. The proposed annexation will not adversely affect nearby property values; there is an existing house on the property in an established residential area.*
- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations. The proposed rezoning will not be a deterrent for improvement of adjacent property.*
- m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare. The proposed annexation and zoning change will not constitute a grant of special privilege.*
- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning. The parcel must be annexed into the city limits for water and sewerage service, and it requires assignment of a residential zoning compatible with the surrounding area.*

- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city. **The proposed annexation and rezoning is not out of scale. The subject property will remain single-family residential and the parcel is surrounded by residential properties.***
- p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use. **The residential land use is already existing with a single family home. The rezoning is to assign a City of Palatka zoning district to the annexed parcel in order to connect to city water and sewer services.***
- q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district. **Not in historic district.***

Staff Recommendation

- Staff recommends approval of the annexation of 1604 Husson Avenue (Parcel 13-10-26-2550-0010-0100) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Single-family Residential (R-1A), to City of Palatka Single-family residential (R-1A)

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL, 32177

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS PARCEL 13-10-26-2550-0010-0100, LOCATED AT 1604 HUSSON AVENUE, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the City Clerk, authorized to be signed by the freehold owner of the property sought to be annexed, to wit: iHeart Capital LLC, 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 City Planning Board conducted a public hearing on January 7, 2025, and recommended approval of this annexation to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted public hearings on February 13, 2025, and March 13, 2025, and

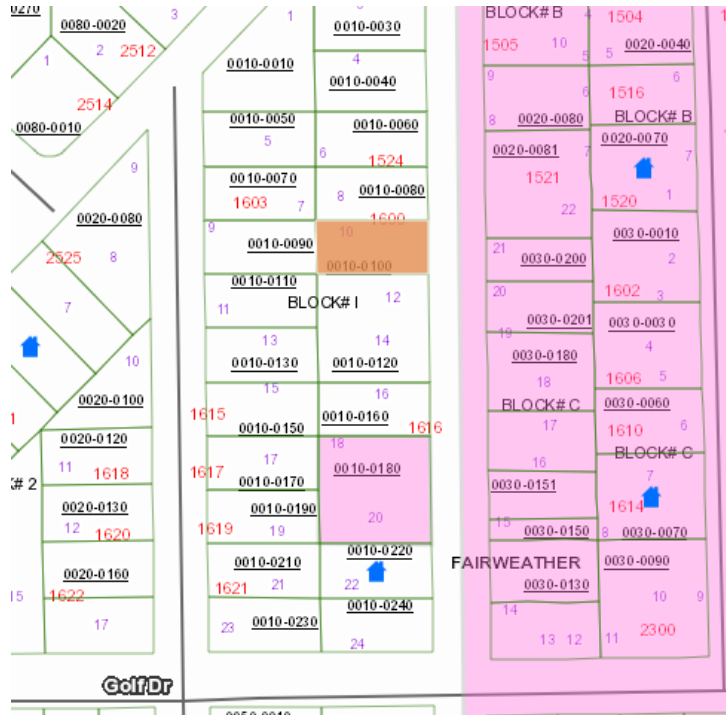
WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka;

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

Section 1. 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 5 POINTS S/D MB4 P2 BLK 1, LOT 10 BK218 P581

Putnam County Property Appraiser's Parcel No.: 13-10-26-2550-0010-0100



Section 2. The property hereby annexed shall remain subject to the Putnam County Comprehensive Plan and Zoning Laws until changed by the City of Palatka.

Section 3: That a copy of this ordinance shall be sent to the Municipal Code Corporation for inclusion in the City’s Charter.

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

Section 5. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 6. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of February 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 13th day of March 2025.

CITY OF PALATKA

BY2_____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Annexation of property located on 1604 Husson Ave. into the corporate limits of the City of Palatka, Florida."

More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS PARCEL 13-10-26-2550-0010-0100, LOCATED AT 1604 HUSSON AVENUE, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Ordinance 25-4 Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regard to property located at 1604 Husson Ave. Palatka, Florida, from Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL) Parcel No. 13-10-26-2550-0010-0100 (First Reading)

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request is to annex one parcel, approximately 0.19 acres +/-, for the purpose of connecting to city water

and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve

(UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Single-Family

Residential (R-1A) to City of Palatka Single-Family Residential (R-1A).

Public notice included legal advertisement in the Palatka Daily News, notice signs posted on property, and

mailed notices to property owners within 150 feet of the subject property.

There is an existing single family dwelling located on the property. Per the City of Palatka zoning ordinance §94-142(b), single family dwellings are a permitted use in the Single-Family

Residential (R-1A)

district.

BACKGROUND

The application is for a 0.19 acre +/- parcel located on the west side of Husson Avenue, approximately 500-ft south of the Husson Avenue, Silver Lake Drive, and Campbell Street intersection. Parcel 13-10-26- 2550-0010-0100 is bordered by the city limits (residential properties) to the east, and residential parcels in unincorporated Putnam County directly to the north, west, and south. The applicant requests connection to the city's water and sewerage facilities.

On January 7, 2025, the Planning Board recommended approval of the annexation, the amendment to the Future Land Use Map, and the rezoning.

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

- Staff recommends approval of the annexation of 1604 Husson Avenue (Parcel 13-10-26-2550-0010-0100) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Singlefamily Residential (R-1A), to City of Palatka Single-family residential (R- 1A)

ATTACHMENTS

1.	Staff Report Annex
2.	Ord 25- FLUM PB 24-28 1604husson
3.	Business Impact Estimate - ORD 25-04

Case PB 24-28 Annexation, Amendment to FLUM and Rezoning
Address: 1604 Husson Avenue, Approx. 0.19 acres +/-
Parcel No.: 13-10-26-2550-0010-0100
Applicant: Charles Barnes and John Jenkins IV

STAFF REPORT

DATE: January 7, 2025
TO: City of Palatka Planning Board
FROM: Planning Director

APPLICATION REQUEST

Request is to annex one parcel, approximately 0.19 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Single-Family Residential (R-1A) to City of Palatka Single-Family Residential (R-1A).

Public notice included legal advertisement in the *Palatka Daily News*, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property.

There is an existing single family dwelling located on the property. Per the City of Palatka zoning ordinance §94-142(b), single family dwellings are a permitted use in the Single-Family Residential (R-1A) district.

Background

The application is for a 0.19 acre +/- parcel located on the west side of Husson Avenue, approximately 500-ft south of the Husson Avenue, Silver Lake Drive, and Campbell Street intersection. Parcel 13-10-26-2550-0010-0100 is bordered by the city limits (residential properties) to the east, and residential parcels in unincorporated Putnam County directly to the north, west, and south. The applicant requests connection to the city's water and sewerage facilities.

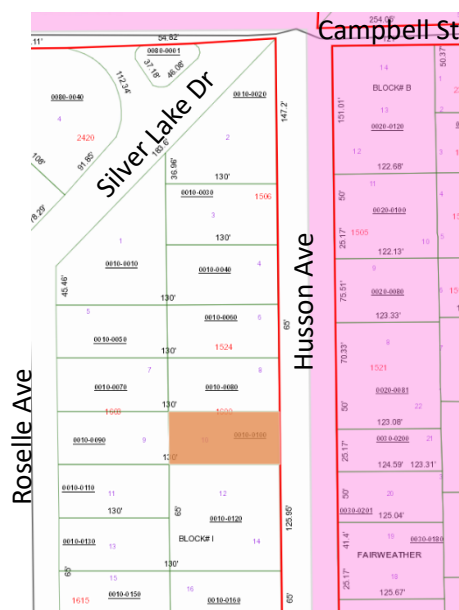


Figure 1: Subject site shown in orange

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Single Family Residential, (R-1A)
Property Proposed	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka, Single Family Residential (R-1A)
North	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)
South	Single Family Residence	Putnam County Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)
East	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka Single Family Residential (R-1A)
West	Single Family Residence	Putnam County Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)

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.”

Contiguous: 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.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area, and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns.

Annexation of this property meets the standard of compactness because it does not create an enclave or pocket. The proposed annexation borders the city limits to the east and is contiguous to existing municipal boundary.

Connection to Water and Sewer: **Water and sewerage infrastructure is available to the site. The applicant desires connection to city water and sewerage systems. Both systems are adequate to handle the annexation of the site.**

Comprehensive Plan Public Facilities Element Policy D.1.2.1.

The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City

limits is conditioned upon annexation only when those properties become contiguous. Annexation of contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development; and does not promote urban sprawl.

Future Land Use Change Analysis



Figure 2: Current Future Land Use Map (FLUM)



Figure 3: Proposed Future Land Use Map (FLUM)

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 is not aware of any soil or topography conditions that would present major problems for this property in accordance with all applicable land development regulations. Staff is not aware of natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.
The applicant proposes to continue the use as a single-family residence.

The adopted 2008 Comprehensive Plan does not determine minimum amounts of land needed for commercial or industrial land uses. However, data and analysis for the Future Land Use element does note that commercial land uses comprised 25% of the total land area of the city at that time. Industrial land uses comprised 5.3% of the total land area at that time. As the city and surrounding areas have grown, there has been increased demand for these land uses.

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.

The annexation of this parcel would not contribute to urban sprawl and is within an already-established residential area. The parcel is located on the west side of Husson Avenue and borders the city limits to the east at this location.



Figure 4: Current Zoning Map



Figure 5: Proposed Zoning Map

Zoning Analysis

Section 94-38 (f) (1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38 (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

- Whether the proposed change is in conformity with the Comprehensive Plan. The proposed annexation is in conformity with the Comprehensive Plan.*
- The existing land use pattern. The proposed annexation is consistent with the land use pattern.*

- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.* **The proposed annexation would not create an isolated district; the parcel is adjacent to the city limits to the east.**
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.* **The proposed annexation would add a single-family dwelling unit to the city housing stock. The additional residence is not expected to overtax public facilities or produce an undue strain on the school system. However, it will tap into city water and sewerage services, which have sufficient capacity for this annexation at this time.**
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.* **The existing boundary is not illogical; this proposed annexation would be contiguous, as city limits border the parcel in question directly to the east.**
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.* **The applicant requests municipal water and sewer services for the property, therefore an annexation is required.**
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.* **The proposed annexation will not bring more vehicular traffic to the area; all current conditions would remain unchanged.**
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.* **The proposed annexation would not excessively increase traffic congestion or otherwise affect public safety.**
- i. *Whether the proposed change will create a drainage problem.* **The rezoning will not cause drainage problems; all current conditions would remain unchanged.**
- j. *Whether the proposed change will seriously reduce light and air to adjacent areas.* **The proposed rezoning will not reduce light and air to adjacent properties; there is an existing single family home on the property.**
- k. *Whether the proposed change will adversely affect property values in the adjacent areas.* **The proposed annexation will not adversely affect nearby property values; there is an existing house on the property in an established residential area.**
- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.* **The proposed rezoning will not be a deterrent for improvement of adjacent property.**
- m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.* **The proposed annexation and zoning change will not constitute a grant of special privilege.**
- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.* **The parcel must be annexed into the city limits for water and sewerage service, and it requires assignment of a residential zoning compatible with the surrounding area.**

- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city. **The proposed annexation and rezoning is not out of scale. The subject property will remain single-family residential and the parcel is surrounded by residential properties.***
- p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use. **The residential land use is already existing with a single family home. The rezoning is to assign a City of Palatka zoning district to the annexed parcel in order to connect to city water and sewer services.***
- q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district. **Not in historic district.***

Staff Recommendation

- Staff recommends approval of the annexation of 1604 Husson Avenue (Parcel 13-10-26-2550-0010-0100) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Single-family Residential (R-1A), to City of Palatka Single-family residential (R-1A)

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-04

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 PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN RESERVE (UR) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: 1604 HUSSON AVENUE, PALATKA, FLORIDA 32177, 5 POINTS S/D MB4 P2 BLK1, LOT 10 BK218 P581, PARCEL 13-10-26-2550-0010-0100, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: iHeart Capital LLC, for certain amendment to the Comprehensive Plan Future Land Use Map of the City of Palatka, Florida, and

WHEREAS, Section 163.3187, Florida Statutes, provides for small-scale amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187(2), Florida Statutes, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

WHEREAS, the City Planning Board conducted a public hearing on January 7, 2025 and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted a public hearing on February 13, 2025, and

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

Section 1. Adopted Small Scale Amendment

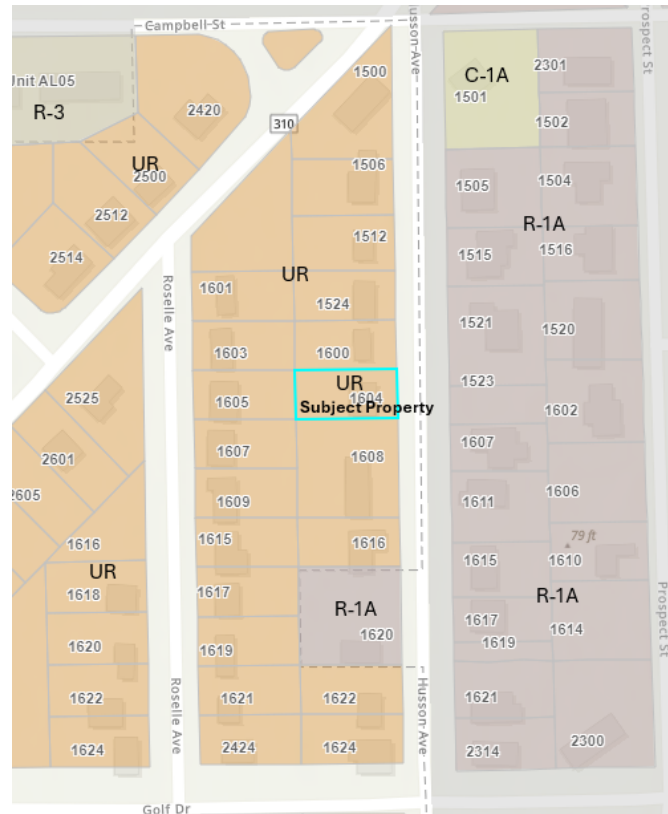
That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

**TABLE 1
ADOPTED SMALL SCALE AMENDMENT**

<u>Parcel Number</u>	<u>Acreage</u>	<u>Current Future Land Use</u>	<u>Amended Future Land Use</u>
13-10-26-2550-0010-0100	0.19	Putnam County Urban Reserve (UR)	City of Palatka Residential Low (RL)

DESCRIPTION OF PROPERTY:

5 POINTS S/D MB4 P2 BLK1, LOT 10 BK218 P581, PARCEL 13-10-26-2550-0010-0100, 1604 HUSSON AVENUE



Section 2. 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. 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. This Ordinance shall become effective immediately upon adoption; however, the effective date of this amendment to the City of Palatka Comprehensive Plan, if not timely challenged, shall be 31 days after adoption. If challenged within 30 days after adoption, this amendment shall become

effective on the date the State land planning agency or the Administration Commission issues a final order determining this amendment to be in compliance with Chapter 163, Florida Statutes. No development orders, development permits, or land uses dependent on this amendment may be issued or commenced before this amendment has become effective.

Section 5. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 13th day of February 2025.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regard to property located at 1604 Husson Ave. Palatka, Florida, from Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL)." More specifically:

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 PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN RESERVE (UR) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: 1604 HUSSON AVENUE, PALATKA, FLORIDA 32177, 5 POINTS S/D MB4 P2 BLK1, LOT 10 BK218 P581, PARCEL 13-10-26-2550-0010-0100, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

¹ See Section 166.041(4)(c), Florida Statutes.

- b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Ordinance 25-5 Rezoning property located at 1604 Husson Ave. Palatka, Florida from Putnam County Single Family Residential (R-1A) to City of Palatka Single Family Residential (R-1A). Parcel No. 13-10-26-2550-0010-0100. (First Reading)

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request is to annex one parcel, approximately 0.19 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Single-Family Residential (R-1A) to City of Palatka Single-Family Residential (R-1A). Public notice included legal advertisement in the Palatka Daily News, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property. There is an existing single family dwelling located on the property. Per the City of Palatka zoning ordinance §94-142(b), single family dwellings are a permitted use in the Single-Family Residential (R-1A) district.

BACKGROUND

The application is for a 0.19 acre +/- parcel located on the west side of Husson Avenue, approximately 500-ft south of the Husson Avenue, Silver Lake Drive, and Campbell Street intersection. Parcel 13-10-26- 2550-0010-0100 is bordered by the city limits (residential properties) to the east, and residential parcels in unincorporated Putnam County directly to the north, west, and south. The applicant requests connection to the city's water and sewerage facilities.

On January 7, 2025, the Planning Board approved the annexation, the amendment to the Future Land Use Map, and the rezoning

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

- Staff recommends approval of the annexation of 1604 Husson Avenue (Parcel 13-10-26-2550-0010-0100) for the purpose of connection to City of Palatka water and sewerage services

- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Single-family Residential (R-1A), to City of Palatka Single-family residential (R-1A)

ATTACHMENTS

1.	PB 24-28_Staff_Report- Annex 1604 Husson Ave_REV
2.	Ord 25- reZoning PB 24-28 1604 Husson Ave
3.	Business Impact Estimate - ORD 25-05

Case PB 24-28 Annexation, Amendment to FLUM and Rezoning
Address: 1604 Husson Avenue, Approx. 0.19 acres +/-
Parcel No.: 13-10-26-2550-0010-0100
Applicant: Charles Barnes and John Jenkins IV

STAFF REPORT

DATE: January 7, 2025
TO: City of Palatka Planning Board
FROM: Planning Director

APPLICATION REQUEST

Request is to annex one parcel, approximately 0.19 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Single-Family Residential (R-1A) to City of Palatka Single-Family Residential (R-1A).

Public notice included legal advertisement in the *Palatka Daily News*, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property.

There is an existing single family dwelling located on the property. Per the City of Palatka zoning ordinance §94-142(b), single family dwellings are a permitted use in the Single-Family Residential (R-1A) district.

Background

The application is for a 0.19 acre +/- parcel located on the west side of Husson Avenue, approximately 500-ft south of the Husson Avenue, Silver Lake Drive, and Campbell Street intersection. Parcel 13-10-26-2550-0010-0100 is bordered by the city limits (residential properties) to the east, and residential parcels in unincorporated Putnam County directly to the north, west, and south. The applicant requests connection to the city's water and sewerage facilities.

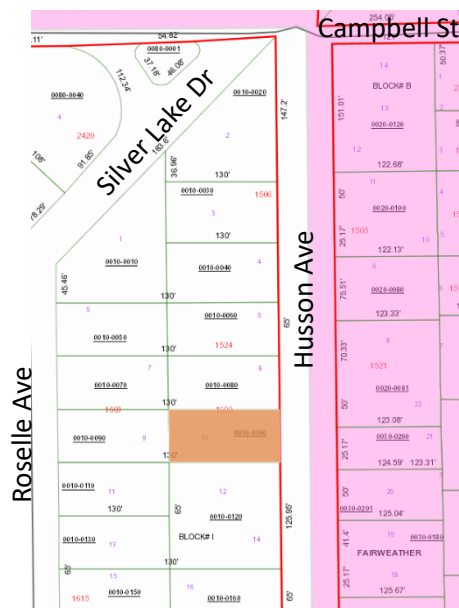


Figure 1: Subject site shown in orange

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Single Family Residential, (R-1A)
Property Proposed	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka, Single Family Residential (R-1A)
North	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)
South	Single Family Residence	Putnam County Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)
East	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka Single Family Residential (R-1A)
West	Single Family Residence	Putnam County Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)

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.”

Contiguous: 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.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area, and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns.

Annexation of this property meets the standard of compactness because it does not create an enclave or pocket. The proposed annexation borders the city limits to the east and is contiguous to existing municipal boundary.

Connection to Water and Sewer: **Water and sewerage infrastructure is available to the site. The applicant desires connection to city water and sewerage systems. Both systems are adequate to handle the annexation of the site.**

Comprehensive Plan Public Facilities Element Policy D.1.2.1.

The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City

limits is conditioned upon annexation only when those properties become contiguous. Annexation of contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development; and does not promote urban sprawl.

Future Land Use Change Analysis



Figure 2: Current Future Land Use Map (FLUM)



Figure 3: Proposed Future Land Use Map (FLUM)

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 is not aware of any soil or topography conditions that would present major problems for this property in accordance with all applicable land development regulations. Staff is not aware of natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.
The applicant proposes to continue the use as a single-family residence.

The adopted 2008 Comprehensive Plan does not determine minimum amounts of land needed for commercial or industrial land uses. However, data and analysis for the Future Land Use element does note that commercial land uses comprised 25% of the total land area of the city at that time. Industrial land uses comprised 5.3% of the total land area at that time. As the city and surrounding areas have grown, there has been increased demand for these land uses.

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.

The annexation of this parcel would not contribute to urban sprawl and is within an already-established residential area. The parcel is located on the west side of Husson Avenue and borders the city limits to the east at this location.



Figure 4: Current Zoning Map



Figure 5: Proposed Zoning Map

Zoning Analysis

Section 94-38 (f) (1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38 (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

- a. *Whether the proposed change is in conformity with the Comprehensive Plan. The proposed annexation is in conformity with the Comprehensive Plan.*
- b. *The existing land use pattern. The proposed annexation is consistent with the land use pattern.*

- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts. The proposed annexation would not create an isolated district; the parcel is adjacent to the city limits to the east.*
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc. The proposed annexation would add a single-family dwelling unit to the city housing stock. The additional residence is not expected to overtax public facilities or produce an undue strain on the school system. However, it will tap into city water and sewerage services, which have sufficient capacity for this annexation at this time.*
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change. The existing boundary is not illogical; this proposed annexation would be contiguous, as city limits border the parcel in question directly to the east.*
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary. The applicant requests municipal water and sewer services for the property, therefore an annexation is required.*
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood. The proposed annexation will not bring more vehicular traffic to the area; all current conditions would remain unchanged.*
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety. The proposed annexation would not excessively increase traffic congestion or otherwise affect public safety.*
- i. *Whether the proposed change will create a drainage problem. The rezoning will not cause drainage problems; all current conditions would remain unchanged.*
- j. *Whether the proposed change will seriously reduce light and air to adjacent areas. The proposed rezoning will not reduce light and air to adjacent properties; there is an existing single family home on the property.*
- k. *Whether the proposed change will adversely affect property values in the adjacent areas. The proposed annexation will not adversely affect nearby property values; there is an existing house on the property in an established residential area.*
- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations. The proposed rezoning will not be a deterrent for improvement of adjacent property.*
- m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare. The proposed annexation and zoning change will not constitute a grant of special privilege.*
- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning. The parcel must be annexed into the city limits for water and sewerage service, and it requires assignment of a residential zoning compatible with the surrounding area.*

- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city. **The proposed annexation and rezoning is not out of scale. The subject property will remain single-family residential and the parcel is surrounded by residential properties.***
- p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use. **The residential land use is already existing with a single family home. The rezoning is to assign a City of Palatka zoning district to the annexed parcel in order to connect to city water and sewer services.***
- q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district. **Not in historic district.***

Staff Recommendation

- Staff recommends approval of the annexation of 1604 Husson Avenue (Parcel 13-10-26-2550-0010-0100) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Single-family Residential (R-1A), to City of Palatka Single-family residential (R-1A)

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-05

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 SINGLE FAMILY RESIDENTIAL (R-1A) TO CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1A) FOR THE FOLLOWING PROPERTY: 1604 HUSSON AVENUE, PALATKA, FL 32177, 5 POINTS S/D MB4 P2 BLK 1, LOT 10 BK218 P581 PARCEL 13-10-26-2550-0010-0100, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: iHeart Capital LLC, 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 a public hearing before the Planning Board of the City of Palatka on January 7, 2025, and two public hearings before the City Commission of the City of Palatka on February 13, 2025, and March 13, 2025, and

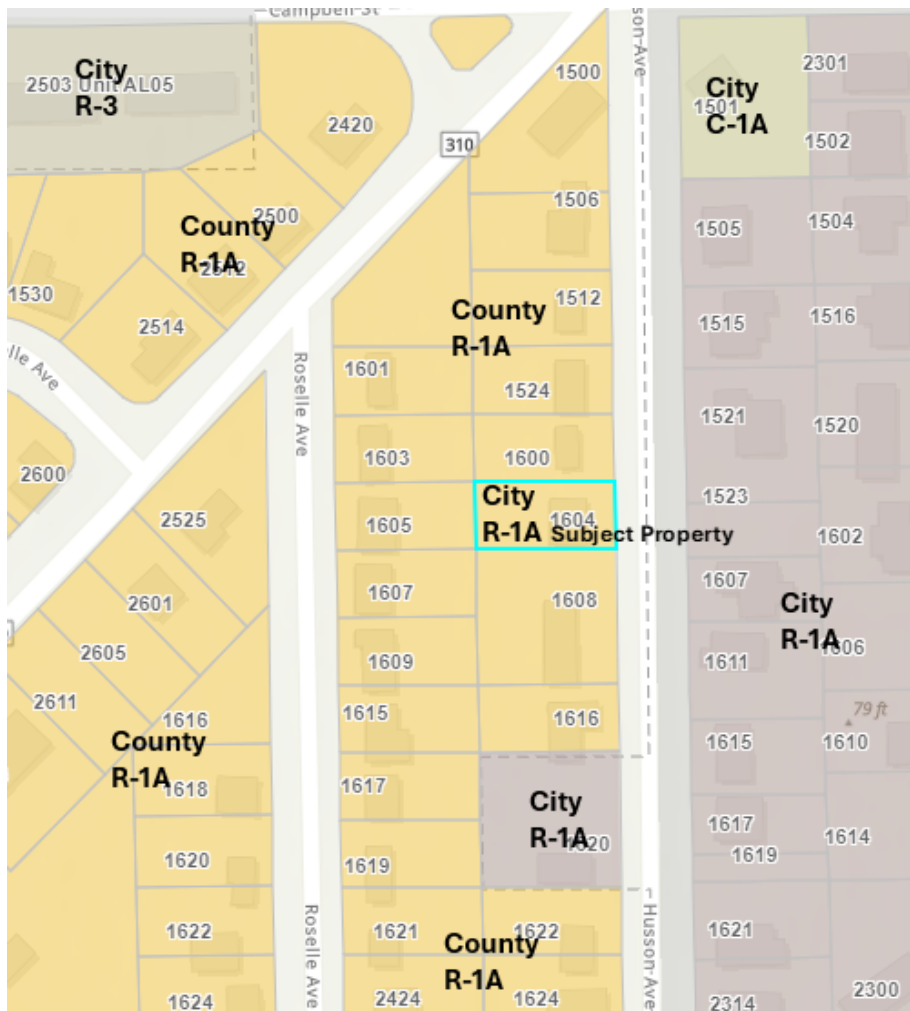
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

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 the present zoning classification of Putnam County Single-Family Residential (R-1A) to City of Palatka Single-Family Residential (R-1A) classification.

DESCRIPTION OF PROPERTY:

**5 POINTS S/D MB4 P2 BLK 1, LOT 10 BK218 P581, 1604 HUSSON AVENUE
Putnam County Property Appraiser's Parcel No.: 13-10-26-2550-0010-0100**



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.

Section 4. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of February 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 13th day of March 2025.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Rezoning property located at 1604
Husson Ave. Palatka, Florida from Putnam County Single Family
Residential (R-1A) to City of Palatka Single Family Residential (R-1A)."
More specifically:

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 SINGLE FAMILY RESIDENTIAL (R-1A) TO CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1A) FOR THE FOLLOWING PROPERTY: 1604 HUSSON AVENUE, PALATKA, FL 32177, 5 POINTS S/D MB4 P2 BLK 1, LOT 10 BK218 P581 PARCEL 13-10-26-2550-0010-0100, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

¹ See Section 166.041(4)(c), Florida Statutes.

- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

(a) An estimate of direct compliance costs that businesses may reasonably incur;

(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and

(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

**Ordinance 2025-06 Annexation of property located on 5019 Crill Ave. Palatka, Florida into the corporate limits of the City of Palatka, Florida.
Parcel No. 10-10-26-0000-0271-0000 (First Reading).**

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.23 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Agriculture (AG) to City of Palatka Single-Family Residential (R-1). Public notice included legal advertisement in the Palatka Daily News, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property. There is an existing single-family dwelling located on the property. Per the City of Palatka zoning ordinance §94-143(b), single-family dwellings are a permitted use in the R-1 residential district.

BACKGROUND

The application is for a 0.23 acre +/- parcel located on the south side of Crill Avenue between Corbett Road and S Moody Road. Parcel 10-10-26-0000-0271-0000 is bordered by the city limits to the east and south, and unincorporated Putnam County to the north and west. The property currently includes a single-family home. The applicant is the owner of parcels directly north and south of the subject property. The applicant requests connection to the city's water and sewerage facilities.

On January 7, 2025, the Planning Board recommended approval of the annexation, the amendment to the Future Land Use Map, and the rezoning.

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

- Staff recommends approval of the annexation of 5019 Crill Avenue (Parcel 10-10-26-0000-0271- 0000) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County

Agriculture (AG), to City of Palatka Single-Family Residential (R-1)

ATTACHMENTS

1.	Staff Report (11)
2.	Ord 2025- annexation of property 5019crill
3.	Business Impact Estimate - ORD 25-06

Case PB 24-27 Annexation, Amendment to FLUM and Rezoning
Address: 5019 Crill Avenue, Approx. 0.23 acres +/-
Parcel No.: 10-10-26-0000-0271-0000
Applicant & Property Owner: Jacob Spells

STAFF REPORT

DATE: January 7, 2025
TO: City of Palatka Planning Board
FROM: Planning Director

APPLICATION REQUEST

Request to annex one parcel, approximately 0.23 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Agriculture (AG) to City of Palatka Single-Family Residential (R-1).

Public notice included legal advertisement in the *Palatka Daily News*, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property.

There is an existing single-family dwelling located on the property. Per the City of Palatka zoning ordinance §94-143(b), single-family dwellings are a permitted use in the R-1 residential district.

Background

The application is for a 0.23 acre +/- parcel located on the south side of Crill Avenue between Corbett Road and S Moody Road. Parcel 10-10-26-0000-0271-0000 is bordered by the city limits to the east and south, and unincorporated Putnam County to the north and west. The property currently includes a single-family home. The applicant is the owner of parcels directly north and south of the subject property. The applicant requests connection to the city's water and sewerage facilities.

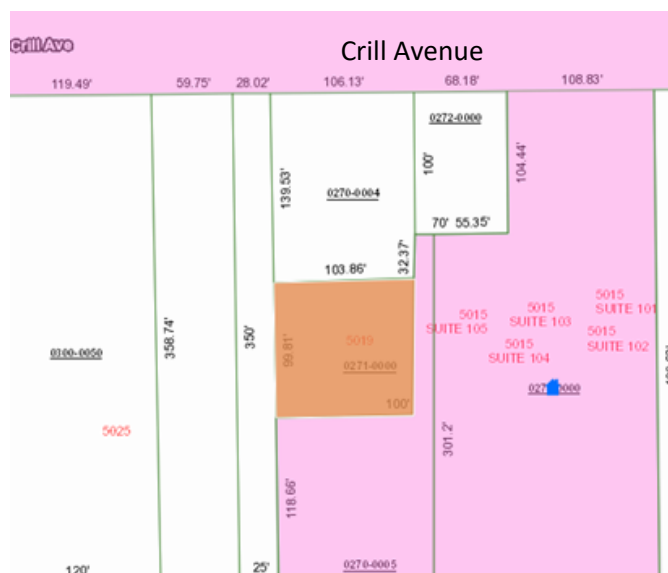


Figure 1: Subject site shown in orange

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Agriculture (AG)
Property Proposed	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka, Single Family Residential (R-1)
North	Driveway (Parcel) to 5019 Crill Ave	Putnam County, Urban Reserve (UR)	Putnam County, Neighborhood Commercial (C-1)
South	Vacant, Wooded	City of Palatka Commercial (COM)	City of Palatka, Intensive Commercial (C-2)
East	The Focus Point; Will Jones Bail Bonds	City of Palatka, Commercial (COM)	City of Palatka Intensive Commercial (C-2)
West	Vacant, Wooded	Putnam County Urban Reserve (UR)	Putnam County, Neighborhood Commercial (C-1); Agriculture (AG)

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.”

Contiguous: 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.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area, and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns.

Annexation of this property meets the standard of compactness because it does not create an enclave or pocket. The proposed annexation borders the city limits to the east and south. The property is contiguous to existing municipal boundary.

Connection to Water and Sewer: **Water and sewerage infrastructure is available to the site. The applicant desires connection to city water and sewerage systems. Both systems are adequate to handle the annexation of the site.**

Comprehensive Plan Public Facilities Element Policy D.1.2.1.

The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous. Annexation of

contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development; and does not promote urban sprawl.

Future Land Use Change Analysis

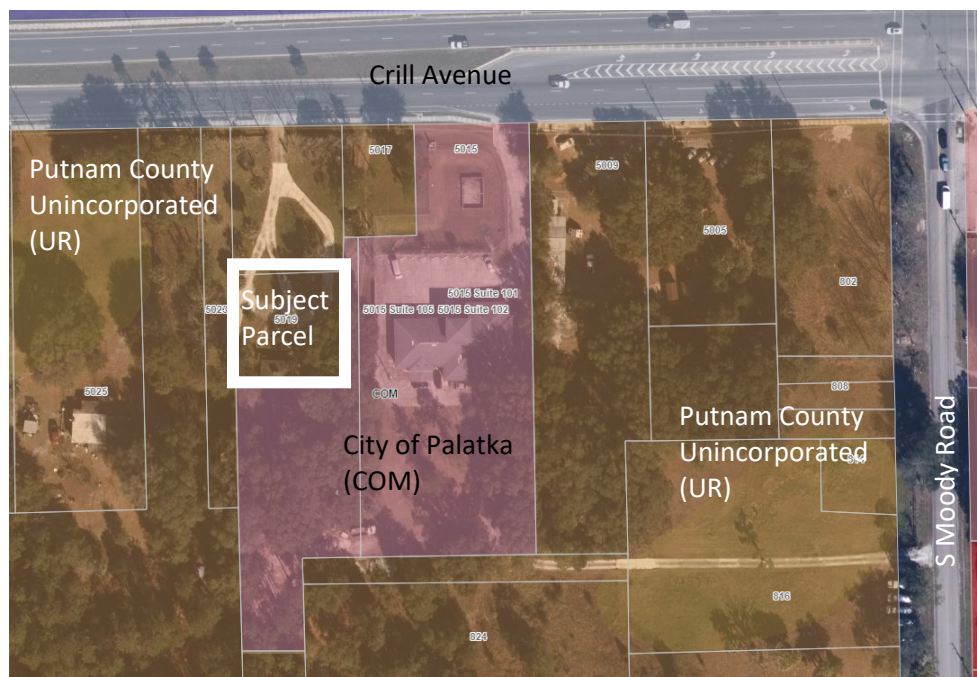


Figure 2: Current Future Land Use Map (FLUM)

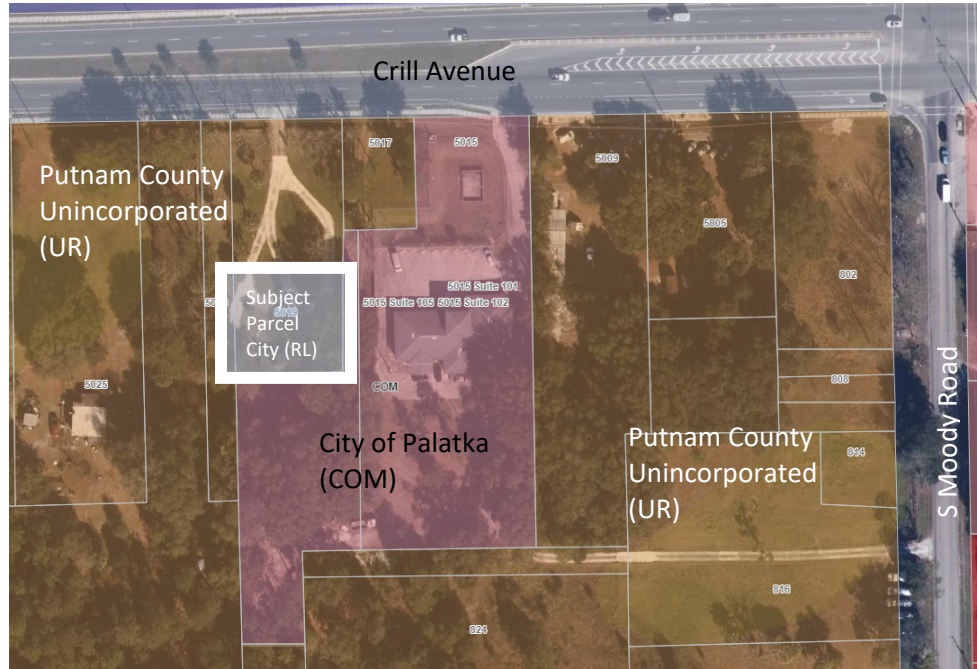


Figure 3: Proposed Future Land Use Map (FLUM)

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 is not aware of any soil or topography conditions that would present major problems for this property in accordance with all applicable land development regulations. Staff is not aware of natural or historic resources on this developed site.

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

The applicant proposes to continue the use as a single-family residence.

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.

The annexation of this parcel would not contribute to urban sprawl and will not create undue burden on the water and sewer system. Surrounding properties to the east have water and sewer connections. This annexation would be contiguous, as it borders city limits to the east and south of the parcel.

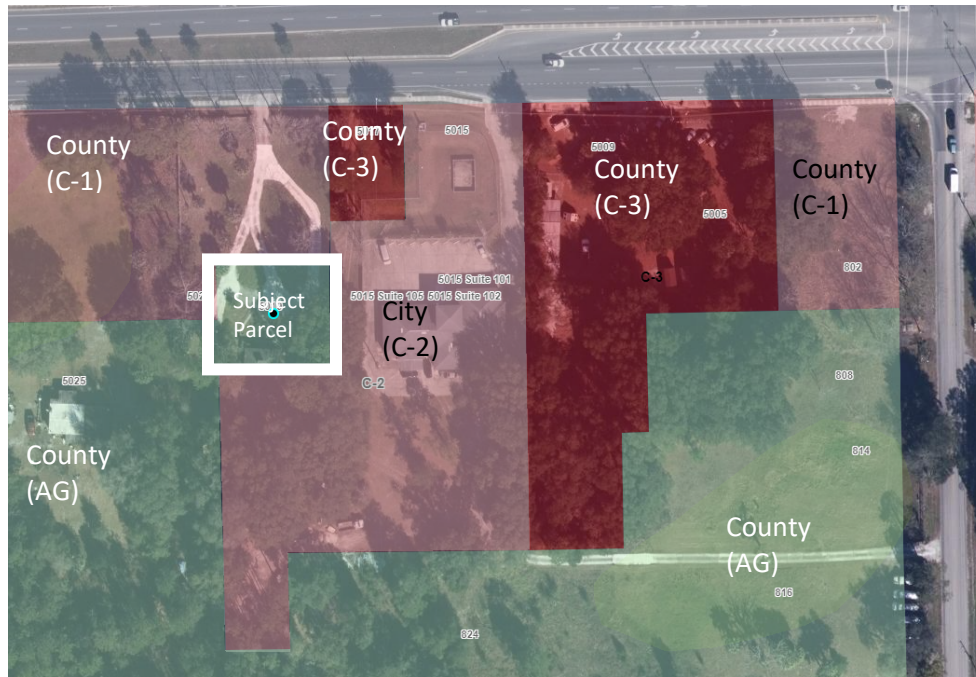


Figure 4: Current Zoning Map

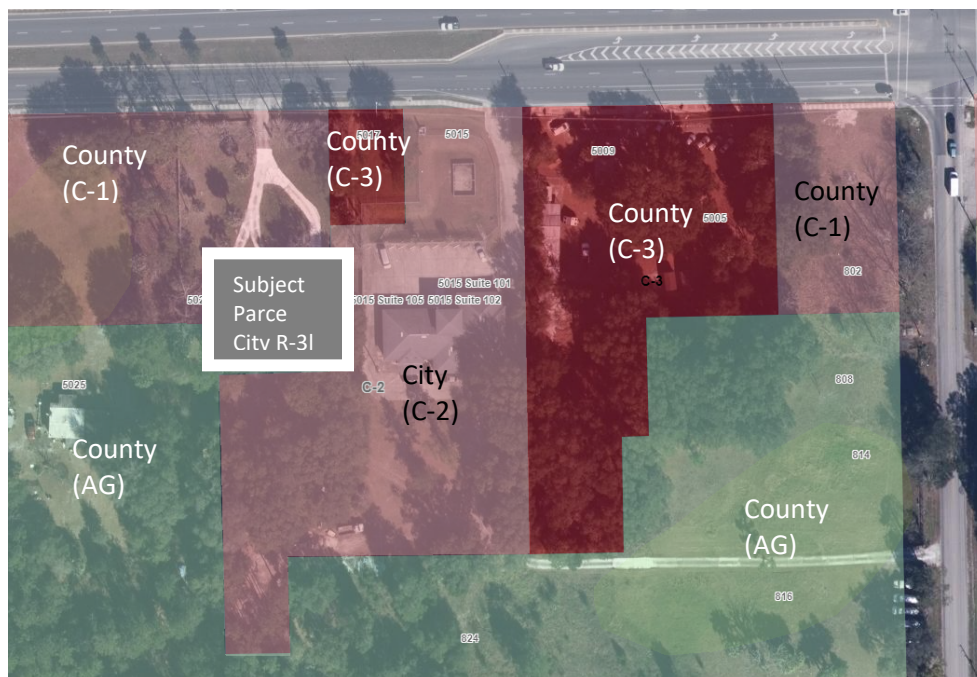


Figure 5: Proposed Zoning Map

Zoning Analysis

Section 94-38 (f) (1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38 (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

- a. *Whether the proposed change is in conformity with the Comprehensive Plan.* **The proposed rezoning conforms with the Comprehensive Plan.**
- b. *The existing land use pattern.* **The proposed rezoning is not inconsistent with the land use pattern. There is a mixture of commercial, residential and medical land uses in the area. However, since there is an existing single-family home on the property, a residential zoning classification is the reasonable zoning.**
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.* **The proposed annexation would not create an isolated district; the parcel is adjacent to the city limits to the east and south.**
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.* **The proposed annexation and rezoning will not contribute to overtaxing public facilities, as the request is for one (1) existing single-family dwelling.**
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.* **The existing boundary is not illogical; this proposed annexation would be contiguous, as city limits border the parcel in question directly to the east and south.**
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.* **The applicant requests municipal water and sewer services for the property, therefore an annexation is required. The proposed rezoning is necessary because a city zoning has to be assigned to the annexed parcel.**
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.* **The proposed annexation will not bring more vehicular traffic to the area; all current conditions would remain unchanged.**
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.* **The proposed annexation would not excessively increase traffic congestion or otherwise affect public safety, as it is an existing use.**
- i. *Whether the proposed change will create a drainage problem.* **The annexation will not cause drainage problems; all current conditions would remain unchanged.**
- j. *Whether the proposed change will seriously reduce light and air to adjacent areas.* **The proposed annexation will not reduce light and air to adjacent properties; there is an existing single family house on the property.**
- k. *Whether the proposed change will adversely affect property values in the adjacent areas.* **The proposed annexation will not adversely affect nearby property values; there is an existing single-family home on the property.**

- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations. **The proposed rezoning will not be a deterrent for improvement of adjacent property.***
- m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare. **The proposed rezoning will not grant a special privilege to the property owner.***
- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning. **The parcel must be annexed into the city limits for water and sewerage service, and it requires assignment of a zoning compatible with the surrounding area. Since the property currently has a single-family home, a residential zoning classification is the reasonable zoning.***
- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city. **The proposed rezoning is not out of scale. The existing use will remain single family residential.***
- p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use. **The annexation application is to connect an existing single family residential property to city water and sewer service. Once annexed, a zoning classification must be assigned.***
- 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. **Not in historic district.***

Staff Recommendation

- Staff recommends approval of the annexation of 5019 Crill Avenue (Parcel 10-10-26-0000-0271-0000) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Agriculture (AG), to City of Palatka Single-Family Residential (R-1)

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

ORDINANCE NO. 2025-06

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS PARCEL 10-10-26-0000-0271-0000, LOCATED AT 5019 CRILL AVENUE, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the City Clerk, authorized to be signed by the freehold owner of the property sought to be annexed, to wit: Jacob Spells, 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 City Planning Board conducted a public hearing on January 7, 2025, and recommended approval of this annexation to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted public hearings on February 13, 2025, and March 13, 2025, and

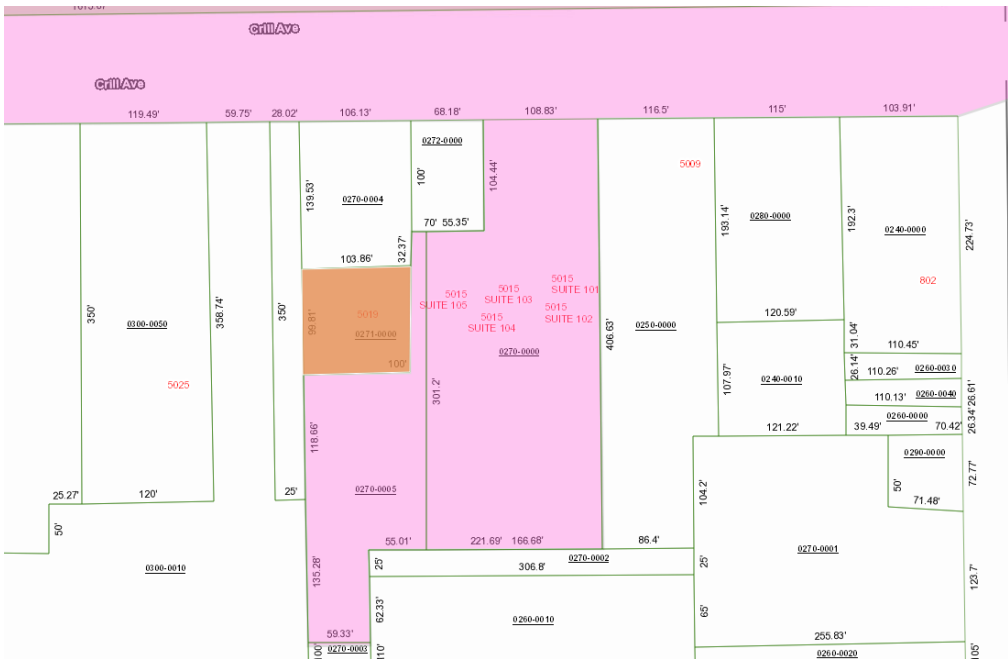
WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka;

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

Section 1. 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 PT OF NE 1/4 OF SE 1/4 OR 145, P 16

Putnam County Property Appraiser's Parcel No.: 10-10-26-0000-0271-0000



Section 2. The property hereby annexed shall remain subject to the Putnam County Comprehensive Plan and Zoning Laws until changed by the City of Palatka.

Section 3: That a copy of this ordinance shall be sent to the Municipal Code Corporation for inclusion in the City’s Charter.

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

Section 5. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 6. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of February 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 13th day of March 2025.

CITY OF PALATKA

BY: _____
2 Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Annexation of property located on 5019 Crill Ave. Palatka, Florida into the corporate limits of the City of Palatka, Florida." More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS PARCEL 10-10-26-0000-0271-0000, LOCATED AT 5019 CRILL AVENUE, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

(a) An estimate of direct compliance costs that businesses may reasonably incur;

(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and

(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

**Ordinance 25-07 Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regard to property located at 5019 Crill Ave. Palatka, Florida, From Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL)
Parcel No. 10-10-26-0000-0271-0000 (First Reading)**

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.23 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Agriculture (AG) to City of Palatka Single-Family Residential (R-1). Public notice included legal advertisement in the Palatka Daily News, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property. There is an existing single-family dwelling located on the property. Per the City of Palatka zoning ordinance §94-143(b), single-family dwellings are a permitted use in the R-1 residential district.

BACKGROUND

The application is for a 0.23 acre +/- parcel located on the south side of Crill Avenue between Corbett Road and S Moody Road. Parcel 10-10-26-0000-0271-0000 is bordered by the city limits to the east and south, and unincorporated Putnam County to the north and west. The property currently includes a single-family home. The applicant is the owner of parcels directly north and south of the subject property. The applicant requests connection to the city's water and sewerage facilities.

On January 7, 2025, the Planning Board recommended approval of the annexation, the amendment to the Future Land Use Map, and the rezoning.

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

- Staff recommends approval of the annexation of 5019 Crill Avenue (Parcel 10-10-26-0000-0271- 0000) for the purpose of connection to City of Palatka water and sewerage services

- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Agriculture (AG), to City of Palatka Single-Family Residential (R-1

ATTACHMENTS

1.	PB 24-27_Staff_Report- Annex 5019 Crill Ave
2.	Ord 25- FLUM PB 24-27 5019crill
3.	Business Impact Estimate - ORD 25-07

Case PB 24-27 Annexation, Amendment to FLUM and Rezoning
Address: 5019 Crill Avenue, Approx. 0.23 acres +/-
Parcel No.: 10-10-26-0000-0271-0000
Applicant & Property Owner: Jacob Spells

STAFF REPORT

DATE: January 7, 2025
TO: City of Palatka Planning Board
FROM: Planning Director

APPLICATION REQUEST

Request to annex one parcel, approximately 0.23 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Agriculture (AG) to City of Palatka Single-Family Residential (R-1).

Public notice included legal advertisement in the *Palatka Daily News*, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property.

There is an existing single-family dwelling located on the property. Per the City of Palatka zoning ordinance §94-143(b), single-family dwellings are a permitted use in the R-1 residential district.

Background

The application is for a 0.23 acre +/- parcel located on the south side of Crill Avenue between Corbett Road and S Moody Road. Parcel 10-10-26-0000-0271-0000 is bordered by the city limits to the east and south, and unincorporated Putnam County to the north and west. The property currently includes a single-family home. The applicant is the owner of parcels directly north and south of the subject property. The applicant requests connection to the city's water and sewerage facilities.

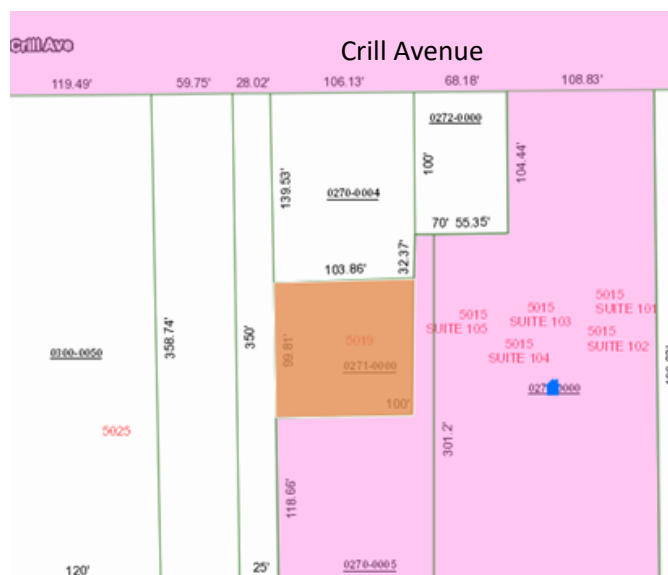


Figure 1: Subject site shown in orange

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Agriculture (AG)
Property Proposed	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka, Single Family Residential (R-1)
North	Driveway (Parcel) to 5019 Crill Ave	Putnam County, Urban Reserve (UR)	Putnam County, Neighborhood Commercial (C-1)
South	Vacant, Wooded	City of Palatka Commercial (COM)	City of Palatka, Intensive Commercial (C-2)
East	The Focus Point; Will Jones Bail Bonds	City of Palatka, Commercial (COM)	City of Palatka Intensive Commercial (C-2)
West	Vacant, Wooded	Putnam County Urban Reserve (UR)	Putnam County, Neighborhood Commercial (C-1); Agriculture (AG)

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.”

Contiguous: 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.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area, and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns.

Annexation of this property meets the standard of compactness because it does not create an enclave or pocket. The proposed annexation borders the city limits to the east and south. The property is contiguous to existing municipal boundary.

Connection to Water and Sewer: **Water and sewerage infrastructure is available to the site. The applicant desires connection to city water and sewerage systems. Both systems are adequate to handle the annexation of the site.**

Comprehensive Plan Public Facilities Element Policy D.1.2.1.

The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous. Annexation of

contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development; and does not promote urban sprawl.

Future Land Use Change Analysis

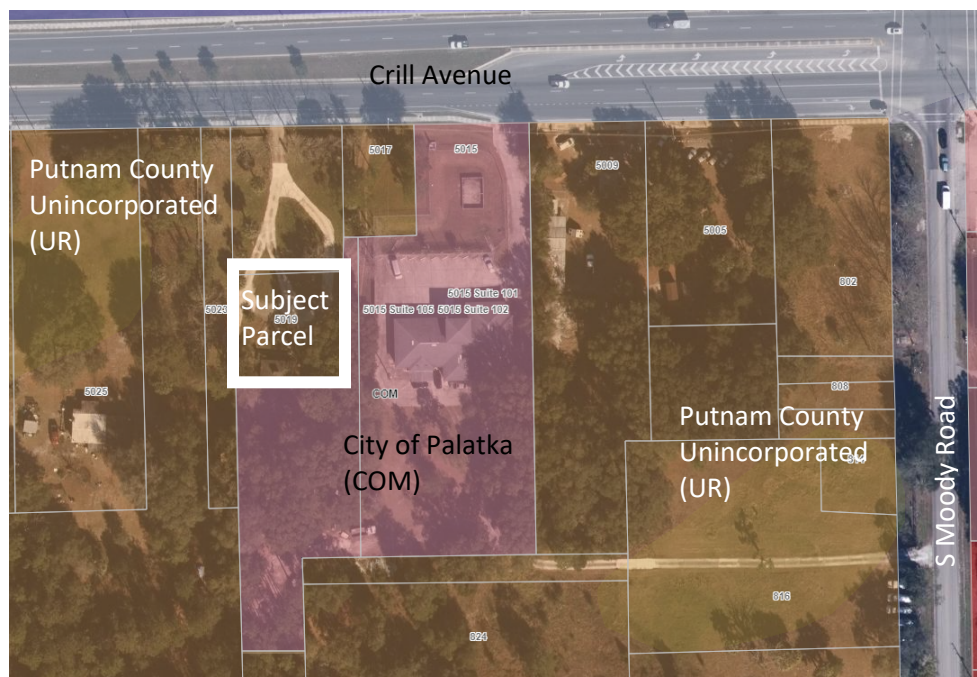


Figure 2: Current Future Land Use Map (FLUM)

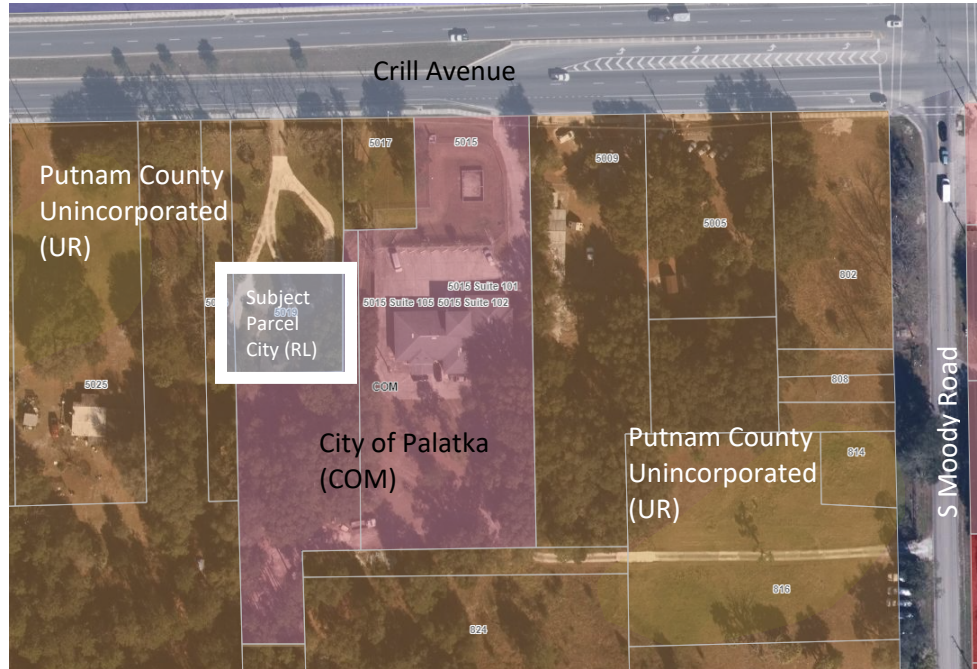


Figure 3: Proposed Future Land Use Map (FLUM)

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 is not aware of any soil or topography conditions that would present major problems for this property in accordance with all applicable land development regulations. Staff is not aware of natural or historic resources on this developed site.

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

The applicant proposes to continue the use as a single-family residence.

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.

The annexation of this parcel would not contribute to urban sprawl and will not create undue burden on the water and sewer system. Surrounding properties to the east have water and sewer connections. This annexation would be contiguous, as it borders city limits to the east and south of the parcel.

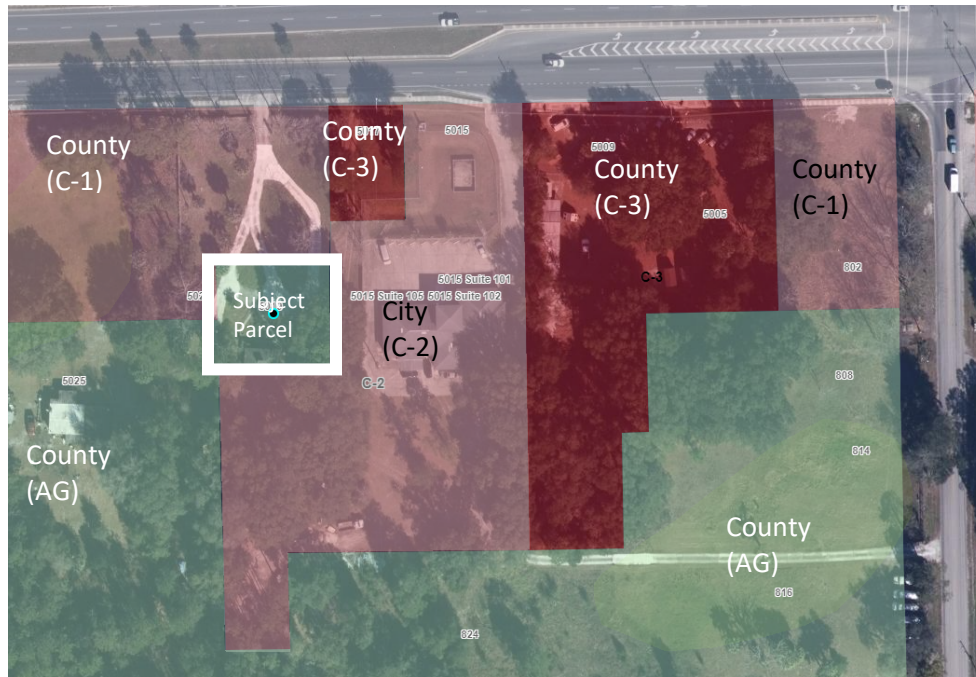


Figure 4: Current Zoning Map

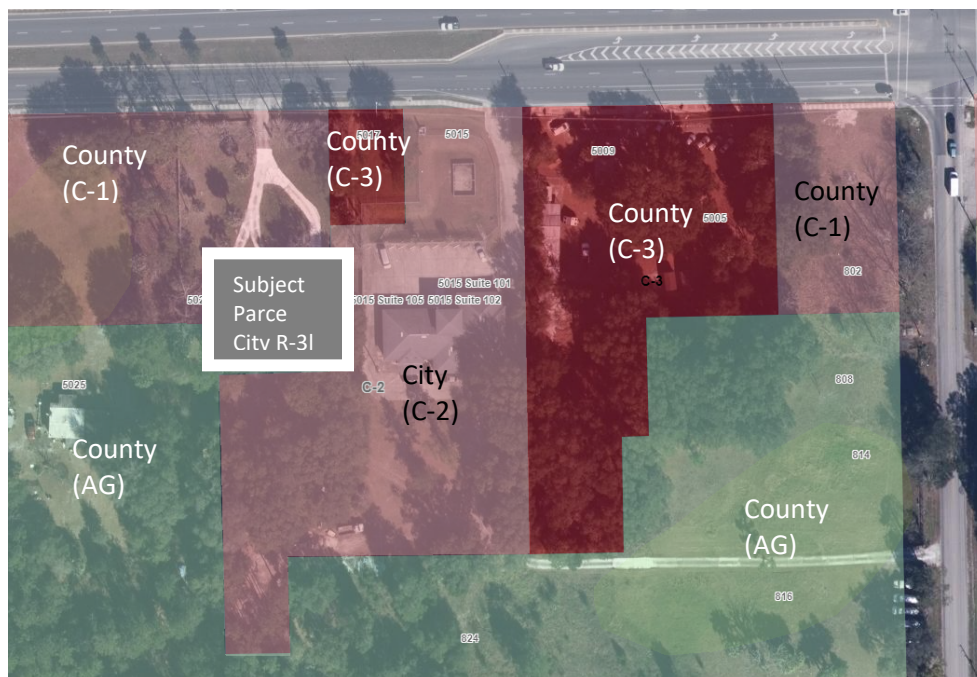


Figure 5: Proposed Zoning Map

Zoning Analysis

Section 94-38 (f) (1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38 (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

- a. *Whether the proposed change is in conformity with the Comprehensive Plan. The proposed rezoning conforms with the Comprehensive Plan.*
- b. *The existing land use pattern. The proposed rezoning is not inconsistent with the land use pattern. There is a mixture of commercial, residential and medical land uses in the area. However, since there is an existing single-family home on the property, a residential zoning classification is the reasonable zoning.*
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts. The proposed annexation would not create an isolated district; the parcel is adjacent to the city limits to the east and south.*
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc. The proposed annexation and rezoning will not contribute to overtaxing public facilities, as the request is for one (1) existing single-family dwelling.*
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change. The existing boundary is not illogical; this proposed annexation would be contiguous, as city limits border the parcel in question directly to the east and south.*
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary. The applicant requests municipal water and sewer services for the property, therefore an annexation is required. The proposed rezoning is necessary because a city zoning has to be assigned to the annexed parcel.*
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood. The proposed annexation will not bring more vehicular traffic to the area; all current conditions would remain unchanged.*
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety. The proposed annexation would not excessively increase traffic congestion or otherwise affect public safety, as it is an existing use.*
- i. *Whether the proposed change will create a drainage problem. The annexation will not cause drainage problems; all current conditions would remain unchanged.*
- j. *Whether the proposed change will seriously reduce light and air to adjacent areas. The proposed annexation will not reduce light and air to adjacent properties; there is an existing single family house on the property.*
- k. *Whether the proposed change will adversely affect property values in the adjacent areas. The proposed annexation will not adversely affect nearby property values; there is an existing single-family home on the property.*

- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations. **The proposed rezoning will not be a deterrent for improvement of adjacent property.***
- m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare. **The proposed rezoning will not grant a special privilege to the property owner.***
- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning. **The parcel must be annexed into the city limits for water and sewerage service, and it requires assignment of a zoning compatible with the surrounding area. Since the property currently has a single-family home, a residential zoning classification is the reasonable zoning.***
- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city. **The proposed rezoning is not out of scale. The existing use will remain single family residential.***
- p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use. **The annexation application is to connect an existing single family residential property to city water and sewer service. Once annexed, a zoning classification must be assigned.***
- 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. **Not in historic district.***

Staff Recommendation

- Staff recommends approval of the annexation of 5019 Crill Avenue (Parcel 10-10-26-0000-0271-0000) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Agriculture (AG), to City of Palatka Single-Family Residential (R-1)

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-07

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 PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN RESERVE (UR) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: 5019 CRILL AVENUE, PALATKA, FLORIDA 32177, PT OF NE 1/4 OF SE 1/4 OR 145, P 16, PARCEL 10-10-26-0000-0271-0000, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: Jacob Spells, for certain amendment to the Comprehensive Plan Future Land Use Map of the City of Palatka, Florida, and

WHEREAS, Section 163.3187, Florida Statutes, provides for small-scale amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187(2), Florida Statutes, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

WHEREAS, the City Planning Board conducted a public hearing on January 7, 2025 and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted a public hearing on February 13, 2025, and

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

Section 1. Adopted Small Scale Amendment

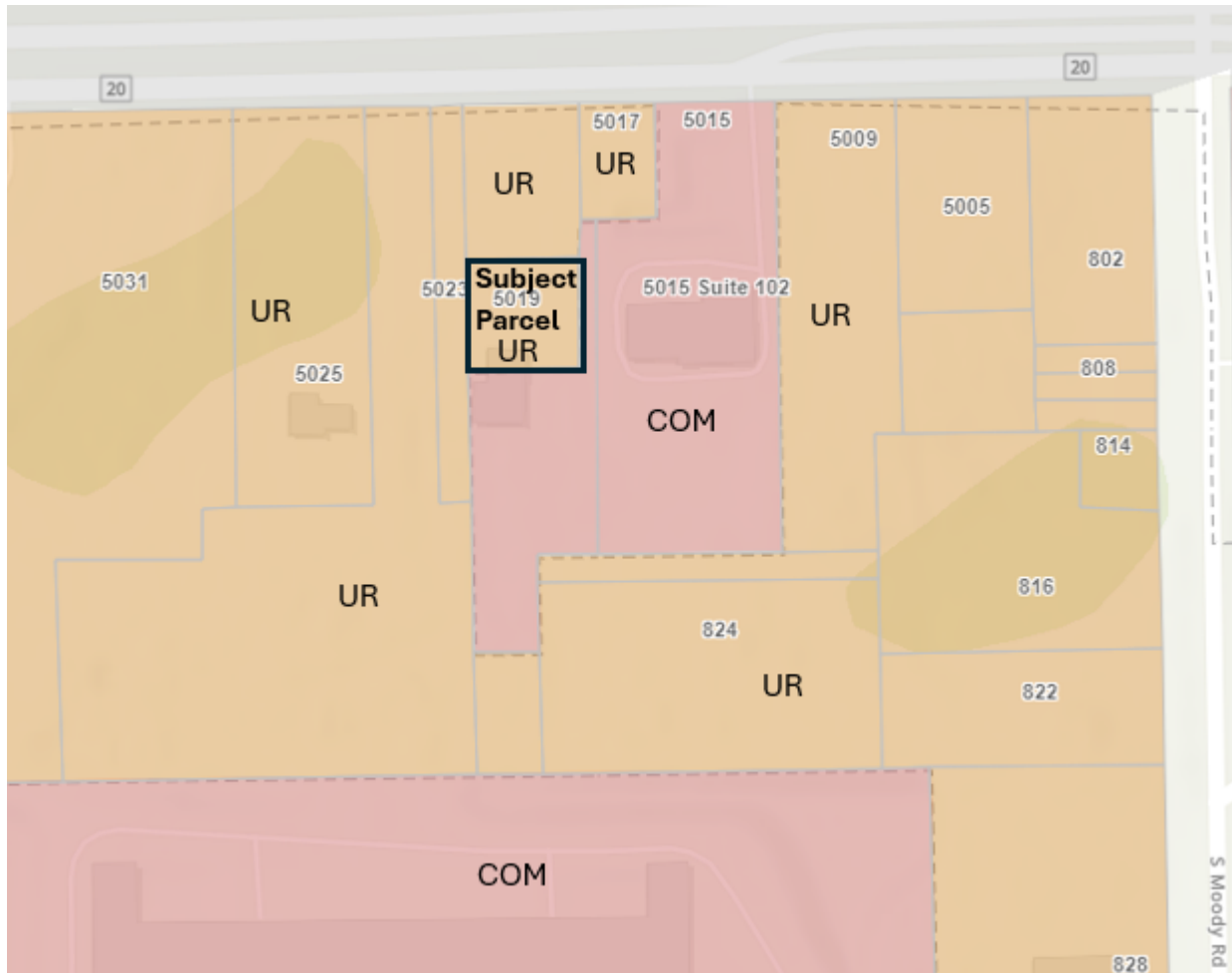
That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

TABLE 1
ADOPTED SMALL SCALE AMENDMENT

<u>Parcel Number</u>	<u>Acreage</u>	<u>Current Future Land Use</u>	<u>Amended Future Land Use</u>
10-10-26-0000-0271-0000	0.23	Putnam County Urban Reserve (UR)	City of Palatka Residential Low (RL)

DESCRIPTION OF PROPERTY:

PT OF NE 1/4 OF SE 1/4 OR 145 P 16, PARCEL 10-10-26-0000-0271-0000, 5019 CRILL AVENUE



Section 2. 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. 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. This Ordinance shall become effective immediately upon adoption; however, the effective date of this amendment to the City of Palatka Comprehensive Plan, if not timely challenged, shall be 31 days after adoption. If challenged within 30 days after adoption, this amendment shall become effective on the date the State land planning agency or the Administration Commission issues a final order determining this amendment to be in compliance with Chapter 163, Florida Statutes. No development orders, development permits, or land uses dependent on this amendment may be issued or commenced before this amendment has become effective.

Section 5. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 13th day of February 2025.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regard to property located at 5019 Crill Ave. Palatka, Florida, From Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL)" More specifically:

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 PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN RESERVE (UR) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: 5019 CRILL AVENUE, PALATKA, FLORIDA 32177, PT OF NE 1/4 OF SE 1/4 OR 145, P 16, PARCEL 10-10-26-0000-0271-0000, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

¹ See Section 166.041(4)(c), Florida Statutes.

- b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

**Ordinance 25-8 Rezoning property located at 5019 Crill Ave. Palatka, Florida from Putnam County Agriculture (AG) to City of Palatka Single Family Residential (R-1).
Parcel No. 10-10-26-0000-0271-0000 (First Reading)**

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.23 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Agriculture (AG) to City of Palatka Single-Family Residential (R-1).

BACKGROUND

The application is for a 0.23 acre +/- parcel located on the south side of Crill Avenue between Corbett Road and S Moody Road. Parcel 10-10-26-0000-0271-0000 is bordered by the city limits to the east and south, and unincorporated Putnam County to the north and west. The property currently includes a single-family home. The applicant is the owner of parcels directly north and south of the subject property. The applicant requests connection to the city's water and sewerage facilities.

On January 7, 2025, the Planning Board recommended approval of the annexation, the amendment to the Future Land Use Map, and the rezoning.

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

- Staff recommends approval of the annexation of 5019 Crill Avenue (Parcel 10-10-26-0000-0271-0000) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Agriculture (AG), to City of Palatka Single-Family Residential (R-1)

ATTACHMENTS

1.	PB 24-27_Staff_Report- Annex 5019 Crill Ave
----	---

2.	Ord 25- reZoning PB 24-27 5019 Crill Ave.
3.	Business Impact Estimate - ORD 25-08

Case PB 24-27 Annexation, Amendment to FLUM and Rezoning
Address: 5019 Crill Avenue, Approx. 0.23 acres +/-
Parcel No.: 10-10-26-0000-0271-0000
Applicant & Property Owner: Jacob Spells

STAFF REPORT

DATE: January 7, 2025
TO: City of Palatka Planning Board
FROM: Planning Director

APPLICATION REQUEST

Request to annex one parcel, approximately 0.23 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Agriculture (AG) to City of Palatka Single-Family Residential (R-1).

Public notice included legal advertisement in the *Palatka Daily News*, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property.

There is an existing single-family dwelling located on the property. Per the City of Palatka zoning ordinance §94-143(b), single-family dwellings are a permitted use in the R-1 residential district.

Background

The application is for a 0.23 acre +/- parcel located on the south side of Crill Avenue between Corbett Road and S Moody Road. Parcel 10-10-26-0000-0271-0000 is bordered by the city limits to the east and south, and unincorporated Putnam County to the north and west. The property currently includes a single-family home. The applicant is the owner of parcels directly north and south of the subject property. The applicant requests connection to the city's water and sewerage facilities.

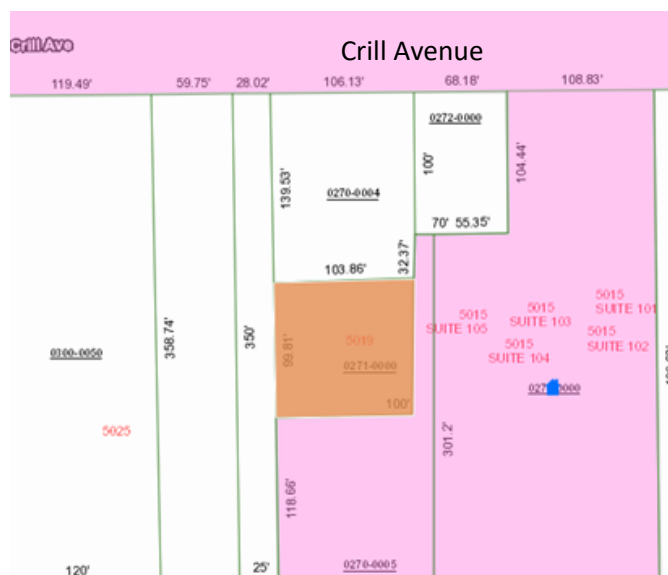


Figure 1: Subject site shown in orange

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Agriculture (AG)
Property Proposed	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka, Single Family Residential (R-1)
North	Driveway (Parcel) to 5019 Crill Ave	Putnam County, Urban Reserve (UR)	Putnam County, Neighborhood Commercial (C-1)
South	Vacant, Wooded	City of Palatka Commercial (COM)	City of Palatka, Intensive Commercial (C-2)
East	The Focus Point; Will Jones Bail Bonds	City of Palatka, Commercial (COM)	City of Palatka Intensive Commercial (C-2)
West	Vacant, Wooded	Putnam County Urban Reserve (UR)	Putnam County, Neighborhood Commercial (C-1); Agriculture (AG)

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.”

Contiguous: 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.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area, and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns.

Annexation of this property meets the standard of compactness because it does not create an enclave or pocket. The proposed annexation borders the city limits to the east and south. The property is contiguous to existing municipal boundary.

Connection to Water and Sewer: **Water and sewerage infrastructure is available to the site. The applicant desires connection to city water and sewerage systems. Both systems are adequate to handle the annexation of the site.**

Comprehensive Plan Public Facilities Element Policy D.1.2.1.

The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous. Annexation of

contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development; and does not promote urban sprawl.

Future Land Use Change Analysis

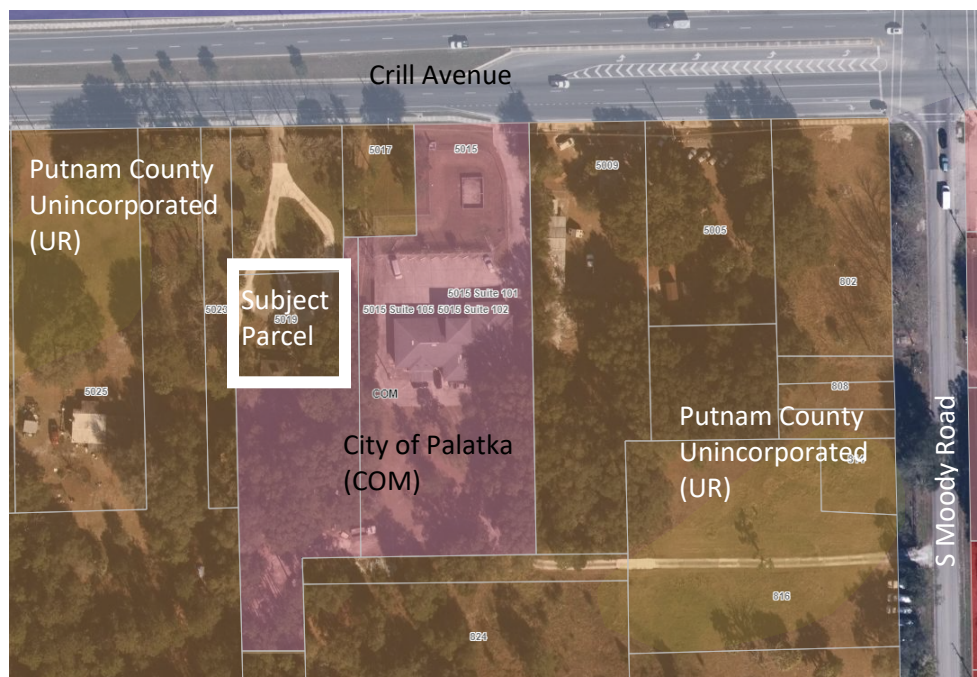


Figure 2: Current Future Land Use Map (FLUM)

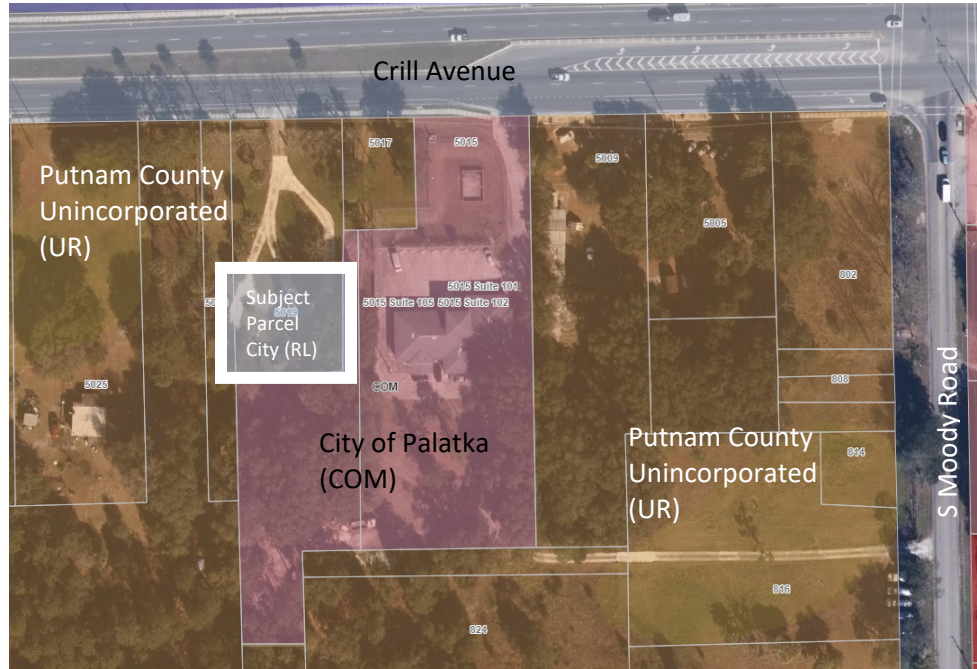


Figure 3: Proposed Future Land Use Map (FLUM)

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 is not aware of any soil or topography conditions that would present major problems for this property in accordance with all applicable land development regulations. Staff is not aware of natural or historic resources on this developed site.

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

The applicant proposes to continue the use as a single-family residence.

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.

The annexation of this parcel would not contribute to urban sprawl and will not create undue burden on the water and sewer system. Surrounding properties to the east have water and sewer connections. This annexation would be contiguous, as it borders city limits to the east and south of the parcel.

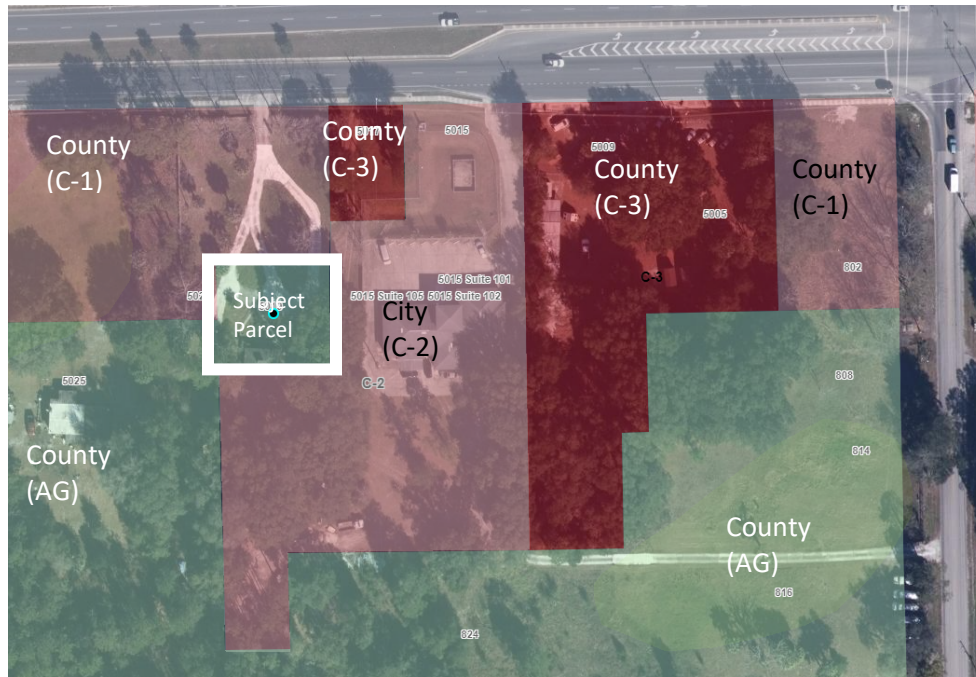


Figure 4: Current Zoning Map

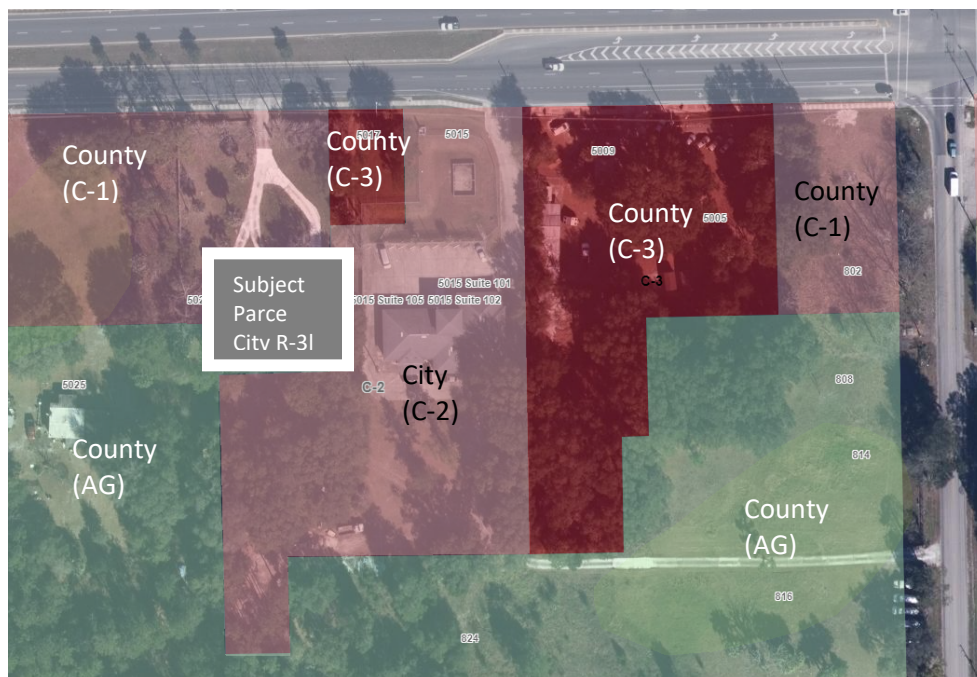


Figure 5: Proposed Zoning Map

Zoning Analysis

Section 94-38 (f) (1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38 (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

- a. *Whether the proposed change is in conformity with the Comprehensive Plan.* **The proposed rezoning conforms with the Comprehensive Plan.**
- b. *The existing land use pattern.* **The proposed rezoning is not inconsistent with the land use pattern. There is a mixture of commercial, residential and medical land uses in the area. However, since there is an existing single-family home on the property, a residential zoning classification is the reasonable zoning.**
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.* **The proposed annexation would not create an isolated district; the parcel is adjacent to the city limits to the east and south.**
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.* **The proposed annexation and rezoning will not contribute to overtaxing public facilities, as the request is for one (1) existing single-family dwelling.**
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.* **The existing boundary is not illogical; this proposed annexation would be contiguous, as city limits border the parcel in question directly to the east and south.**
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.* **The applicant requests municipal water and sewer services for the property, therefore an annexation is required. The proposed rezoning is necessary because a city zoning has to be assigned to the annexed parcel.**
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.* **The proposed annexation will not bring more vehicular traffic to the area; all current conditions would remain unchanged.**
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.* **The proposed annexation would not excessively increase traffic congestion or otherwise affect public safety, as it is an existing use.**
- i. *Whether the proposed change will create a drainage problem.* **The annexation will not cause drainage problems; all current conditions would remain unchanged.**
- j. *Whether the proposed change will seriously reduce light and air to adjacent areas.* **The proposed annexation will not reduce light and air to adjacent properties; there is an existing single family house on the property.**
- k. *Whether the proposed change will adversely affect property values in the adjacent areas.* **The proposed annexation will not adversely affect nearby property values; there is an existing single-family home on the property.**

- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations. **The proposed rezoning will not be a deterrent for improvement of adjacent property.***
- m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare. **The proposed rezoning will not grant a special privilege to the property owner.***
- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning. **The parcel must be annexed into the city limits for water and sewerage service, and it requires assignment of a zoning compatible with the surrounding area. Since the property currently has a single-family home, a residential zoning classification is the reasonable zoning.***
- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city. **The proposed rezoning is not out of scale. The existing use will remain single family residential.***
- p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use. **The annexation application is to connect an existing single family residential property to city water and sewer service. Once annexed, a zoning classification must be assigned.***
- 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. **Not in historic district.***

Staff Recommendation

- Staff recommends approval of the annexation of 5019 Crill Avenue (Parcel 10-10-26-0000-0271-0000) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Agriculture (AG), to City of Palatka Single-Family Residential (R-1)

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-08

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 AGRICULTURE (AG) TO CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1) FOR THE FOLLOWING PROPERTY: 5019 CRILL AVENUE, PALATKA, FL 32177, PT OF NE 1/4 OF SE 1/4 OR 145, P 16, PARCEL 10-10-26-0000-0271-0000, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: Jacob Spells, 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 a public hearing before the Planning Board of the City of Palatka on January 7, 2025, and two public hearings before the City Commission of the City of Palatka on February 13, 2025, and March 13, 2025, and

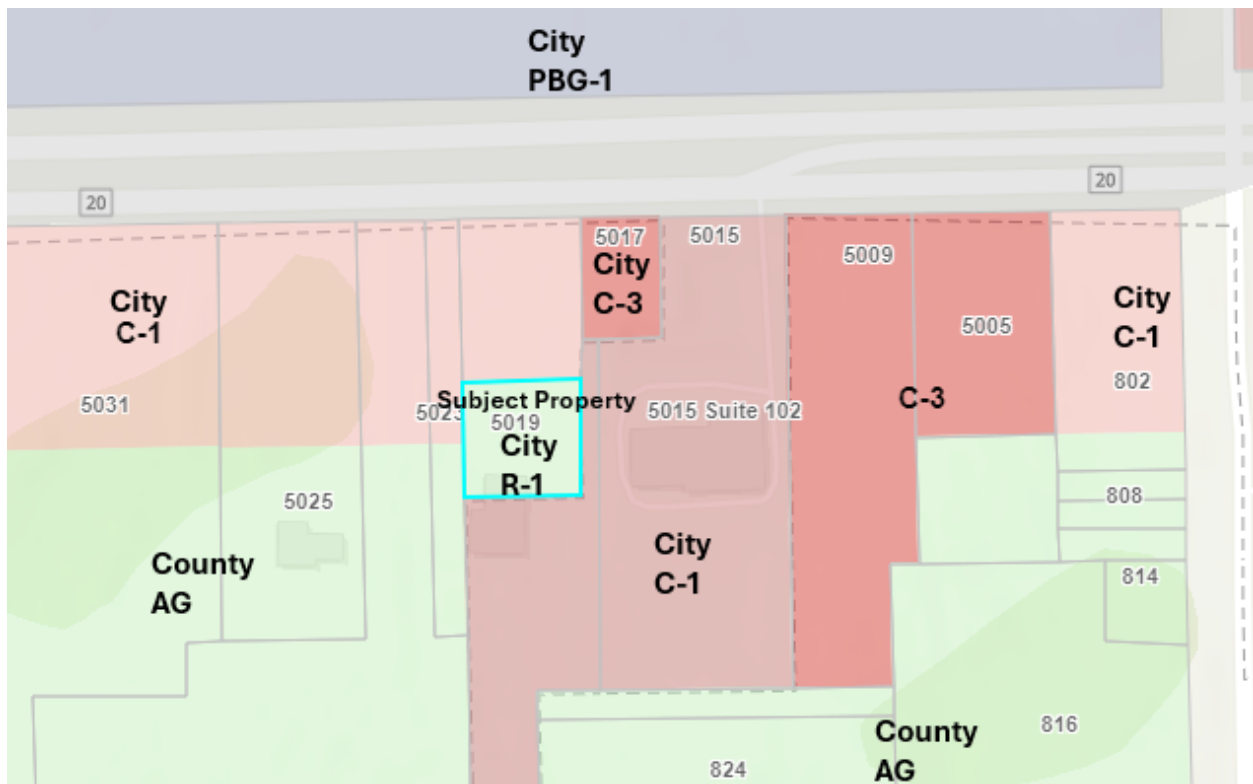
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

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 the present zoning classification of Putnam County Agriculture (AG) to City of Palatka Single-Family Residential (R-1) classification.

DESCRIPTION OF PROPERTY:

**PT OF NE 1/4 OF SE 1/4 OR 145, P 16, 5019 CRILL AVENUE
Putnam County Property Appraiser's Parcel No.: 10-10-26-0000-0271-0000**



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.

Section 4. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of February 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 13th day of March 2025.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Rezoning property located at 5019 Crill Ave. Palatka, Florida from Putnam County Agriculture (AG) to City of Palatka Single Family Residential (R-1)." More specifically:

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 AGRICULTURE (AG) TO CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1) FOR THE FOLLOWING PROPERTY: 5019 CRILL AVENUE, PALATKA, FL 32177, PT OF NE 1/4 OF SE 1/4 OR 145, P 16, PARCEL 10-10-26-0000-0271-0000, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

¹ See Section 166.041(4)(c), Florida Statutes.

- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Ordinance 2025-09 Accessory Dwelling Unit Ordinance (First reading)

Address:

Parcel No.:

Applicant:

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

To address the affordable housing crisis, the City of Palatka proposes an “Accessory Dwelling Unit” ordinance. The intent is to allow accessory dwelling units to be permitted in all single-family districts and other zoning districts as the City of Palatka finds necessary. It is also the intent and purpose of this ordinance to create a regulatory framework that encourages the development of accessory dwelling units that are rented on the local housing market to members of the community. The City of Palatka adopts the view of the Florida Legislature as stated in Section 163.31771 of the Florida Statutes pertaining to the need to encourage the permitting of accessory dwelling units in single-family residential areas to increase the availability of affordable rentals for extremely-low-income, very-low-income, low-income, or moderate-income persons.

PROJECT ANALYSIS

Accessory dwelling units are intended to provide additional housing that is incidental to a primary use. Accessory dwelling units are intended to be used as a necessary smart growth tool to increase the supply of affordable housing, elderly and disabled care units close to family members and caretakers, and/or workforce housing development. Accessory dwelling units are unique housing tools that provide for infill development with low environmental impacts that can connect to existing infrastructure.

With surging housing costs and lack of affordable housing stock, accessory dwelling units capitalize on the prominence of the single-family home by providing an additional family or persons access to an affordable dwelling unit on the same lot – typically in areas of our community that are closer to areas of greater opportunity. Creating a regulatory atmosphere

that encourages increasing the number of accessory dwelling units will have a positive impact on our community's housing shortage and on the property rights of homeowners.

Staff Recommendation

Adopt the ordinance.

ATTACHMENTS

1.	ADU Ordinance 1-8-25
2.	Business Impact Statement - Accessory Dwelling Units
3.	ADU background information

ORDINANCE NO. 2025-09

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, CREATING MUNICIPAL CODE CHAPTER 94, SECTION 212(a)-(d), ESTABLISHING ACCESSORY DWELLING UNIT STANDARDS AND PROCEDURES, PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVNER'S ERRORS.

WHEREAS, the City of Palatka seeks to address the affordable housing crisis by establishing standards for "Accessory Dwelling Units" to be permitted in all single-family residential districts; and

WHEREAS, ordinances that create a regulatory framework that encourage the development of accessory dwelling units will increase the availability of affordable rentals for low-income households; and

WHEREAS, accessory dwelling units are intended to provide additional housing that is incidental to a primary use. ADUs are intended to be used as a smart growth tool to increase the supply of affordable housing for elderly and disabled individuals who need to be close to family members and caretakes as well as workforce housing; and

WHEREAS, with increased housing costs and lack of affordable housing stock, ADUs capitalize on the prominence of the single-family home by providing an additional family or persons access to an affordable dwelling unit of the same lot; and

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

The City hereby adopted Section 94 in the City of Palatka municipal code, which provides the sections set forth in Exhibit A.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the ____ day of February 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this ____ th day of February 2025.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

EXHIBIT A

ACCESSORY DWELLING UNITS

SECTION 94-212

(a) Definitions

(1) "Accessory dwelling unit" means an ancillary or secondary living unit that has a separate kitchen, bathroom, and sleeping area existing within the same structure, or on the same lot, as the primary dwelling unit. The accessory dwelling unit may be a separate and detached unit, an attached unit to the principal structure, a repurposed existing space within the principal structure, an apartment over a garage, or a similar structural form.

(2) "Affordable rental" means that monthly rent and utilities do not exceed 30 percent of that amount which represents the percentage of the median adjusted gross annual income for extremely-low-income, very-low-income, low-income, or moderate-income persons of Putnam County. Putnam County's median annual income is the basis, not the State of Florida median income.

(3) "Lot requirements" means restrictions on lot size, setbacks, building coverage, and similar zoning requirements.

(4) "Short-term rental" means the rental of a primary or accessory unit for thirty days or less.

(b) Standards

(1) Accessory dwelling units are to be permitted as accessory uses to single-family detached dwellings in all residential districts.

(2) Accessory dwelling units are prohibited in Planned Unit Developments.

(3) Accessory dwelling units may not be utilized for townhouses, condominiums, Recreational Vehicle (RV) parks, multifamily dwellings, churches, schools, or any similar public or semipublic facilities.

(4) Accessory dwelling units may not be utilized in commercial or industrial districts.

(5) Unless the accessory dwelling unit is used as a short-term rental, the owner must occupy either the principal or accessory dwelling unit.

(A) If used as a short-term rental, the owner must occupy the primary unit.

(6) No more than one accessory dwelling unit shall be allowed on any residential lot or within any principal non-residential structure.

(7) An accessory dwelling unit may be constructed with or after the construction of the primary unit.

(8) The establishment of a new accessory dwelling unit shall only be allowed if the lot area of the principal building is at least 5,000 square feet.

(9) The accessory dwelling unit shall be subordinate to the principal building as to location, height, square footage, and building coverage. The design of the accessory dwelling unit shall be uniform, compatible, or complementary in appearance to the primary residence.

(10) The habitable floor area of the accessory dwelling unit shall be no less than 300 square feet and no greater than 1,200 square feet. A variance to increase this amount may be requested provided that the total building coverage does not exceed district standards.

(11) All accessory dwelling units shall meet the applicable zoning district setbacks. Total building coverage on the lot shall not exceed district standards. The accessory dwelling unit shall comply with the requirements of all applicable housing or buildings codes.

(12) No additional parking spaces are required if there is designated on-street parking available within 100 feet of the parcel. If there is no designated on-street parking available, one off-street space is required unless the ADU is 500 square feet or less.

(13) Accessory dwelling units are exempt from zone district density calculations.

(14) The accessory dwelling unit must connect to existing water, sewer, and other existing utility connections.

(c) Development Review Procedures

(1) Applications for accessory dwelling unit development shall be streamlined to the greatest extent possible.

(2) Applicants may seek a variance from all structural and lot requirements.

(d) Impact Fees

(1) If used for affordable rental, impact fees shall be waived. An application for a building permit to construct an affordable rental must include an affidavit from the applicant which attests that the unit will be rented at an affordable rate to an extremely-low-income, very-low-income, low-income or moderate-income person or persons, as defined by state statutes. The City of Palatka will enter into deed restrictions or other agreements as necessary to ensure that the ADU is used for affordable housing purposes for at least a period of ten (10) years.

(2) If not used for affordable rental or the application does not include an affidavit which attests to the accessory dwelling unit as an affordable rental; impact fees will be assessed.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Accessory Dwelling Units." More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, CREATING MUNICIPAL CODE CHAPTER 94, SECTION 212(a)-(d), ESTABLISHING ACCESSORY DWELLING UNIT STANDARDS AND PROCEDURES, PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVNER'S ERRORS.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Unlocking Potential: The Transformative Role of Accessory Dwelling Units (ADUs) in Housing

By: Kathy Gray, Florida Housing Coalition, March 27, 2024

In the ever-evolving landscape of housing, Accessory Dwelling Units (ADUs) are emerging as a powerful and versatile solution. These secondary housing units, also known as granny flats, in-law suites, or backyard cottages, are changing the way we think about urban and suburban living. In this thought leadership blog, we will explore the significance of ADUs, their benefits, and why they hold the potential to revolutionize housing options for communities across the globe.

What Are Accessory Dwelling Units (ADUs)?

ADUs are secondary, self-contained housing units located on the same property as a primary residence. They come in various forms, including:

- **Detached ADUs:** Stand-alone structures like cottages or converted garages.
- **Attached ADUs:** Part of the primary residence but with a separate entrance and facilities.
- **Interior ADUs:** Converted rooms within the primary residence, with separate kitchen and bathroom facilities.



The Benefits of ADUs

1. **Affordable Housing:** ADUs provide an additional source of affordable housing, helping homeowners generate rental income or accommodate family members without the cost of new construction.
2. **Density and Sustainability:** They allow for increased housing density without significant changes to neighborhood character, promoting sustainable and efficient land use.
3. **Multi-Generational Living:** ADUs facilitate multi-generational living arrangements, allowing families to stay connected while maintaining some degree of independence.
4. **Community and Aging in Place:** ADUs help build strong communities by providing housing for caregivers, students, or essential workers, and they enable seniors to age in place while staying close to family support.
5. **Increased Property Values:** Well-designed ADUs can add value to a property, enhancing its resale potential.

ADUs: The Key to Affordable Housing Solutions

The affordable housing crisis is a pressing issue in many communities. ADUs represent a flexible and innovative response to this challenge:

1. **Economical:** ADUs can be more cost-effective than traditional housing construction, making them an accessible option for homeowners.
2. **Rapid Construction:** They can be built more quickly than new housing developments, providing a faster response to housing shortages.

3. **Minimized Environmental Impact:** ADUs often use fewer resources and have a smaller carbon footprint compared to larger housing developments.
4. **Adaptive Reuse:** Existing structures, like garages or basements, can be repurposed into ADUs, reducing the need for new construction.



Overcoming Regulatory Hurdles

While the potential benefits of ADUs are clear, regulatory barriers often hinder their widespread adoption. Advocacy for changes in zoning codes and land use policies is crucial to unlock the full potential of ADUs.

1. **Zoning Reforms:** Advocate for zoning code updates that allow for ADU construction, reduce minimum lot size requirements, and simplify the permitting process.
2. **Incentives and Financing:** Encourage local governments to offer incentives, such as tax breaks or low-interest loans, to homeowners interested in building ADUs.
3. **Community Education:** Raise awareness about the benefits of ADUs and dispel misconceptions within communities.
4. **Design Guidelines:** Develop clear design guidelines to ensure that ADUs integrate seamlessly into existing neighborhoods.

In Conclusion

ADUs are not just additional living spaces; they are a reflection of our evolving housing needs and aspirations. By embracing ADUs and advocating for supportive policies, we can create more affordable, sustainable, and inclusive communities. They hold the potential to revolutionize the way we think about housing, promoting affordability, adaptability, and shared prosperity for all.

Ordinance 24-07 Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regards to property located at Azalea Place Subdivision, Phase II, 00 Kelly Smith School Rd. Palatka, Florida, From City of Palatka Commercial (COM) to City of Palatka Residential Low (RL)

Parcel Nos. 09-10-26-0213-0000-0010; 09-10-26-0213-0000-0020; 09-10-26-0213-0000-0030 (First Reading)

Address:

Parcel No.:

Applicant:

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Staff Report - Kelley Smith
2.	2024-07FLUMazalea
3.	FLUM_bie

Case PB 23-20 – Amend Land Use and Rezone 0.5+/- acres at 7341 Crill Avenue
Address: a portion of 7341 Crill Avenue, approx. 0.5 acres
Applicant: JJJT1, LLC
Agent: Tobi McGuigan

STAFF REPORT

DATE: March 5, 2024
TO: City Planning Board
FROM: Planning Director

APPLICATION REQUEST

This is a request for a small-scale Comprehensive Plan Amendment on three parcels totaling 0.5+/- acres on Kelley Smith School Road to amend the future land use and zoning. The request is to change the existing future land use from Commercial (COM) to Residential Low (RL), and to change the existing zoning from General Commercial (C-1), to Residential Single Family (R-1). The parcels are proposed to be developed as single-family homes. The requested zoning on the application is listed as R-1A, but the applicant has indicated they wish to pursue R-1 zoning.

Public notice issued by the city included legal advertisement in the *Palatka Daily News*, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The property is currently within the city limits of Palatka and is vacant. Originally part of the larger commercial parcel to the north, the subject parcels were recently approved to be platted by the Planning Board Feb. 6, and will go to the City Commission for final approval Mar. 14. The proposed homes will be connected to municipal water and sewer available nearby.

This area contains a mix of parcels and uses both within and without of the city limits of Palatka. General uses include single family residential to the east and west, vacant commercial to the north and a public school to the south. See Table 1.

	Actual Use	FLUM	ZONING
Property Existing	Vacant	City Commercial (COM)	Putnam County Agriculture (AG)
Portion of Property Proposed	Single Family Residential	City of Palatka Residential Low Density (RL)	City of Palatka Single Family Residential (R-1)
North	Single Family Residential	City of Palatka Commercial (COM)	City of Palatka General Commercial (C-1)
South	Public School	City of Palatka City Public Facilities (PF)	City of Palatka Residential, Two Family (R-2)
East	Single Family Residential	City of Palatka Residential Low (RL)	City of Palatka Single Family Residential (R-1)
West	Single Family Residential	Putnam County Urban Reserve (UR)	Putnam County Agricultural (AG)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations
Future Land Use Change Analysis

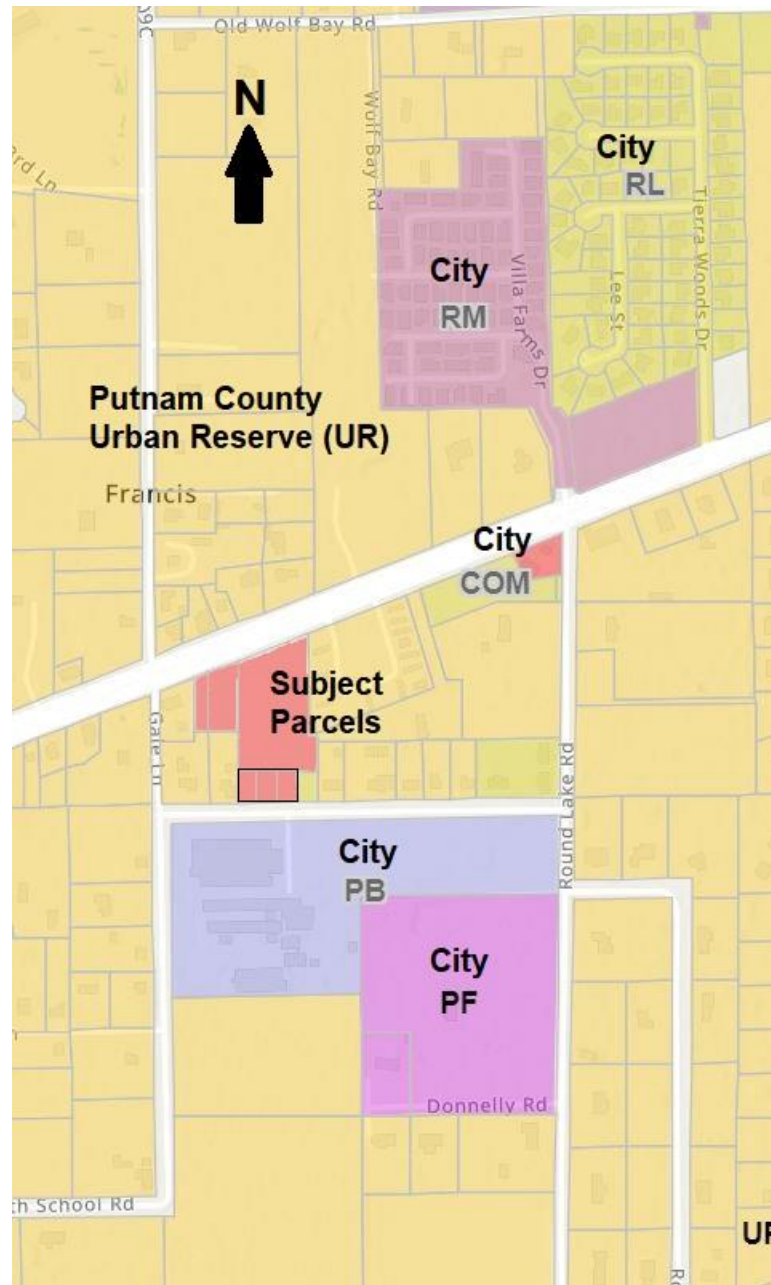


Figure 1. Existing Future Land Use

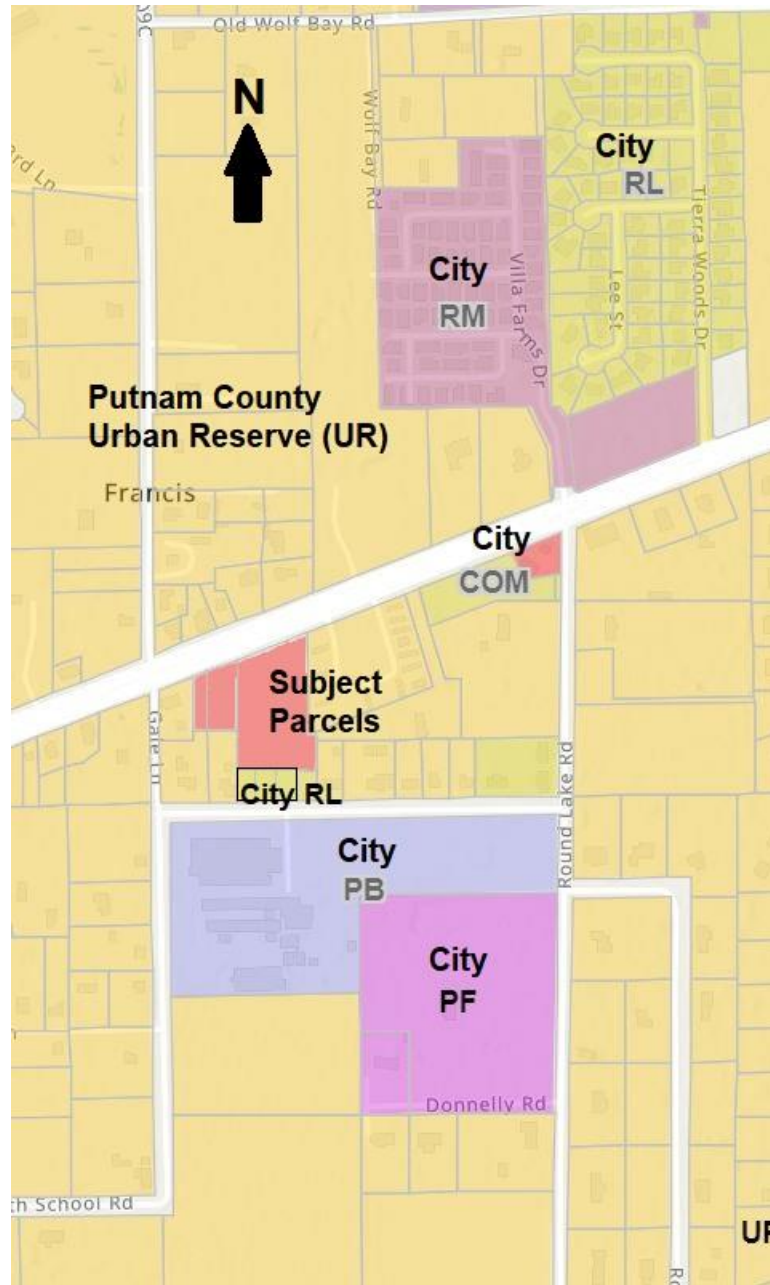


Figure 2. Proposed Future Land Use

The applicant is proposing to change the Future Land Use from Putnam County Urban Reserve (UR) to Residential High Density (RH) and Commercial (COM) on 0.5 acres, making this a Small Scale Comprehensive Plan Amendment which will be sent for expedited State review.

Florida Statutes Chapter 163.3177(6) provide for the following land use change criteria to be considered.

- *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.*

Response: Three soil types occur on the subject parcel. Narcoosee soil is deep and somewhat poorly drained. Centenary soil is well drained, and Tavares soil is moderately well drained.

The parcel is not within a flood zone, as it is identified as Flood Zone X on FIRM maps. Staff is not aware of any soil or topography conditions that would present major problems for additional future development of this property in accordance with all applicable land development regulations. The Florida Master Site Files do not list or show any historic resources on this site.

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

Response: The City of Palatka's last adopted 2008 Comprehensive Plan, Future Land Use element, estimated the number of low-density housing units needed in 2020 to be 546 units higher than in 2005. Due to a major recession, this number of units has not been constructed within the city limits during that time frame.

While the 2020 U.S. Census did not show an increase of population within the past ten years, several major employers have or are entering Putnam County. There is an increase in new businesses in the city. The county as a whole is experiencing growth pressure from neighboring counties, especially as housing costs rise. This portends a demand for housing units, and therefore the creation of additional land within the city for this purpose is consistent with the Comprehensive Plan.

- *Demonstrate the 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.

Response: The conversion of the subject parcels to residential land use would not contribute to urban sprawl, as the property is within an already established neighborhood and would be considered infill. The development pattern is that of a suburban neighborhood.

Many surrounding properties to the east and west have low density single family residences on them, are not within the city limits, are on well and septic systems and retain a Putnam County land use of Urban Reserve and a Putnam County zoning classification of Agriculture (AG).

Nearby parcels within the city include Kelley Smith Elementary School and small commercial properties. The school has a land use of City of Palatka Public Facilities (PF) with a zoning classification of Two-Family Residential (R-2).

Existing facilities currently have capacity to serve the proposed development, and because it is located adjacent to existing city limits, there should be no disproportionate increase in time, money and energy for provision of facilities and services. One condition this request seeks to address is that of increasing utility connections to City water and sewer systems. Sewer and water are available near the site. The applicant desires to connect to City water and sewer systems. Both systems are more than adequate to handle the expected volume.

The utilization of this parcel does not discourage or inhibit infill development, as the parcels are immediately adjacent to existing city limits. There will be a functional mix of uses between low density residential and commercial.

This section intentionally left blank.

Zoning Change Analysis

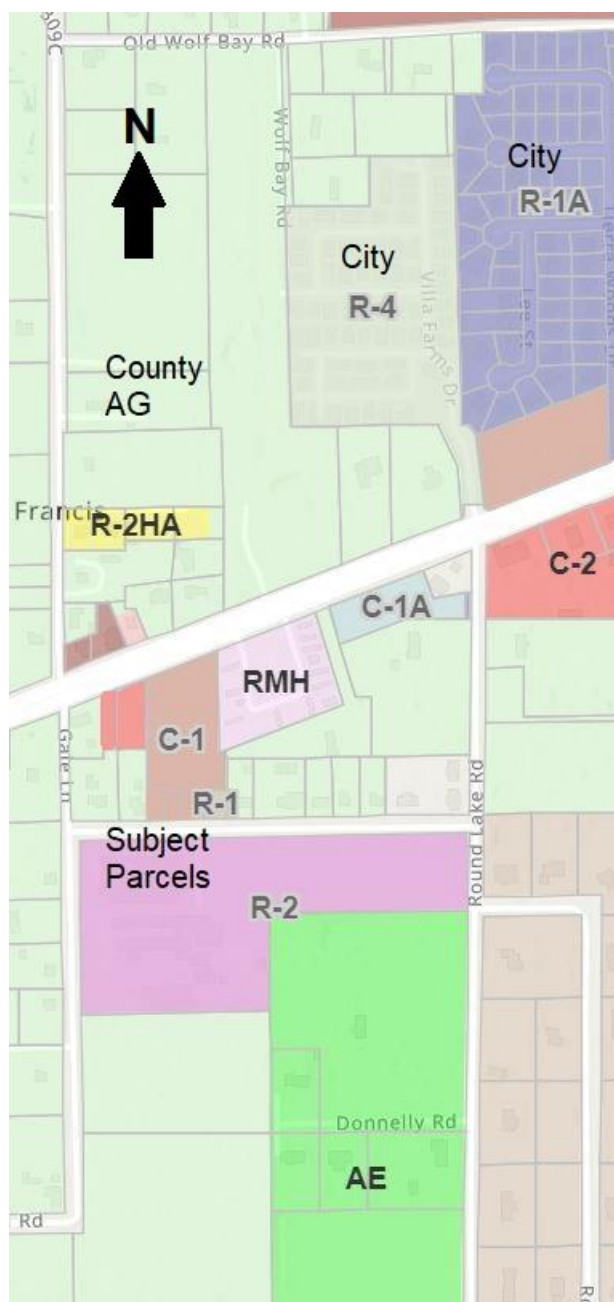


Figure 3. Existing Zoning

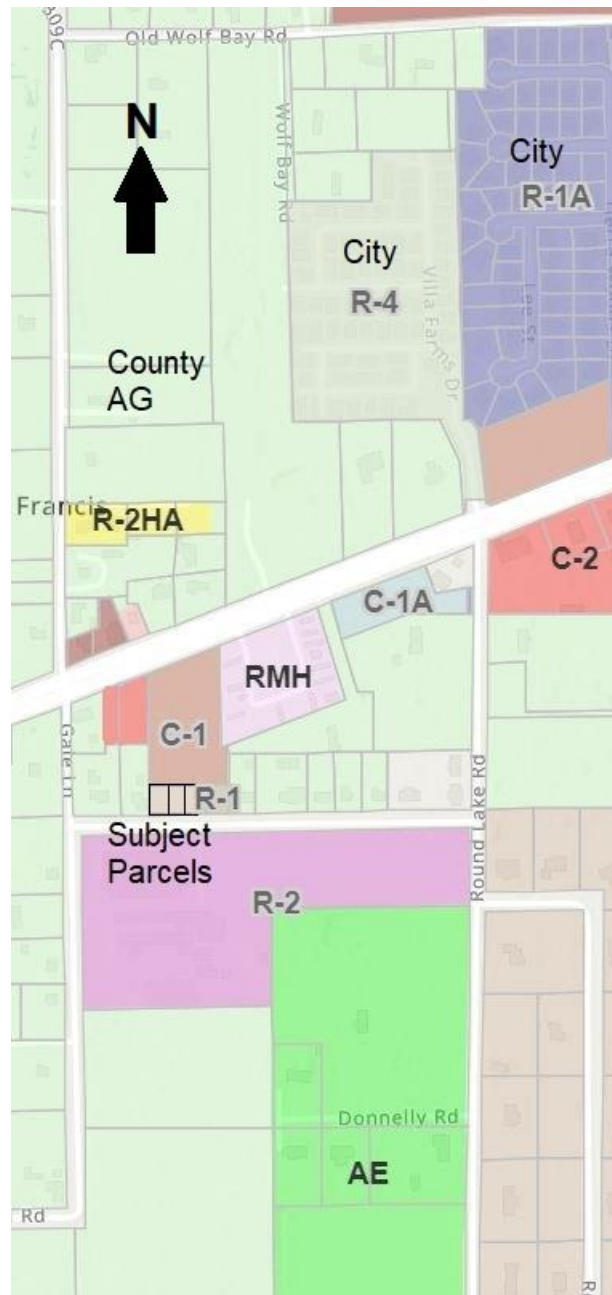


Figure 4. Proposed Zoning

Section 94-38(f)(1) of the Palatka Code of Ordinances requires that the report and recommendations of the Planning Board to the City Commission as required by subsection 94-38(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:*

Response: The subject property currently has a Commercial classification. The Future Land Use map for the City shows the property being adjacent to Putnam County Agricultural (AG) zoning to the west and City of Palatka Single Family Residential (R-1) to the east. Most of the surrounding properties are developed as residential uses. The change to a residential use zoning category will not have an adverse impact on the residential properties around it.

b. *The existing land use pattern.*

Response: The existing land use pattern in this area is a mix of vacant commercial land, agricultural and residential. The proposed zoning change will further the existing single family character to the east and west of the subject parcels.

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

Response: The proposed zoning change will not be isolated, as there are adjacent residential uses to the east and west, and general commercial use to the north, with a public school facility to the south of the subject parcels.

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

Response: The subject parcels are proposed to be developed as single family homes. This has the potential to increase population by 2.37 persons per household, or a potential total of 7.11 persons. The City of Palatka water and wastewater treatment plants both have available capacity at this time to serve these homes. As these are single family uses, there will be a de minimus impact be on traffic in the local area. There may be an additional impact on school population. Stormwater will managed onsite.

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

Response: The proposed rezoning will be in concert with the existing zoning districts to the west and east, both on properties within the city limits and on nearby properties in the unincorporated area. There is a mix of zoning categories in the area, as well as a mix of uses.

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

Response: As with most places in the United States at this time, Palatka and Putnam County are experiencing high housing demand, especially for workforce and middle class populations. Creating more opportunities for such housing is needed.

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

Response: Minimal traffic will be created with the proposed single family dwelling units on these parcels. Stormwater will be managed on site. The homes will be connected to public water and sewer. Existing living conditions in the area will not change with approval.

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

Response: Access to the proposed homes would be on Kelley Smith School Road. Three single family residences would have minimal impact on traffic congestion and public safety in the area.

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

Response: There should be no negative impact on drainage in the area as there is minimal elevation change in the landscape, the soils are generally well drained and onsite stormwater management will be utilized.

- j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
Response: No reduction in light and air to adjacent areas is anticipated, as the proposed use remains single family residential and such structures are subject to setbacks and height restrictions per the zoning code.
- k. *Whether the proposed change will adversely affect property values in the adjacent areas.*
Response: The construction of new residences should have a positive impact on property values.
- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: The proposed use exists on properties to the west and east. A public school is located on the adjacent parcel to the south. Constructing residential units on the subject parcel at the same density as the surrounding area should not be a deterrent to the improvement 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.*
Response: As the proposed change is in accordance with standard Planning practice, in alignment with surrounding land uses and furthers the use of existing public infrastructure, there would be no special privilege to an individual nor a negative effect on the public welfare. All development is required to meet all federal, state and local codes, just as required of other developments.
- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*
Response: Given the need for housing in Putnam County and the city of Palatka, the market is driving the sale of otherwise seemingly unsuitably zoned properties to be used for housing.
- The proposed zoning classification is consistent with existing zoning within the neighborhood, both within the city and within Putnam County. The proposed use is consistent and compatible with surrounding uses.
- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is residential in nature. The use already exists on several surrounding properties and will be infill development. The proposed use would not be out of scale with the neighborhood or with the city of Palatka.
- p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*
Response: It is not impossible, but the purpose of this request is to construct additional housing units within the city limits and to connect to water and sewer services.
- q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.*
Response: Not applicable.

The City Commission has requested an estimate of revenues to the City of Palatka for proposed developments. Staff reminds readers the following table is only an estimate, as taxable values and utility usage may vary significantly.

Estimated City of Palatka Revenue for 3 New Single Family Residences									
Type of Develop	Use	Authority	Acres	Units	Zoning	Total Bldg sf	Tax Value	COP Millage Rate	2022 City Tax Revenue
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	\$150,000.00	0.0064	\$960.00
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	\$150,000.00	0.0064	\$960.00
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	\$150,000.00	0.0064	\$960.00
								Total Ann Tax Rev	\$2,880.00
								Est Total Fire Fee	\$21,600.00
								Est Total Utility Fees	\$7,200.00
								Total Est Ann Rev to City	\$31,680.00

The proposed project is expected to add 3 dwelling units to the city of Palatka. Using a projected persons per household for 2020 of 2.37, this equates to a projected population increase of 7 persons.

If approved, this land use change will equate to 0.50 acres of small-scale amendments for the City of Palatka for the 2024 calendar year.

PB 23-20 Staff Recommendation

1. Staff recommends the request to amend the Future Land Use Map from City of Palatka Commercial (COM) to City of Palatka Residential Low (RL) be approved for the above parcels.
2. Staff recommends the request to rezone from City of Palatka General Commercial (C-1) to City of Palatka Single Family Residential (R-1) be approved for the above parcels.

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL, 32177

ORDINANCE NO. 2024-07

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 PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM CITY OF PALATKA COMMERCIAL (COM) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY LOCATED ON KELLEY SMITH SCHOOL ROAD, PALATKA, FL 32177, PARCEL NOS.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, AND 09-10-26-0213-0000-0030, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: JJTI, LLC, for certain amendment to the Comprehensive Plan Future Land Use Map of the City of Palatka, Florida, and

WHEREAS, Section 163.3187, Florida Statutes, provides for small-scale amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187(2), Florida Statutes, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

WHEREAS, the City Planning Board conducted a public hearing on March 5, 2024 and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted a public hearing on February 13, 2025, 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 parcels of land listed in Figure 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

DESCRIPTION OF PROPERTIES: AZALEA PLACE PHASE II MB7 P13 LOT 1; AZALEA PLACE PHASE II MB7 P13 LOT 2; AND AZALEA PLACE PHASE II MB7 P13 LOT 3.



Figure 1: map showing location of subject properties

Section 2. 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. 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. This Ordinance shall become effective immediately upon adoption; however, the effective date of this amendment to the City of Palatka Comprehensive Plan, if not timely challenged, shall be 31 days after adoption. If challenged within 30 days after adoption, this amendment shall become effective on the date the State land planning agency or the Administration Commission issues a final order determining this amendment to be in compliance with Chapter 163, Florida Statutes. No development orders, development permits, or land uses dependent on this amendment may be issued or commenced before this amendment has become effective.

Section 5. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 6. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED AND ADOPTED on first reading by the City Commission of the City of Palatka, Florida,
on the 13th day of February 2025.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Future Land Use Amendment for Azalea Place Subdivision, Phase II, 00 Kelly Smith School Rd." More specifically:

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 PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM CITY OF PALATKA COMMERCIAL (COM) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY LOCATED ON KELLEY SMITH SCHOOL ROAD, PALATKA, FL 32177, PARCEL NOS.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, AND 09-10-26-0213-0000-0030, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

¹ See Section 166.041(4)(c), Florida Statutes.

- b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Ordinance 24-08 Rezoning property located at Azalea Place Subdivision, Phase II, 00 Kelly Smith School Rd. Palatka, Florida, From City of Palatka Commercial (COM) to City of Palatka Residential, Single-family (R-1)

Parcel Nos. 09-10-26-0213-0000-0010; 09-10-26-0213-0000-0020; 09-10-26-0213-0000-0030
(First Reading)

Address:

Parcel No.:

Applicant:

STAFF REPORT

DATE: February 13, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Staff Report - Kelley Smith
2.	Ord 2024-08reZoningAzalea
3.	Business Impact Estimate - ORD 24-08

Case PB 23-20 – Amend Land Use and Rezone 0.5+/- acres at 7341 Crill Avenue
Address: a portion of 7341 Crill Avenue, approx. 0.5 acres
Applicant: JJT1, LLC
Agent: Tobi McGuigan

STAFF REPORT

DATE: March 5, 2024
TO: City Planning Board
FROM: Planning Director

APPLICATION REQUEST

This is a request for a small-scale Comprehensive Plan Amendment on three parcels totaling 0.5+/- acres on Kelley Smith School Road to amend the future land use and zoning. The request is to change the existing future land use from Commercial (COM) to Residential Low (RL), and to change the existing zoning from General Commercial (C-1), to Residential Single Family (R-1). The parcels are proposed to be developed as single-family homes. The requested zoning on the application is listed as R-1A, but the applicant has indicated they wish to pursue R-1 zoning.

Public notice issued by the city included legal advertisement in the *Palatka Daily News*, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The property is currently within the city limits of Palatka and is vacant. Originally part of the larger commercial parcel to the north, the subject parcels were recently approved to be platted by the Planning Board Feb. 6, and will go to the City Commission for final approval Mar. 14. The proposed homes will be connected to municipal water and sewer available nearby.

This area contains a mix of parcels and uses both within and without of the city limits of Palatka. General uses include single family residential to the east and west, vacant commercial to the north and a public school to the south. See Table 1.

	Actual Use	FLUM	ZONING
Property Existing	Vacant	City Commercial (COM)	Putnam County Agriculture (AG)
Portion of Property Proposed	Single Family Residential	City of Palatka Residential Low Density (RL)	City of Palatka Single Family Residential (R-1)
North	Single Family Residential	City of Palatka Commercial (COM)	City of Palatka General Commercial (C-1)
South	Public School	City of Palatka City Public Facilities (PF)	City of Palatka Residential, Two Family (R-2)
East	Single Family Residential	City of Palatka Residential Low (RL)	City of Palatka Single Family Residential (R-1)
West	Single Family Residential	Putnam County Urban Reserve (UR)	Putnam County Agricultural (AG)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations
Future Land Use Change Analysis

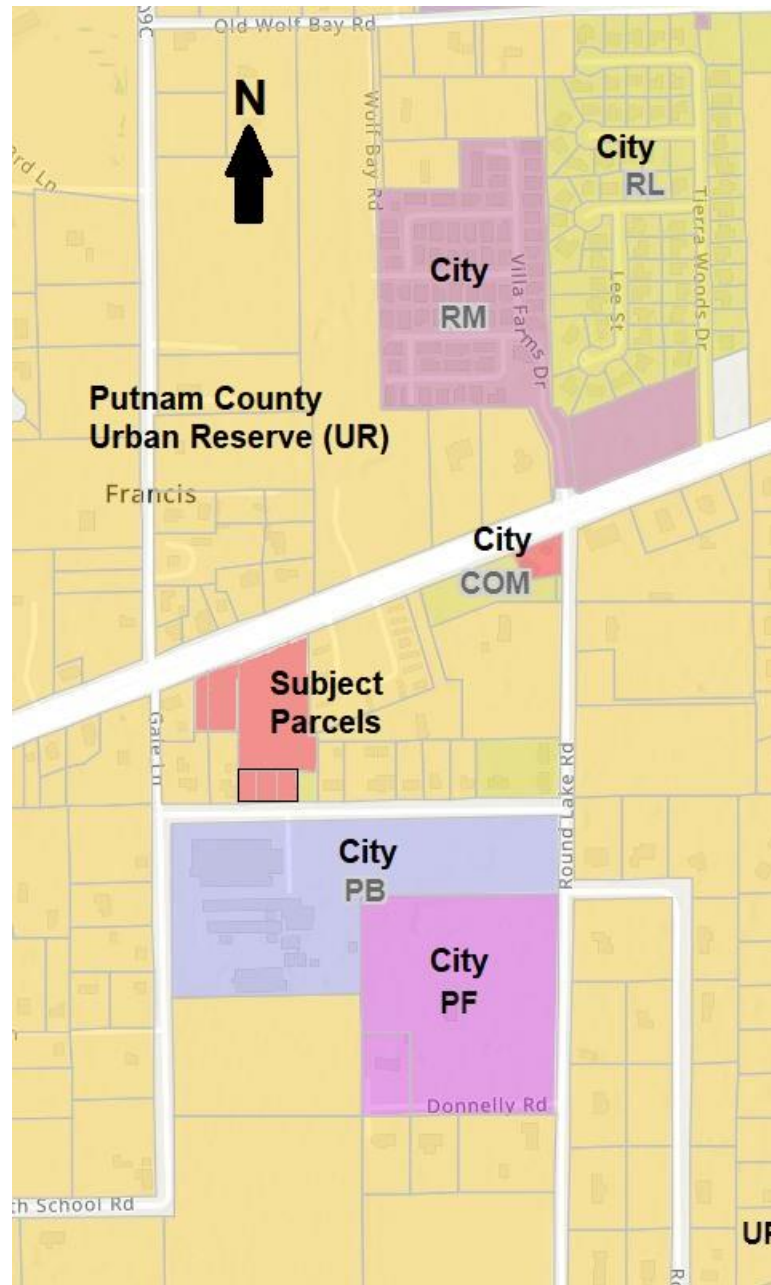


Figure 1. Existing Future Land Use

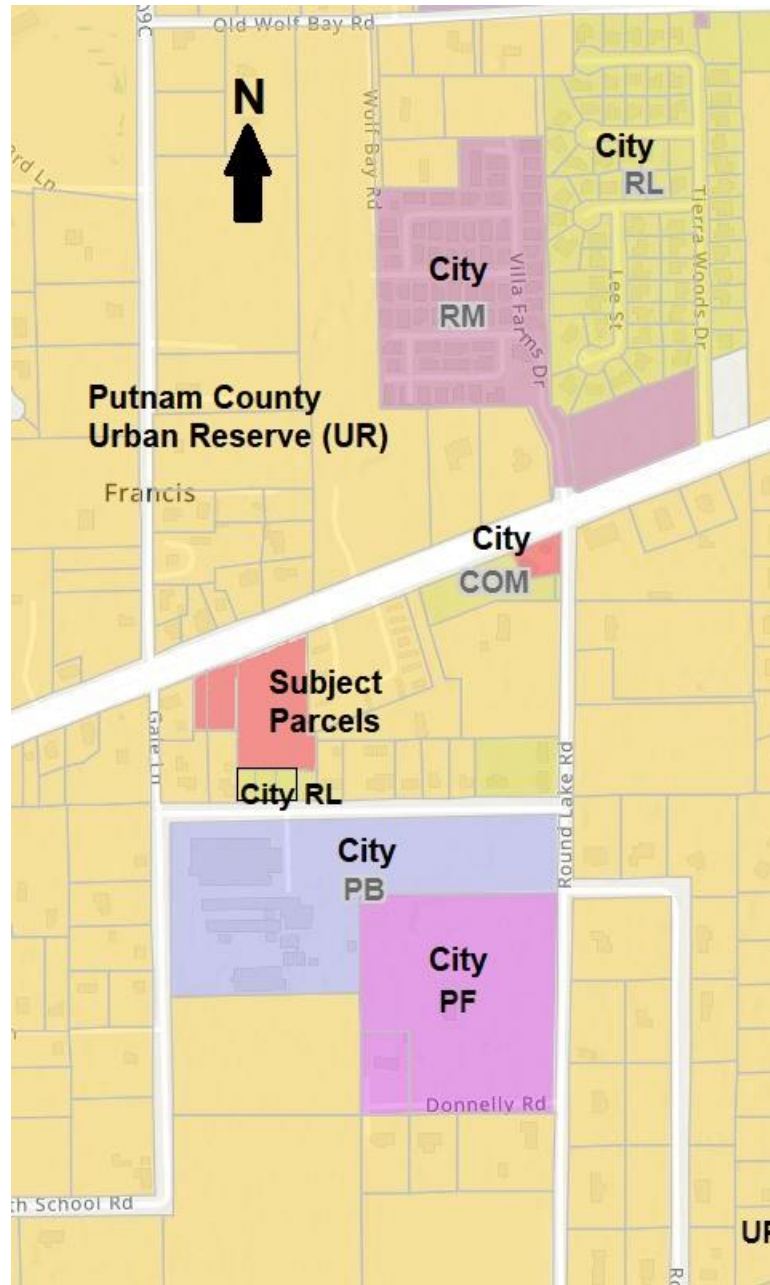


Figure 2. Proposed Future Land Use

The applicant is proposing to change the Future Land Use from Putnam County Urban Reserve (UR) to Residential High Density (RH) and Commercial (COM) on 0.5 acres, making this a Small Scale Comprehensive Plan Amendment which will be sent for expedited State review.

Florida Statutes Chapter 163.3177(6) provide for the following land use change criteria to be considered.

- *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.*

Response: Three soil types occur on the subject parcel. Narcoosee soil is deep and somewhat poorly drained. Centenary soil is well drained, and Tavares soil is moderately well drained.

The parcel is not within a flood zone, as it is identified as Flood Zone X on FIRM maps. Staff is not aware of any soil or topography conditions that would present major problems for additional future development of this property in accordance with all applicable land development regulations. The Florida Master Site Files do not list or show any historic resources on this site.

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

Response: The City of Palatka's last adopted 2008 Comprehensive Plan, Future Land Use element, estimated the number of low-density housing units needed in 2020 to be 546 units higher than in 2005. Due to a major recession, this number of units has not been constructed within the city limits during that time frame.

While the 2020 U.S. Census did not show an increase of population within the past ten years, several major employers have or are entering Putnam County. There is an increase in new businesses in the city. The county as a whole is experiencing growth pressure from neighboring counties, especially as housing costs rise. This portends a demand for housing units, and therefore the creation of additional land within the city for this purpose is consistent with the Comprehensive Plan.

- *Demonstrate the 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.

Response: The conversion of the subject parcels to residential land use would not contribute to urban sprawl, as the property is within an already established neighborhood and would be considered infill. The development pattern is that of a suburban neighborhood.

Many surrounding properties to the east and west have low density single family residences on them, are not within the city limits, are on well and septic systems and retain a Putnam County land use of Urban Reserve and a Putnam County zoning classification of Agriculture (AG).

Nearby parcels within the city include Kelley Smith Elementary School and small commercial properties. The school has a land use of City of Palatka Public Facilities (PF) with a zoning classification of Two-Family Residential (R-2).

Existing facilities currently have capacity to serve the proposed development, and because it is located adjacent to existing city limits, there should be no disproportionate increase in time, money and energy for provision of facilities and services. One condition this request seeks to address is that of increasing utility connections to City water and sewer systems. Sewer and water are available near the site. The applicant desires to connect to City water and sewer systems. Both systems are more than adequate to handle the expected volume.

The utilization of this parcel does not discourage or inhibit infill development, as the parcels are immediately adjacent to existing city limits. There will be a functional mix of uses between low density residential and commercial.

This section intentionally left blank.

Zoning Change Analysis

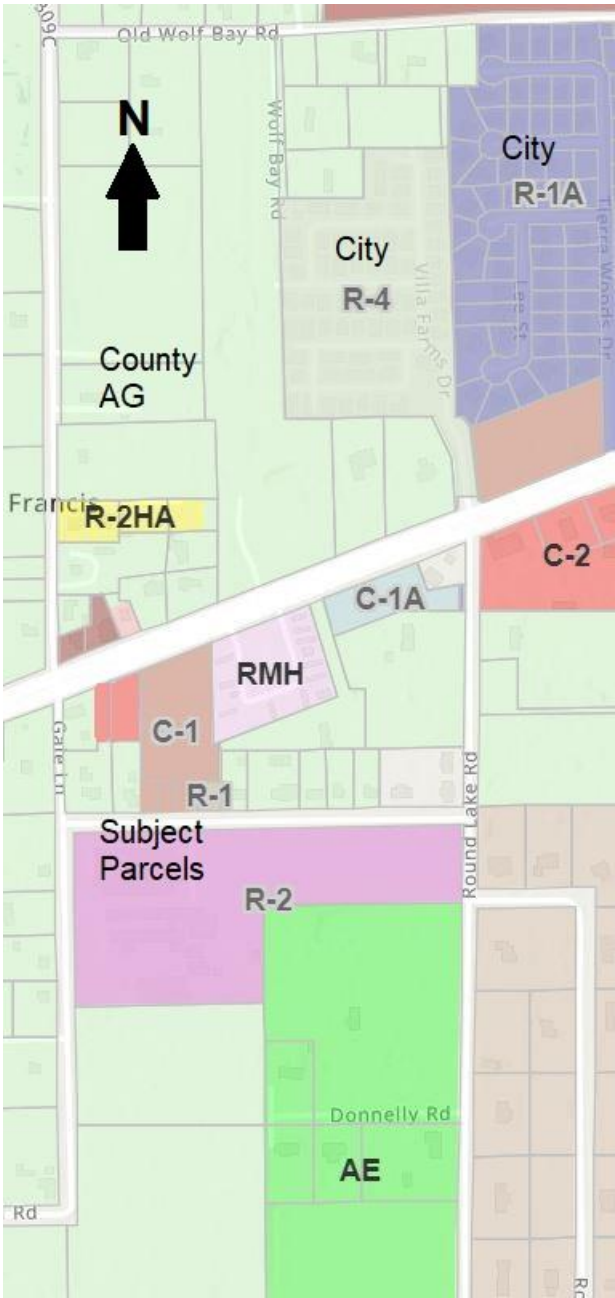


Figure 3. Existing Zoning

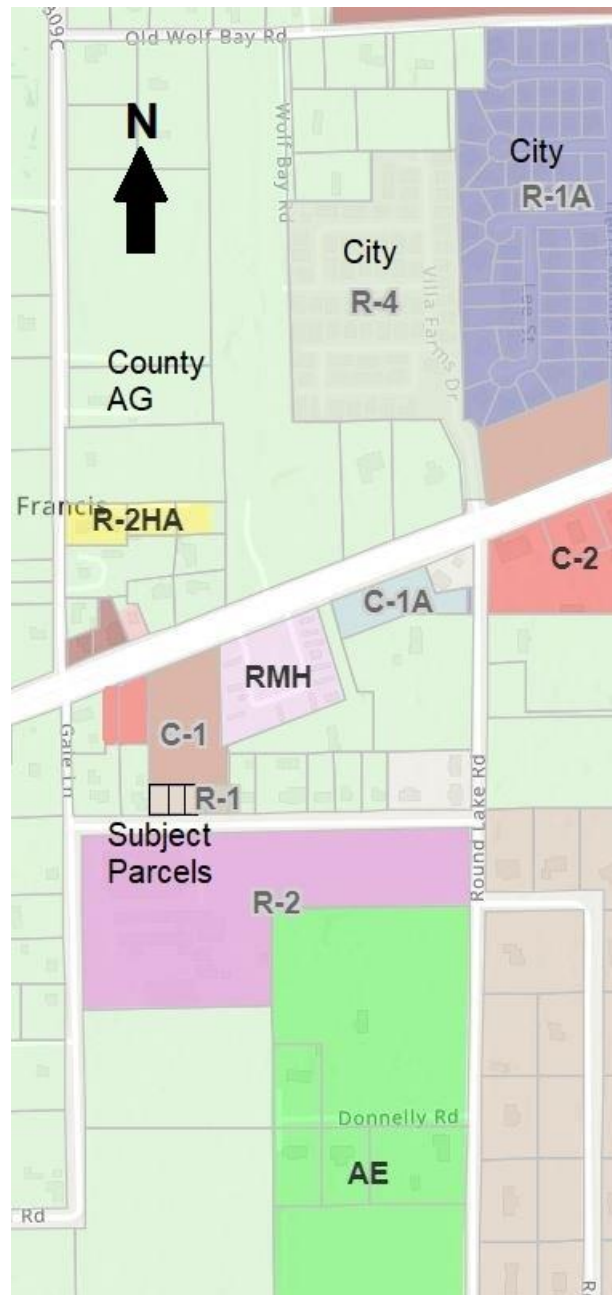


Figure 4. Proposed Zoning

Section 94-38(f)(1) of the Palatka Code of Ordinances requires that the report and recommendations of the Planning Board to the City Commission as required by subsection 94-38(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:*

Response: The subject property currently has a Commercial classification. The Future Land Use map for the City shows the property being adjacent to Putnam County Agricultural (AG) zoning to the west and City of Palatka Single Family Residential (R-1) to the east. Most of the surrounding properties are developed as residential uses. The change to a residential use zoning category will not have an adverse impact on the residential properties around it.

b. *The existing land use pattern.*

Response: The existing land use pattern in this area is a mix of vacant commercial land, agricultural and residential. The proposed zoning change will further the existing single family character to the east and west of the subject parcels.

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

Response: The proposed zoning change will not be isolated, as there are adjacent residential uses to the east and west, and general commercial use to the north, with a public school facility to the south of the subject parcels.

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

Response: The subject parcels are proposed to be developed as single family homes. This has the potential to increase population by 2.37 persons per household, or a potential total of 7.11 persons. The City of Palatka water and wastewater treatment plants both have available capacity at this time to serve these homes. As these are single family uses, there will be a de minimus impact be on traffic in the local area. There may be an additional impact on school population. Stormwater will managed onsite.

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

Response: The proposed rezoning will be in concert with the existing zoning districts to the west and east, both on properties within the city limits and on nearby properties in the unincorporated area. There is a mix of zoning categories in the area, as well as a mix of uses.

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

Response: As with most places in the United States at this time, Palatka and Putnam County are experiencing high housing demand, especially for workforce and middle class populations. Creating more opportunities for such housing is needed.

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

Response: Minimal traffic will be created with the proposed single family dwelling units on these parcels. Stormwater will be managed on site. The homes will be connected to public water and sewer. Existing living conditions in the area will not change with approval.

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

Response: Access to the proposed homes would be on Kelley Smith School Road. Three single family residences would have minimal impact on traffic congestion and public safety in the area.

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

Response: There should be no negative impact on drainage in the area as there is minimal elevation change in the landscape, the soils are generally well drained and onsite stormwater management will be utilized.

- j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
Response: No reduction in light and air to adjacent areas is anticipated, as the proposed use remains single family residential and such structures are subject to setbacks and height restrictions per the zoning code.
- k. *Whether the proposed change will adversely affect property values in the adjacent areas.*
Response: The construction of new residences should have a positive impact on property values.
- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: The proposed use exists on properties to the west and east. A public school is located on the adjacent parcel to the south. Constructing residential units on the subject parcel at the same density as the surrounding area should not be a deterrent to the improvement 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.*
Response: As the proposed change is in accordance with standard Planning practice, in alignment with surrounding land uses and furthers the use of existing public infrastructure, there would be no special privilege to an individual nor a negative effect on the public welfare. All development is required to meet all federal, state and local codes, just as required of other developments.
- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*
Response: Given the need for housing in Putnam County and the city of Palatka, the market is driving the sale of otherwise seemingly unsuitably zoned properties to be used for housing.
- The proposed zoning classification is consistent with existing zoning within the neighborhood, both within the city and within Putnam County. The proposed use is consistent and compatible with surrounding uses.
- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is residential in nature. The use already exists on several surrounding properties and will be infill development. The proposed use would not be out of scale with the neighborhood or with the city of Palatka.
- p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*
Response: It is not impossible, but the purpose of this request is to construct additional housing units within the city limits and to connect to water and sewer services.
- q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.*
Response: Not applicable.

The City Commission has requested an estimate of revenues to the City of Palatka for proposed developments. Staff reminds readers the following table is only an estimate, as taxable values and utility usage may vary significantly.

Estimated City of Palatka Revenue for 3 New Single Family Residences									
Type of Develop	Use	Authority	Acres	Units	Zoning	Total Bldg sf	Tax Value	COP Millage Rate	2022 City Tax Revenue
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	\$150,000.00	0.0064	\$960.00
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	\$150,000.00	0.0064	\$960.00
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	\$150,000.00	0.0064	\$960.00
								Total Ann Tax Rev	\$2,880.00
								Est Total Fire Fee	\$21,600.00
								Est Total Utility Fees	\$7,200.00
								Total Est Ann Rev to City	\$31,680.00

The proposed project is expected to add 3 dwelling units to the city of Palatka. Using a projected persons per household for 2020 of 2.37, this equates to a projected population increase of 7 persons.

If approved, this land use change will equate to 0.50 acres of small-scale amendments for the City of Palatka for the 2024 calendar year.

PB 23-20 Staff Recommendation

1. Staff recommends the request to amend the Future Land Use Map from City of Palatka Commercial (COM) to City of Palatka Residential Low (RL) be approved for the above parcels.
2. Staff recommends the request to rezone from City of Palatka General Commercial (C-1) to City of Palatka Single Family Residential (R-1) be approved for the above parcels.

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL, 32177

ORDINANCE NO. 2024-08

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA GENERAL COMMERCIAL (C-1) TO CITY OF PALATKA RESIDENTIAL, SINGLE-FAMILY (R-1) FOR THE FOLLOWING PROPERTY: LOCATED AT KELLEY SMITH SCHOOL ROAD, PALATKA, FL 32177, PARCEL NOS.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, AND 09-10-26-0213-0000-0030, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: JJTI LLC, 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 a public hearing before the Planning Board of the City of Palatka on March 5, 2024, and two public hearings before the City Commission of the City of Palatka on February 13, 2025, and March 13, 2025, 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 the present zoning classification of City of Palatka General Commercial (C-1) to City of Palatka Residential, Single-Family (R-1) classification.

DESCRIPTION OF PROPERTIES: AZALEA PLACE PHASE II MB7 P13 LOT 1; AZALEA PLACE PHASE II MB7 P13 LOT 2; AND AZALEA PLACE PHASE II MB7 P13 LOT 3.

Putnam County Property Appraiser's Parcel Nos.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, and 09-10-26-0213-0000-0030.

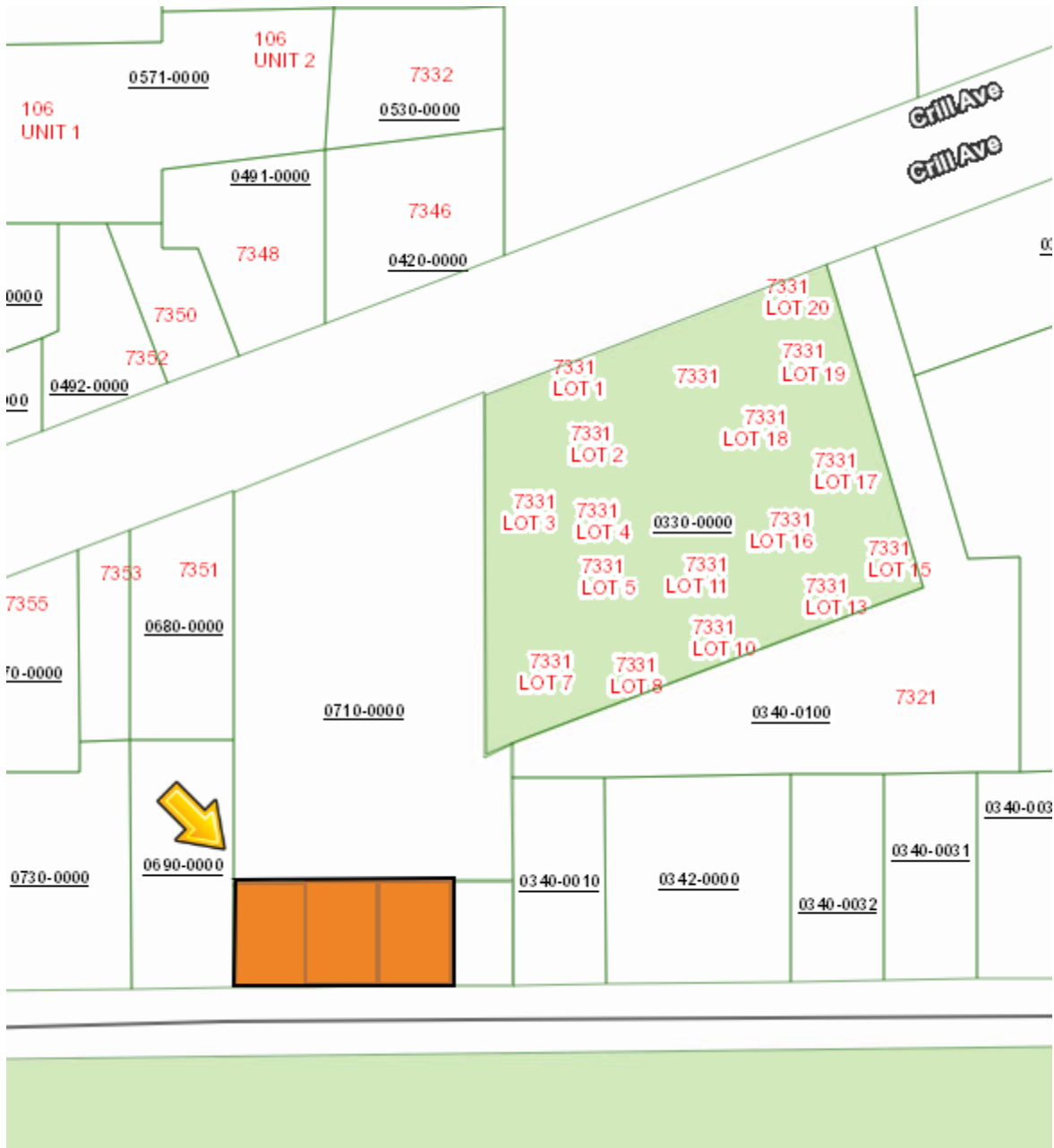


Figure 1: map showing location of subject properties

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, however, the rezoning shall not become effective until the amendment to the City of Palatka Comprehensive Plan adopted by Ordinance No. 2024-08 becomes effective as provided therein.

Section 4. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 5. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of February 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 13th day of March 2025.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Rezoning for Azalea Place
Subdivision, Phase II, 00 Kelly Smith School Rd." More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA GENERAL COMMERCIAL (C-1) TO CITY OF PALATKA RESIDENTIAL, SINGLE-FAMILY (R-1) FOR THE FOLLOWING PROPERTY: LOCATED AT KELLEY SMITH SCHOOL ROAD, PALATKA, FL 32177, PARCEL NOS.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, AND 09-10-26-0213-0000-0030, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.