

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
CITY MANAGER

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
April 10, 2025 at 6:00 PM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. March 18, 2025, Workshop Minutes
- b. March 27, 2025, Regular Meeting Minutes

3. PUBLIC RECOGNITION/PRESENTATIONS

- a. 2025 Proclamation for Bartram Trail Celebration

4. CITY MANAGER AND ADMINISTRATIVE REPORTS (SPEAKERS LIMITED TO FIVE MINUTES)

- a. Summer Internship program
- b. Grievance Policy
- c. Employee Conference Room Use Policy
- d. Charter Review Committee Update
- e. Airport Advisory Update
- f. City Manager Verbal Report

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. ADOPT RESOLUTION 2025-R- 51 AUTHORIZING THE SUBMISSION OF A HAZARD MITIGATION GRANT (HMGP) APPLICATION TO FLORIDA DEPARTMENT OF EMERGENCY SERVICES (FDEM) FOR RODDY ROAD SEWER MAIN RELOCATION PROJECT FOR \$310,750; (75% GRANT FUNDED/ UP TO 25% CITY MATCH)
- b. ADOPT RESOLUTION 2025-R-56 to Award ITB 2025-03 – Hot Mixed Asphalt Paving Services

(Resurfacing Program – North Side) to Cooper Roads, LLC

- c. ADOPT RESOLUTION 2025-R-58 authorizing submission of the FY 2025 FAA Grant Application for design of the Transient Aircraft Parking Apron Expansion at Palatka Municipal Airport (North Terminal Area), and authorizing the City Manager to execute all necessary documents.
- d. ADOPT RESOLUTION 2025-R-57 authorizing the construction and maintenance agreement with FDOT for Project Number 428797-3-52-01 to improve the intersection of FDOT-owned property located at the intersection of SR 20 (Crill Ave and Morris St). 100% FDOT funded construction and maintenance project
- e. ADOPT RESOLUTION 2025-R-52 granting a special events permit to Gerald Donnelly for the Memorial Day Parade which will be held on May 26th 2025 from 10 am until 12pm.
- f. ADOPT RESOLUTION 2025-R-54 granting a special events permit to Community Affairs for the Spring, Summer Jam series to be held on May 9th, June 6th and June 27th from 6pm until 10pm with road closures at 3:30pm for setup.
- g. ADOPT RESOLUTION 2025-R-55 granting a special events permit to Community Affairs for 2nd Annual Juneteeth celebration, which will be held on June 21st.
- h. REAPPOINT - Mary Jane Rosa to Historic Preservation Board
- i. REAPPOINT - Allen Bush to the General Employee Pension Board

7. REGULAR BUSINESS

- a. Recess for 10 minutes (mandatory)
- b. Commissioner Davis appointment to North Central Florida Homeless Continuum of Care (CoC)
- c. Team Building - Discussion/Direction

8. PUBLIC HEARINGS

- a. Ordinance 2025-12 Annexation of property located at 1609 Edgemoor St. Palatka, Florida into the corporate limits of the City of Palatka, Florida.
Parcel No. 13-10-26-0000-0260-0002 (Second Reading)
- b. Ordinance 2025-14 Rezoning property located at 1609 Edgemoor St. from Putnam County Urban Reserve (UR) to City of Palatka Single-Family Residential. Parcel No. 13-10-26-0000-0260 (Second Reading)
- c. Ordinance 25-18 Rezoning property located at 1822 Twigg Street from Residential Single Family (R-1A) to Two Family Residential (R-2). Parcel No. 12-10-26-1070-0080-0020 (Second Reading)
- d. 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).
- e. 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)
- f. 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)

9. COMMISSIONER COMMENTS

10. ADJOURN

Upcoming Events April 14, 2025 - CRA Meeting at 5:00 p.m., Commission Chambers April 15, 2025 - Special Magistrate Hearing at 1:30 p.m., Commission Chambers April 19, 2025 - Hippity Hoppity Event from 11:00 a.m. to 2:00 p.m., Riverfront April 21, 2025 - Firefighters Union Meeting at 10:00 a.m. April 21, 2025 - Youth Ambassador Meeting at 5:00 p.m., City Annex April 23, 2025 - Airport Advisory Board Meeting at 12:00 p.m., Airport Meeting Chambers April 24, 2025 - Palatka City Commission Meeting at 6:00 p.m., Commission Chambers May 8, 2025 - City Commission Meeting at 6:00 p.m., Commission Chambers May 9, 2025 - Spring/Summer Jam from 6:00 p.m. to 10:00 p.m., Riverfront	Board Vacancies Historic Preservation Board - 1 vacancy Putnam County Library Board - 1 vacancy

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

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Commission Meeting Minutes March 18, 2025,

Invocation

The invocation was led by Pastor Mulberry.

The Pledge of Allegiance

Commissioner Campbell led the Pledge of Allegiance.

Roll Call

Attendance: Mayor Correa, Commissioner Davis, Commissioner Campbell, and Commissioner Borom were present. Commissioner Jones participated remotely via Zoom.

Port Consolidation Presentation Summary:

Richard Heisenberger delivered a PowerPoint presentation on the Port Consolidation initiative. The City of Palatka aims to enhance the visibility and utilization of the River Center Property by transferring ownership of the Project Site to private entities that align with the original mission of the Property. This transition supports the goals and objectives of the CRA, the Riverfront Revitalization Initiative, and local development patterns in the surrounding area.

The Project Site encompasses approximately 0.52 acres, currently zoned Downtown Riverfront ("DR") with a Commercial ("COM") future land use designation. The site is already developed with the Property and includes a parking area, primarily owned, utilized, and maintained by Blue Crab Development Group LLC. The Project Site is situated within the Central Business District, as outlined in the 2021 Palatka Community Redevelopment Plan (CRA Plan).

As part of this initiative, a land swap was completed, resulting in the City of Palatka acquiring the property identified as Port Consolidated.

The Commission reviewed the acquisition and history of a property that previously operated as a gas station. Chad Russo from Montrose Environmental provided insights, confirming that while no soil contamination exists, a small groundwater plume requires remediation.

He detailed the implementation of an air sparge and soil vapor extraction system, projected to take 1-2 years for completion. Although the site can be safely utilized during the remediation process, permanent redevelopment should be deferred until the remediation is finalized.

Additionally, the city highlighted that the property acquisition remains financially advantageous, even when factoring in the remediation expenses.

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Jenkins School Project Cleanup and Utilization

Mr. Cutwright provided an update on the progress of the former Jenkins school project, which is currently in the pre-wrap phase and awaiting government approval for cleanup. The Commission expressed concerns about the site's usability during the cleanup process, which is expected to take one to two years.

To address this, the Commission agreed to consider proposals for the short-term use of the site while also exploring long-term development options. Additionally, the Commission emphasized the importance of a comprehensive inspection report and thorough due diligence before moving forward with the project.

Mr. Cutwright presented a detailed overview of the current state and future plans for the Palatka community center. Located just minutes from the first center, this facility is envisioned as a one-stop venue for diverse activities and events.

The Commission discussed various features, including office space for staff, a multipurpose zone for hosting parties and meetings, and a technology center to support job searches and resume writing. The center also offers a music program, and a business challenge aimed at fostering creativity and entrepreneurship. Additionally, the Commission explored potential partnerships with organizations such as the Darcy Johnson Foundation and the Honorable Mayor to support the center's initiatives. Currently, the center is actively seeking funding and welcomes guidance from subject matter experts to further its development.

The commission deliberated on the leasing of office space at the Jenkins facility, with a focus on covering costs and setting appropriate rates. They agreed to include the matter on the agenda for the next meeting to finalize and approve the rates.

Mr. Cutwright requested approval to proceed with placing organizations in the offices, specifically mentioning the Children's Physical Service. Safety improvements for the facility were also discussed, including the potential installation of an electric fence.

Two potential tenants, Theresa Matheny from Children's Physical Service and Darcy Johnson from the Darson J. Foundation, expressed their interest in leasing space.

The meeting concluded with an invitation to a line dancing class at Jenkins, held every Monday.

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Commission Meeting Minutes March 27, 2025

Invocation

The invocation was led by Pastor Mulberry.

The Pledge of Allegiance

Commissioner Jones led the Pledge of Allegiance.

Roll Call

Attendance: Mayor Correa, Commissioner Davis, Commissioner Campbell, Commissioner Jones and Commissioner Borom were present.

Approval of Minutes

Vote: Commissioner Campbell moved to approve the minutes from February 19, February 24, and March 13, 2025. Commissioner Davis seconded the motion, and it passed unanimously.

Public Recognition/Presentations

Ms. Jones recognized Mr. James as the Employee of the Month. Mr. Cutwright highlighted Mr. James's continuous hard work and dedication, particularly at the former Jenkins School.

Proclamation for Autism Awareness month

Mayor Correa read the proclamation, which was accepted by the Zeta Mu Zeta Chapter of Zeta Phi Beta Sorority, Incorporated. The chapter expressed their gratitude to the city commissioners and the mayor for recognizing their contributions.

Vote: Commissioner Borom moved to approve the proclamation. The motion was seconded by Commissioner Jones and passed unanimously.

City Manager and Administrative reports

The Community Affairs Presentation was given by Mr. Cutwright.

Projects update was done by Carlos Brito. He presented a power point to show the Commission on the projects he has been working on.

Ms. Carty delivered her verbal report to the City Commission. She introduced Mr. Kojakas as the Cities new finance director.

Public Comments

Mr. Vickers spoke about the Palatka Police Department.

Tavarence Clark complained about the city and public records requests.

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

PHONE: 386-329-0100

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FAX: 386-329-0106

Commission and Staff Responses

Attorney Jane West addressed the Public Records Request accusation. Chief Shaw responded to Mr. Vickers' comment.

Consent Agenda

Mayor Correa announced that Item A would be presented under Public Hearings. Commissioner Jones removed Consent Agenda Items H and I from the Consent Agenda for separate discussion.

Vote: Commissioner Campbell moved to approve all remaining items, excluding Items A, H, and I. The motion was seconded by Commissioner Davis and passed unanimously.

H: Approving of Episcopal Children Services Lease for office space.

Commissioner Davis moved to approve the lease for Episcopal Children Services, with Commissioner Campbell seconding the motion. A roll call vote was conducted:

Commissioner Campbell: Aye

Commissioner Davis: Aye

Commissioner Jones: Nay

Commissioner Borom: Nay

Mayor Correa: Aye

The motion passed with a 3-2 vote.

I: Commissioner Davis moved to approve Resolution 2025-R-47. The motion was seconded by Commissioner Campbell and passed unanimously.

Regular Business Items

Riverfront playground equipment replacement.

Mr. Verrechio provided insights into the playground equipment, noting that opting for metal material for the zipline could help reduce maintenance costs. He also stated the swing set will have accessibility.

Discussion/Direction: FDOT (Florida Department of Revenue) is requesting permission to utilize Carr Street to S 13th Street to detour.

After discussion, the commission inquired about the possibility of an alternate route, expressing concerns over Carr Street due to the presence of children and the risk of accidents. They also noted that the large trucks might struggle to navigate the turning on Carr Street.

The commission proposed that FDOT consider rerouting traffic down Palm Street, suggesting that it would provide a safer option for everyone involved.

Public Comment

Allegra Kitchens spoke about this matter. She suggested going down Palm as well.

Discussion/Direction- Fireworks for the Blue Crab Festival to be included in the Island Outdoor Management INC.

Commissioner Davis moved to discontinue City-funded fireworks at the Blue Crab Festival. Commissioner Borom seconded the motion, and it was approved unanimously.

Public Hearings

Ordinance 2025-01 Rezoning property parcel number 10-10-26-0000-0200-0050

Vote: Commissioner Campbell moved to approve Ordinance 2025-01. Commissioner Borom seconded the motion, and it passed unanimously.

Ordinance 2025-02 Establishing Cypress Landing townhomes PUD

Vote: Commissioner Campbell moved to approve Ordinance 2025-02. Commissioner Davis seconded the motion, and it passed unanimously.

Ordinance 2025-03 Annexation of 1604 Husson Avenue

Vote: Commissioner Davis moved to approve Ordinance 2025-03. Commissioner Cambell seconded the motion, and it passed unanimously.

Ordinance 2025-05 Rezoning property at 1604 Husson Avenue

Vote: Commissioner Cambell moved to approve Ordinance 2025-05. Commissioner Davis seconded the motion, and it passed unanimously.

Ordinance 2024-08 Rezoning property at Azalea Place Subdivision

Vote: Commissioner Campbell moved to approve Ordinance 2024-08. Commissioner Davis seconded the motion, which passed with a 4-1 vote. Commissioners Borom dissented.

Ordinance 2025-10 School Zone Speed Infraction Program

Vote: Commissioner Cambell moved to approve Ordinance 2025-10. Commissioner Davis seconded the motion, and it passed unanimously.

Ordinance 2025-06, Ordinance 2025-07, and Ordinance 2025-06 were pulled from the agenda by the owner. These ordinances are scheduled to be presented at the April 10th meeting.

Commissioner Campbell moved to continue Items G, H, and I. The motion was seconded by Commissioner Davis and passed unanimously.

Ordinance 2025-12 Annexation of Property located at 1609 Edgemoor Street

Vote: Commissioner Cambell moved to approve Ordinance 2025-12. Commissioner Davis seconded the motion, and it passed unanimously.

Ordinance 2025-13 Amendment to the Future Land Use Map of the Adopted Comprehensive Plan regarding property 1609 Edgemoor Street.

Commissioner Davis moved to approve Ordinance 2025-13. Commissioner Cambell seconded the motion, and it passed unanimously.

Ordinance 2025-14 Rezoning property located at 1609 Edgemoor Street.

Commissioner Davis moved to approve Ordinance 2025-14. Commissioner Cambell seconded the motion, and it passed unanimously.

Ordinance 2025-17 Amendment to the Future Land Use Map of the Adopted Comprehensive Plan regarding property 1822 Twigg Street.

Commissioner Jones moved to approve Ordinance 2025-17. Commissioner Davis seconded the motion, and it passed unanimously.

Public Comment

Allegra Kitchens commented on the mixed use zoning in the neighborhood.

Ordinance 2025-18 Rezoning property located at 1822 Twigg Street

Commissioner Cambell moved to approve Ordinance 2025-18. Commissioner Borom seconded the motion, and it passed unanimously.

Public Comment

Allegra Kitchens shared her views on the mixed-use zoning in the neighborhood.

Item A Adopt Resolution 2025-R-32 Fairway Estates Final Plat

Commissioner Cambell moved to approve Resolution 2025-R-32. Commissioner Davis seconded the motion, and it passed unanimously.

Commissioner Comments and Adjournment:

Commissioner Campbell noted issues with the sound system, mentioning that it was difficult to hear.

Commissioner Jones inquired about the possibility of connecting to City water without annexation.

Commissioner Borom highlighted Rural County Days and Legislative Days. He also shared information about the Public Service Pathways Scholarship, which offers five \$5,000 scholarships for individuals pursuing a Bachelor's, Master's, or PhD.

Commissioner Davis reflected on the recent trip to Tallahassee, describing it as very productive.

Adjournment: Commissioner Jones moved to adjourn the meeting. Commissioner Campbell seconded the motion, which passed unanimously.

CITY OF PALATKA



PROCLAMATION

WHEREAS, in 1765 and 1774, William Bartram visited the area known today as Palatka and Putnam County, and

WHEREAS, Mr. Bartram described Palatka and its inhabitants in his book *Travels* saying, “It was a fine situation ... They were civil, and appeared happy in their situation.”, and

WHEREAS, the book, which became popular in Europe and became known as America’s first literary masterpiece, captured people’s fascination with Mr. Bartram’s adventures and the exotic flora and fauna of the St. Johns River and the Territory of Florida; and

WHEREAS, in 1998, the St. Johns River was designated an American Heritage River, by President William J. Clinton; and

WHEREAS, in 2012 the Bartram Trail Committee of Putnam County was formed, which began planning the development of paddling, hiking and bike trails commemorating many of the sites that William Bartram, and his father, John, previously visited; and

WHEREAS, the National Park Service designated the Bartram Trail as a National Recreation Trail in 2016; and

WHEREAS, April 12, 2025, the 8th Annual St Johns River Bartram Frolic Festival will be held in Historic Downtown Palatka, hosted by the Bartram Trail Society of Florida in the City of Palatka; and

WHEREAS, the year 2025 marks the 251st Anniversary of William Bartram’s 1774 travels through Palatka.

NOW, THEREFORE, I, Roberta M. Correa, Mayor of the City of Palatka, together with the members of the Palatka City Commission, do hereby proclaim the week of April 12, 2025 as

ST. JOHNS RIVER BARTRAM FROLIC WEEK COMMEMORATING THE 251TH ANNIVERSARY OF BARTRAM’S VISIT TO PALATKA

in the City of Palatka, and we urge all citizens to attend the Bartram Frolic and take part in the celebration of Putnam County’s heritage and “Re-Live and Re-Love Our River’s Heritage and History.”

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 10th day of April 2025.

CITY OF PALATKA

By: _____
Mayor

Attest: _____
City Clerk

Date filed with the City Clerk: 4/11/2025.

Summer Internship program

STAFF REPORT

DATE: April 10, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

To begin advertisement for the 24-25 Fiscal year summer internship program that will begin June 9- July 25

BACKGROUND

The City of Palatka has welcomed summer interns for a duration of 7 weeks annually, offering training across different departments based on the students' educational interests. Over the years, we have achieved significant success in delivering practical training to numerous students, with many sharing positive experiences from the program.

PROJECT ANALYSIS

Staff Recommendation

The advertisement is approved for posting on Facebook and the city website from April 14 to May 5 to solicit applications for interviews for our summer internship program.

ATTACHMENTS

1.	Internship Poster
2.	Intern Application
3.	Internship Email

CITY OF PALATKA

Summer Internship Program



The City of Palatka is seeking High School/College students for our Summer Internship Program who are interested in learning aspects of public relations and local government. The interns who are selected for these positions should expect to learn key points of the field and gain work-life experience to prepare them for the future. It is essential that the applicant has excellent communication skills, demonstrates creativity, and understands the importance of attending to even the smallest details.

Interns will assist in one of the following departments:

- City Clerk's Office
- Planning and Zoning
- Community Affairs (Parks & Recreation)
- Palatka Municipal Airport
- Police Department
- Human Resources
- Public Works
- Fire Department
- Projects/Grants

The internship program starts **June 9, 2025**, through **July 25, 2025**

For more information or to apply, visit <https://palatka-fl.gov/intern> or call (386) 329-0100 ext. 218



Internship Application – Summer Experiences for High School Students

Please note: We prefer applications are submitted via our online system. However, you can complete this application and send us a hard copy – see our website for exact instructions. Please remember to complete all sections of this application and send it with your resume, and essay as stated. Please also verify with your teacher, coach, or mentor that your letter of recommendation has been emailed directly to Virginia Jones at vjones@palatka-fl.gov. Thank you for your interest!

1. Contact Information

Name (Last, First, Middle):		Date:	
Present street address:		City:	State: Zip:
Home phone:	Other phone:	E-mail address:	
Are you qualified to work in the US for any employer for an indefinite period of time? ☐ Yes ☐ No If no, please specify your status.		Are you less than 18 years of age? ☐ Yes ☐ No If you are under 18 years of age, what will your age be on June 5, 2024?	
Expected date of high school graduation:		Please indicate the type of internship you are seeking: ☐ Paid (rate of pay = \$11.00), ☐ Service Learning (unpaid)	

2. Education

List the schools and/or educational organizations you have attended, beginning with your most recent:

Name of School or Organization	Location	Dates Attended	Years Completed (as of June 05, 2024)

3. Science and Math Courses

Provide a copy of your cumulative course and grade list as an attachment. Please include courses you will have completed by summer of 2024 (unofficial transcripts are fine).

4. Previous Internships and Employment

Provide a list of previous employers. Please include all paid and unpaid positions in the order they occurred. Please continue list on separate sheet of paper. If possible please obtain a letter of recommendation from previous supervisors.

Internship or Employer	Address	Dates of Employment	Position Held
1. Name:	Address:	From: To:	Title:
Duties performed:			Contact as reference (Y/N)
2. Name:	Address:	From: To:	Title:
Duties performed:			Contact as reference (Y/N)

5. Research and Career Goals

On a separate page, please describe 1) your career goals, 2) why you are interested in scientific research, 3) what interests you most about our education and curriculum related projects, and 4) why you are hoping to work at City of Palatka rather than other companies or organizations.

6. Educational Benefit

Please indicate what you hope the educational benefit of this opportunity will be. List any requirements of your educational organization (for example: complete a paper, work 60 hours on a specific project, complete an assignment).

7. Availability

The High School Summer Internship program will likely begin on Monday, June 10 and end on Friday, July 26, 2024. If you are not able to attend the full program, please indicate the dates, days and times you are **not** available:

8. References

Please make sure you have answered Y (Yes) or N (No) to whether we can contact your former employer(s) in section 4. In addition, please include at least one letter of recommendation from a teacher or coach.

10. Previous Convictions

Have you ever been convicted of an offense related to the job for which you are applying or convicted of a crime other than a minor traffic violation in the past 7 years?

☐ Yes ☐ No

If yes, please explain. Conviction will not necessarily bar you from employment.

11. Application Verification

THIS FORM IS NOT VALID WITHOUT YOUR SIGNATURE. PLEASE READ BEFORE SIGNING: The statements above are true to the best of my knowledge.

X

Student Signature

X

Date

CITY OF PALATKA IS AN EQUAL OPPORTUNITY EMPLOYER

Virginia Jones

To: Marcia Carty
Cc: Avery Hunter
Subject: Summer Internship Program

Advertising will begin April 14 through May 5 (Facebook, City Website)
Announcement to be made at the Commission Meetings held on April 10th and April 24th
Department Heads interested in a summer intern will be notified of interview dates the week of May 12
We will be interviewing candidates the week of June 2nd
Internship will be from June 9 – July 25
Please let me know if you have any other questions or recommendations

Thanks,

Virginia Jones, MBA
Human Resource Manager
Phone: (386) 329-0100 Ext. 218
vjones@palatka-fl.gov



201 N. 2nd Street
Palatka, FL 32177

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

Grievance Policy

STAFF REPORT

DATE: April 10, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

This updated grievance policy from Section 10 of the City of Palatka personnel policy was presented to the commission during the October 26, 2023 commission meeting. Discussion was made concerning the hierarchy of complaints by Commissioner Jones and it was suggested by Commissioner Campbell to add Human Resources into the hierarchy. Commissioner Jones also asked for language regarding grievances against the City Manager. Policy name was recommended to be all inclusive with the name Employee relations detailing important policies for which were presented by the firm performing our salary study is also included to indicate clear procedures regarding Anti-Discrimination, prohibition against retaliation, intentional false reports, confidentiality, and equal employment opportunity.

PROJECT ANALYSIS

Staff Recommendation

The commission review the revised policy and provide any recommendations or other changes which need to be implemented. Policy changes will be made and brought back to the commission of approval.

ATTACHMENTS

1.	Updated Grievance Procedure with recommened changes
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SECTION 9.0: EMPLOYEE RELATIONS Grievance **Procedure~~GRIEVANCE~~ ~~PROCEDURE~~**

Anti-Discrimination Policy

The City of Palatka is an equal opportunity employer and does not discriminate based upon an individual's race, color, religion, sex (including pregnancy, childbirth, or related conditions), national origin, disability, age, marital status, sexual orientation, gender identity, genetic information, political affiliation, veteran status, military reserve unit obligations, or any other classification protected by applicable law.

Any act of discrimination by employees will not be tolerated. Any employee, who engages in any act of illegal discrimination, including sexual harassment, will be subject to immediate disciplinary action, including, in the sole discretion of the City, immediate termination.

Prohibition Against Retaliation

It is unlawful to retaliate against any employee who files a complaint or who cooperates in an investigation. The City prohibits any form of retaliation against any employee who in good faith files a complaint or assists with an investigation. Upon receipt of a report of retaliatory behavior, the City will promptly investigate the matter and will take appropriate action upon conclusion of the investigation.

Intentional False Reports

False accusations of unlawful discrimination can have a serious detrimental effect on the work, professional and personal life of an innocent man or woman. Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for the truth may be subject to disciplinary action including termination.

Confidentiality

Complaints of discrimination will be kept as confidential as possible. Information will be released only on a "need to know" basis. You will not be subjected to retaliation by the City because you have reported what you believe to be an incident of discrimination.

Equal Employment Opportunity Policy

The City of Palatka is an equal opportunity employer committed to providing equal employment opportunity to all persons without regard to race, color, religion, sex (including pregnancy, childbirth, or related conditions), national origin, disability, age, marital status, sexual orientation, gender identity, genetic information, political affiliation, veteran status, military reserve unit obligations, or any other classification protected by applicable law.

As an employee, you are expected to observe both the spirit and the letter of this policy. You must not participate in or condone any form of discrimination, including harassment, with regard to recruiting, advertising, hiring, placement, promotion, transfer, compensation, benefits, disciplinary action, termination and all other privileges, terms and conditions of employment.

Your supervisor is responsible for establishing an environment where diversity is valued and which is free from all discrimination and harassment, including that which may be sexual, verbal, physical or visual in nature.

Employment Eligibility Policy

The City of Palatka will not discriminate against any individual because of citizenship status, as long as you can meet the documentation requirements of the Department of Homeland Security. In compliance with the Immigration Reform and Control Act (IRCA), you will be required to document your identity and employment authorization, including your U.S. citizenship.

Employees are responsible for initiating any documentation renewal processes and any administrative costs associated with those processes.

Employee Grievance Reporting & Investigatory Procedures

Intent:

All City employees shall have the following Grievance Procedures open to them:

- A. All employees who wish to express a grievance may do so, at any time, by reporting such grievance to their immediate supervisor. Any grievance or complaint to be made against an employee's supervisor, elected official or board member shall be reported to the Human Resources Department. Based upon the severity of the complaint, Human Resources may at its discretion consult with the

City Attorney and City Manager. The supervisor-receiving party shall discuss and explain any information to solve the grievance. Complaints against elected officials and board members shall be made to the Florida Commission on Ethics with a copy supplied to each Commissioner and City Manager.

~~B.~~ If the immediate supervisor cannot give a satisfactory solution; the employee shall have the right to bring the grievance to the attention of the grievance committee, which is comprised of representatives of the various departments. The committee will hear the grievance and advise the employee as to its validity. If they feel so justified, they will take the grievance to the department head.

C. The ~~department head~~receiving party shall effect a solution of the grievance and, if not, the employee shall be referred to the City Manager, and the department head and Human Resources shall assist the employee in every way.

D. The City Manager will meet with any employee on any grievance, at any time to effect a solution.

~~E.~~ Public Safety departments are addressed by state "Bill of Rights".

General Requirements:

A. ~~All supervisors and department heads~~Upon being notified of a grievance the receiving party shall arrange to discuss ~~a the~~ grievance, within seventy-two (72) hours after the grievance request has been reported ~~to that supervisor, or department head.~~ If this is not possible due to illness, leaves of any reasons, etc., the acting supervisor shall do so.

B. Failure to resolve any grievances, either with or without discipline, within seventy-two (72) hours, automatically gives the employee the right to register the grievance with the City Manager, and the City Manager shall arrange a hearing of the grievance with the proper supervisor, department head, Human Resources, and ~~City Manager, or City Commission.~~ This applies to, both general and uniformed department employees, notwithstanding any union agreements.

City Manager Grievance Reporting & Investigatory Procedure

The following process is established to address employment complaints against the City Manager by City employees. The Mayor and the City Commission are encouraged to seek the advice and assistance of the Legal Department and/or Human Resources with any part of the process.

1. An employee shall submit to the their Department Head a written employment complaint against the City Manager. A copy of the written complaint shall be provided to the City Attorney and the Human Resources Department. Human Resources shall forward the complaint to the City Commission by the next business day after receipt.
2. Within two (2) business days of receipt of the complaint, or as soon as practicable, the mayor shall acknowledge receipt of the complaint in writing to the complainant. The City Attorney and/or Human Resources staff shall assist the Mayor in the issuance of a complaint acknowledgment.
3. The employment complaint shall be addressed by the Commission in executive session at a special called meeting of the Commission.
4. The Mayor may, but is not required to, place the City Manager on paid administrative leave until the next business meeting of the City Commission following receipt of the complaint by delivering written notice to the City Manager. Written notice may be delivered by someone other than the Mayor, either in person, by mailing to the City Manager's home address that is on file with the City, or other reasonable means. Paid administrative leave is temporary leave with pay and benefits.
5. At the next business meeting of the City Commission following receipt of the complaint, the City Commission may, but is not required to, place the City Manager on paid administrative leave by taking formal action, which may be accomplished by motion or resolution. If the Mayor previously placed the City Manager on paid administrative leave in accordance with this section, the City Commission must take formal Commission action in order for such leave to continue.
6. The City Commission will, as soon as practicable, determine by super-majority vote whether the complaint should be investigated. Investigations shall be conducted by a third-party with assistance from the City City's Legal and/or Human Resources Departments. City

Commissioners shall not conduct an investigation or communicate with the complainant and investigator outside of executive session.

7. After completion of the investigation, or within thirty (30) calendar days if no investigation has been undertaken, the City Commission shall make a final decision through formal Commission action, including what, if any, steps should be taken with regard to the resolution of the complaint. If the City Commission determines that removal of the City Manager is appropriate, the city manager must be furnished at least thirty (30) days before the effective date of his or her removal with a formal statement in the form of a resolution passed by a super-majority vote of the city commission stating the Commission's intention to remove him or her and the reasons therefore. Upon passage of the resolution stating the Commission's intention to remove the manager, the Commission by a similar vote may suspend him or her from duty, but his or her pay shall continue until his or her removal becomes effective.
8. Once a final decision has been made by the City Commission, the Human Resources Department shall communicate to the complainant the resolution of the complaint.

The provisions of this policy are not intended to limit any other remedies available by law.

Section 504 Grievance Procedure and the ADA

The City of Palatka recognizes its duty to provide equal employment opportunities to all qualified persons, including individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1993, as amended. The City is committed to making reasonable accommodations available to individuals with disabilities who seek employment and will, upon request, afford qualified employees with disabilities reasonable accommodation to perform the essential functions of their job, except in circumstances where it creates an undue hardship to the Company or creates a safety risk to others.

Questions regarding or requests for reasonable accommodations should be directed to your supervisor or City Manager. Once the reasonable accommodation is defined and implemented, you will be expected to perform the essential functions of your job to the same or similar job standards as established for non-disabled employees.

The City of Palatka has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Housing and Urban Development/Florida Division of Community Affairs Regulations implementing section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified handicapped individual.... shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Complaints should be addressed to:

~~Jonathan Griffith, Interim~~ City Manager
City of Palatka
201 N. 2nd Street
Palatka, Florida 32177
(904) 329-0100

who has been designated to coordinate section 504 compliance efforts.

Procedures:

- A.** A complaint should be filed in writing, or verbally. And should contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
- B.** A complaint should be filled within fifteen (15) days after the complainant becomes aware of the alleged violation (Processing of allegations of discrimination, which occurred before his grievance procedure was in place, will be considered on a case-by-case basis).
- C.** An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the City Manager. These rules contemplate informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under the Housing and Urban Development/Florida Division of Community Affairs Regulations, the City of Palatka need not process complaints from applicants for employment, or from applicants for admission to post-secondary educational institutions.
- D.** A written determination as to the validity of the

complaint, and a description of the Resolution, if any, shall be issued by ~~Michael J. Czymber~~, City Manager, and a copy forwarded to the complainants no later than fifteen (15) days after its filing.

- A. The Section 504 Coordinator shall maintain the files and records of the City of Palatka, relating to the complaints filed.



City of Palatka Employee Conference Room Use Policy

Purpose:

The City of Palatka has designated conference rooms at Jenkins and the Mayor's Conference Room at the City Hall Annex for use by City employees to conduct meetings related to city matters or concerns within the community. This policy outlines the guidelines for reserving and using these facilities for such purposes.

Policy:

1. Eligibility:

City of Palatka employees are eligible to request the use of conference rooms at Jenkins and the Mayor's Conference Room at the City Hall Annex free of charge.

2. Purpose of Use:

The conference rooms may only be used for meetings concerning City-related matters or topics that affect the community. These may include, but are not limited to, internal City business, community meetings, public hearings, or other matters relevant to the City's functions and interests.

3. Approval Process:

- a. All requests for the use of conference rooms must be submitted in writing to the City Manager for approval.
- b. Approval must be obtained before the meeting takes place.
- c. The City Manager will approve or deny requests based on the relevance to City business, availability of the room, and other logistical considerations.
- d. If more than one commissioner intends to participate in the meeting, the meeting will need to be publicly noticed in order to ensure compliance with Florida's Sunshine law.

4. Preferred Scheduling:

Meetings should be scheduled during normal City business hours, which are Monday through Friday, 8:30 AM to 5:00 PM. Meetings outside of these hours will be considered on a case-by-case basis and will require additional approval from the City Manager.

5. Employee Responsibilities:

- a. The employee requesting the use of the conference room will be responsible for the entire duration of the meeting.
- b. The employee must be present for the entirety of the meeting.
- c. The employee is responsible for unlocking and locking the facility before and after the meeting.
- d. The employee must ensure the proper and appropriate use of the facility by all guests in attendance. This includes maintaining the condition of the room, adhering to all City policies, and ensuring all equipment is properly utilized and returned.

6. Facility Use Requirements:

- a. The employee using the facility must return the conference room to its original state after

use, including cleaning up any materials or debris left behind.

b. The employee is responsible for ensuring that any equipment used during the meeting, such as AV equipment, televisions, monitors, projectors, computers, lighting, air conditioning settings or phones, is properly handled and returned to its original condition.

c. If any damages occur to the facility or its equipment during the meeting, the employee is responsible for notifying the City of Palatka immediately. A safety report may be required depending on the severity of the damage.

7. **Guest Access:**

a. Only individuals directly involved with City-related matters may attend the meeting.

b. The employee must ensure that the number of guests attending the meeting complies with any occupancy limits set for the facility.

8. **Non-City Related Use:**

The use of these conference rooms for personal, non-City related meetings or events is prohibited under this policy.

9. **Violation of Policy:**

Any violation of this policy may result in the revocation of conference room privileges for the employee involved and may lead to disciplinary action.

Effective Date:

This policy shall become effective on _____, and all City employees are required to adhere to its terms when utilizing the designated conference rooms.

ADOPT RESOLUTION 2025-R- 51 AUTHORIZING THE SUBMISSION OF A HAZARD MITIGATION GRANT (HMGP) APPLICATION TO FLORIDA DEPARTMENT OF EMERGENCY SERVICES (FDEM) FOR RODDY ROAD SEWER MAIN RELOCATION PROJECT FOR \$310,750; (75% GRANT FUNDED/ UP TO 25% CITY MATCH)

ADOPT RESOLUTION 2025-R- 51 AUTHORIZING THE SUBMISSION OF A HAZARD MITIGATION GRANT (HMGP) APPLICATION TO FLORIDA DEPARTMENT OF EMERGENCY SERVICES (FDEM) FOR RODDY ROAD SEWER MAIN RELOCATION PROJECT FOR \$310,750; (75% GRANT FUNDED/ UP TO 25% CITY MATCH)

STAFF REPORT

DATE: April 10, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Roddy Road, a county-owned thoroughfare, plays a critical role in managing regional traffic flow and alleviating congestion. While the road itself falls under county jurisdiction, the City owns a vital 16-inch sewer force main that runs directly above the cross culverts beneath the road. This main line connects to smaller sewer mains throughout the City and is essential for citywide sewer removal and sanitation.

BACKGROUND

Currently, the integrity of the sewer force main is at significant risk due to erosion and washout beneath the roadway. If not addressed, the road's continued degradation may lead to the failure of this key sewer infrastructure, potentially resulting in major service disruptions, environmental hazards, and costly emergency repairs.

PROJECT ANALYSIS

The project will relocate the City's sanitary force main underground to facilitate the reconstruction of a failed bridge and adjacent county road. This relocation is essential to ensure the integrity of the City's critical sewer infrastructure while allowing the County to proceed with necessary road and bridge repairs.

Staff Recommendation

ADOPT RESOLUTION 2025-R- 51 AUTHORIZING THE SUBMISSION OF A HAZARD MITIGATION GRANT (HMGP) APPLICATION TO FLORIDA DEPARTMENT OF EMERGENCY SERVICES (FDEM) FOR RODDY ROAD SEWER MAIN RELOCATION PROJECT

ATTACHMENTS

1.	RODDY ROAD Project Submission Form
----	------------------------------------

2.	OS 2025 HMGP HELENE FORM
3.	HMPG Roddy Road RESO Helene

Putnam County Local Mitigation Strategy

Project Submission Form

Proposed Project Name: Roddy Road Sewer Main Relocation Project

Applicant/Organization: City of Palatka

Applicant Point of Contact:

Name: Daphne Brusoe

Organization: City of Palatka

Phone: 386-329-0100 X 353

Email: dbrusoe@palatka-fl.gov

Applicant Questions

1. Have you reviewed the most current County Mitigation Plan? ☒ Yes ☐ No
2. Have you reviewed the Goals, Objectives, and Policies in the Mitigation Plan? ☒ Yes ☐ No

Project Details

3. Explanation of Need for the Project:

Roddy Road, a county-owned thoroughfare, plays a critical role in managing regional traffic flow and alleviating congestion. While the road itself falls under county jurisdiction, the City owns a vital 16-inch sewer force main that runs directly above the cross culverts beneath the road. This main line connects to smaller sewer mains throughout the City and is essential for citywide sewer removal and sanitation.

Currently, the integrity of the sewer force main is at significant risk due to erosion and washout beneath the roadway. If not addressed, the road's continued degradation may lead to the failure of this key sewer infrastructure, potentially resulting in major service disruptions, environmental hazards, and costly emergency repairs.

4. Description of the Proposed Project:

The project will relocate the City's sanitary force main underground to facilitate the reconstruction of a failed bridge and adjacent county road. This relocation is essential to ensure the integrity of the City's critical sewer infrastructure while allowing the County to proceed with necessary road and bridge repairs.

5. Project Cost Estimate: \$ 310,750 (228,600*25%+25k Bidding)
6. Ability to Obtain Funding: ☒ Yes ☐ No ☐ Not Sure
 - a. Ability to Meet Local Match: ☒ Yes ☐ No ☐ Not Sure
 - b. Management/Engineering Costs Needed?: ☒ Yes ☐ No ☐ Not Sure
7. Environmental, Endangered/Threatened Species, Historical, or Preservation (EHP) Compliance Concerns:

None Identified.

8. Does this project impact or support underserved communities? ☒ Yes ☐ No ☐ Not sure

9. Has there been any Public Outreach or Community Acceptance for the Project?

Public outreach for this project was conducted by the County in April 2024, and local residents have expressed strong interest in seeing the road restored to service. However, for City residents, the more critical concern is the potential failure of the 16-inch sewer force main that runs beneath it. Failure of this main line would result in severe sewer backups and widespread service disruptions, posing significant public health and environmental risks. Prompt action is essential to protect both transportation infrastructure and essential public utilities.

Benefit Cost Analysis Information

10. Percentage of Jurisdiction with Direct Benefit: 100%

11. Time for Completion (Months): 18 months

BCA Score (*completed by LMS*): _____



OPPORTUNITY SUMMARY (OS)

Funding Opportunity Title:	Hazard Mitigation Grant Program
Funding Opportunity Number:	FEMA-4828-DR-FL (Hurricane Helene)
Funding Agency:	FEMA/ Federal Division of Emergency Management (FDEM) pass through
Funding Instrument Type:	Mitigation Grant
Letter of Intent to Apply	No- but must be added to County LMS priority listing
Closing/Due Date for Applications:	County- 3/6/25 to FDEM 7/25/25 by 11:59 pm
Amount/Year and Number of Years:	\$597, 123.84 TOTAL Available (likely reallocation from other counties to increase \$) Tier
Key Purpose: The Hazard Mitigation Grant Program is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. It is a partnership that is designed to assist states, local governments, private non-profit organizations and Indian Tribes in implementing long-term hazard mitigation measures following a major disaster declaration. This includes the following activities: • Acquisition (demolition or relocation) of existing at-risk structures • Aquifer (recharge, storage and recovery) serve primarily as a drought management tool and reduce flood risk • Dry Floodproofing structures by sealing the structure to keep floodwaters out • Elevation of flood prone structures • Flood Risk Reduction (Localized or Non-localized) – lessen the frequency or severity of flooding • Generator for critical facilities or are an integral part of a larger eligible project • Infrastructure Retrofit modifications to the existing infrastructure to reduce or eliminate the risk of future damage and increase protection • Mitigation Reconstruction of properties that cannot be elevated • Safe Room to provide immediate life-safety protection from severe wind events • Secondary Power Source to increase power system resilience • Stabilization to reduce risk to structures/infrastructure from erosion • Structural Retrofit modifications addressing the structural element of a building/facility that are essential to increase protection • Wildfire Mitigation - at-risk structures and associated loss of life from the threat of future wildfires • Wind Retrofit modifications to the existing structure to reduce or eliminate the risk of future damage and increase protection.	
Funder Priorities/Preferences:	Disaster Declared Areas
Eligible Applicants: • Government Entities • Private Non-Profit Organization • Indian Tribes	
Target Population:	City/ County residents
Geographical Limitations:	City bounds
Anticipated Issuance of Notices of Award:	N/A
Anticipated Project Start Date	Based on award date

Anticipated Project End Date	Based on award date
Estimated Number of Awards:	N/A
Administrative or Indirect Cost Allowed:	Allowable with restrictions (Sub-recipient management costs up to 5% of project cost)
Cost Sharing/Match Required:	Yes- 25% (Based on disaster declaration) Contributions, Cash, In-kind, or *Global Match
Key Requirements: • Conforms with the State of Florida Mitigation Plan. • Provides a beneficial impact upon the disaster area. • Conforms with environmental regulations (44 CFR Part 9 & 10) • Solves a problem (Independently or as a functional part of a solution). • Meets all applicable State and local codes and standards and does not contribute to or encourage development in coastal high hazard areas or other vulnerable areas. • Demonstrate cost- effectiveness in Direct damages (property), Indirect damages (loss of function), or deaths and injuries. • Considers a range of alternatives. • Eligible mitigation projects must be placed on the LMSWG project priority list. • Can phase project (Phase I {12 months} & Phase II {24 months}) or have a 1 phase project (12 months or less)	
Data and Performance: You must document your plan for data collection and reporting. Recipients will be required to report performance on measures such as the following: How many city residents are affected, environmental information and reviews, construction planning and completion, procurement, and project invoices.	
Ineligible Activities/ Funding Restrictions: • Cost Reimbursement program. • Cannot be used to fund equipment (emergency pumps, vehicles, and communication devices). • Cannot be used for general maintenance projects. • Cannot be used for Hazard identification or mapping. • Stand-alone studies, design, and planning-related activities, not directly related to the design and implementation of a proposed mitigation project • Cannot be used for Geographic information system software, hardware and data acquisition whose primary aim is to implement a hazard mitigation project. • Cannot use another federal source of funding to match (no double dipping) • Construction of new facilities • Projects already in progress	
Informational Webinar: None listed.	
Previous Recipients in our Region: Fire Department, Putnam County, City of Welaka, Florida Forest Service, Putnam County School Board, Northeast FL Regional Council, Town of Pomona Park, Crescent City.	
Application Links: Microsoft Word - HMGP R1 DEMES Job Aid_vF.docx	

RESOLUTION NO. 2025-R-51

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE SUBMISSION OF A HAZARD MITIGATION GRANT (HMGP) APPLICATION TO FLORIDA DEPARTMENT OF EMERGENCY SERVICES (FDEM) FOR RODDY ROAD SEWER MAIN RELOCATION PROJECT FOR \$310,750; (75% GRANT FUNDED/ UP TO 25% CITY MATCH); AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, FDEM has made available to local governments that were under declaration for DR- 4828 Hurricane Helene Hazard Mitigation grant funding; and

WHEREAS, the City of Palatka wishes to apply for funding secure the relocation of the City's sanitary force main underground to facilitate the reconstruction of adjacent county bridge and road; and

NOW THEREFORE, be it resolved as follows:

1. That the Mayor, City Manager and Grants Administrator are hereby authorized to submit an application to the FDEM HMGP Grant Application Cycle
2. That 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 will be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 10th day of April 2025.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

**ADOPT RESOLUTION 2025-R-56 to Award ITB 2025-03 – Hot Mixed Asphalt Paving Services
(Resurfacing Program – North Side) to Cooper Roads, LLC**

STAFF REPORT

DATE: April 10, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff respectfully requests approval of Resolution 2025-R-56, awarding ITB 2025-03 – Hot Mixed Asphalt Paving Services to Cooper Roads, LLC for the Resurfacing Program – North Side, and authorization for the City Manager to execute all related contract documents.

BACKGROUND

The City of Palatka released Invitation to Bid (ITB) 2025-03 on March 19, 2025, seeking a qualified contractor to perform milling, resurfacing, and associated paving services on multiple roadways located on the North Side of the City. The scope of work includes pavement milling, hot mixed asphalt resurfacing, tack coat application, traffic control (MOT), and other work as specified in the bid package.

The bid period closed on April 2, 2025, and seven (7) bid responses were received.

PROJECT ANALYSIS

Following the bid opening, staff conducted a detailed evaluation of all submitted proposals. Two (2) bidders properly acknowledged both required addenda, per the ITB and Addendum language. As such, only these two bids were deemed responsive.

Cooper Roads, LLC submitted competitive unit prices for asphalt, utility patching, and limerock base. While their milling price was higher than the other responsive bidder, the overall pricing and responsiveness to the ITB requirements, combined with their acknowledgment of all addenda, made their proposal the most suitable for the City's needs.

The work is funded in the current fiscal year's budget and aligns with the City's ongoing efforts to improve street conditions in the North Side corridor.

Staff Recommendation

Staff recommends adopting Resolution 2025-R-56, awarding the contract for ITB 2025-03 – Hot Mixed Asphalt Paving Services to Cooper Roads, LLC, as the most responsive and responsible bidder in accordance with the ITB requirements and in the best interest of the City.

ATTACHMENTS

1.	2025-R-56 AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT AGREEMENT WITH COOPER ROADS, LLC FOR THE CITY'S NORTH SIDE RESURFACING PROGRAM (ITB 2025-
2.	ITB-2025-03 NOTICE OF INTENT TO AWARD
3.	BID TABS EXECUTED

RESOLUTION NO. 2025-R-56

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE CITY MANAGER TO EXECUTE A
CONTRACT AGREEMENT WITH COOPER ROADS, LLC FOR THE
CITY'S NORTH SIDE RESURFACING PROGRAM (ITB 2025-03);
AND PROVIDING FOR SCRIVENER'S ERRORS.**

WHEREAS, the City of Palatka issued Invitation to Bid (ITB) No. 2025-03 for Hot Mixed Asphalt Paving Services to support the City's North Side Resurfacing Program; and

WHEREAS, seven (7) bids were received and publicly opened on April 2, 2025, with Copper Roads, LLC being determined to be the most responsive and responsible bidder that acknowledged all required addenda and met the qualifications outlined in the ITB; and

WHEREAS, staff evaluated the submitted bids based on unit pricing, responsiveness, and the needs of the resurfacing program, and recommended award to Copper Roads, LLC; and

WHEREAS, funding for this project has been allocated in the City's approved budget for the current fiscal year; and

WHEREAS, it is in the best interest of the City of Palatka to proceed with the execution of the contract to perform necessary resurfacing work in the North Side corridor.

NOW THEREFORE, be it resolved as follows:

1. The Palatka City Commission confirms and approves the award of ITB 2025-03 – Hot Mixed Asphalt Paving Services (North Side Resurfacing Program) to Copper Roads, LLC.
2. The City Manager is hereby authorized to execute the contract agreement with Copper Roads, LLC and any necessary project-related documents, including notices of award, contract modifications, and payment authorizations, as required for the completion of the project.
3. The City Manager is hereby authorized to sign requests for contract time extensions, as well as execute assurances, certifications, and all other documents necessary in support of the project.
4. The City Manager, 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 10th day of April 2025.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

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
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

**NOTICE OF INTENDED DECISION TO AWARD
INTENTION TO BID (ITB) 2025-03
HOT MIXED ASPHALT PAVING SERVICES**

BID OPENING DATE: April 2, 2025 at 3:00 PM

RECOMMENDED AWARD: Copper Roads, LLC

DATE AND TIME OF POSTING THIS NOTICE: Thursday, May 3, 2025 at 2:15 PM

DATE AND TIME POSTING REMOVED: Monday, May 7, 2025 at 2:15 PM

CONTACT PERSON: Carlos Dominguez
cdominguezbrito@palatka-fl.gov

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION [120.57](#)(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

THE CITY RESERVES THE RIGHT TO ENTER INTO AGREEMENTS WITH MULTIPLE RESPONDENTS, WAIVE ANY IRREGULARITIES SUBMITTED, REJECT ANY AND/OR ALL SUBMITTALS, RE-ADVERTISE, AND ACCEPT ANY SUBMITTALS DEEMED TO BE IN THE BEST INTEREST OF THE CITY. NO FAX OR E-MAIL PROPOSALS WILL BE ACCEPTED.

Read by: _____ Recorded by: _____

SPARKS - Concrete Asphalt

Bidder Name:

Location/Description	Unit	Unit Price
Maintenance of Traffic	Lump Sum (LS)	\$ <u>15,000.00</u>
Milling 1"	Square Yard (SY)	\$ <u>6.00</u>
Asphalt 1" SP 9.5	Ton (TN)	\$ <u>275.00</u>
Utility Patch (.4 TN minimum)	Cost per TN	\$ <u>3,000.00</u>
Limerock Base (as needed)	Cost per TN	\$ <u>500.00</u>

Addendum 1 & 2 Yes or No

Bidder Name:

Sparks Concrete & Asphalt

Location/Description	Unit	Unit Price
Maintenance of Traffic	Lump Sum (LS)	\$ <u>15,000.00</u>
Milling 1"	Square Yard (SY)	\$ <u>6.00</u>
Asphalt 1" SP 9.5	Ton (TN)	\$ <u>275.00</u>
Utility Patch (.4 TN minimum)	Cost per TN	\$ <u>3,000</u>
Limerock Base (as needed)	Cost per TN	\$ <u>800.00</u>

Addendum 1 & 2 Yes or No

Witness: Karen Hayes, MMC

Witness: Die Dore

Read by: _____ Recorded by: _____

Maschi Contractors

Bid Tabulation Sheet

ITB 2025-03 – Hot Mixed Asphalt Paving Services

City of Palatka

Addendums Acknowledged: Addendum 1 & 2

Date: April 2, 2025

Bidder Name:

Location/Description	Unit	Unit Price
Maintenance of Traffic	Lump Sum (LS)	\$ <u>55,000</u>
Milling 1"	Square Yard (SY)	\$ <u>7.00</u>
Asphalt 1" SP 9.5	Ton (TN)	\$ <u>295.00</u>
Utility Patch (.4 TN minimum)	Cost per TN	\$ <u>1,775.00</u>
Limerock Base (as needed)	Cost per TN	\$ <u>214.00</u>

Addendum 1 & 2. Yes or No

Bidder Name: Maschi Gravel Contractors Inc.

Location/Description	Unit	Unit Price
Maintenance of Traffic	Lump Sum (LS)	\$ <u>55,000.00</u>
Milling 1"	Square Yard (SY)	\$ <u>7.00</u>
Asphalt 1" SP 9.5	Ton (TN)	\$ <u>295.00</u>
Utility Patch (.4 TN minimum)	Cost per TN	\$ <u>1,775.00</u>
Limerock Base (as needed)	Cost per TN	\$ <u>214.00</u>

Addendum 1 & 2. Yes or No

Witness: Karen Hayes, MMC

Witness: Dave Brown

Read by: _____ Recorded by: _____

Perched materials INK

Bid Tabulation Sheet

ITB 2025-03 – Hot Mixed Asphalt Paving Services

City of Palatka

Addendums Acknowledged: Addendum 1 & 2

Date: April 2, 2025

Bidder Name:

Location/Description	Unit	Unit Price
Maintenance of Traffic	Lump Sum (LS)	\$ <u>116,525.09</u>
Milling 1"	Square Yard (SY)	\$ <u>44.04</u>
Asphalt 1" SP 9.5	Ton (TN)	\$ <u>1,461.91</u>
Utility Patch (.4 TN minimum)	Cost per TN	\$ <u>5,000.00</u>
Limerock Base (as needed)	Cost per TN	\$ <u>500.00</u>

Addendum 1 & 2. Yes or No

Bidder Name:

Preferred Machine One

Location/Description	Unit	Unit Price
Maintenance of Traffic	Lump Sum (LS)	\$ <u>116,525.09</u>
Milling 1"	Square Yard (SY)	\$ <u>44.04</u>
Asphalt 1" SP 9.5	Ton (TN)	\$ <u>1,461.91</u>
Utility Patch (.4 TN minimum)	Cost per TN	\$ <u>5,000.00</u>
Limerock Base (as needed)	Cost per TN	\$ <u>500.00</u>

Addendum 1 & 2. Yes or No

Witness: Karen Hayes, MMC

Witness: One Dove

Read by: _____ Recorded by: _____

Copperhead's Roads

Bidder Name:

Location/Description	Unit	Unit Price
Maintenance of Traffic	Lump Sum (LS)	\$ <u>18,000.00</u>
Milling 1"	Square Yard (SY)	\$ <u>3.50</u>
Asphalt 1" SP 9.5	Ton (TN)	\$ <u>185.00</u>
Utility Patch (.4 TN minimum)	Cost per TN	\$ <u>700.00</u>
Limerock Base (as needed)	Cost per TN	\$ <u>75.00</u>

Addendum 1 & 2. Yes or No

Bidder Name:

Copperhead LLC

Location/Description	Unit	Unit Price
Maintenance of Traffic	Lump Sum (LS)	\$ <u>18,000.00</u>
Milling 1"	Square Yard (SY)	\$ <u>3.50</u>
Asphalt 1" SP 9.5	Ton (TN)	\$ <u>185.00</u>
Utility Patch (.4 TN minimum)	Cost per TN	\$ <u>700.00</u>
Limerock Base (as needed)	Cost per TN	\$ <u>75.00</u>

Addendum 1 & 2. Yes or No

Witness: Karen Hayes, MMC

Witness: Dee Bono

Read by: _____ Recorded by: _____

HAUFAX

Bid Tabulation Sheet

ITB 2025-03 – Hot Mixed Asphalt Paving Services

City of Palatka

Addendums Acknowledged: Addendum 1 & 2

Date: April 2, 2025

Bidder Name:

Location/Description	Unit	Unit Price
Maintenance of Traffic	Lump Sum (LS)	\$ <u>50,000.00</u>
Milling 1"	Square Yard (SY)	\$ <u>6.00</u>
Asphalt 1" SP 9.5	Ton (TN)	\$ <u>175.00</u>
Utility Patch (.4 TN minimum)	Cost per TN	\$ <u>1,000.00</u>
Limerock Base (as needed)	Cost per TN	\$ <u>50.00</u>

Addendum 1 & 2. Yes or No

Bidder Name:

Intelligent paving che.

Location/Description	Unit	Unit Price
Maintenance of Traffic	Lump Sum (LS)	\$ <u>50,000.00</u>
Milling 1"	Square Yard (SY)	\$ <u>6.00</u>
Asphalt 1" SP 9.5	Ton (TN)	\$ <u>175.00</u>
Utility Patch (.4 TN minimum)	Cost per TN	\$ <u>1,000.00</u>
Limerock Base (as needed)	Cost per TN	\$ <u>50.00</u>

Addendum 1 & 2. Yes or No

Witness: Kam Hayes, MMC

Witness: Deron R. Brown

Read by: _____ Recorded by: _____

~~KOL~~ ~~on ASPHALT~~ ~~services~~
FLA + TRUCKING + PAVING

Bidder Name:

Location/Description	Unit	Unit Price
Maintenance of Traffic	Lump Sum (LS)	\$ <u>48,000.00</u>
Milling 1"	Square Yard (SY)	\$ <u>17.10</u>
Asphalt 1" SP 9.5	Ton (TN)	\$ <u>485.10</u>
Utility Patch (.4 TN minimum)	Cost per TN	\$ <u>4820.10</u>
Limerock Base (as needed)	Cost per TN	\$ <u>4,700.10</u>

Addendum 1 & 2. Yes or No

Bidder Name:

FLA Trucking Paving

Location/Description	Unit	Unit Price
Maintenance of Traffic	Lump Sum (LS)	\$ <u>48,000.00</u>
Milling 1"	Square Yard (SY)	\$ <u>17.10</u>
Asphalt 1" SP 9.5	Ton (TN)	\$ <u>485.10</u>
Utility Patch (.4 TN minimum)	Cost per TN	\$ <u>4820.10</u>
Limerock Base (as needed)	Cost per TN	\$ <u>4700.10</u>

Addendum 1 & 2. Yes or No

Witness: Karen Hayes, MMC

Witness: Der Dine

ADOPT RESOLUTION 2025-R-58 authorizing submission of the FY 2025 FAA Grant Application for design of the Transient Aircraft Parking Apron Expansion at Palatka Municipal Airport (North Terminal Area), and authorizing the City Manager to execute all necessary documents.

STAFF REPORT

DATE: April 10, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff respectfully requests adoption of Resolution 2025-R-58, authorizing the submission of the FY 2025 FAA Airport Improvement Program (AIP) Grant Application for the design of the Transient Aircraft Parking Apron Expansion at Palatka Municipal Airport, and authorizing the City Manager to execute all related documents required by the FAA and FDOT to secure funding for this project.

BACKGROUND

The City of Palatka, in coordination with Passero Associates and the FAA, has prepared the FY 2025 AIP grant application for the design of an expanded Transient Aircraft Parking Apron in the North Terminal Area of Palatka Municipal Airport. The project is listed in the City's Capital Improvement Plan (CIP) and FAA's Airport Capital Improvement Plan (ACIP).

The proposed design includes approximately 3,400 square yards of new apron pavement and related stormwater system modifications, necessary to meet increasing demand for transient aircraft parking. The work order for design and grants administration services (Work Order 25-76) has been prepared by Passero Associates.

PROJECT ANALYSIS

The current terminal apron has insufficient space for simultaneous accommodation of multiple transient aircraft, especially when larger corporate jets are present. Expanding the apron will:

- Relieve apron congestion,
- Improve operational safety and flexibility,
- Support future construction of a City-owned aircraft hangar.

The estimated total project cost is \$71,326, of which \$67,760 (95%) is requested from the FAA. The remaining \$3,566 (5%) is covered by the State of Florida. There is no local match required

for this phase of the project.

This phase only includes design and permitting. Construction will be submitted under a future grant cycle.

Staff Recommendation

Staff recommends approval of Resolution 2025-R-58 to authorize submission of the FY 2025 FAA AIP grant application for the design phase of the Transient Aircraft Parking Apron Expansion project and authorize the City Manager to execute all necessary supporting documentation and agreements.

ATTACHMENTS

1.	2025-R-58 AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE FEDERAL AVIATION ADMINISTRATION (FAA) UNDER THE AIRPORT IMPROVEMENT PROGRAM (AIP)
2.	FY 25 FAA Grant Application Aircraft Transient Apron UNSIGNED
3.	FY-25 FAA Application Cover Letter

RESOLUTION NO. 2025-R-58

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE FEDERAL AVIATION ADMINISTRATION (FAA) UNDER THE AIRPORT IMPROVEMENT PROGRAM (AIP) FOR DESIGN OF THE TRANSIENT AIRCRAFT PARKING APRON EXPANSION AT PALATKA MUNICIPAL AIRPORT (NORTH TERMINAL AREA); AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR SCRIVENER’S ERRORS.

WHEREAS, the City of Palatka owns and operates the Palatka Municipal Airport (28J), a public-use airport located in Putnam County, Florida; and

WHEREAS, the City has prepared a grant application under the FAA’s Airport Improvement Program (AIP) for the design of the Transient Aircraft Parking Apron Expansion project at the North Terminal Area; and

WHEREAS, the project is included in the City’s Capital Improvement Plan and the FAA’s Airport Capital Improvement Plan (ACIP), and is necessary to accommodate increasing demand and to enhance aircraft safety and operations; and

WHEREAS, the grant request totals \$67,760.00, representing 95% of the estimated project cost of \$71,326.00, with the remaining 5% (\$3,566.00) to be funded by the Florida Department of Transportation (FDOT), requiring no local match; and

WHEREAS, it is in the best interest of the City of Palatka to proceed with the submission of the FAA grant application and to authorize the City Manager to execute all related documentation to facilitate the design phase of the project.

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

1. The City Commission hereby approves the submission of the FY 2025 FAA Airport Improvement Program (AIP) grant application for the design of the Transient Aircraft Parking Apron Expansion at Palatka Municipal Airport.
2. The City Manager is authorized to execute all required documents related to the grant application, including assurances, certifications, funding agreements, and any other supporting documentation necessary to complete the process.
3. The City Manager is further authorized, without further action by the City Commission, to correct any scrivener’s errors in this Resolution and related documents, provided such corrections do not affect the intent of this Resolution.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 10th day of April 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

Federal Assistance Request Checklist

Airport:	Palatka Municipal Airport (28J)
Sponsor:	City of Palatka
City, State:	Palatka, Florida
Date of Application:	April 1, 2025
Type of Application:	FY 2025 Application – Design

Cover Letter:

- ☒ 1. Letter of Credit method of payment requested.
- ☐ 2. Project(s) identified. (Any changes from previous meetings/discussions should be discussed prior to submission.)
- ☐ 3. If pre-application, proposed application date identified.
- ☐ 4. If application, any changes to requested amount are identified and reasons provided.
- ☐ 5. If application, identify if any changes have taken place on Exhibit "A" Property Map since last grant.
- ☐ 6. If application, identify if any changes have taken place on Exhibit "C" Title Opinion since last grant.

Pre Application:

- ☐ 7. Standard Form 424; Form 5100-100 (Part II and Part III)
- ☐ 8. Detailed Project Information Sheet
- ☐ 9. Project Cost Estimates – One for each project and a summary
- ☐ 10. Project Sketch – One for each or one drawing with all projects
- ☐ 11. Environmental Determination Documentation for each project (CATEX Checklist, Copy of FONSI or ROD Signature Page)
- ☐ 12. Individual Project Schedules
- ☐ 13. Airport Sponsor AIP Certifications
- ☐ 14. Exhibit "A" (Airport Property Inventory Map)
- ☐ 15. Exhibit "C" (Title Opinion)

Application:

- ☒ 13. Standard Form 424; Form 5100-101 (Part II); Form 5100-101 (Part III)
- ☒ 14. Detailed Project Information Sheet
- ☒ 15. Individual Project Cost Breakdowns and Total Cost Summary
- ☒ 16. Bid Tabulations and Recommendation for Award Letter or:
 - ☐ 16.1 Construction Agreement
 - ☐ 16.2 Consultant-Inspection Agreement
 - ☐ 16.3 Consultant – Design Agreement
 - ☒ 16.4 Consultant – Planning Agreement
- ☒ 17. Project Sketch – One for each or one drawing with all projects
- ☒ 18. Environmental Determination Documentation for each project
- ☒ 19. Individual Project Schedules
- ☐ 20. Appraisals (Land Acquisition Projects)
- ☐ 21. Independent Cost Estimates (Design-Only Projects or Construction Phase Services)
- ☒ 22. Airport Sponsor AIP Certifications
- ☒ 23. Exhibit "A" (Airport Property Inventory Map)
- ☒ 24. Exhibit "C" (Title Opinion)

Standard Form 424

Application for Federal Assistance SF-424

*1. Type of Submission:

☐ Preapplication

☒ Application

☐ Changed/Corrected Application

*2. Type of Application

☒ New

☐ Continuation

☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

*3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

28J

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: City of Palatka

*b. Employer/Taxpayer Identification Number (EIN/TIN):

59-6000401

*c. UEI:

MHECM2CHHAD1

d. Address:

*Street 1: 201 N. 2 Street

Street 2:

*City: Palatka

County/Parish:

*State: FL

*Province: Putnam

*Country: USA: United States

*Zip / Postal Code 32177-3217

e. Organizational Unit:

Department Name:

Airport

Division Name:

N/A

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: *First Name: Marcia

Middle Name:

*Last Name: Carty

Suffix:

Title: City Manager

Organizational Affiliation:

*Telephone Number: 386-329-0100

Fax Number:

*Email: mcarty@palatka-fl.gov

Application for Federal Assistance SF-424***9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

N/A

*Title:

N/A

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):***15. Descriptive Title of Applicant's Project:**

Transient Aircraft Parking Apron (Design Only)

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

*a. Applicant: 7

*b. Program/Project: 7

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: 07/01/2025

*b. End Date: 06/01/2026

18. Estimated Funding (\$):

*a. Federal	\$ 67,760
*b. Applicant	\$ 0
*c. State	\$ 3,566
*d. Local	\$ 0
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 71,326

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____.
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

***20. Is the Applicant Delinquent On Any Federal Debt?**☐ Yes ☒ No

If "Yes", explain:

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: _____ *First Name: Marcia _____

Middle Name: _____

*Last Name: Carty _____

Suffix: _____

*Title: City Manager

*Telephone Number: 386-329-0100

Fax Number:

* Email: mcarty@palatka-fl.gov

*Signature of Authorized Representative:

*Date Signed:

Standard Form 5100-101
(Part II & Part III)

Application for Federal Assistance (Development and Equipment Projects)

PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A	
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.	
Item 1. Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	☒ Yes ☐ No
Item 2. Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	☒ Yes ☐ No ☐ N/A
Item 3. Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	☐ Yes ☒ No ☐ N/A
Item 4. Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	☐ Yes ☒ No ☐ N/A
Item 5. Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.	
☐ The project is included in an <i>approved</i> PFC application. If included in an approved PFC application, does the application <i>only</i> address AIP matching share? ☐ Yes ☐ No	
☐ The project is included in another Federal Assistance program. Its CFDA number is below.	
Item 6. Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	
☐ Yes ☒ No ☐ N/A	
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:	
☐ De Minimis rate of 10% as permitted by 2 CFR § 200.414.	
☐ Negotiated Rate equal to	% as approved by _____ (the Cognizant Agency) on _____ (Date) (2 CFR part 200, appendix VII).
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>	

PART II – SECTION C

The Sponsor hereby represents and certifies as follows:

1. Compatible Land Use – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

Yes

2. Defaults – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

True

3. Possible Disabilities – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

True

4. Consistency with Local Plans – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

True

5. Consideration of Local Interest – It has given fair consideration to the interest of communities in or near where the project may be located.

Yes

6. Consultation with Users – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

True

7. Public Hearings – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

True

8. Air and Water Quality Standards – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

N/A

PART II – SECTION C (Continued)

9. Exclusive Rights – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

True

10. Land – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

True

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

True

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

True

¹ State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL
1. Assistance Listing Number:
2. Functional or Other Breakout:

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			71,326
5. Other Architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			
12. Equipment			
13. Miscellaneous			
14. Subtotal (Lines 1 through 13)			\$ 71,326
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. Less: Ineligible Exclusions (Section C, line 23 g.)			71,326
18. Subtotal (Lines 16 through 17)			\$ 71,326
19. Federal Share requested of Line 18			67,760
20. Grantee share			
21. Other shares			3,566
22. TOTAL PROJECT (Lines 19, 20 & 21)			\$ 71,326

SECTION C – EXCLUSIONS	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. Total	\$ 0

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. TOTAL - Grantee share	\$ 0
25. Other Shares	Amount
a. State	3,566
b. Other	
c. TOTAL - Other Shares	
26. TOTAL NON-FEDERAL FINANCING	

SECTION E – REMARKS (Attach sheets if additional space is required)

Detailed Project Information Sheet

**Palatka Municipal Airport (28J)
Airport Improvement Program
FY 2025 Grant Application**

Detailed Project Information

Airport: Palatka Municipal Airport (28J)

City, State: Palatka, Florida

Project Title: Transient Aircraft Parking Apron (Design)

Project Description: This project includes the expansion of transient aircraft parking apron pavement in north terminal area (3400 SY) and associated stormwater improvements. The overall project (non-FAA funded) also includes a new City-owned/operated aircraft storage hangar.

Project Justification: The existing terminal apron has limited capacity to service transient aircraft that arrive and depart from 28J; when one large corporate jet or two small to medium corporate jets are present at the Terminal apron, there is little to no space to accommodate any other aircraft. Additional transient aircraft parking apron space is needed to meet the current demand, and to support City-owned/operated FBO aircraft storage hangar. See Apron utilization plans.

Special Circumstances: None.

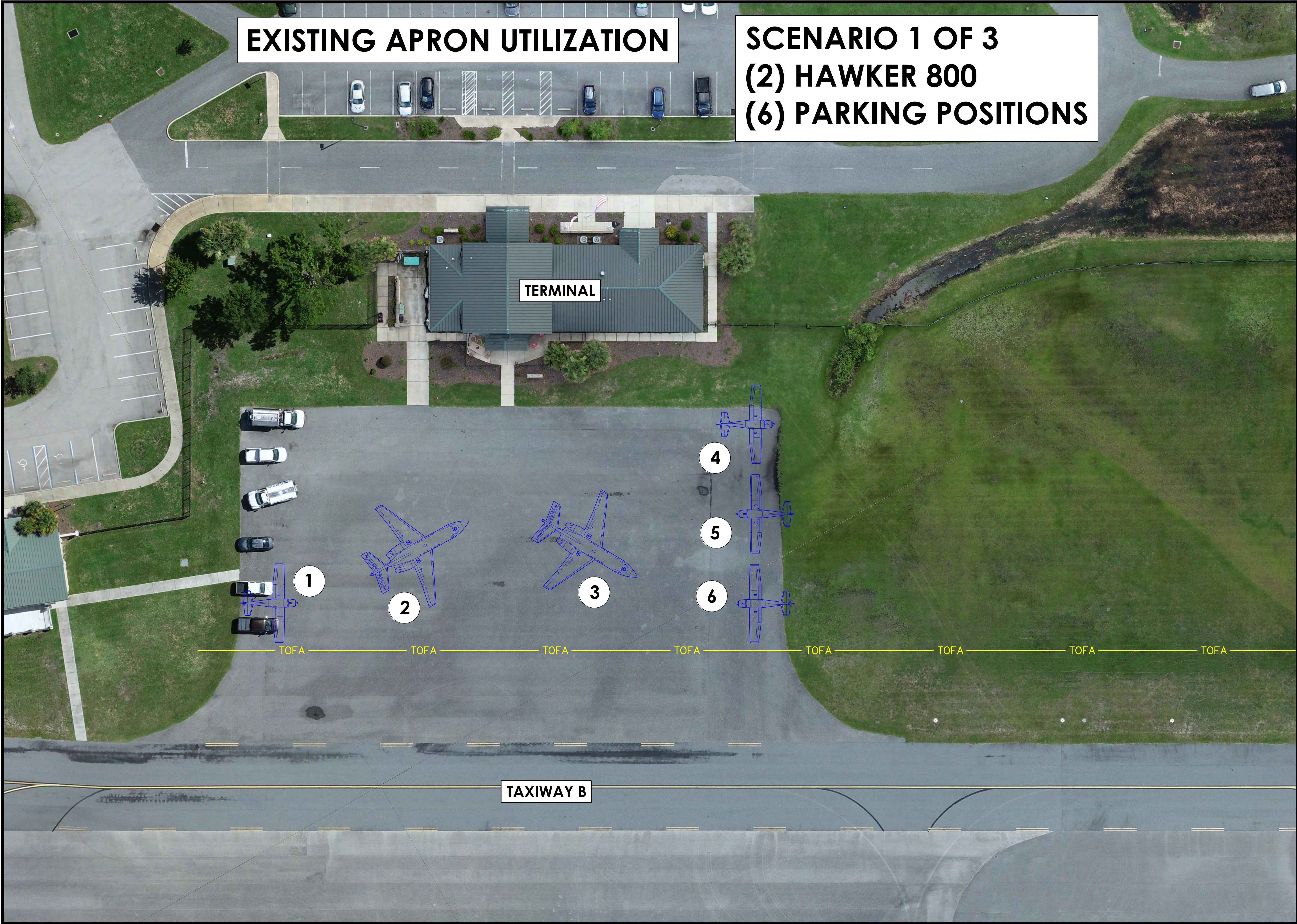
Project Cost Information:

Total Cost (100%)	FAA Share (95%)	State (5%)	Local (0%)
\$71,326.00	\$67,760.00	\$3,566.00	\$0.00

Type of Funding Proposed (FAA Share Only)			
<u>Fund Type</u>	<u>Funds Available</u>	<u>Funds to be Used</u>	<u>Funds Remaining</u>
FY-24 NP Entitlement	\$12,975.00	\$12,975.00	\$0.00
FY-25 NP Entitlement	\$150,000.00	\$54,785.00	\$95,215.00
Total	\$162,975.00	\$67,760.00	\$95,215.00

Alternate Funding Plan: None.

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EXISTING APRON UTILIZATION

SCENARIO 1 OF 3
(2) HAWKER 800
(6) PARKING POSITIONS

TERMINAL

1

2

3

4

5

6

TOFA

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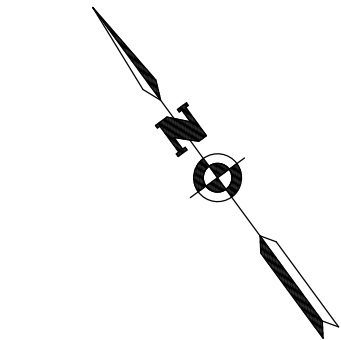
TOFA

TOFA

TOFA

TAXIWAY B

PASSERO
engineering architecture



20' 0 20'

PLANNING

Stamp:

Client:

Passero Associates

4730 Casa Cola Way, Suite 200 (904) 757-6106
St. Augustine, FL 32095 Fax: (904) 757-6107
Certificate of Authorization # 3428
Principal-in-Charge Andrew Holesko

Revisions

No.	Date	By	Description

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TRANSIENT
APRON -
TERMINAL AREA

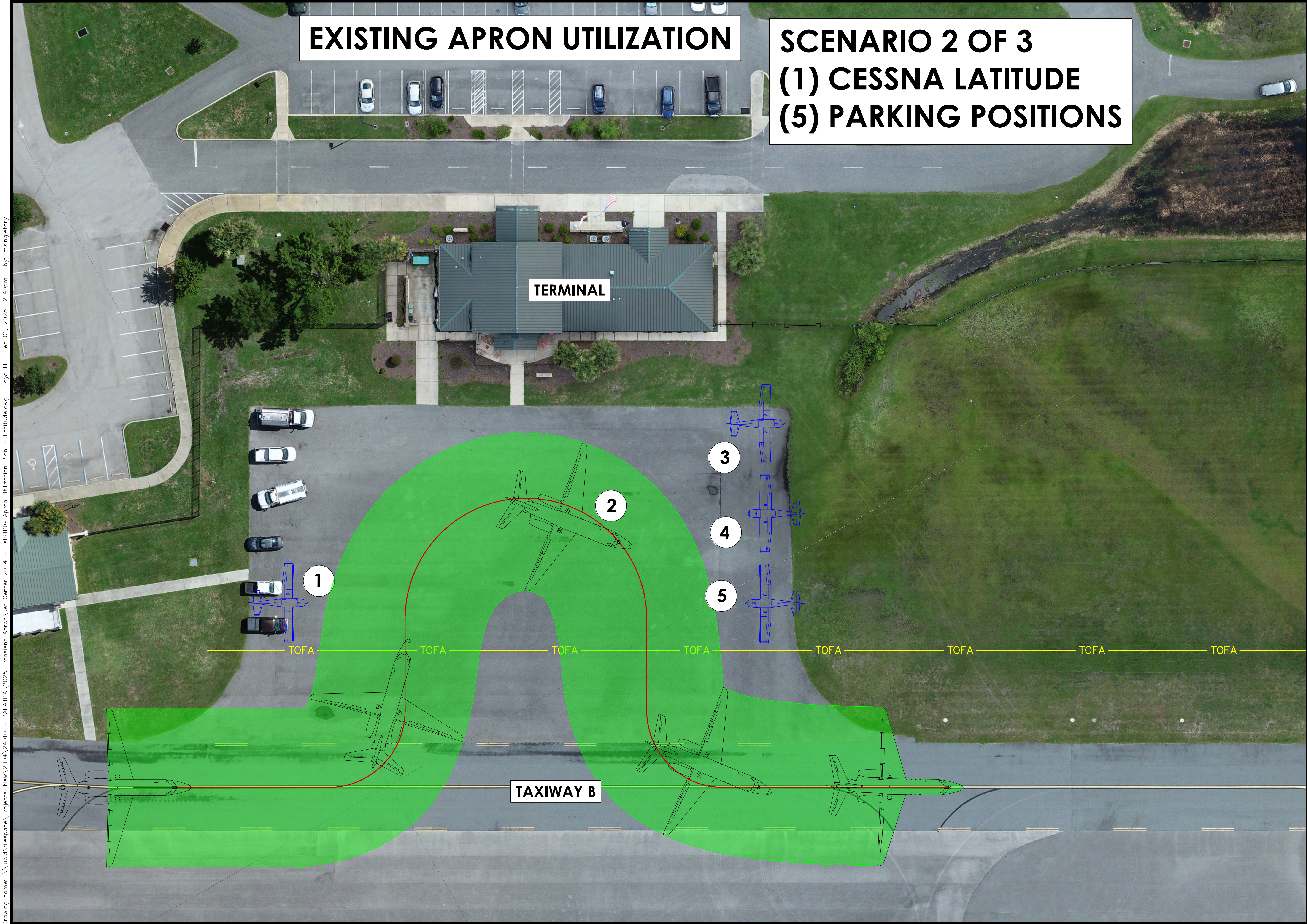
Palatka
Municipal Airport
Town/City: Palatka
County: St. Johns State: Florida

Project No.
2400010.0000

Drawing No.
1

Date
February 2025

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EXISTING APRON UTILIZATION

SCENARIO 2 OF 3
(1) CESSNA LATITUDE
(5) PARKING POSITIONS

TERMINAL

2

3

4

5

1

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TOFA

TOFA

TAXIWAY B

PASSERO
engineering architecture

20' 0 20'

PLANNING

Stamp:

Client:

Passero Associates
4730 Casa Cola Way, Suite 200 (904) 757-6106
St. Augustine, FL 32095 Fax: (904) 757-6107
Certificate of Authorization # 3428
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Revisions				
No.	Date	By	Description	

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**TRANSIENT
APRON -
TERMINAL AREA**

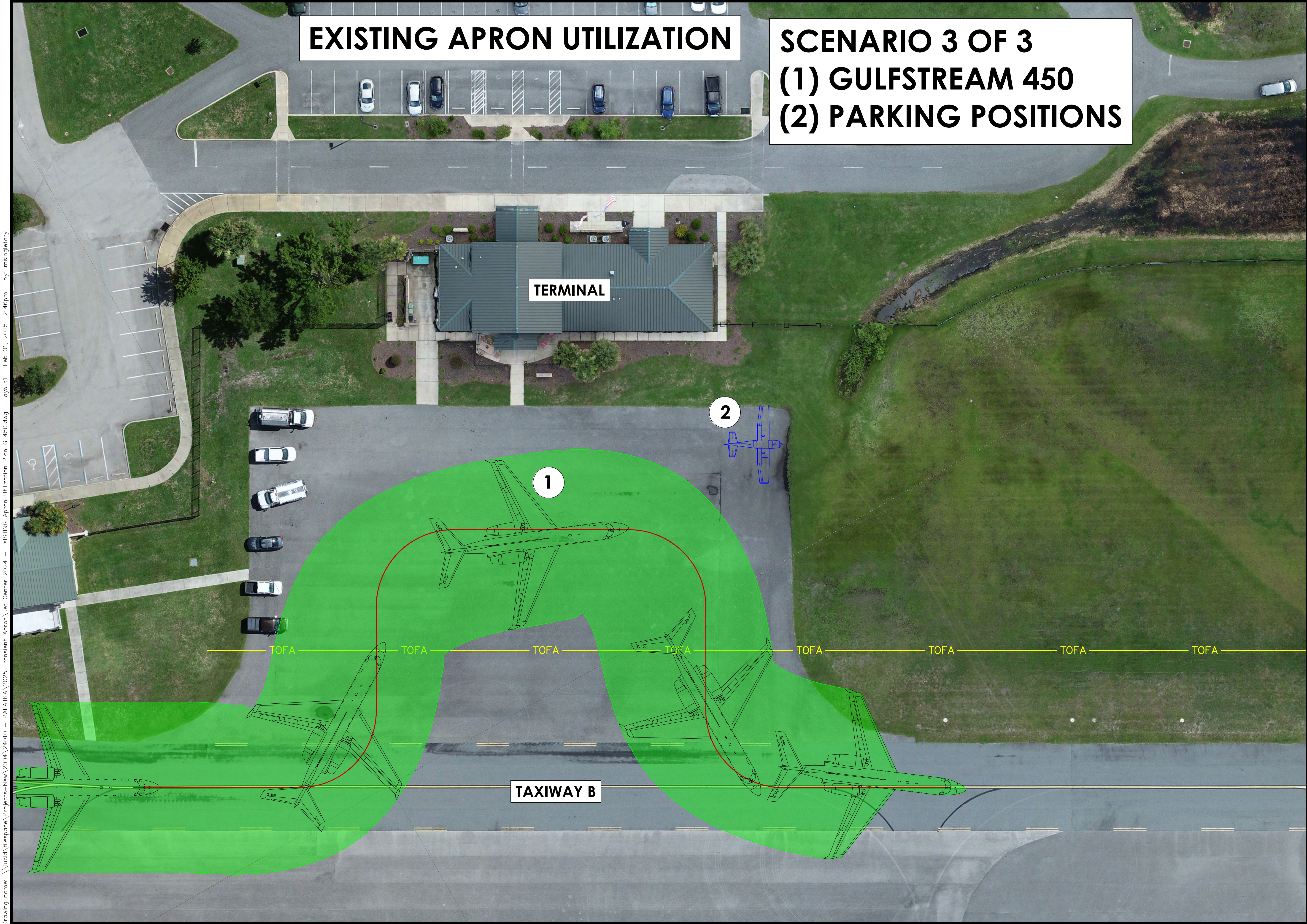
Palatka
Municipal Airport
Town/City: Palatka
County: St. Johns State: Florida

Project No.
2400010.0000

Drawing No.
2

Date
February 2025

Drawing name: \\Lucia\Filespace\Projects-New\2004\24010 - PALATKA\2025 Transient Apron Utilization Plan G 450.dwg Layout1 Feb 01, 2025 2:48pm by: msingletary



PASSERO
engineering architecture

20' 0 20'

PLANNING

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Client:

Passero Associates
4730 Casa Cola Way, Suite 200 (904) 757-6106
St. Augustine, FL 32095 Fax: (904) 757-6107
Certificate of Authorization # 3428
Principal-in-Charge Andrew Holesko

Revisions				
No.	Date	By	Description	

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**TRANSIENT
APRON -
TERMINAL AREA**

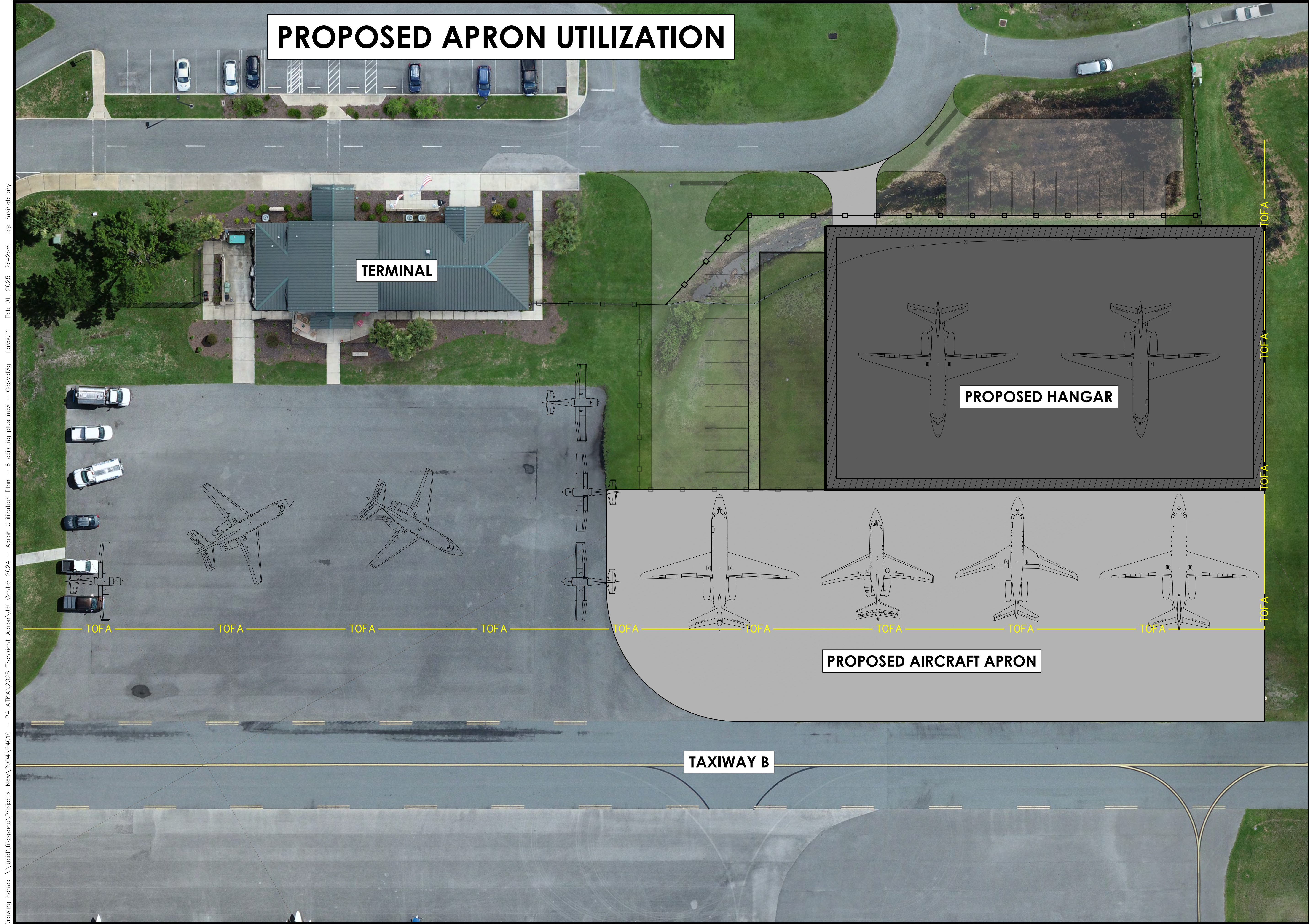
Palatka
Municipal Airport
Town/City: Palatka
County: St. Johns State: Florida

Project No.
2400010.0000

Drawing No.
1

Date
February 2025

Drawing name: \\Lucia\Filespace\Projects-New 2004\24010 - PALATKA\2025 Transient Apron Utilization Plan - 6 existing plus new - Copy.dwg Layout1 Feb 01, 2025 2:42pm by: msingletary



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 engineering architecture

PLANNING

Stamp:

Client:

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 4730 Casa Cola Way, Suite 200 (904) 757-6106
 St. Augustine, FL 32095 Fax: (904) 757-6107
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**TRANSIENT
APRON -
TERMINAL AREA**

Palatka
 Municipal Airport
 Town/City: Palatka
 County: St. Johns State: Florida

Project No.
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1

Date
February 2025

Individual Project Cost Breakdown and Total Cost Summary

Palatka Municipal Airport (28J)
Airport Improvement Program
FY 2025 Grant Application

Estimated Project Costs

Project Title: Transient Aircraft Parking Apron (Design)

	Cost (100%)	FAA (95%)
Professional Consulting Services: Design Phase	\$71,326.00	\$67,760.00
Total Amount	\$71,326.00	\$67,760.00

Total Estimated Project Cost (100%) \$71,326.00
Total FAA Share Cost (95%) \$67,760.00

Consultant Agreement:
Work Order 25-76



Palatka Municipal Airport

Expand Transient Aircraft Parking Apron (North Terminal Area)

Design and Grants Administration Assistance

by
Passero Associates, LLC
(Passero Project No. 24000010.0076)

Work Order 25-76

Work Order 25-76
Expand Transient Aircraft Parking Apron (North Terminal Area)
Palatka Municipal Airport, Palatka, Florida
Design and Grants Administration Assistance

PASSERO ASSOCIATES (PA) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Palatka, dated May 24, 2024, of which all terms and conditions are incorporated herein by reference:

Project Location: Palatka Municipal Airport, Palatka, Florida.

Project Description: The project consists of expanding the transient aircraft parking apron in the North Terminal Area, approximately 3,400 SY new asphalt pavement, and associated stormwater improvements.
(See attached Project Sketch in Attachment A: Scope of Work.)

Scope of Basic Services: Design Phase Services (See Attachment A: Scope of Work).

Scope of Special Services: Geotechnical site investigation and Topographic field survey.

Client Project Coordinator: Yul McNair, Airport Manager

PA Project Officer: Andrew Holesko, CM

PA Program Manager: Brad Wentz, P.E.

PA Project Manager: Matt Singletary, P.E.

Basic Services Compensation and Method of Payment: Design Phase - Not-to-Exceed: \$ 60,000.00

Special Services Compensation and Method of Payment: Geotechnical and Topo Survey – Not-to-Exceed: \$ 11,326.00

Total Project Cost: Not-to-Exceed: \$ 71,326.00

Schedule: As presented and assigned by the City.

Meetings: Design review meeting and as requested and assigned by the City.

Deliverables: 1. Design Documents, including Plans and Specifications.
2. Grant application (funding) support services.

"Consultant"
Passero Associates, LLC

BY: _____

Bradley J. Wentz
Typed Name

Title: Vice President / Southeast Services Director

ATTEST:

BY: _____

Name, Title

"Client"
City of Palatka, Florida

BY: _____

Marcia G. Carty
Typed Name

Title: City Manager

ATTEST:

BY: _____

Name, Title

Attachment A: Scope of Work - Work Order 25-76

Expand Transient Aircraft Parking Apron (North Terminal Area)
Palatka Municipal Airport, Palatka, Florida
Design and Grants Administration Assistance

I. Project Description

The project consists of construction of new asphalt pavement to expand the transient aircraft parking apron in the North Terminal Area, approximately 3,400 SY of new asphalt pavement. The project also includes modifying the existing stormwater management system to accommodate the new aircraft apron pavement and a proposed new aircraft hangar building in the same area. Design of the proposed new aircraft hangar building is included under a separate scope of work.

See the attached project sketch.

II. Basic Services

Passero Associates, LLC (Consultant) will provide the following Basic Services:

A. Preliminary Design Phase

1. Review existing documents such as record drawings, specifications, studies and reports of relevant project data.
2. Visit the site to observe field conditions and validate the existing database.
3. Prepare preliminary plans and develop a schedule that minimizes interference with airport operations. The schedule will be coordinated with the City and airport tenants. Consultant will supervise the field investigations as required.
4. Prepare preliminary construction plans and supplemental documents such as construction phasing plans.
5. Prepare preliminary quantity takeoffs for the bid schedule.
6. Prepare preliminary probable construction costs utilizing the quantity takeoff and bid items previously developed.
7. During this task, the engineering design of the project will progress up to 60% completion.

B. Final Design Phase

1. Prepare and finalize the plans.
2. Prepare final construction plan, supplemental documents such as access and phasing plans, etc.
3. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.
4. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed.
5. Prepare final bid / contract agreements and technical specifications.
6. Submit advance final documents to the City and to the FAA and FDOT for review and comment, prior to bidding. The Consultant and the City will conduct a final design review meeting to discuss contents, costs and other comments.

7. Reproduce copies of the bid documents which include plans, specifications, access and phasing plans, etc., as needed. These documents will be supplied directly to the City for advertisement.

C. Bid Phase (Not Included.)

D. Permitting (St. Johns River Water Management District - SJRWMD)

1. Research existing SJRWMD Environmental Resource Permits (ERP)
2. Meet with SJRWMD staff for pre-application conference.
3. Prepare and submit SJRWMD ERP application.
4. Respond to requests for additional information as needed to obtain a permit.

E. Grants Administration Assistance

1. Assist the City in the preparation and input of this project's information into their airport JACIP program.
2. Assist in the preparation of reimbursement request package, coordination of execution by City, and submissions to the FAA and FDOT.
3. Assist City in compiling and submitting necessary project quarterly reports and closeout documents required by the FAA and FDOT.
4. Serve as liaison, for grant-related issues, for the City with FAA and FDOT, as requested.

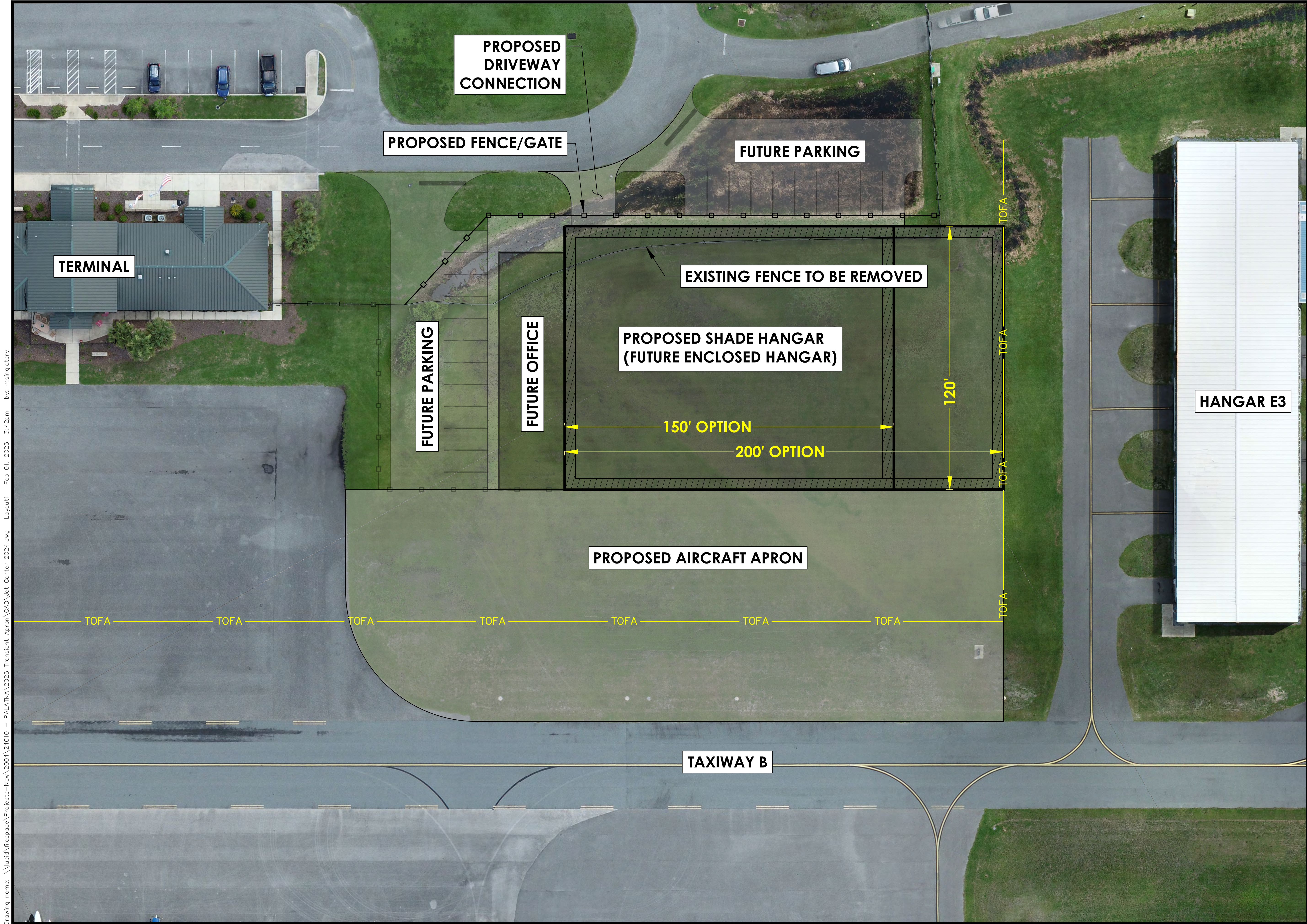
III. Special Services

A geotechnical site investigation will be conducted. A topographic survey will be conducted.

IV. Other Considerations

1. Additional Services that may be required during the life of the project, shall be performed, as agreed upon by the City and Consultant, and as approved, in writing, by the City, with concurrence from FAA and FDOT, prior to such services being rendered or performed.
2. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from City archives. Passero shall have the right to rely on this data and Passero is not responsible for data that is not provided for in the course of this Agreement.

END OF SCOPE OF WORK



Drawing name: \\Lucia\Filespace\Projects-New 2004\24010 - PALATKA\2025 Transient Apron\CAD\Let_Center 2024.dwg Layout1 Feb 01, 2025 3:42pm by: msingletary

PASSERO
engineering architecture

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Stamp:

Client:

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**NORTH TERMINAL
AREA TRANSIENT
AIRCRAFT APRON
EXPANSION**

Palatka
Municipal Airport
Town/City: Palatka

County: St. Johns State: Florida

Project No.
2400010.0000

Drawing No.
1

Date
February 2025

Page 73 of 225



March 27, 2025

VIA EMAIL: msingletary@passero.com

Matt Singletary, PE
PASSERO ASSOCIATES
335 S. Legacy Trail, Suite B-102
St. Augustine, FL 32092

Palatka Hangar Project
4015 Reid Street
Palatka, Florida 32177
Section 03, Township 10 South, Range 29 East, Putnam County, Florida

Dear Matt,

We are pleased to submit our proposal for a Topographic Survey on two separate areas, totaling 3.6 Acres of the above-referenced project. It is our understanding that the City of Palatka/Airport requires a Topographic Survey to support the design of the Palatka Hangar Project. We appreciate the opportunity to provide these services to you. Please contact us if you have any questions.

SCOPE OF WORK:

Provide a **Topographic Survey** in accordance with Chapter 5J-17 F.A.C. to include the following:

1. All survey points shall be depicted as "Civil Point Objects" as created in AutoCAD Civil 3D.
2. All data shall be presented in state plane coordinates (NAD83). Vertical datum NAVD 88 shall be used.
3. Locate and identify pavement markings. Airfield centerlines shall be located on the center and edge. Stripes shall be located along the outside edge at increments of 100'.
4. Locate all existing airfield edge lights with all duct and cable markers.
5. Locate horizontally and vertically existing edges of pavement for all pavements inside the survey corridor.
6. Locate and provide legend of all signage.
7. Provide location of drainage structures.
8. Locate all miscellaneous structures in paved and grassed areas.
9. Locate all above ground utilities, and underground utilities to the extent possible.
10. Provide locations of geotechnical borings.
11. The survey deliverables shall be electronic files fully compatible with AutoCAD Civil 3D.
12. Provide horizontal and vertical control points that will be used for construction in the area of the survey.
13. Provide the survey on an appropriate scale for readability.

Palatka Hangar Project
4015 Reid Street
Topographic Survey



14. During the construction phase of this project, the surveyor must be available to meet with the contractor to discuss any survey coordination such as control point and grading verification that may be required.

DELIVERABLE

The final product will be (3) certified prints and an electronic file for your use.

DELIVERY

All documents will be sent to the client or the client's representative(s) via **USPS**. If overnight shipping is requested or required by the client or the client's representative(s), then said charges would appear as a separate item on our invoice unless we are provided with the client's overnight carrier account number for shipping.

ADDITIONAL SERVICES

Any service not explicitly provided for in the above scope will be billed as additional services and will be performed at our then-current hourly rates as provided for in Exhibit A.

INFORMATION PROVIDED BY CLIENT

SSMC shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.

Subsurface Utility Designation

1. Horizontally locate and field mark (paint & flags) all public subsurface utility mains found excluding service lines, gravity sewer lines and irrigation.

OPTIONAL UTILITY DELIVERABLE

The final product will be a field drafted plan sheet or utility designation field sketch(s) of the project area reflecting all pertinent data for your use.

UTILITY TERMS AND CONDITIONS

Passero Associates agrees to abide by the Sunshine 811, Florida State Statutes Chapter 556.106 and all applicable laws, and regulations that pertain to the services provided.

Passero Associates **MUST** provide Southeastern Surveying and Mapping Corporation (SSMC) all plans and records for this site prior to the commencement of field efforts **AND** review plans with SSMC technician. SSMC will rely on the accuracy of such plans and records and will notify Passero Associates if there are any patently or reasonably identifiable defects in the documents prior to performing services. Passero Associates representative will be responsible for reviewing plans with SSMC technician and indicate what utility structure are expected to be encountered and where.

SSMC shall review the site conditions with the use of a Ground Penetrating Radar (GPR) in the presence of Passero Associates Authorized Representative based upon the plans and records provided.

Palatka Hangar Project
4015 Reid Street
Topographic Survey



Passero Associates is aware that due to the inherent uncertain nature of subsurface utilities, including but not limited to deficient or misrepresentation of prints, SSMC cannot guarantee that all subsurface utility lines will be accounted for. SSMC will ensure that all reasonable efforts are made to identify the location of said underground utilities and provide the best available information within the project area with the use of Ground Penetrating Radar and Electronic Line Locating Equipment, as needed. Additional research will only be conducted by SSMC if requested in writing by Passero Associates.

In accordance with the Underground Facility Damage Prevention and Safety Act, the Design Engineer shall perform sufficient Utility Coordination with the Utility providers in this location to affirm the information from SSMC's efforts and confirm that no other subsurface utility is possibly undetected by these efforts.

SSMC will certify that the surface designation is within two (2) feet of the true underground position of the utility relative to the mark as shown on the surface in accordance with the plans provided and the reasonable efforts conducted to locate the utilities as outlined above.

SSMC shall not be held liable for any latent or unreasonably discoverable utilities in the project area. Furthermore, in the event of a claim regarding the services provided in the proposal, SSMC shall have liability for reasonable and necessary defense costs to the extent caused by SSMC's negligence.

PROJECT TIMELINE:

We anticipate the commencement of the above-described work **within twenty (20) business days** after receipt of a written notice to proceed.

EXPENSES AND FEES

Our fee for the above-referenced work will be as follows:

Topographic Survey:	\$ 5,871.00
----------------------------	--------------------

PAYMENT TERMS:

Payment is expected within thirty (30) days from the date of the invoice.

PAYMENT OPTIONS

SSMC is committed to ensuring our clients have access to various payment options. These options include cash, paper checks, ACH transfers, wire transfers, and credit cards. Credit card payments are subject to a vendor administrative fee of 3.5% of the invoice total.

We look forward to the opportunity to work with you on this project.

Sincerely,

Thomas F Ferguson, PSM
Project Manager

Jackson Geotechnical Engineering

164 Plaza Del Rio Drive
St. Augustine, Florida 32084
904-252-2292

March 26, 2025

Passero Associates, Inc.
335 S. Legacy Trail, Suite B-102
St. Augustine, FL 32092

Att: Mr. Matt Singletary, P.E.

RE: Proposal for Geotechnical Exploration and Engineering Services
Palatka Hangar Project
Palatka, Florida
JGE Proposal No. 25-902.1

In response to your recent request, Jackson Geotechnical Engineering is pleased to provide this proposal for geotechnical exploration and engineering services. This proposal documents our understanding of the project, provides our scope of services, project budget, and schedule.

PROJECT INFORMATION

Project information was provided during correspondence with you. We were provided with an aerial photograph of the subject site. Superimposed on the photograph were the subject construction areas and requested scope of services.

We understand the proposed project will consist of constructing a hangar facility at the subject site. It is anticipated the proposed construction will include an aircraft hangar, apron pavement, and dry retention pond expansion.

PROPOSED SCOPE OF SERVICES

- 2 SPT borings @ 20 feet in the proposed hangar building area
- 2 SPT borings @ 10 feet in the proposed apron pavement area
- 2 SPT borings @ 15 feet in pond expansion areas
- A horizontal and a vertical permeability test at each of the pond borings (4 tests)
- Engineering Report

SCHEDULE AND FEES

Currently, field exploration can typically commence within approximately 2 to 3 weeks after authorization has been received. We expect the field testing will take approximately 1 to 2 days to complete. Currently, a report could be issued within approximately two weeks after completion of field exploration and laboratory testing.

We propose performing the scope of services listed above for a lump-sum fee of **\$5,455.00**. If we encounter any unforeseen conditions at the site that may require additional services, we will notify you immediately.

We require written approval of this proposal prior to performing any work. The right of entry to the property from the Client is considered granted by the acceptance of this proposal. Please understand that some damage to the existing site including vegetation (landscaping, grass, weeds, ground rutting, etc.) will occur during the normal process of performing the soil borings. Limited hand clearing will be performed, as needed, in order to access the boring locations. While we will attempt to limit any such damage during the site access and drilling of the site, the restoration of any damage is not included in the scope of this proposal.

We will call-in utility locates, as required by State law. We request the locations of known utilities within the area be provided to us. A private utility locate service can be utilized by others to increase the probability of identifying utilities. Utilizing a private utility locate service is not included in this proposal. Jackson Geotechnical Engineering will not be held responsible for damage to utilities.

PAYMENT COMPLIANCE

The parties (client and Jackson Geotechnical Engineering) agree the fees mentioned above in the *Schedule and Fees* section of this proposal will be paid to Jackson Geotechnical Engineering within 30 days of conveyance of report and invoice. The payment for our services is not dependent on bank loans, closings, or any other outside funding sources. A late fee of 1.5% per month will be assessed on any past-due invoices.

Site Investigation Map

Write a description for your map.

Legend

 Survey Area

**PROPOSED HANGAR AND AIRCRAFT APRON PAVEMENT
TOPOGRAPHIC SURVEY AREA - 2.60 ACRES
2 - BUILDING BORINGS (20' SPT)
2 - PAVEMENT BORINGS (10' SPT)**

**PROPOSED POND EXPANSION DRY POND W/ UNDERDRAINS
TOPOGRAPHIC SURVEY AREA - 1 ACRE
2 - 15' BORINGS WITH PERMEABILITY TESTING**

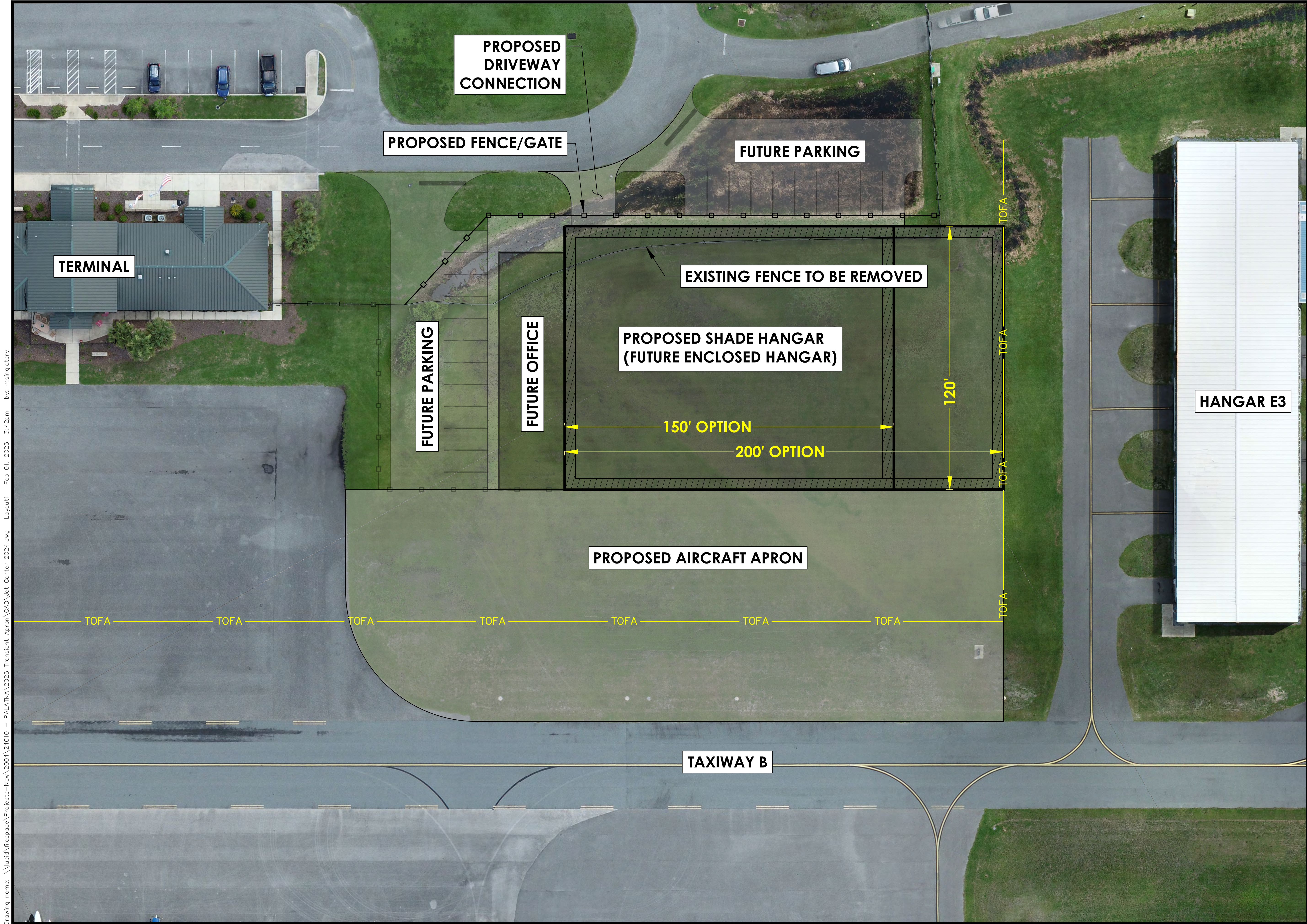
Google Earth

Image © 2025 Airbus

600 ft

Page 79 of 225

Project Sketch



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PASSERO
engineering architecture

20' 0 20'

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St. Augustine, FL 32095
Principal-in-Charge

(904) 757-6106
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Revisions				
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**NORTH TERMINAL
AREA TRANSIENT
AIRCRAFT APRON
EXPANSION**

Palatka
Municipal Airport
Town/City: Palatka
County: St. Johns State: Florida

Project No.
2400010.0000

Drawing No.
1

Date
February 2025

Environmental Determination Documentation

**FAA ORLANDO AIRPORTS DISTRICT OFFICE – CATEGORICAL EXCLUSION (CATEX)
SHORT FORM**

Airport: Palatka Municipal Airport Project Title: Transient Aircraft Parking Apron

Use this CATEX Short Form if the Proposed Action is a federal action subject to NEPA and normally would not individually or cumulatively have a significant effect on the human environment. **Identify the applicable paragraph on the line below from FAA Order 1050.1F, paragraphs 5-6.1 through 5-6.6 for the Proposed Action.**

FAA Order 1050.1F, paragraph 5-6.4.e

List all components of the Proposed Action and Connected Actions (if any) on a separate sheet. *A CATEX should not be used for a segment or an interdependent part of a larger proposed action.* Include a summary of existing conditions at the Proposed Action site. Attach a site map identifying the Proposed Action area on the airport's current ALP and a recent aerial of the Proposed Action area.

Certify that the Proposed Action and Connected Actions are **NOT** likely to have extraordinary circumstances or significant impacts. Significance thresholds and factors to consider are in FAA Order 1050.1F Exhibit 4-1. Extraordinary circumstances are listed in FAA Order 1050.1F paragraph 5-2, and summarized below:

- An adverse effect on cultural resources protected under the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 300101 et seq.;
- An impact on properties protected under Section 4(f);
- An impact on natural, ecological, or scenic resources of Federal, state, tribal, or local significance (e.g., federally listed or proposed endangered, threatened, or candidate species, or designated or proposed critical habitat under the Endangered Species Act, 16 U.S.C. §§ 1531-1544);
- An impact on the following resources: resources protected by the Fish and Wildlife Coordination Act, 16 U.S.C. §§ 661-667d; wetlands; floodplains; coastal zones; national marine sanctuaries; wilderness areas; National Resource Conservation Service-designated prime and unique farmlands; energy supply and natural resources; resources protected under the Wild and Scenic Rivers Act, 16 U.S.C. §§ 1271-1287, and rivers or river segments listed on the Nationwide Rivers Inventory (NRI); and solid waste management;
- A division or disruption of an established community, or a disruption of orderly, planned development, or an inconsistency with plans or goals that have been adopted by the community in which the project is located;
- An increase in congestion from surface transportation (by causing decrease in level of service below acceptable levels determined by appropriate transportation agency, such as a highway agency);
- An impact on noise levels of noise sensitive areas;
- An impact on air quality or violation of Federal, state, tribal, or local air quality standards under the Clean Air Act, 42 U.S.C. §§ 7401-7671q;
- An impact on water quality, sole source aquifers, a public water supply system, or state or tribal water quality standards established under the Clean Water Act, 33 U.S.C. §§ 1251-1387, and the Safe Drinking Water Act, 42 U.S.C. §§ 300f-300j-26;
- Impacts on the quality of the human environment that are likely to be highly controversial on environmental grounds. The term "highly controversial on environmental grounds" means there is a substantial dispute involving reasonable disagreement over the degree, extent, or nature of a proposed action's environmental impacts or over the action's risks of causing environmental harm.
- Likelihood to be inconsistent with any Federal, state, tribal, or local law relating to the environmental aspects of the proposed action; or
- Likelihood to directly, indirectly, or cumulatively create a significant impact on the human environment, including, but not limited to, actions likely to cause a significant lighting impact on residential areas or commercial use of business properties, likely to cause a significant impact on the visual nature of surrounding land uses, likely to cause environmental contamination by hazardous materials, or likely to disturb an existing hazardous material contamination site such that new environmental contamination risks are created.

Based on the information in this Short Form CATEX and supporting information, I certify that the Proposed Action and Connected Actions meet(s) all requirements for a CATEX in accordance with FAA Order 1050.F and do not have any extraordinary circumstances or significant impacts.

YL McN
Signature of Authorized Airport Representative

2-12-25
Date

FAA Determination (signature of Program Manager):

Categorically Excluded: AMY MARIE REED Digitally signed by AMY MARIE REED
Date: 2025.02.12 13:50:13 -05'00' Date: _____

Requires further environmental analysis: _____ Date: _____

Final 7-8-2016

CATEGORICAL EXCLUSION ENVIRONMENTAL DETERMINATION CHECKLIST

Airport: Palatka Municipal Airport (28J)

Prepared and certified by: Passero Associates, LLC

Date: 10/7/2024

	YES**	NO	COMMENTS
THE PROPOSED ACTION MUST BE LISTED IN FAA ORDER 1050.1F PARAS. 5-6.1-5-6.6 AS AN ACTION THAT WOULD NORMALLY BE CATEGORICALLY EXCLUDED			Proposed Action is listed in AA Order 1050.1F 5-6.1.e. as Categorically Excluded.
THE PROPOSED ACTION CONSISTS OF:			
Helicopter facilities or operations		x	
Land acquisition		x	
New airport serving general aviation		x	
Access or service road construction		x	
New airport location		x	
New runway		x	
Runway extension, strengthening, reconstruction, resurfacing or widening		X	
Converting prime or unique farmland		x	
Runway Safety Area (RSA) improvements		x	
ILS or ALS installation		x	
Airport development (hangars, terminal expansion)		x	
On-airport aboveground or underground fuel storage tanks		x	
Construction, reconstruction, or relocation of an ATCT		x	
THE PROPOSED ACTION WILL AFFECT:			
Historic/Archeological/Cultural Resources		x	
Section 4(f) or 6(f) resources		x	
Federally listed, endangered, threatened, or candidate species, or designated/proposed critical habitat		X	
Federal, state, tribal, or local natural, ecological, or scenic resources		X	
Wetlands, floodplains, waterways		x	
Energy supply or natural resources		x	
Protected rivers or river segments		x	
Established community(s), planned development, or plans/goals adopted by the local community		X	
Surface vehicular traffic (reduce LOS)		x	
Air quality or violate Federal, state, tribal or local standards		x	
Water quality, a sole source aquifer, public water supply system, or federal, state, or tribal water quality standards		X	
THE PROPOSED ACTION IS LIKELY TO:			
Be Highly Controversial on Environmental Grounds		x	
Be Inconsistent with Federal, state, tribal, or local law relating to environmental aspects		X	
Cause residential or business relocations		x	
Increase noise levels over Noise Sensitive Land Uses within the 65 dBA noise contour or newly include Noise Sensitive Land Uses within the 65 dBA noise contour.		X	
Cause Environmental Justice Impacts		x	
Contain Hazardous Materials or Affect Hazardous Materials/Sites		X	
Create a Wildlife Hazard per AC 150/5200-33		x	
Increase lighting impacts on residential communities or impact the visual nature of surrounding land uses		X	

** Attach detailed explanations or analysis for all "yes" answers on a separate sheet that supports a Categorical Exclusion determination.

PASSERO

MEMORANDUM

TO: Amy Reed, Environmental Protection Specialist, Federal Aviation Administration

FROM: Matt Singletary, Project Manager, Passero Associates

DATE: 2/10/2025

RE: CATEX – Palatka Municipal Airport (28J) Construct Transient Aircraft Parking Apron (North Terminal Area)

An FAA grant Pre-Application was submitted for this project in October 2024. The following narrative and attachments are presented as a Simple Written Record to accompany the short form CATEX document previously submitted with the grant Pre-Application.

Please refer to the attached Project Sketch for illustration of the overall connected project overlaid onto an aerial map. The overall project includes not only new paved aircraft parking pavement, but also a new aircraft storage hangar, office, and some associated vehicular pavement.

The existing site consists primarily of an open grass field situated between Taxiway B to the south, the terminal apron and the terminal building to the west, stormwater retention areas and an airport access road to the north, and T-Hangar E3 and associated taxiway to the east.

The only existing site feature other than the open grass field that will be impacted by the proposed project is the existing stormwater retention areas to the north. These stormwater facilities were constructed as part of the Terminal Building development that was completed around 2009. The proposed project site falls within the same drainage basin as the Terminal Building and surrounding site development. This drainage basin is served by a dry pond located to the east (see attached map showing location).

The existing stormwater management facilities will be modified as part of this project to comply with all requirements of the St. Johns River Water Management District. The most likely solution is to expand the existing dry pond to the south. It should be noted that this area adjacent to Taxiway B has never been utilized for hangar development to avoid hazardous structures within the drop zone of the Skydive Palatka operation.

NORTH TERMINAL AREA TRANSIENT AIRCRAFT APRON EXPANSION

Palatka
Municipal Airport
Town/City: Palatka

Town/City: **Pelee**

City: St. Johns
State: Florida

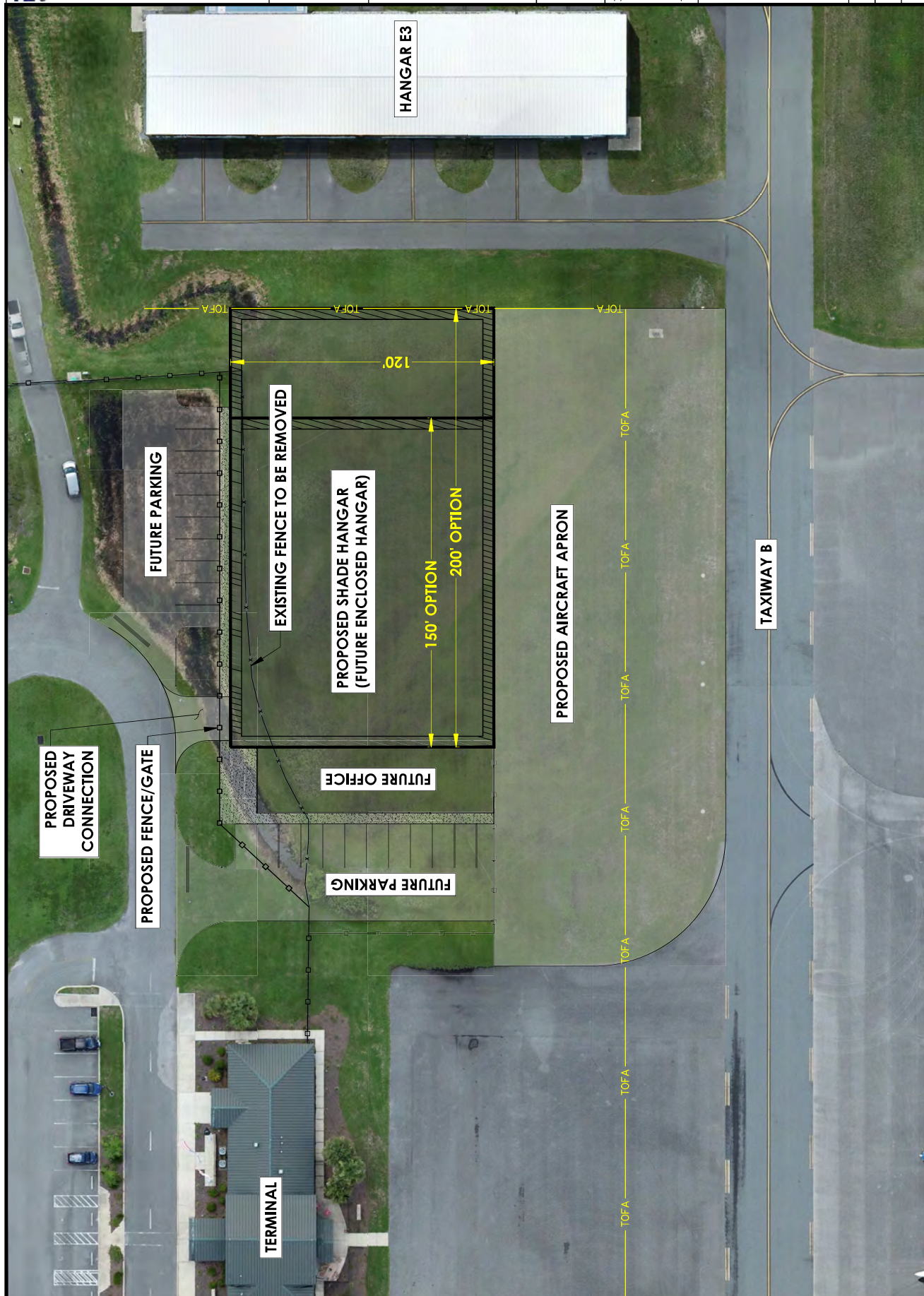
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Stormwater Pond Location

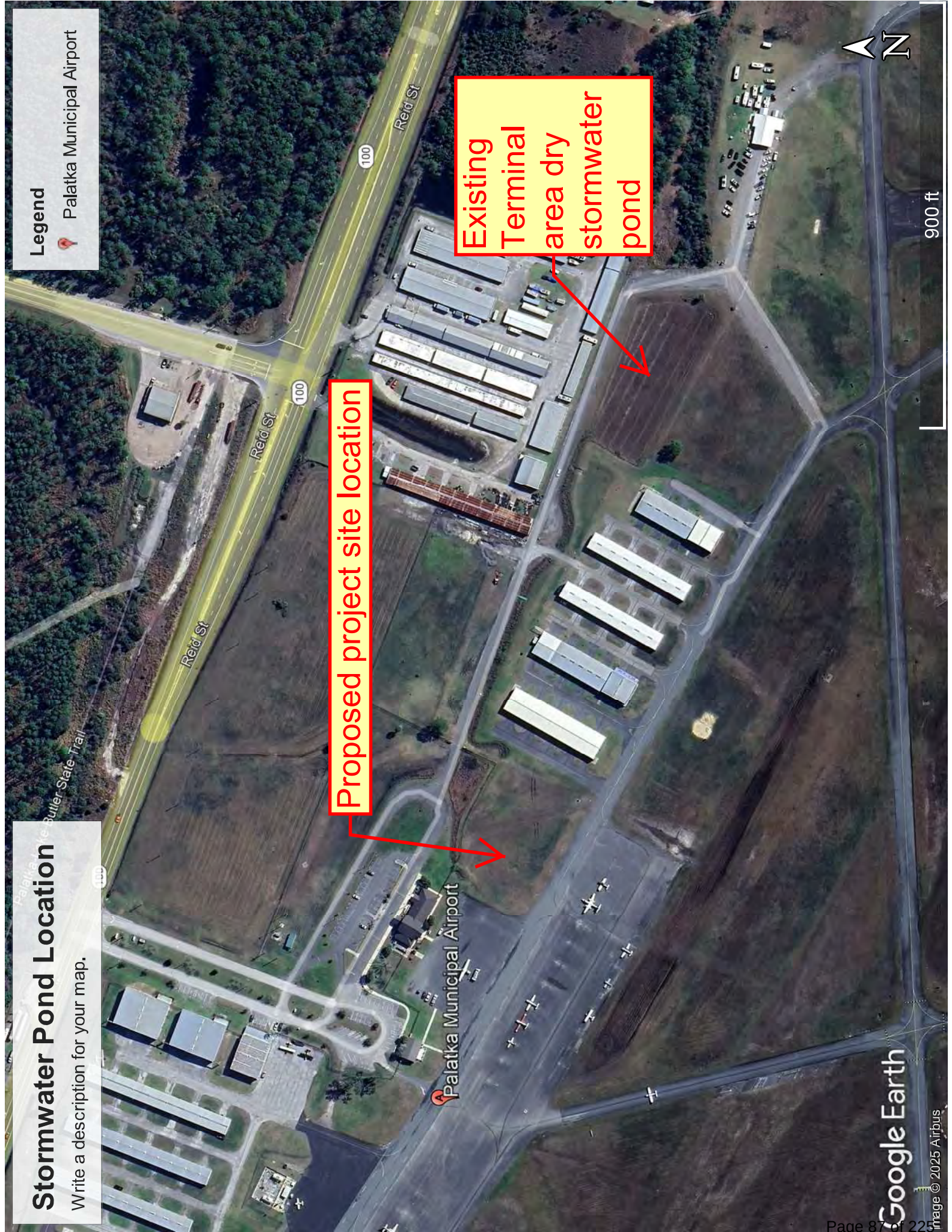
Write a description for your map.

Legend

 Palatka Municipal Airport

Proposed project site location

Existing
Terminal
area dry
stormwater
pond



Project Schedule

**Palatka Municipal Airport (28J)
Airport Improvement Program
FY 2025 Grant Application**

Proposed Project Schedule

Project: Transient Aircraft Parking Apron (Design)

TASK	DATE
Application Submittal to FAA ADO Engineer	4/1/2025
Grant Offer	6/1/2025
Execution of FAA Grant	6/1/2025
Notice to Proceed	7/1/2025
OE/AAA Submission	10/1/2025
Submit Plans & Bid Documents to FAA	3/1/2026
Project Bid Phase	4/1/2026
Final Completion	5/1/2026
Project Close Out	6/1/2026

Sponsor Certifications to the FAA

Drug-Free Workplace
Plans and Specifications
Selection of Consultants
Conflict of Interest

Drug-Free Workplace Airport Improvement Program Sponsor Certification

Sponsor: City of Palatka

Airport: Palatka Municipal Airport

Project Number:

Description of Work: This project includes the expansion of transient aircraft parking apron pavement in north terminal area (3400 SY) and associated stormwater improvements.

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

☒ Yes ☐ No ☐ N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

☒ Yes ☐ No ☐ N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

☒ Yes ☐ No ☐ N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

☒ Yes ☐ No ☐ N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

☒ Yes ☐ No ☐ N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

☒ Yes ☐ No ☐ N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

☒ Yes ☐ No ☐ N/A

Site(s) of performance of work (2 CFR § 182.230):

Location 1

Name of Location: Palatka Municipal Airport

Address: 4015 Reid St, Palatka, FL 32177

Location 2 (if applicable)

Name of Location:

Address:

Location 3 (if applicable)

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: City of Palatka

Name of Sponsor's Authorized Official: Marcia Carty

Title of Sponsor's Authorized Official: City Manager

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Project Plans and Specifications

Airport Improvement Program Sponsor Certification

Sponsor: City of Palatka

Airport: Palatka Municipal Airport

Project Number:

Description of Work: This project includes the expansion of transient aircraft parking apron pavement in north terminal area (3400 SY) and associated stormwater improvements.

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor (www.dol.gov/). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).
☒ Yes ☐ No ☐ N/A

2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).
☒ Yes ☐ No ☐ N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).
☒ Yes ☐ No ☐ N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).
☒ Yes ☐ No ☐ N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).
☒ Yes ☐ No ☐ N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).
☒ Yes ☐ No ☐ N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).
☒ Yes ☐ No ☐ N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).
☒ Yes ☐ No ☐ N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).
☒ Yes ☐ No ☐ N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).
☒ Yes ☐ No ☐ N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)
☐ Yes ☐ No ☒ N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.
☒ Yes ☐ No ☐ N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

☐ Yes ☐ No ☒ N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

☒ Yes ☐ No ☐ N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

☒ Yes ☐ No ☐ N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: City of Palatka

Name of Sponsor's Authorized Official: Marcia Carty

Title of Sponsor's Authorized Official: City Manager

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

[Submit by Email](#)

Selection of Consultants

Airport Improvement Program Sponsor Certification

Sponsor: City of Palatka

Airport: Palatka Municipal Airport

Project Number:

Description of Work: This project includes the expansion of transient aircraft parking apron pavement in north terminal area (3400 SY) and associated stormwater improvements.

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).
☒ Yes ☐ No ☐ N/A
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).
☒ Yes ☐ No ☐ N/A
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).
☒ Yes ☐ No ☐ N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- ☒ Yes ☐ No ☐ N/A
5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- ☒ Yes ☐ No ☐ N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- ☒ Yes ☐ No ☐ N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
- ☒ Yes ☐ No ☐ N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- ☒ Yes ☐ No ☐ N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- ☒ Yes ☐ No ☐ N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- ☒ Yes ☐ No ☐ N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
- ☒ Yes ☐ No ☐ N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- ☒ Yes ☐ No ☐ N/A

- ☒
- Yes
- ☐
- No
- ☐
- N/A

- ☒
- Yes
- ☐
- No
- ☐
- N/A

Certification and Disclosure Regarding Potential Conflicts of Interest

Airport Improvement Program Sponsor Certification

Sponsor: City of Palatka

Airport: Palatka Municipal Airport

Project Number:

Description of Work: This project includes the expansion of transient aircraft parking apron pavement in north terminal area (3400 SY) and associated stormwater improvements.

Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

☒ Yes ☐ No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

☒ Yes ☐ No

3. The sponsor or sub-recipient certifies that it has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

☒ Yes ☐ No

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: City of Palatka

Name of Sponsor's Authorized Official: Marcia Carty

Title of Sponsor's Authorized Official: City Manager

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Exhibit A (Airport Property Inventory Map)

The Exhibit A Airport Property Map is currently being updated to meet current FAA standards. This project will be completed in calendar year 2025.

Exhibit C (Opinion of Title)

**EXHIBIT "C" - TITLE OPINION CERTIFICATE
FAA Southern Region**

To: Manager, Airports Division

Subject: Palatka Municipal Airport

AIP Project No. TBD

This certification is made to satisfy (check **both** if applicable):

☒ **Part II Section C.10 of the Grant Application (FAA Form 5100-100) for existing airport property**

☐ **Grant conditions relative to satisfactory title evidence for land being acquired under this project**

The City of Palatka, Florida, a (hereinafter referred to as the "Sponsor"), pursuant to Section 47105(d) of the Federal Aviation Administration Authorization Act of 1994 (and amendments), hereby certifies that satisfactory property interest to the land indicated herein is vested in the Sponsor, as required by obligations of the referenced Grant Agreement with the Federal Aviation Administration.

The Sponsor hereby certifies that it holds the quality of title described below, as of the date of the attorney's title opinion on which this certification is based.

Parcel Number (Per Exhibit A)	Quality of Interest (Fee, Easement*, etc.)
Parcel 03-10-26-0000-0010-0000	Fee Simple Interest.

Parcels must be listed. Avoid simply referencing the Exhibit A Property Map. Attach additional sheets as necessary. Note: Due to number of parcels, the (full-size – 24"x36") Data Sheet listing each is attached for the absolute accuracy of this Form.

*The Sponsor certifies that granters of easements constitute all of the owners of the land affected by such easements, and they had such quality of title in and to such land as to enable them to convey the interest purported to be conveyed in and by the easements granted. No other interests or rights exist which are incompatible with or would interfere with the exercise and enjoyment by the Sponsor of the rights and interests conveyed.

Sponsor hereby certifies that the Sponsor or the Sponsor's attorney have reviewed, evaluated and subordinated to airport use where necessary, all encumbrances and that no outstanding encumbrances exist which might affect the maintenance, operation, or development of the airport.

Airport Sponsor
Address
City, ST ZIP

April 1, 2025

Jenny Iglesias, Planner
Orlando Airports District Office
South Park Building
8427 South Park Circle
Orlando, FL 32819

Dear Ms. Iglesias:

Subject: Palatka Municipal Airport (28J): City of Palatka, Florida
FY 2025 Airport Improvement Program
Grant Application – Design

In accordance with the Airport Improvement Program (AIP) and as established in our 5-year Capital Improvement Plan (CIP), enclosed please find the 2025 AIP Grant Application for the following project:

Transient Aircraft Parking Apron (Design)

On behalf of the City of Palatka, the following items are enclosed for the above project in the grant application:

- ✓ Grant Application Documents Checklist
- ✓ Standard Form 424, Form 5100-100 (Part II and III)
- ✓ Detailed Project Information Sheet
- ✓ Individual Project Cost Breakdown and Total Cost Summary
- ✓ Passero Associates Work Order 25-76
- ✓ Project Sketch
- ✓ Environmental Determination Documentation (Categorical Exclusion Short Form)
- ✓ Project Schedule
- ✓ Four (4) Airport Sponsor AIP Certifications
- ✓ Exhibit "A" Airport Property Inventory Map
- ✓ Exhibit "C" Title Opinion Certificate (FAA Southern Region Form)

At this time, we are requesting \$67,760.00 based on estimate / negotiated agreement as reflected in the airport's CIP in which resembles the information provided to the ADO via the CIP update. We understand that any substantial increase in federal funding request may jeopardize funding for the enclosed project (s).

Sincerely,

Marcia
City Manager

cc: Yul McNair, Airport Manager
Kyle Coffman, FDOT District 2 Aviation Administrator
Matthew Singletary, P.E., Passero Associates

ADOPT RESOLUTION 2025-R-57 authorizing the construction and maintenance agreement with FDOT for Project Number 428797-3-52-01 to improve the intersection of FDOT-owned property located at the intersection of SR 20 (Crill Ave and Morris St). 100% FDOT funded construction and maintenance project

Address:

Parcel No.:

Applicant:

STAFF REPORT

DATE: April 10, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Enter into Construction and Maintenance Agreement with FDOT regarding safety improvements to SR 20.

BACKGROUND

FDOT has identified safety issues with the SR intersection and will be making improvements by placing a curb and gutter to close access onto SR 20, regrading and sodding, construction of a sidewalk and all America with Disabilities Act (ADA) improvements, drainage pipes and drainage structures, signing and pavement. 100% FDOT funded contingent on appropriations.

PROJECT ANALYSIS

The Construction and Maintenance Agreement seeks to address the public safety issues identified by FDOT.

Staff Recommendation

Approve the resolution.

ATTACHMENTS

1.	FDOT SR 20 City of Palatka CMA 01-23-2025
2.	FDOT Construction and Maintenance Agreement SR 20

CONSTRUCTION & MAINTENANCE AGREEMENT

THIS CONSTRUCTION & MAINTENANCE AGREEMENT ("Agreement") is made and entered into by and between the State of Florida Department of Transportation ("Department") and the City of Palatka, Putnam County, Florida ("Agency").

-RECITALS-

1. The term "Property" shall refer to certain real property located in the City of Palatka, Putnam County, Florida, where certain portions are owned by the Agency, and more particularly described as Crill Avenue and Morris Street, and referred to as "Agency Property," as shown in orange in the attached, while other portions are owned by the Department and more particularly described as State Road 20 ("SR 20"), as shown in green in the attached **Exhibit "A"**; and
2. The Department will be constructing a "Project" under Financial Project Number 428797-3-52-01 in an effort to improve and address safety concerns at the intersection of SR 20 and the Agency Property; and
3. The term "Improvements" means and shall refer to the placing of curb and gutter to close access onto SR 20, regrading and sodding, construction of sidewalk and all American with Disabilities Act ("ADA") improvements, drainage pipes and drainage structures, signing and pavement on the Property, as more particularly shown in blue in the **Exhibit "B" Composite B-1**; and
4. For the purpose of this Agreement, Improvements that are constructed on SR 20 right-of-way shall be referred to as "On-System Improvements," and highlighted in green in **Exhibit "B" Composite B-2 through B-3**; and
5. For the purpose of this Agreement, Improvements that are constructed on or within the Agency Property shall be referred to "Off-System Improvements", and highlighted in purple on **Exhibit "B" Composite B-2 and B-3**; and
6. The Department shall fund construction of the Improvements on the Property, which is wholly contingent upon appropriation of funds to the Department; and
7. The Department shall construct the Improvements on the Property; and
8. A date for the commencement of construction of the Improvements has not been established; and
9. The Agency shall ensure that the Agency Property is free and clear of any and all encroachments that may prevent the Agency from maintaining the Improvements; and
10. Upon completion of the Project, the Agency shall continue to own, operate, maintain and repair the Off-System Improvements, at its sole cost and expense; and
11. Upon completion of the Project, the Department shall continue to own, operate, maintain and repair the On-System Improvements; and
12. By Resolution/Ordinance _____ dated _____, the Agency authorized its representative to execute and enter this Agreement on behalf of the Agency, see **Exhibit "C"**.

NOW THEREFORE, with full knowledge and understanding of the laws governing the subject matter of this Agreement, and in consideration of the above recitals and the mutual covenants and conditions contained in this Agreement, the parties, intending to be legally bound, acknowledge and agree as follows:

1. RECITALS AND EXHIBITS

The above recitals and attached Exhibits are specifically incorporated by reference and made part of this Agreement.

2. EFFECTIVE DATE

The "Effective Date" of this Agreement shall be the date the last of the parties to be charged executes the Agreement.

3. ACCESS

This Agreement authorizes the Department to access the Agency Property for the limited purpose of performing this Agreement.

4. TERM

The initial term of this Agreement shall be for a period of one (1) year, commencing on the Effective Date and concluding on the anniversary of the Effective Date. This Agreement shall automatically renew for successive and continuing like one (1) year terms unless terminated by the Department in writing.

5. E-VERIFY

The Agency (A) shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and (B) shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

6. COMPLIANCE

The Agency shall perform the Agreement in a good and workmanlike manner, with reasonable care, in accordance with the terms and provisions of this Agreement and all applicable federal, state, local, administrative, regulatory, safety and environmental laws, codes, rules, regulations, policies, procedures, guidelines, standards, specifications and permits, as the same may be constituted and amended from time to time, including, without limitation, those of the Department, Water Management District with requisite jurisdiction, Florida Department of Environmental Protection, Environmental Protection Agency, Army Corps of Engineers, United States Coast Guard and local governmental entities ("Governmental Law").

7. PERMITS

In the performance of maintaining the Improvements, the Agency *may be required* to obtain one or more Department permits which may include copies of the Agreement as an exhibit. Notwithstanding the inclusion or incorporation of the Agreement as part of any such Department permits, the Agreement shall remain separate and apart from such permits and shall not be merged into the same absent the prior written express consent of the Department. Should any term or provision of the Agreement conflict with any term, provision or requirement of any Department permit, the terms and provisions of the Agreement shall control unless specifically noted otherwise in any such Department permit. For purposes of this Agreement, the term "permit" shall also include the Department's Construction Agreement which may be required for permanent improvements installed within the Department's right-of-way.

8. PROJECT MANAGEMENT

A. The Department shall manage the Project for the design and construction of the Improvements and perform such activities as the Department deems necessary and appropriate to complete the Project for the Improvements, including, without limitation, seeking and obtaining approval and participation by one or more federal agencies, design of the Improvements, acquisition of right-of-way, construction of the Improvements, and any other activities to facilitate satisfactory completion of the Improvements. The Department shall commence construction of the Improvements at its convenience after the appropriation of sufficient funds.

9. UTILITIES

The Agency shall be responsible for locating, removing and relocating utilities, both aerial and underground, if required for the Agency to maintain the Improvements in accordance with this Agreement. The Agency shall ensure all utility locations are accurately documented on the construction Plans and Specifications, including the final as-built plans. All utility conflicts shall be resolved by the Agency directly with the applicable utility.

10. OPERATION, MAINTENANCE & REPAIR (ON-SYSTEM IMPROVEMENTS)

The Department shall own, operate, maintain and repair all On-System Improvements.

11. OPERATION, MAINTENANCE & REPAIR (OFF-SYSTEM IMPROVEMENTS)

A. The Agency shall operate, maintain, and repair the Off-System Improvements at its sole cost and expense, in a good and workmanlike manner, with reasonable care, in accordance with the terms and provisions of this Agreement including applicable Governmental Law.

B. The Agency agrees that it will be solely responsible for the operation, maintenance, and repair of the Off-System Improvements. Should the Agency fail to operate, maintain, and repair the Off-System Improvements in accordance with the terms and provisions of this Agreement and applicable Governmental Law, and the Department be required to perform such operation, maintenance, or repair pursuant to 23 CFR 1.27 and under the authority of Title 23, Section 116, U.S. Code, the Agency agrees that it shall be fully responsible to the Department for repayment of any funds expended by the Department for the operation, maintenance, or repair of the Off-System Improvements. The Department shall invoice the Agency for any operation, maintenance, or repair expenses charged to the Department, and the Agency shall pay such invoices in accordance with the Payment section of this Agreement. Nothing in this Agreement shall relieve the Agency of its financial obligations to the Department should this occur.

C. The Agency further agrees to allow the Department access to the Property and the Off-System Improvements pursuant to Paragraph 3 above should the events described in Paragraph B occur.

12. WARRANTIES

After completion of construction of the Improvements and upon the Agency's written request, the Department shall transfer all transferable warranties concerning construction of the Improvements on the Agency Property to the Agency. The assignment shall be evidenced by a separate written agreement signed by the parties and shall be subject to applicable Governmental Law and the construction agreement entered between the Department and its contractor.

13. EMINENT DOMAIN AND DAMAGES

Under no circumstances shall the Department's exercise of any right provided in this Agreement create any right, title, interest or estate entitling the Agency to full and just compensation from the Department either through inverse condemnation or eminent domain laws or any similar laws regarding the taking of property for public purposes. The Agency forever waives and relinquishes all legal rights and monetary claims which it has, or which may arise in the future, for compensation or damages, including, without limitation, special damages, severance damages, removal costs, and loss of business profits resulting in any manner from the Department's exercise of any right provided in this Agreement. This waiver and relinquishment specifically includes all damages flowing from adjacent properties owned, leased or otherwise controlled by the Agency, as a result of the Department's exercise of any right provided in this Agreement.

14. PAYMENT

All Department invoices submitted for payment pursuant to the terms and provisions of this Agreement are due and payable within thirty (30) days of the date of the invoice ("Due Date"). Any portion of an invoice not received by the Department by the Due Date shall immediately thereafter begin accruing interest at a rate of interest established pursuant to §55.03, Florida Statutes, until paid in full (past due principal and accrued interest shall be collectively referred to as "Past Due Sums").

15. INDEMNIFICATION

A. To the extent permitted by applicable law, the Agency shall promptly defend, indemnify, hold the Department harmless from and pay all demands, claims, judgments, liabilities, damages, fines, fees, taxes, assessments, costs, losses, penalties, construction delay costs / penalties, expenses, attorneys' fees and suits of any nature or kind whatsoever caused by, arising out of or related to the Agency's performance, or breach, of this Agreement ("Liabilities"). The term "Liabilities" shall also specifically include all civil and criminal environmental liability arising, directly or indirectly under any Governmental Law, including, without limitation, liability under the Resource Conservation and Recovery Act ("RCRA"), the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), the Clean Air Act ("CAA") and the Clean Water Act ("CWA"). The Agency's duty to defend, indemnify and hold the Department harmless specifically does not encompass indemnifying the Department for its negligence, intentional or wrongful acts, omissions or breach of contract.

B. The Agency shall notify the Department in writing immediately upon becoming aware of any Liabilities. The Agency's obligation to defend, indemnify and hold the Department harmless from any Liabilities, or at

the Department's option to participate and associate with the Department in the defense and trial of any Liabilities, including any related settlement negotiations, shall be triggered by the Department's written notice of claim for indemnification to the Agency. The Agency's inability to evaluate liability, or its evaluation of liability, shall not excuse performance of the provisions of this paragraph.

16. SOVEREIGN IMMUNITY & LIMITATION OF LIABILITY

Nothing in this Agreement shall be deemed or otherwise interpreted as waiving either party's sovereign immunity protections, or as increasing the limits of liability set forth in §768.28, Florida Statutes, as the same may be amended from time to time. Nothing in this Agreement shall be deemed or otherwise interpreted as waiving the Department's limits of liability set forth in sections 376.305 and 337.27(4), Florida Statutes, as the same may be amended from time to time.

17. NOTICE

All notices, communications and determinations between the parties hereto and those required by the Agreement, including, without limitation, changes to the notification addresses set forth below, shall be in writing and shall be sufficient if mailed by regular United States Mail, postage prepaid, to the parties at the following addresses:

Department: Florida Department of Transportation
Attention: St. Augustine Maintenance Engineer
St. Augustine Maintenance Office
3600 DOT Road
St. Augustine, Florida 32084

Agency: City of Palatka Public Works
Public Works Director
1010 Ocean Street
Palatka, Florida 32177

18. GOVERNING LAW

This Agreement shall be governed in all respect by the laws of the State of Florida.

19. INITIAL DETERMINATION OF DISPUTES

The Department's District Two Secretary ("District Secretary") shall act as the initial arbiter of all questions, difficulties, and disputes concerning the interpretation, validity, performance or breach of the Agreement.

20. VENUE AND JURISDICTION

A. Venue for any and all actions arising out of or in any way related to the interpretation, validity, performance or breach of the Agreement that are not resolved to the mutual satisfaction of the parties by the Department's District Secretary shall lie exclusively in a state court of appropriate jurisdiction in Leon County, Florida.

B. The Agency and all persons and entities accepting an assignment of this Agreement, in whole or in part, shall be deemed as having consented to personal jurisdiction in the State of Florida and as having forever waived and relinquished all personal jurisdiction defenses with respect to any proceeding related to the interpretation, validity, performance or breach of this Agreement.

21. JURY TRIAL

The parties hereby waive the right to trial by jury of any dispute concerning the interpretation, validity, performance or breach of the Agreement, including, without limitation, damages allegedly flowing therefrom.

22. ASSIGNMENT

The Agency shall not assign, pledge or transfer any of the rights, duties and obligations provided in this Agreement without the prior written consent of the Department's District Secretary or his/her designee. The Department has the sole discretion and authority to grant or deny proposed assignments of this Agreement, with or without cause. Nothing herein shall prevent the Agency from delegating its duties hereunder, but such delegation shall not release the Agency from its obligation to perform the Agreement.

23. THIRD PARTY BENEFICIARIES

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Nothing in this Agreement is intended to confer any rights, privileges, benefits, obligations or remedies upon any other person or entity except as expressly provided for herein.

24. VOLUNTARY EXECUTION OF AGREEMENT

Each party warrants and represents to the other: (i) that it understands all of the rights and obligations set forth in the Agreement and the Agreement accurately reflects the desires of said party; (ii) each provision of the Agreement has been negotiated fairly at arm's length; (iii) it fully understands the advantages and disadvantages of the Agreement and executes the Agreement freely and voluntarily of its own accord and not as a result of any duress, coercion, or undue influence; and (iv) it had the opportunity to have independent legal advice by counsel of its own choosing in the negotiation and execution of the Agreement.

25. ENTIRE AGREEMENT

This instrument, together with any exhibits and documents made part hereof by reference, contains the entire agreement of the parties and no representations or promises have been made except those that are specifically set out in the Agreement. All prior and contemporaneous conversations, negotiations, possible and alleged agreements and representations, covenants, and warranties with respect to the subject matter of the Agreement, and any part hereof, are waived, merged herein and superseded hereby.

26. EXECUTION OF DOCUMENTS

The parties agree that they shall promptly execute and deliver to the other all documents necessary to accomplish the intent and purpose of the Agreement and shall do all other acts to effectuate the Agreement.

27. SUFFICIENCY OF CONSIDERATION

By their signature below, the parties hereby acknowledge the receipt, adequacy and sufficiency of consideration provided in the Agreement and forever waive the right to object to or otherwise challenge the same.

28. WAIVER

The failure of either party to insist on the strict performance or compliance with any term or provision of the Agreement on one or more occasions shall not constitute a waiver or relinquishment thereof and all such terms and provisions shall remain in full force and effect unless waived or relinquished in writing.

29. INTERPRETATION

No term or provision of the Agreement shall be interpreted for or against any party because that party or that party's legal representative drafted the provision.

30. CAPTIONS

Paragraph title or captions contained herein are inserted as a matter of convenience and reference and in no way define, limit, extend or describe the scope of the Agreement, or any provision hereof.

31. SEVERANCE

If any section, paragraph, clause or provision of the Agreement is adjudged by a court, agency or authority of competent jurisdiction to be invalid, illegal or otherwise unenforceable, all remaining parts of the Agreement shall remain in full force and effect and the parties shall be bound thereby so long as principle purposes of the Agreement remain enforceable.

32. COMPUTATION OF TIME

In computing any period of time prescribed in the Agreement, the day of the act, event or default from which the designated period of time begins to run, shall not be included. The last day of the period shall be included unless it is a Saturday, Sunday or legal holiday, in which event the period shall run until the end of the next day which is not a Saturday, Sunday or legal holiday.

33. MODIFICATION OF AGREEMENT

A modification or waiver of any of the provisions of the Agreement shall be effective only if made in writing and executed with the same formality as the Agreement.

34. ANNUAL APPROPRIATION / FUNDING

Pursuant to §339.135(6)(a), Florida Statutes, the Department's obligation to fund construction of the Improvement is contingent upon annual appropriation by the Florida Legislature. This Agreement may be terminated by the Department without liability to the Agency if sufficient funds are not appropriated to the Department. The provisions of §339.135(6)(a), Florida Statutes, are set forth herein verbatim and made part of this Agreement, to wit:

"The department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The department shall require a statement from the comptroller of the department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

35. PUBLIC RECORDS

Agency shall comply with Chapter 119, Florida Statutes. Specifically, the Agency shall:

A. Keep and maintain public records that ordinarily and necessarily would be required by the Department to perform this Agreement.

B. Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of the Agreement if Agency does not transfer the records to the Department.

D. Upon completion of this Agreement, transfer, at no cost, to the Department all public records in possession of Applicant or keep and maintain public records required by the Department to perform this Agreement. If Agency transfers all public records to the public Agency upon completion of this Agreement, Agency shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Agency keep and maintain public records upon completion of this Agreement, Agency shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department.

Failure by Agency to act in accordance with Chapter 119 and the foregoing shall be grounds for immediate unilateral cancellation of this Agreement by the Department. Agency shall promptly provide the Department with a copy of any request to inspect or copy public records in possession of Agency and shall promptly provide the Department a copy of Applicant's response to each such request.

IF THE CONSULTANT/CONTRACTOR/VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S/CONTRACTOR'S/VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

District 2
386-758-3727
D2prcustodian@ dot.state.fl.us

Florida Department of Transportation
District 2 - Office of General Counsel
1109 South Marion Avenue, MS 2009
Lake City, FL 32025

IN WITNESS WHEREOF, intending to be legally bound hereby, the parties execute this Agreement, consisting of twelve (12) pages.

Florida Department of Transportation

Attest:

By: _____

By: _____

Printed Name: Greg Evans

Printed Name: Elizabeth Engle

Title: District Two Secretary

Title: Office of the District Two Secretary

Date: _____

Date: _____

Legal Review:

By: _____
Office of the General Counsel
Florida Department of Transportation

City of Palatka

Attest:

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Legal Review:

By: _____
Legal Counsel for Agency

INTENTIONALLY LEFT BLANK

EXHIBIT "A"
(Project Location)

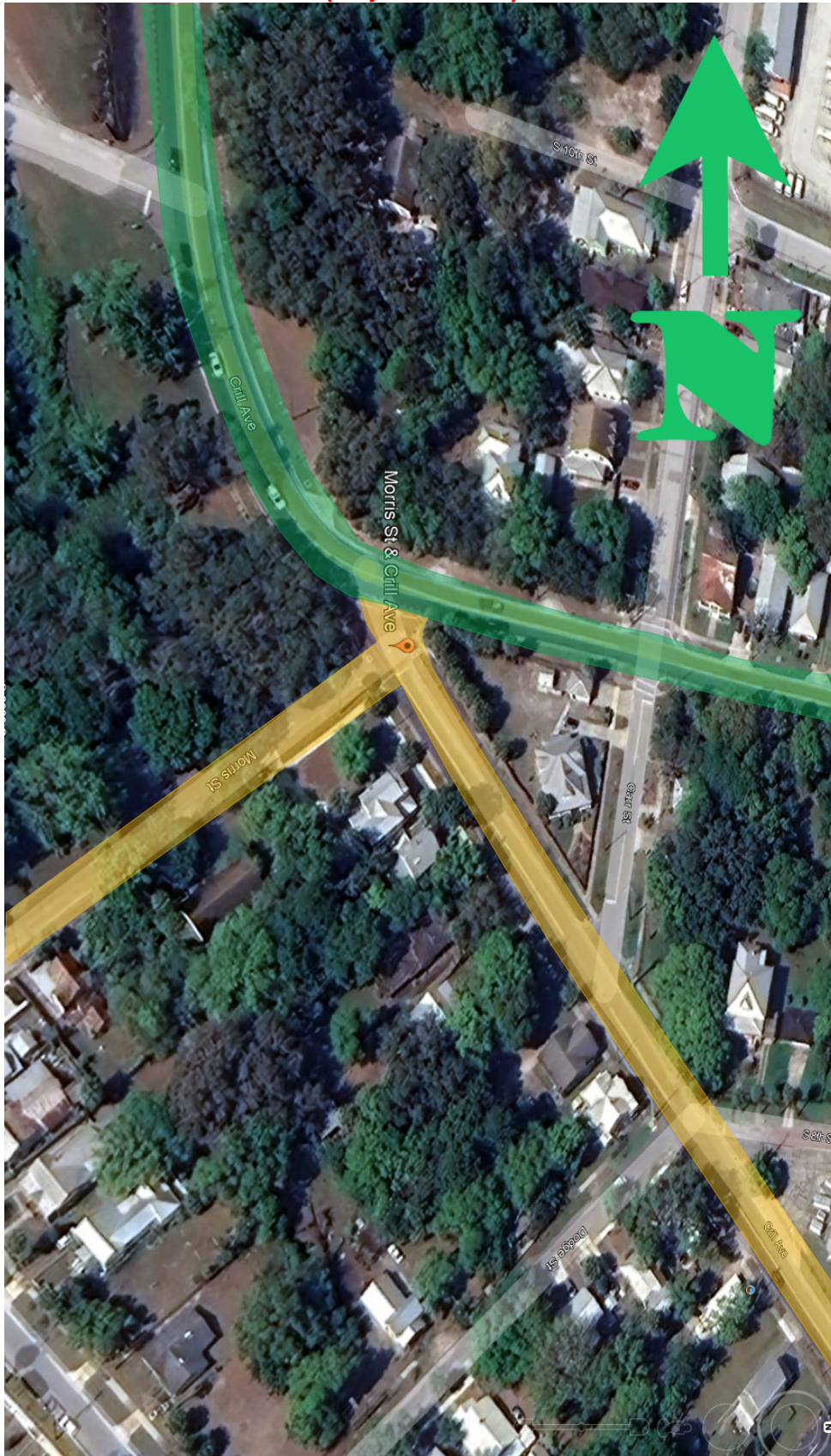
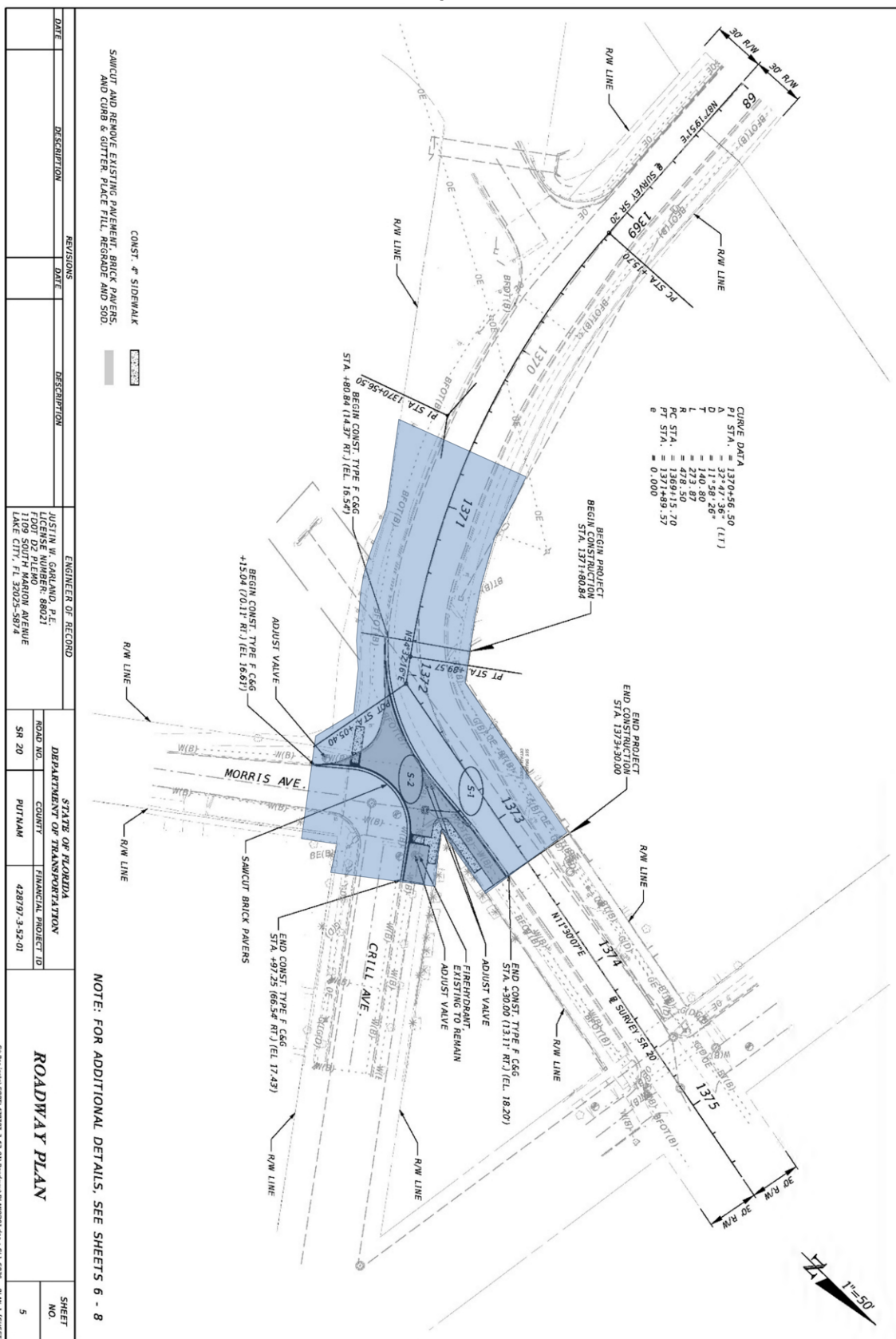


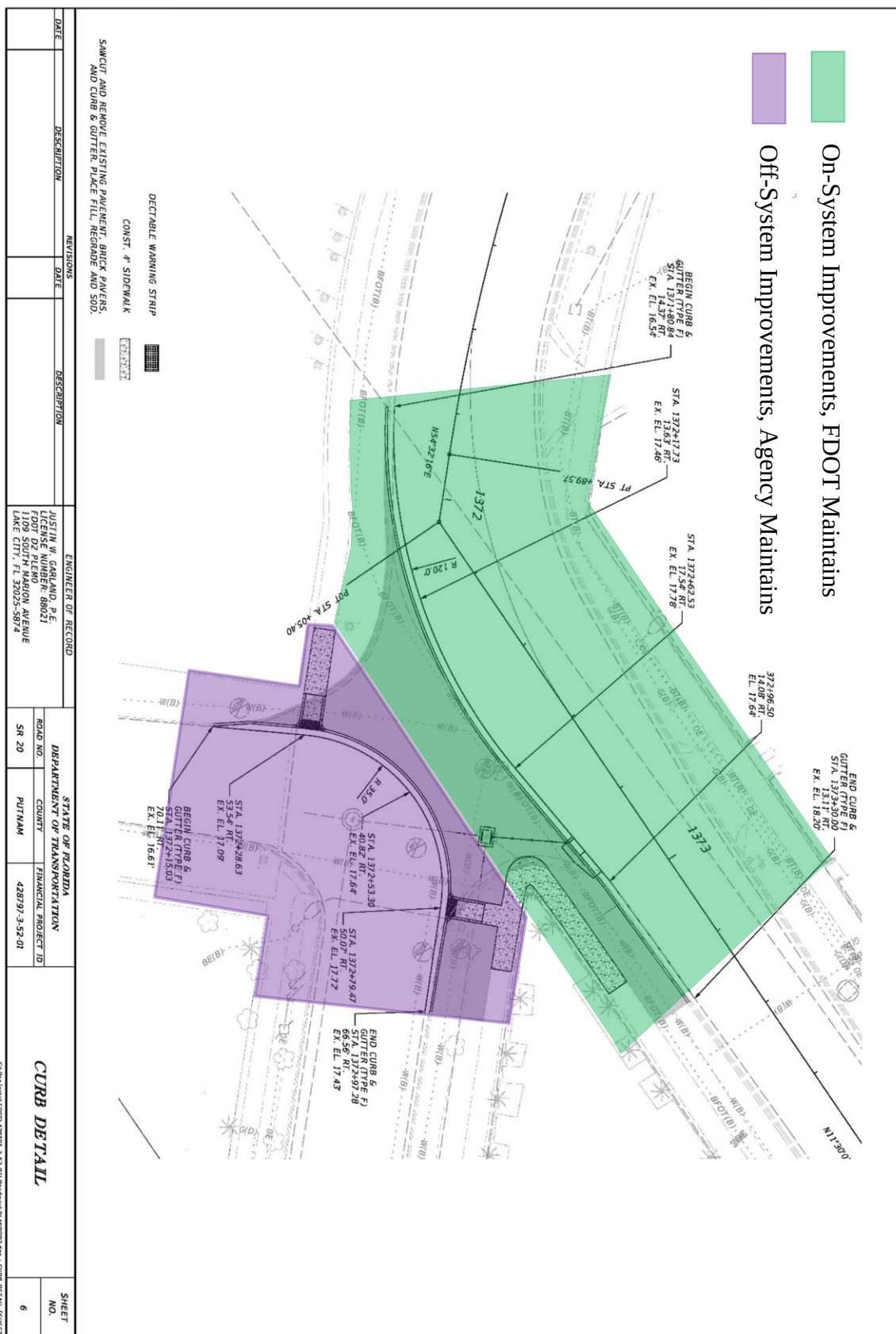
EXHIBIT "B"
Composite B-1



DATE	REVISIONS	DESCRIPTION	ENGINEER OF RECORD	STATE OF FLORIDA	DEPARTMENT OF TRANSPORTATION	SHEET NO.
			JUSTIN W. GARLAND, P.E. LICENSE NUMBER: 88021 1109 SOUTH MARION AVENUE LAKE CITY, FL 32025-5874	COUNTY	FINANCIAL PROJECT ID	5
				SR 20	PUTNAM	428797-3-52-01
						ROADWAY PLAN

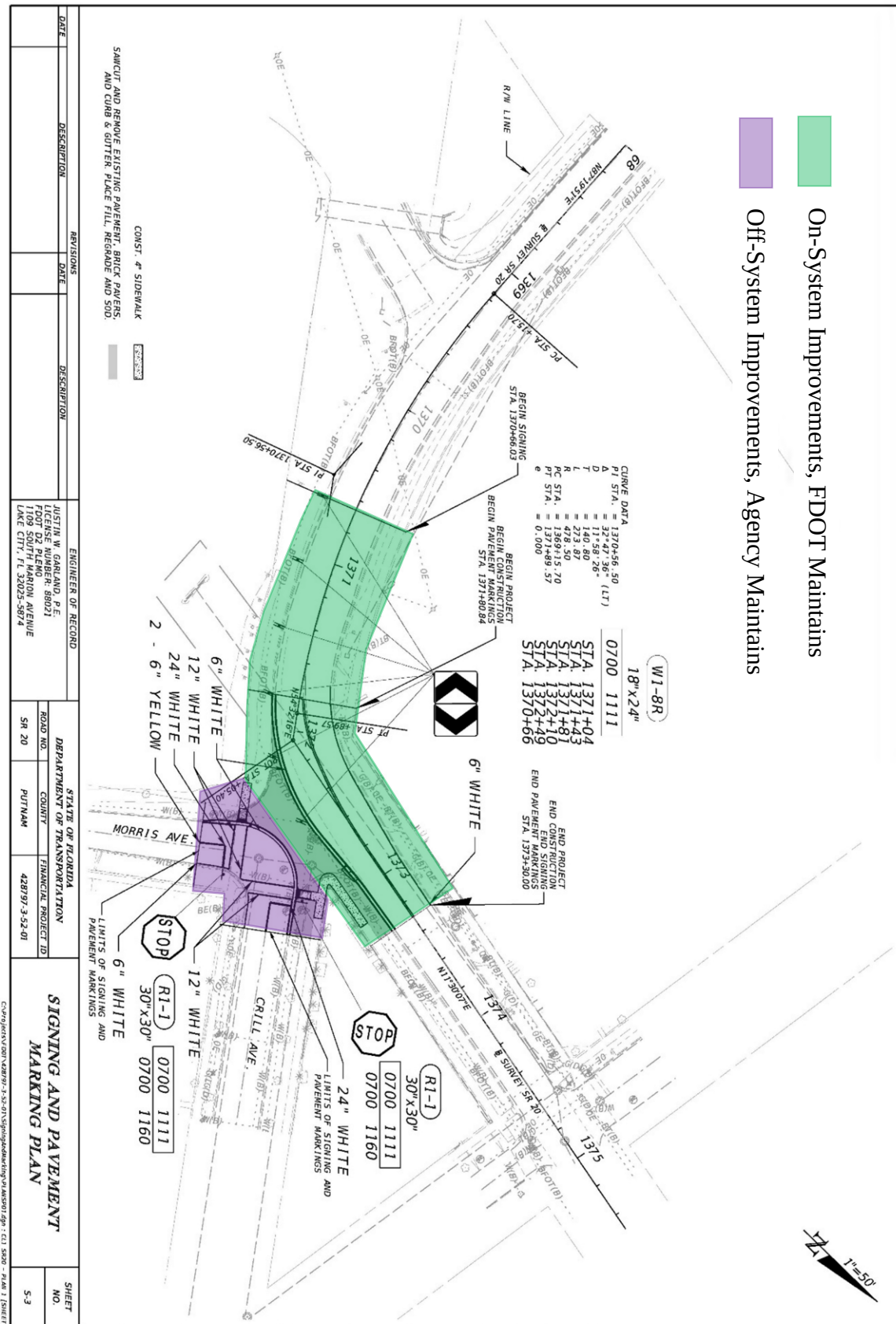
PHASE II SUBMITTAL

EXHIBIT "B"
Composite B-2



Project Description: SR 20/Crill Avenue from Osceola Street to Carr Street
Off System Department Construct Agency Maintain

EXHIBIT "B"
Composite B-3



THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.

RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.

PHASE II SUBMITTAL

Financial Project Id. No. 428797-3-52-01

Federal Id. No.: N/A

Project Description: SR 20/Crill Avenue from Osceola Street to Carr Street
Off System Department Construct Agency Maintain

EXHIBIT "C"
(RESOLUTION)

RESOLUTION NO. 2025-R-57

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, TO ENTER INTO A CONSTRUCTION AND MAINTENANCE AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR IMPROVEMENTS RELATED TO CLOSING THE ACCESS ONTO SR 20 AT CRILL AVENUE AND MORRIS STREET FOR PUBLIC SAFETY PURPOSES AND PROVIDING FOR SCRIVENOR’S ERRORS.

WHEREAS, a public safety issue has been identified by the Florida Department of Transportation (“FDOT”/”Agency”) regarding the access onto SR 20 at the intersection of Crill Avenue and Morris Street; and

WHEREAS, FDOT will be constructing a project under Financial Project Number 428797-3-52-01 in an effort to improve and address safety concerns of SR 20 and the Agency. (“Project”); and

WHEREAS, FDOT shall fully fund the construction of the improvements on the property, which is wholly contingent upon appropriation of funds to FDOT; and

WHEREAS, it is in the interest of the City of Palatka to enter into this Agreement with FDOT to improve the intersection.

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

- 1. The City shall enter into the Construction and Maintenance Agreement with FDOT.
- 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 10th day of April, 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-52 granting a special events permit to Gerald Donnelly for the Memorial Day Parade which will be held on May 26th 2025 from 10 am until 12pm. Gerald Donnelly of the VFW is requesting a permit for the annual Memorial Day Parade which will be held on May 26th 2025. Mr. Donnelly is requesting road closures St. Johns Ave. from 11th St. to Memorial

STAFF REPORT

DATE: April 10, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The only request is the road closure of St. Johns Ave from 11th st to Memorial

BACKGROUND

Mr. Donnelly is requesting permits for the annual Memorial Day Parade to celebrate Veterans. This is an annual parade at the River-Front.

PROJECT ANALYSIS

Special events team met and agreed upon request. Community Affairs will present it to the Commissioners for approval.

Staff Recommendation

Staff agrees that this annual event is important for our community as it honors the people who fought for our country. We recommend that the event is approved and that the resolution is adopted.

ATTACHMENTS

1.	Power Point for Memorial Day Parade
2.	Memorial Day Parade 2025 resolution
3.	Memorial Day Parade application

Staff Report

Agenda Item

Agenda Item Name

- Staff Report Header

- Gerald Donnelly of the VFW is requesting a permit for the annual Memorial Day Parade which will be held on May 26th 2025 from 10 am until 12pm. Mr. Donnelly is requesting road closures St. Johns Ave. from 11th St. to Memorial

- Application Request

- The only request is the road closure of St. Johns Ave from 11th St. to Memorial

- Background

- Mr. Donnelly is requesting permits for the annual Memorial Day Parade to celebrate Veterans. This is an annual parade at the River-Front.

Staff Report

Agenda Item #

Agenda Item Name

- Background, continued
- Project Analysis
 - Community Affairs director will present it to the Commissioners for approval.
- Staff Recommendation
 - Staff agrees that this annual event is important for our community as it honors the people who fought for our country. We recommend that the event is approved and that the resolution is adopted.

RESOLUTION NO. 2025-R-52

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO GERALD DONNELLY FOR MEMORIAL DAY PARADE TO WHICH WILL BE HELD ON MAY 26TH 2025 SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR ROAD CLOSURES OF ST. JOHNS AVE FROM 11TH ST. TO MEMORIAL; AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS Gerald Donnelly has made an application to the City of Palatka for a special events permit for the Memorial Day Parade.

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 for the Memorial Day Parade is hereby granted to Gerald Donnelly with the following provisions and stipulations:

- a.** A Class “C” Special Events Permit is hereby granted for the event to be held on May 26th, 2025, during the hours provided in the application
- b.** Road closures of St. Johns Ave. from 11th St. to Memorial on the date and time as noted on the Permit Application.

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 10th day of April 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

APPLICATION FOR SPECIAL EVENT

1. Primary

Contact: GERALD DONNELLY
Address: 2020 CARR ST Email: JOYCE DONNELLY2@COMCAST.NET
PALATKA, FL 32177 Phone: 212 965-3266

2. Secondary Contact:

LESTER SHEPPARD
Address: 227 OLD PENIEL RD Email: _____
PALATKA FL 32177 Phone: 386 972-2153

3. Event Sponsor/Organization:

VETERAN OF FOREIGN WAR POST 3349

Attach a certificate of Tax Exemption if applicable.

4. Name of Event:

MEMORIAL DAY

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):

PARADE FROM 11th STREET ON ST JOHN
AVENUE TO RIVER FRONT
CEREMONY AFTER THE PARADE AT THE
RIVER FRONT

6. Event Location (911 Address):

11th STREET TO RIVER FRONT DOWN ST JOHN AVENUE

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

11th STREET from RIVER FRONT to
ST JOHN AVENUE
Memorial from River St. to

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

8. Onsite representatives during the event:

Name: _____

Cell Phone: _____

Name: _____

Cell Phone: _____

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

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

Setup:

05/26/2025 to 05/26/2025 to : to :

Event:

05/26/2025 to 10 AM to 12 PM to :

/ / to to to to

/ / to to to to

/ / to to to to

/ / to to to to

/ / to to to to

/ / to to to to

to

Breakdown:

___/___/___ to ___:___ to ___:___ to ___:___

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

100

11. Number and type of auxiliary vehicles/ equipment:

___ 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.

PARADE CARS AND FLOATS

14. Number of staff/ volunteer: ___ 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 # 85-8013019033C-5

☐ 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

Gerald T. Donnelly

Date

3-24-2025

State of Florida County of Putnam

The foregoing application is acknowledged before me this 24th day of March, 2025, by GERALD DONNELLY, who is personally known to me, or who has/have produced D.L. as identification.

NOTARY SEAL



GERALD W. SHULER
Commission # HH 400769
Expires June 6, 2027

Gerald W. Shuler
Signature of Notary Public, State of Florida

APPLICATION APPROVED

Special Events Coordinator

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 NAPA 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 vender 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.

C Gerald T Donnelly

Signature of Applicant Name of

Facility being used City of Palatka Riverfront

GERALD DONNELLY

Print Name of Applicant

5/26/2025
Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 24th day of March, 2025, by GERALD DONNELLY, who is

personally known to me, or who has/have produced DL as
identification.

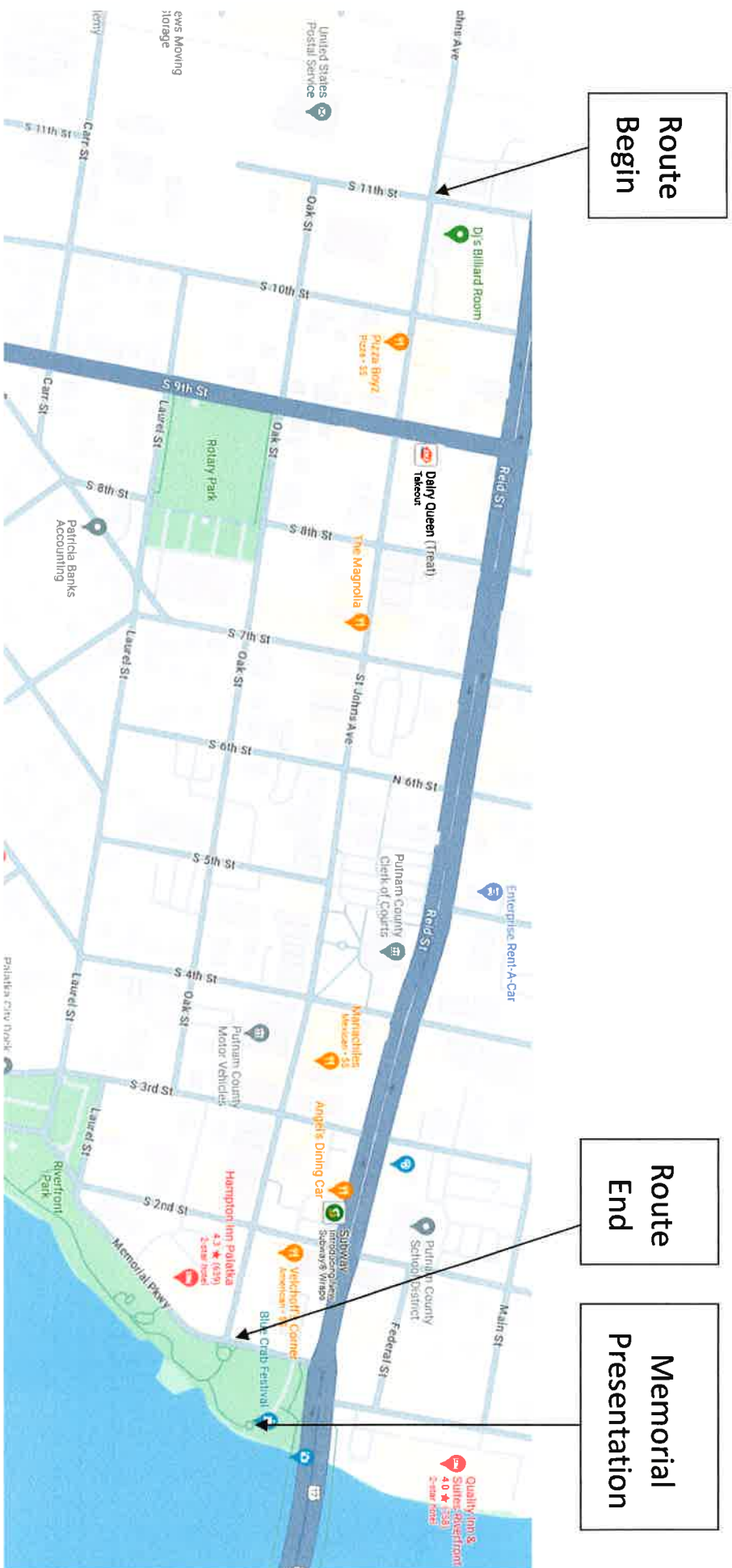
NOTARY SEAL



GERALD W. SHULER
Commission # MH 400769
Expires June 6, 2027

Gerald W. Shuler
Signature of Notary Public, State of FL

Memorial Day Parade Route for Monday, May 26, 2025



All side streets on route to be blocked while Parade in progress. Memorial Presentation at riverfront to take place after Parades conclusion. Parade begins at 10:00 AM. Parade and Memorial presentation should be completed by noon or shortly thereafter.



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8013019033C-5	02/28/2024	02/28/2029	VETERANS ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

VETERANS OF FOREIGN WARS OF THE
UNITED STATES INC POST NO 3349
PALATKA VFW POST 3349
3201 REID ST
PALATKA FL 32177-2512

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



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/11/2024

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

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

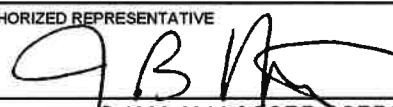
PRODUCER Lockton Affinity, LLC P. O. Box 879610 Kansas City, MO 64187-9610	CONTACT NAME: Lockton Affinity, LLC	
	PHONE (A/C, No, Ext): 800-829-8390 FAX (A/C, No): 913-652-7599	
INSURED Palatka Post #3349 & Malta Assoc. and Veterans of Foreign Wars Auxiliary P.O. Box 218 Palatka, FL 32178-0218	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: AIX Spec. Ins. Co.	12833
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		LFZ-ML-20000459-10	12/13/2024	12/13/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			LFZ-ML-20000459-10	12/13/2024	12/13/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			LFZ-ML-20000459-10	12/13/2024	12/13/2025	Occurrence \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Palatka Post #3349 & Malta Assoc. and Veterans of Foreign Wars Auxiliary to sponsor the Memorial Day Parade.
City of Palatka is an Additional Insured, where required by written contract, per the terms, conditions and exclusions of the referenced general liability policy.

CERTIFICATE HOLDER City of Palatka, Florida 201 N 2nd Street Palatka, FL 32177	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

ADOPT RESOLUTION 2025-R-54 granting a special events permit to Community Affairs for the Spring, Summer Jam series to be held on May 9th, June 6th and June 27th from 6pm until 10pm with road closures at 3:30pm for setup.

Community Affairs is requesting permits for the Spring, Summer Jam series to be held on May 9th, June 6th and June 27th from the hours of 6pm until 10 pm, with the setup time being 3:30pm until the event begins.

STAFF REPORT

DATE: April 10, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Community Affairs is requesting the road closure of Memorial in front of the St. Johns River Center. From St. Johns to the parking lot of the River Center. Roads will be blocked at 3:30 pm. We are requesting permits for amplified sound and alcohol. We are also requesting law enforcement be present.

BACKGROUND

We had one social event at the River-front and the community loved it. They requested more of the social gatherings as it was a great turn out with over 800 people in attendance. Since then, we have put together a series of these socials for the community to enjoy. We will have DJ's, food trucks, vendors, and alcohol.

PROJECT ANALYSIS

Special events team met and agreed upon request. Community Affairs will present it to the Commissioners for approval.

Staff Recommendation

The Staff Recommendation is that the application be approved, and the resolution be adopted so that our community can have something positive and fun to look forward to.

ATTACHMENTS

1.	Spring Summer Jam series resolution
2.	Power Point for Sping summer jam series

RESOLUTION NO. 2025-R-54

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO COMMUNITY AFFAIRS FOR THE FIRST ANNUAL SPRING, SUMMER, JAM SERIES TO BE HELD ON MAY 9TH, JUNE 6TH AND JUNE 27TH SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR ROAD CLOSURES OF ST. JOHNS AVE FROM 11TH ST. TO MEMORIAL; AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS Community Affairs has made an application to the City of Palatka for a special events permit for the Spring, Summer, Jam series.

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 for the Spring, Summer, Jam series is hereby granted to Community Affairs with the following provisions and stipulations:

- a.** A Class “B” Special Events Permit is hereby granted for the event to be held on May 9th, June 6th and June 26th, 2025, during the hours provided in the application
- b.** Road closures of Memorial from St. Johns Ave. to the parking lot of the River Center on the date and time as noted on the Permit Application.

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 10th day of April 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

Staff Report

Agenda Item

Agenda Item Name

- Staff Report Header

- Community Affairs is requesting permits for the Spring, Summer Jam series to be held on May 9th, June 6th and June 27th from the hours of 6pm until 10 pm, with the setup time being 3:30pm until the event begins.

- Application Request

- Community Affairs is requesting the road closure of Memorial in front of the St. Johns River Center. From St. Johns to the parking lot of the River Center. Roads will be blocked at 3:30 pm. We are requesting permits for amplified sound and alcohol. We are also requesting law enforcement be present.

- Background

- We had one social event at the River-front and the community loved it. They requested more of the social gatherings as it was a great turn out with over 800 people in attendance. Since then, we have put together a series of these socials for the community to enjoy. We will have DJ's, food trucks, vendors, and alcohol.

Staff Report

Agenda Item #

Agenda Item Name

- Background, continued
- Project Analysis
 - Community Affairs director will present it to the Commissioners for approval.
- Staff Recommendation
 - The Staff Recommendation is that the application be approved, and the resolution be adopted so that our community can have something positive and fun to look forward to.

ADOPT RESOLUTION 2025-R-55 granting a special events permit to Community Affairs for 2nd Annual Juneteenth celebration, which will be held on June 21st.
Community Affairs is requesting permits for the 2nd Annual Juneteenth celebration, which will be held on June 21st from 4pm until 9:00pm ending the evening with fireworks.

STAFF REPORT

DATE: April 10, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Community Affairs is requesting a permit for Amplified sound.

BACKGROUND

Juneteenth is an annual event hosted by Community Affairs. We will have food trucks, vendors, a kids' zone, amplified sound and fireworks to end the evening,

PROJECT ANALYSIS

Special events team met and agreed upon request. Community Affairs will present it to the Commissioners for approval.

Staff Recommendation

The Staff Recommendation is that the application be approved, and the resolution be adopted as this marks the day to celebrate the ending of slavery in the USA.

ATTACHMENTS

1.	Juneteenth resolution
2.	Power Point for Juneteenth

RESOLUTION NO. 2025-R-55

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO COMMUNITY AFFAIRS FOR THE 2ND T ANNUAL JUNETEENTH CELEBRATION JUNE 21ST SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR ROAD CLOSURES OF MEMORIAL FROM LAUREL ST. JOHNS AVE; AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS Community Affairs has made an application to the City of Palatka for a special events permit for the 2ND Annual Juneteenth Celebration.

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 for the 2nd Annual Juneteenth Celebration is hereby granted to Community Affairs with the following provisions and stipulations:

- a.** A Class “C” Special Events Permit is hereby granted for the event to be held on June 21st 2025, during the hours provided in the application
- b.** Road closures of Memorial from Laurel to St. Johns Ave. on the date and time as noted on the Permit Application.

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 10th day of April 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

Staff Report

Agenda Item

Agenda Item Name

- Staff Report Header

- Community Affairs is requesting permits for the 2nd Annual Juneteenth celebration, which will be held on June 21st at Community Affairs parking lot from 4pm until 9:00pm ending the evening with fireworks.

- Application Request

- Amplified sound, possible road closures

- Background

- Juneteenth is an annual event hosted by Community Affairs. We will have food trucks, vendors, a kids' zone, amplified sound and fireworks to end the evening.

Staff Report

Agenda Item #

Agenda Item Name

- Background, continued
- Project Analysis
 - Community Affairs director will present it to the Commissioners for approval.
- Staff Recommendation
 - The Staff Recommendation is that the application be approved, and the resolution be adopted as this marks the day to celebrate the ending of slavery in the USA.

REAPPOINT - Mary Jane Rosa to Historic Preservation Board

STAFF REPORT

DATE: April 10, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve reappointment

ATTACHMENTS

1.	Mary Jane Rosa HPB Reappointment
----	----------------------------------



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

CITY OF PALATKA BOARD/COMMITTEE APPLICATION

I, MARY JANE ROSA (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: 317 MADISON STREET PALATKA FL

Business name and address: _____

Phone: 561-558-4287

E-mail: MROSADDESIGNS@GMAIL

(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)

RESUME ON FILE WITH CITY

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

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

Case PB 25-01- Annex, Amend Future Land Use Map and Rezone
Address: 1609 Edgemoor St., Approx. 0.49 acres
Applicants: Richard and Royane Mosley

STAFF REPORT

DATE: February 12, 2025
TO: City of Palatka Planning Board
FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 0.49-acres, into the City of Palatka for the purpose of connecting to the city's water system; amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Residential Low land use, and rezone from Putnam County Unincorporated to City of Palatka single-family residential (R-1).

Public notice 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 application is for a 0.49-acre parcel located at 1609 Edgemoor Street. The property is currently being used as a single-family residence. The applicant wishes to connect to the City's water facilities which are available nearby. The parcel is adjacent to the City boundaries.

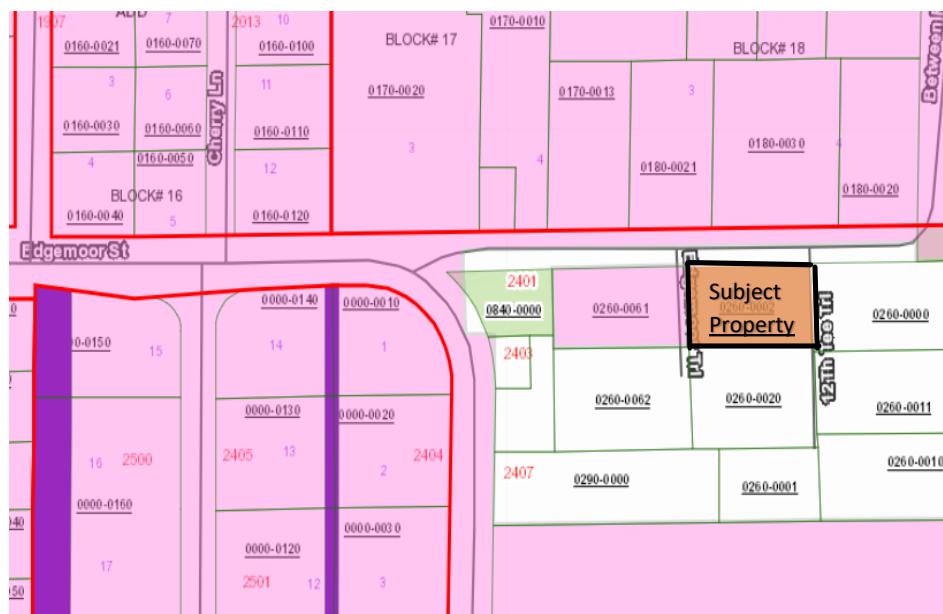


Figure 1: Subject site with City boundaries shown.

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

	Actual Use	FLUM	ZONING
Property Existing	County Residential, Single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
Property Proposed	City Residential, Single-family (R-1)	City Residential Low	City Residential, Single-family (R-1)
North	City Residential, single-family, low density (R-1AA)	City RL	City Residential, single-family, low density (R-1AA)
South	County Residential, single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
East	County Residential, single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
West	Vacant	County Urban Reserve (UR)	City Residential, single-family (R-1)

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. As shown previously, in **Figure 1:** subject site, the property is contiguous to the City limits to the west and north of the parcel.

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. Annexing this property meets the standard of compactness because it does not create an enclave or pocket.

Connection to Water: water is available to the site in question. The applicant desires to connect to the City water system. The system is 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.

Future Land Use Change Analysis

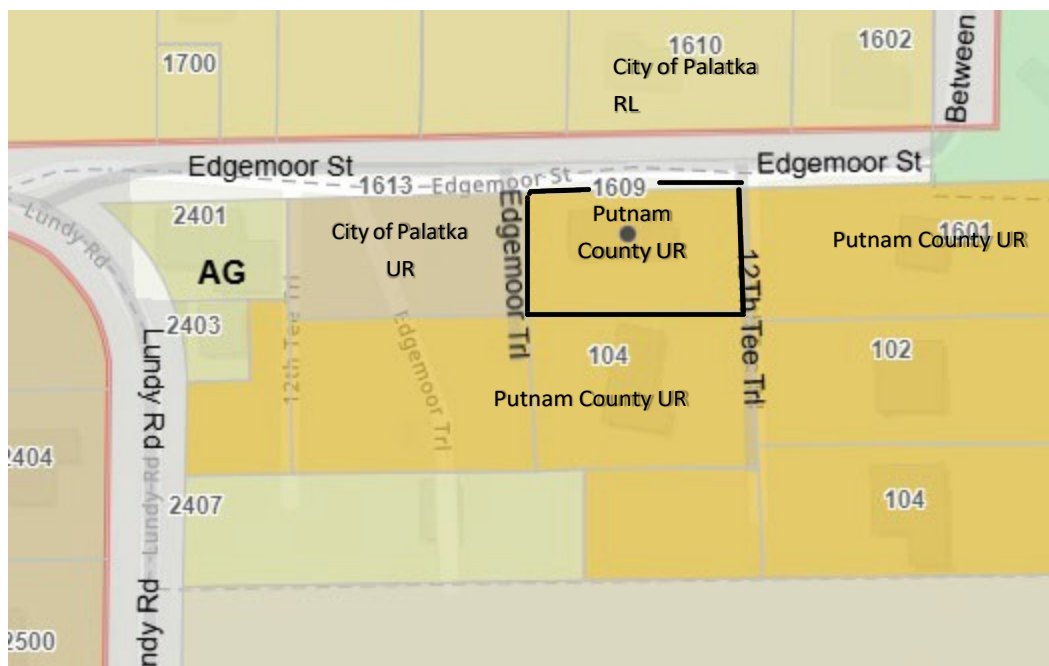


Figure 2: Current Future Land Use

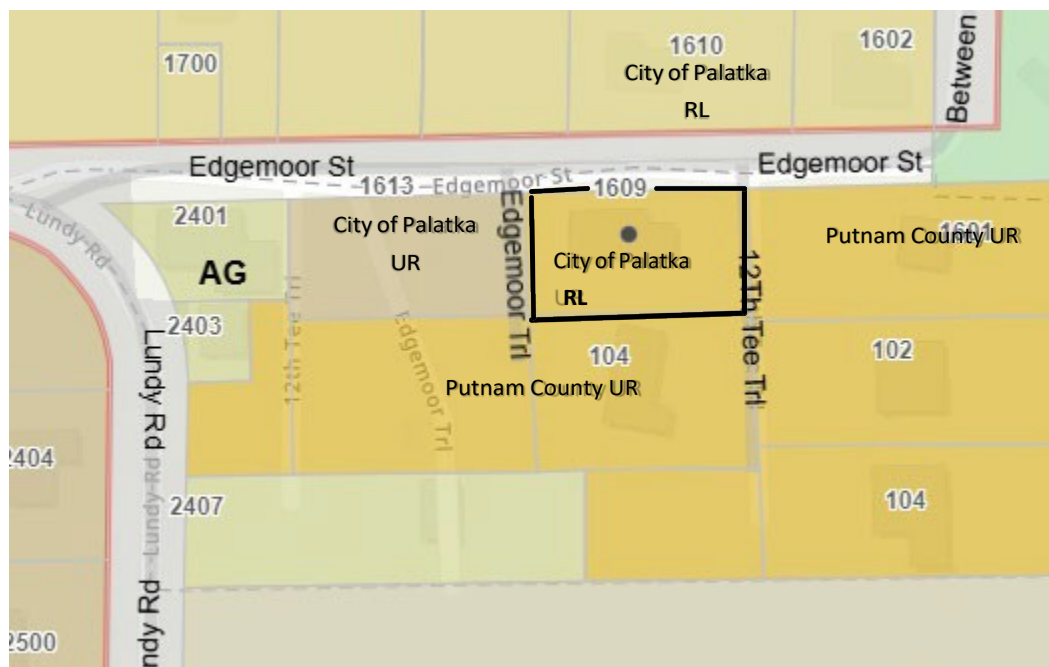


Figure 3: Proposed Future Land Use

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: 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. Nor is staff 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.

Response: 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.

Response: The annexation of this parcel would not contribute to urban sprawl and will not create an undo burden on the water system. Property to the West has water connections. This annexation would be contiguous, as it borders City limits to the West. The parcel is within a completely developed residential area.

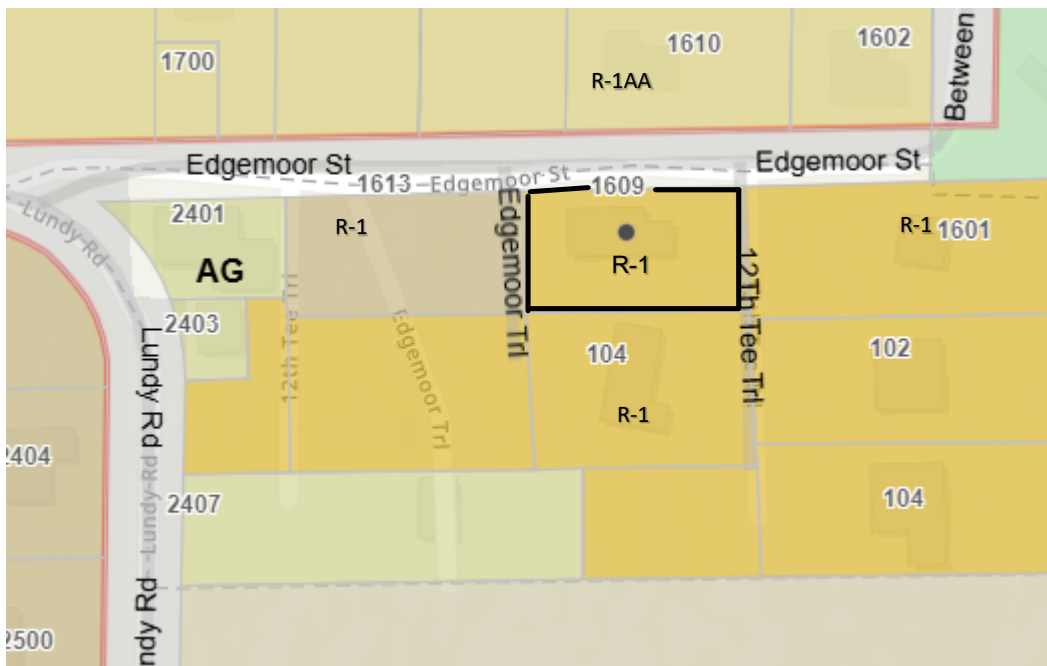


Figure 3: Zoning

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:*
Response: When a property is annexed into the city, it is often given a similar Future Land Use and Zoning to what existed when in the County. The subject property currently has an Urban Reserve land use classification. The proposed rezoning conforms with the Comprehensive Plan.
- b. *The existing land use pattern.*
Response: The existing land use pattern in this area is residential in nature and the proposed land use will not alter existing land use patterns.
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.*
Response: The parcel an established residential use in the area and being annexed into the city will not alter the existing relationship of the surrounding area.
- 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 property has long-standing residential use and is proposed to continue as such. There will be no increase in population or overtaxing of the load on public facilities.
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: Many of the surrounding parcels are already developed as a residential use and zoned as the same. Amending the property zoning to R-1 will keep proposed conditions on the property the same.
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: The City endeavors to convert properties on well and septic systems to City water and sewer in order to reduce pollutants released into ground water and increase revenue to the City's water and sewer funds. Conditions in the area of the subject parcel will remain unchanged.
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The immediate neighborhood around the subject parcel is long established as residential. Any existing living conditions will not change with approval.
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: The traffic patterns in the area are already established and will remain the same or affect public safety, as it is an existing use.
- i. *Whether the proposed change will create a drainage problem.*
Response: There should be no impact on drainage in the area. All current conditions would remain the same.

- 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 expected, as the present use will remain unchanged.
- k. *Whether the proposed change will adversely affect property values in the adjacent areas.*
Response: There should be no impact on property values as the use already exists.
- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: 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.*
Response: 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.*
Response: The zoning classifications for this use in this area do not differ substantially. The property already has residential zoning. The only reason for amending the existing zoning is due to the annexation of the parcel into the city limits and connect it to City water and sewer facilities.
- 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 zoning already exists and is a part of the neighborhood.
- 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 obtain water services from the City and reduce the presence of wells and septic tanks within the city limits. The property has an existing residential zoning in an established neighborhood.
- 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.

Staff Recommendation

1. Staff recommends the request to annex the approximately 0.49-acre property into the City be approved for the purpose of connection to City of Palatka water services.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL) be approved.
3. Staff recommends the request to rezone from Putnam County Unincorporated to City of Palatka (R-1) Single-Family Residential District be approved.

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

ORDINANCE NO. 2025-12

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 13-10-26-0000-0260-0002 , PT OF GOVT LOT 4OR632 P3 (EX, OR990 P688), 1609 EDGEMOOR STREET, PALATKA, FLORIDA 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: Richard and Royane Mosley, 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 March 4th, 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 March 27th, 2025, and April 10th, 2025, and

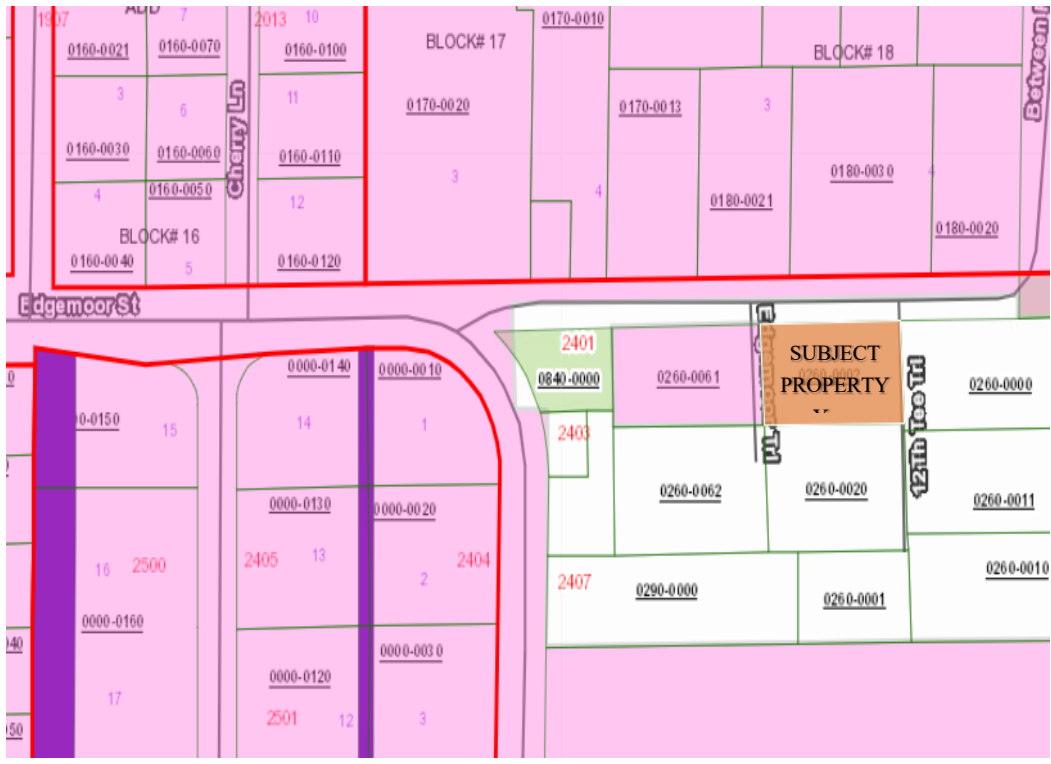
WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka; and

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 GOVT LOT 4OR632 P3 (EX, OR990 P688); 1609 EDGEMOOR STREET
PARCEL: 13-10-26-0000-0260-0002**



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.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 27th day of March 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 10th day of April 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: Annexation of property located at 5019 Crill Ave. Palatka, Florida into the corporate limits of the City of Palatka, Florida. Parcel No. 10-10-26-0000-0271-0000.

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.

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

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

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.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

4. Additional information the governing body deems useful (if any):
[You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate. For example: City staff solicited comments from businesses in the City as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on City website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses].

Case PB 25-01- Annex, Amend Future Land Use Map and Rezone
Address: 1609 Edgemoor St., Approx. 0.49 acres
Applicants: Richard and Royane Mosley

STAFF REPORT

DATE: February 12, 2025
TO: City of Palatka Planning Board
FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 0.49-acres, into the City of Palatka for the purpose of connecting to the city's water system; amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Residential Low land use, and rezone from Putnam County Unincorporated to City of Palatka single-family residential (R-1).

Public notice 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 application is for a 0.49-acre parcel located at 1609 Edgemoor Street. The property is currently being used as a single-family residence. The applicant wishes to connect to the City's water facilities which are available nearby. The parcel is adjacent to the City boundaries.

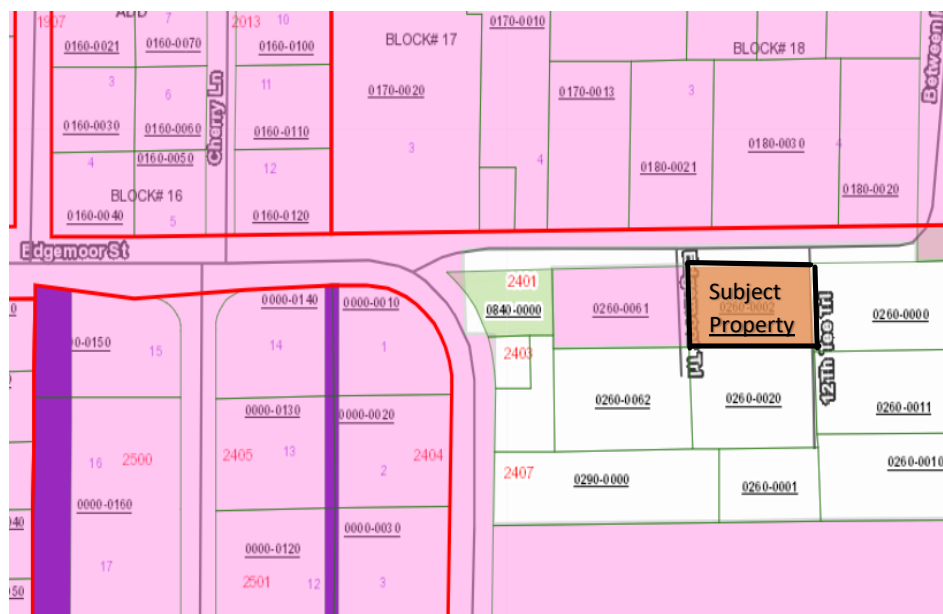


Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	County Residential, Single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
Property Proposed	City Residential, Single-family (R-1)	City Residential Low	City Residential, Single-family (R-1)
North	City Residential, single-family, low density (R-1AA)	City RL	City Residential, single-family, low density (R-1AA)
South	County Residential, single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
East	County Residential, single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
West	Vacant	County Urban Reserve (UR)	City Residential, single-family (R-1)

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. As shown previously, in **Figure 1:** subject site, the property is contiguous to the City limits to the west and north of the parcel.

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. Annexing this property meets the standard of compactness because it does not create an enclave or pocket.

Connection to Water: water is available to the site in question. The applicant desires to connect to the City water system. The system is 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.

Future Land Use Change Analysis

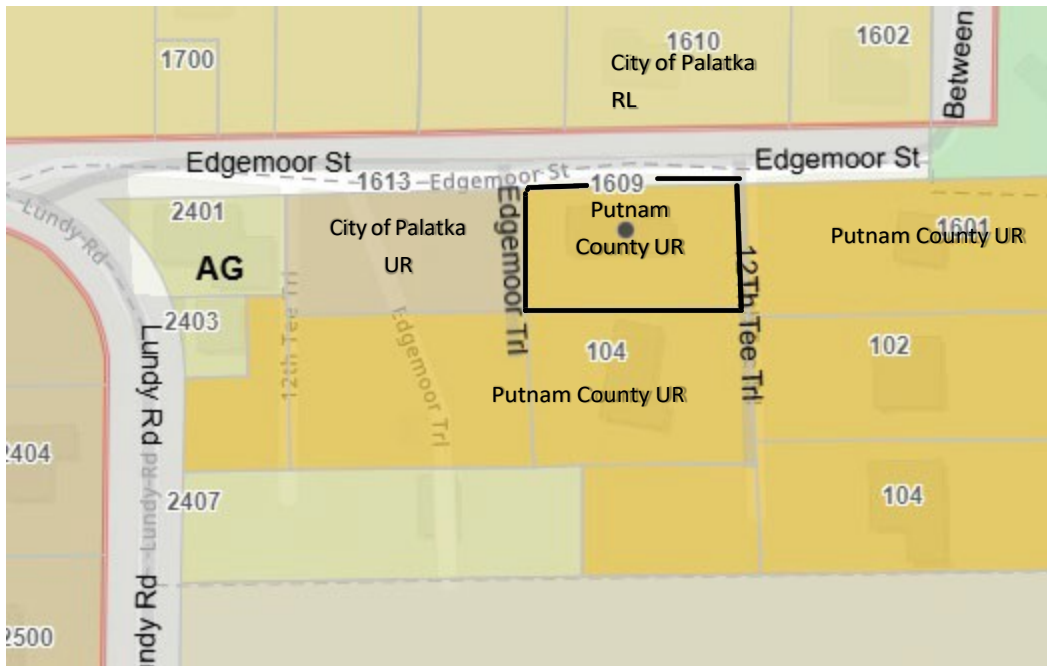


Figure 2: Current Future Land Use

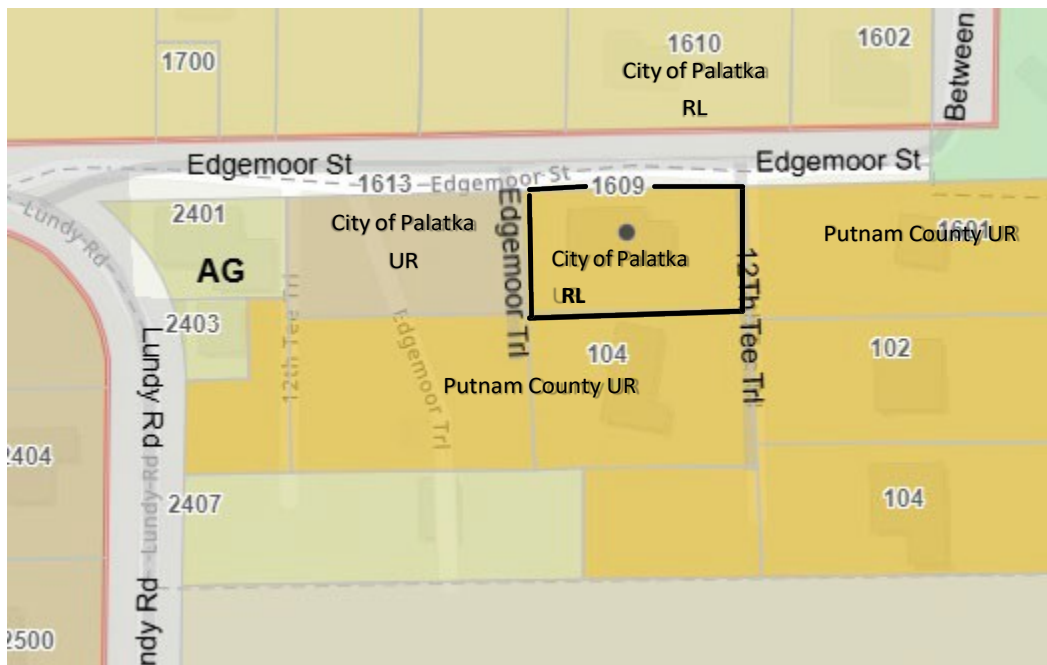


Figure 3: Proposed Future Land Use

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: 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. Nor is staff 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.

Response: 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.

Response: The annexation of this parcel would not contribute to urban sprawl and will not create an undo burden on the water system. Property to the West has water connections. This annexation would be contiguous, as it borders City limits to the West. The parcel is within a completely developed residential area.

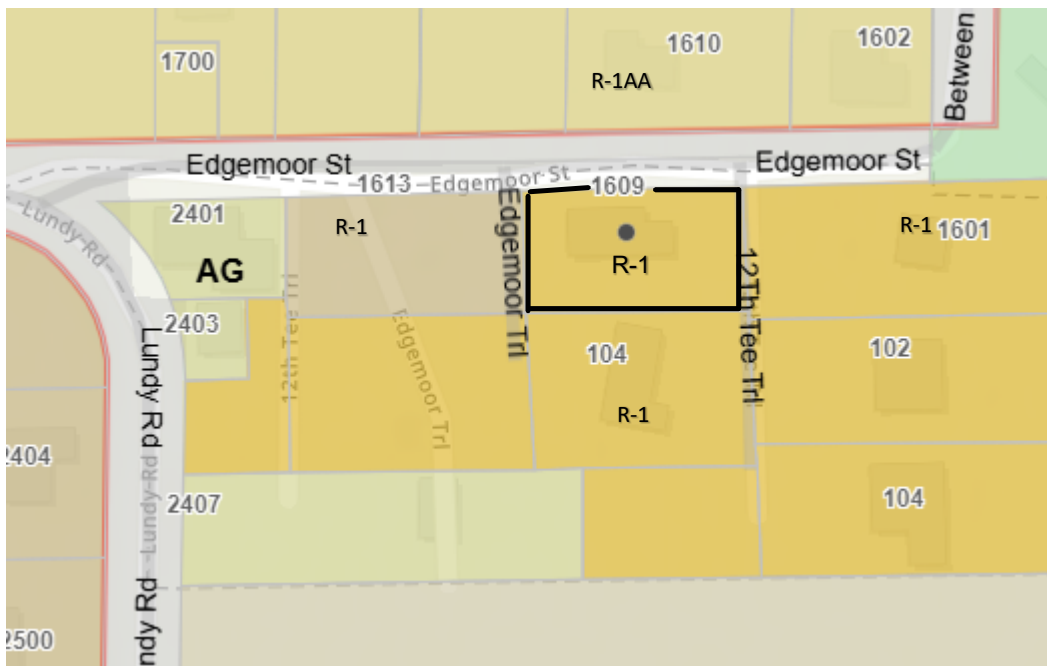


Figure 3: Zoning

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:*
Response: When a property is annexed into the city, it is often given a similar Future Land Use and Zoning to what existed when in the County. The subject property currently has an Urban Reserve land use classification. The proposed rezoning conforms with the Comprehensive Plan.
- b. *The existing land use pattern.*
Response: The existing land use pattern in this area is residential in nature and the proposed land use will not alter existing land use patterns.
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.*
Response: The parcel an established residential use in the area and being annexed into the city will not alter the existing relationship of the surrounding area.
- 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 property has long-standing residential use and is proposed to continue as such. There will be no increase in population or overtaxing of the load on public facilities.
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: Many of the surrounding parcels are already developed as a residential use and zoned as the same. Amending the property zoning to R-1 will keep proposed conditions on the property the same.
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: The City endeavors to convert properties on well and septic systems to City water and sewer in order to reduce pollutants released into ground water and increase revenue to the City's water and sewer funds. Conditions in the area of the subject parcel will remain unchanged.
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The immediate neighborhood around the subject parcel is long established as residential. Any existing living conditions will not change with approval.
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: The traffic patterns in the area are already established and will remain the same or affect public safety, as it is an existing use.
- i. *Whether the proposed change will create a drainage problem.*
Response: There should be no impact on drainage in the area. All current conditions would remain the same.

- 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 expected, as the present use will remain unchanged.
- k. *Whether the proposed change will adversely affect property values in the adjacent areas.*
Response: There should be no impact on property values as the use already exists.
- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: 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.*
Response: 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.*
Response: The zoning classifications for this use in this area do not differ substantially. The property already has residential zoning. The only reason for amending the existing zoning is due to the annexation of the parcel into the city limits and connect it to City water and sewer facilities.
- 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 zoning already exists and is a part of the neighborhood.
- 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 obtain water services from the City and reduce the presence of wells and septic tanks within the city limits. The property has an existing residential zoning in an established neighborhood.
- 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.

Staff Recommendation

1. Staff recommends the request to annex the approximately 0.49-acre property into the City be approved for the purpose of connection to City of Palatka water services.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL) be approved.
3. Staff recommends the request to rezone from Putnam County Unincorporated to City of Palatka (R-1) Single-Family Residential District be approved.

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

ORDINANCE NO. 2025-14

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 URBAN RESERVE (UR) TO CITY OF PALATKA SINGLE-FAMILY RESIDENTIAL (R-1), FOR THE FOLLOWING PROPERTY: LOCATED AT, 1609 EDMOOR STREET PALATKA, FLORIDA 32177, PARCEL 13-10-26-0000-0260-0002 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: Richard and Royane Mosley, 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 4th, 2025, and two public hearings before the City Commission of the City of Palatka on March 27th 2025, and April 10th 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 Urban Reserve (UR) to City of Palatka Single-Family Residential (R-1) classification.

DESCRIPTION OF PROPERTIES: PT OF GOVT LOT 4OR632 P3 (EX, OR990 P688)

PARCEL 13-10-26-0000-0260-0002

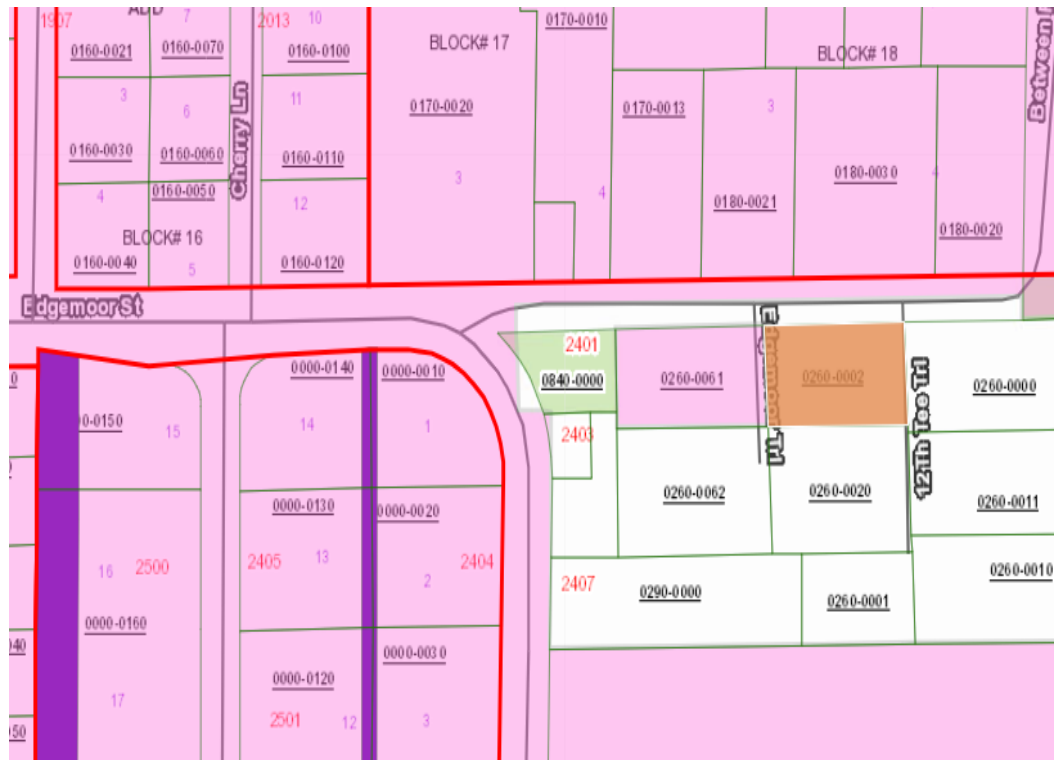


Figure 1: Zoning map.

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 27th day of March 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 10th day of April 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 1609 Edgemoor St. from Putnam County Urban Reserve (UR) to City of Palatka Single-Family Residential. Parcel No. 13-10-26-0000-0260

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):

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.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

4. Additional information the governing body deems useful (if any):
[You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate. For example: City staff solicited comments from businesses in the City as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on City website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses].

Case PB 24-24 –Rezone 0.39 acres at 12-10-26-1070-0080-0020

Address: Unassigned (Twigg Street, approximately 300ft East of Moseley Avenue)

Applicant: Preston Sloan Jr.

Agent: None

STAFF REPORT

DATE: February 4, 2025
TO: City Planning Board
FROM: Planning Director

APPLICATION REQUEST

Request is for the rezoning of 0.39-acre parcel on Twigg Street between 1900 Twigg Street and 1814 Twigg Street. The request is to change the existing zoning from Residential Single-Family (R-1A) to Two-Family Residential (R-2). The future land use is designated City of Palatka, Other Public Facilities (OPF). The request would amend the future land use designation to Residential Medium density (RM). The parcel is proposed to be developed with a duplex. Per section 94-142(a), Two-family dwellings are not permitted in Single-Family Residential district (R-1A).

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, vacant, and located on the north side of Twigg Street. The site is part of the Burts Subdivision between Moseley Avenue and S 18th Street and includes a portion of the former right-of-way from the abandonment of Reynolds Street. The parcel has an existing curb-cut on Twigg Street and a slightly deteriorated concrete driveway stub approximately 8-feet in width and 30-feet in length. The applicant/property owner notes that the adjacent property 1900 Twigg Street has two single-family detached dwelling units. Staff has searched city records and contacted Putnam County for additional information. According to the Putnam County Tax Appraiser records, Unit 1 has an “Actual Year Built” of 1955, and Unit 2 has an “Actual Year Built” of 1915.

This area includes the Florida National Guard building, an electric substation facility, residential housing and a small level of neighborhood commercial (C-1A) uses. Veteran’s Memorial Stadium, CL Overturf Jr. District Center, Children’s World, and the Palatka Golf Club are within a quarter of a mile of the property. See Table 1.

	Actual Use	FLUM	ZONING
Property Existing	Vacant	Other Public Facility (OPF)	Residential Single-Family (R-1A)
North	Single Family Residential	Other Public Facility (OPF)	Residential Single-Family (R-1A)
South	Florida National Guard; Electric Substation	Recreational (RE)	Neighborhood Commercial (C-1A) Residential, Single-Family (R-1A)
East	Single Family Residential	Other Public Facility (OPF)	Single-Family Residential (R-1A)

West	Single Family Residential	Other Public Facility (OPF)	Single-Family Residential (R-1A)
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Table 1: Current and Proposed Future Land Use Map and Zoning Designations

Future Land Use Change Analysis

Figure 1. Existing Future Land Use

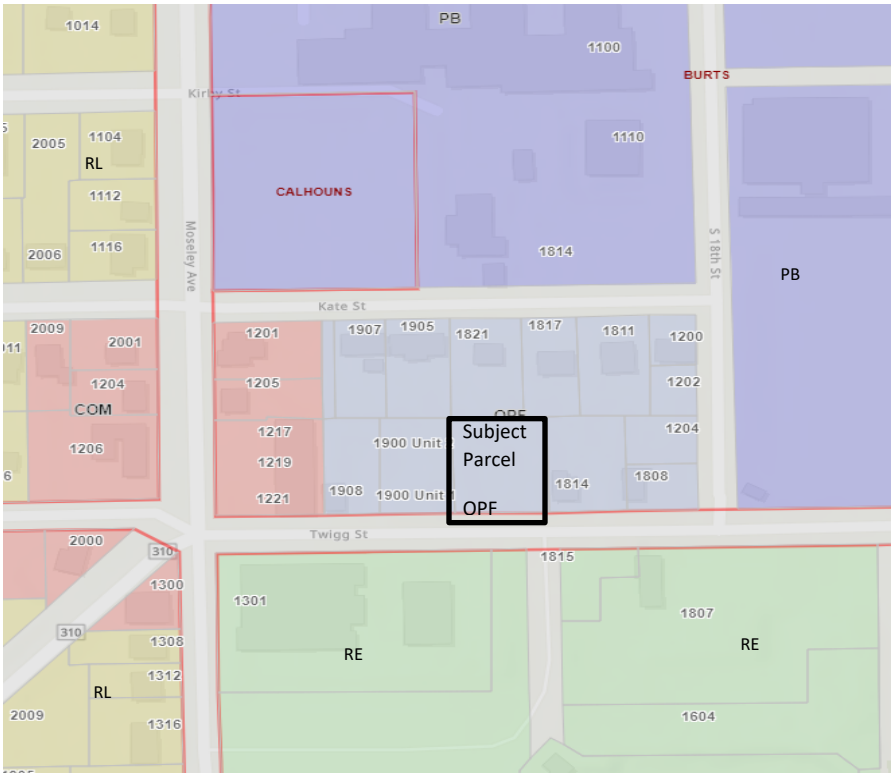


Figure 2. Proposed Future Land Use



The applicant is proposing to change the Future Land Use from Other Public Facilities (OPF) to Residential Medium Density (RM). It is important to point out that there are inconsistencies in the future land use designations map and assigned zoning districts in the immediate area surrounding the subject the parcel. The future land use designation for the block where the subject property is located, is designated is Other Public Facilities -OPF-, and Commercial Neighborhood along the properties facing Mosely Avenue. While the commercial designation corresponds to the existing land use on site, the OPF designation does not correspond to the existing use in the rest of the block considering that it is a long established residential use. The existing zoning district of Residential Single Family -R-1A- is not consistent with the existing future land use designation and therefore, not consistent with Chapter 163 of the Florida Statutes.

A similar situation exists with the parcels across the street from the subject property. The Future Land Use is designated as Recreation -RE- however, the Armory of the National Guard is located on the parcel. The zoning district assigned is Recreation Open Space -ROP- which doesn't correspond to the existing use on the land, and furthermore, the zoning designation is Commercial Neighborhood -C-1 and Residential Single Family -R-1A, both districts inconsistent with the FLUM.

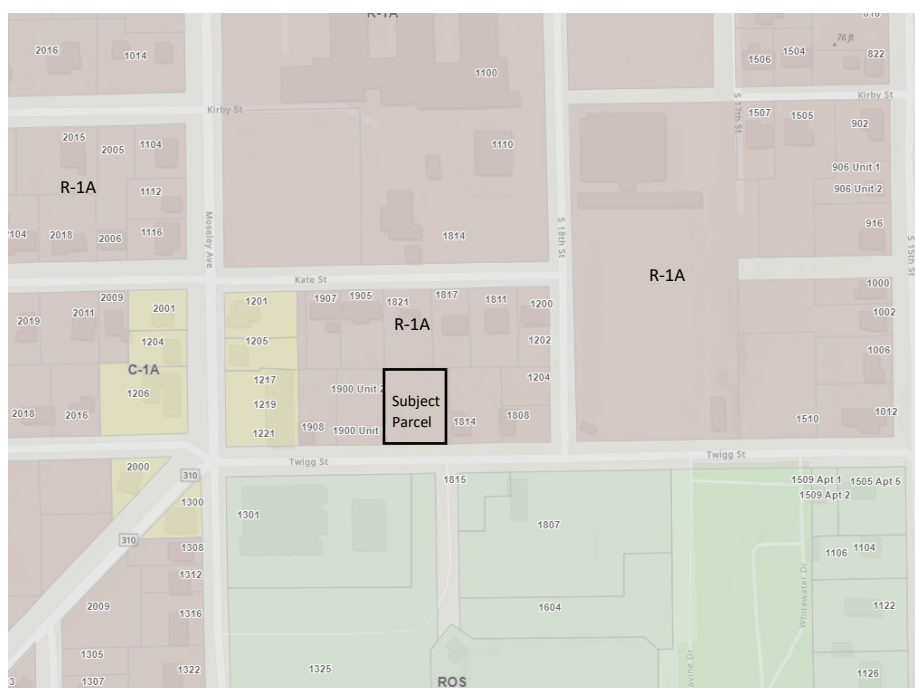
Florida Statutes Chapter 163.3177(6) provide for the following land use change criteria to be considered.

- *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: The parcel is not within a flood zone. Staff is not aware of any soil or topography conditions that would present major problems for future development of this property in accordance with all applicable land development regulations.
- *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 medium-density housing units needed in 2020 to be 346 units higher than in 2005.
- *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 parcel to two-family residential land use would not contribute to urban sprawl, as the property is within an already established neighborhood and would be considered infill.

Several surrounding properties to the north have single family residences and are connected to city water and sewer services. Other nearby parcels include Florida National Guard building, an electric substation facility, and small level commercial properties.

Zoning Change Analysis



- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: The existing district boundaries are not illogically drawn.
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: More housing opportunities will be created within the City of Palatka with a rezoning and potential development of a duplex.
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: Minimal vehicular traffic could be created with the development of a proposed duplex on the currently vacant parcel. The proposed duplex will be connected to public water and sewer. The proposed rezoning will not adversely affect the living conditions of the surrounding area.
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: Minimal increase in traffic congestion is anticipated. Access to the proposed duplex would be on Twigg Street. There should be minimal impact on traffic congestion and public safety in the area with the development of a duplex.
- i. *Whether the proposed change will create a drainage problem.*
Response: There should be no negative impact on drainage in the area. It will be the responsibility of the developer and property owner to comply with all drainage requirements in the development of the property upon submittal of site plan.
- 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 is 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 rezoning will not adversely affect property values in the adjacent areas and the potential construction of a duplex should not either.
- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: Residential homes exist on properties to the west, east, and north of the subject property. The rezoning and the intended construction of a duplex on the subject parcel will not be a deterrent to the improvement of adjacent properties in the future.
- 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 rezoning will not grant any special privilege to the applicant that is denied to other property owners in the city. Additionally, the potential future development of the property, and any land within the City of Palatka, is required to meet all federal, state and local codes.
- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*

Response: Per the City of Palatka zoning ordinance §94-144, duplexes are only permitted in R-2 Two family zoning.

- 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 proposed rezoning and intended future 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 to find other sites. Two-family residential districts (R-2) exist within the city, however, there is a low level of two-family residential district in this part of the city limits.

- 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 proposed project is expected to add 2 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 4.74 persons.

PB 24-24 Staff Recommendation

1. Staff recommends **Approval** the request to amend the district boundary FLUM designation from City of Palatka Other Public Facilities (OPF) to City of Palatka Residential Medium (RM)
2. Staff recommends **Approval** of the request to rezone from City of Palatka Single-family Residential (R-1A) to City of Palatka Two-family Residential (R-2).

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

ORDINANCE NO. 25-18

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 RESIDENTIAL SINGLE FAMILY (R-1A) TO CITY OF PALATKA TWO FAMILY RESIDENTIAL (R-2) FOR THE FOLLOWING PROPERTY: TWIGG, PALATKA, FL 32177, BURTS S/D MB1 P47 BLK 8 PT OF, LOT 2 OR61 P1 & PT OF ADJ, CLOSED ST OR214 P49, PARCEL 12-10-26-1070-0080-0020, 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:PSX2 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 February 4, 2025 and March 4, 2025, and two public hearings before the City Commission of the City of Palatka on March 27, 2025, and April 10, 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-1A) to City of Palatka Two-Family Residential (R-2) classification.

DESCRIPTION OF PROPERTY:

**BURTS S/D MB1 P47 BLK 8 PT OF, LOT 2 OR61 P1 & PT OF ADJ, CLOSED ST OR214 P49, TWIGG STREET
Putnam County Property Appraiser’s Parcel No.: 12-10-26-1070-0080-0020**



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 27th day of March 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 10th day of April 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 1822 Twigg Street from Residential Single Family (R-1A) to Two Family Residential (R-2). Parcel No. 12-10-26-1070-0080-0020

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 RESIDENTIAL SINGLE FAMILY (R-1A) TO CITY OF PALATKA TWO FAMILY RESIDENTIAL (R-2) FOR THE FOLLOWING PROPERTY: 1822 TWIGG, PALATKA, FL 32177, PARCEL 12-10-26-1070-0080-0020,

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.

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- ☐ 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):

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.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

4. Additional information the governing body deems useful (if any):
[You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate. For example: City staff solicited comments from businesses in the City as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on City website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses].

**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: April 10, 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.	xOrd 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.

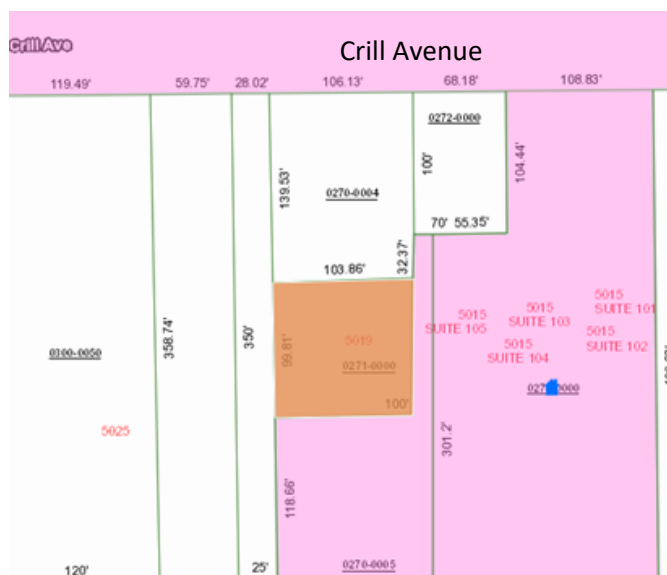


Figure 1: Subject site shown in orange

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

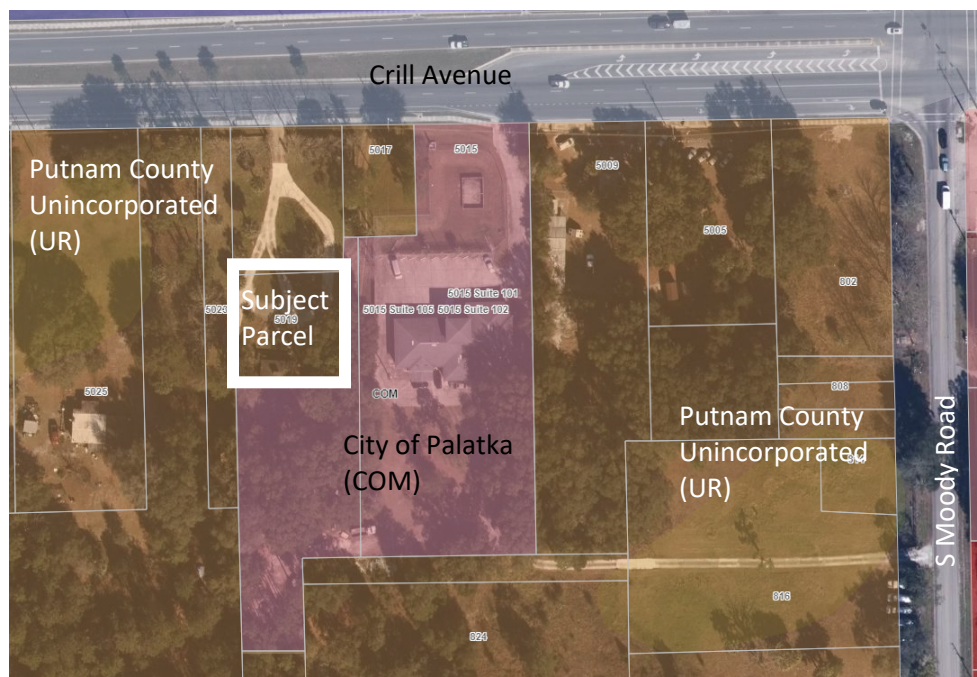


Figure 2: Current Future Land Use Map (FLUM)

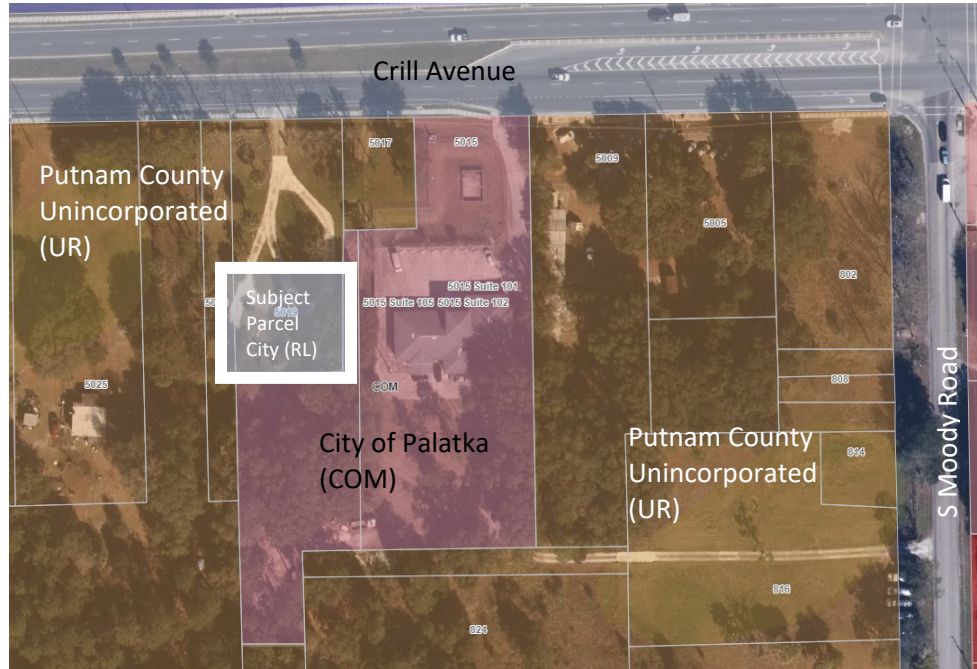


Figure 3: Proposed Future Land Use Map (FLUM)

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.

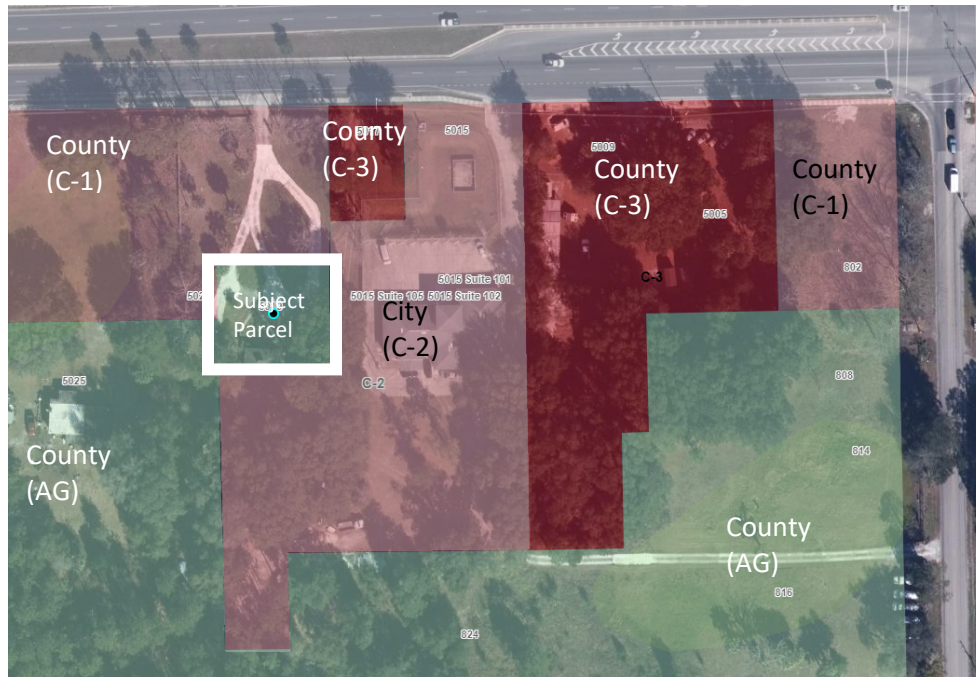


Figure 4: Current Zoning Map

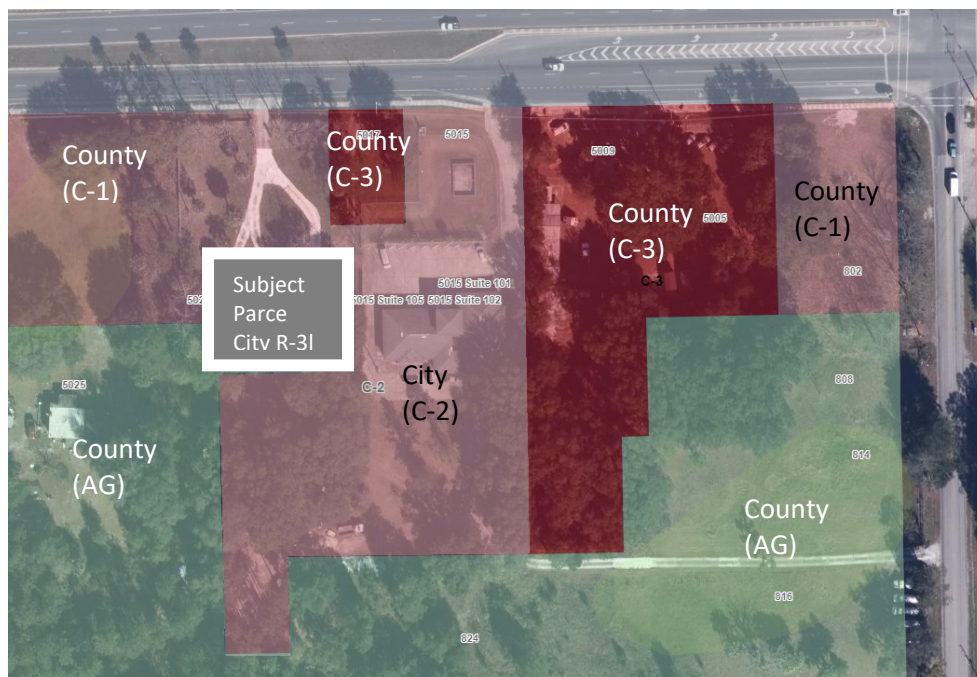


Figure 5: Proposed Zoning Map

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 March 27, 2025, and April 10, 2025, and

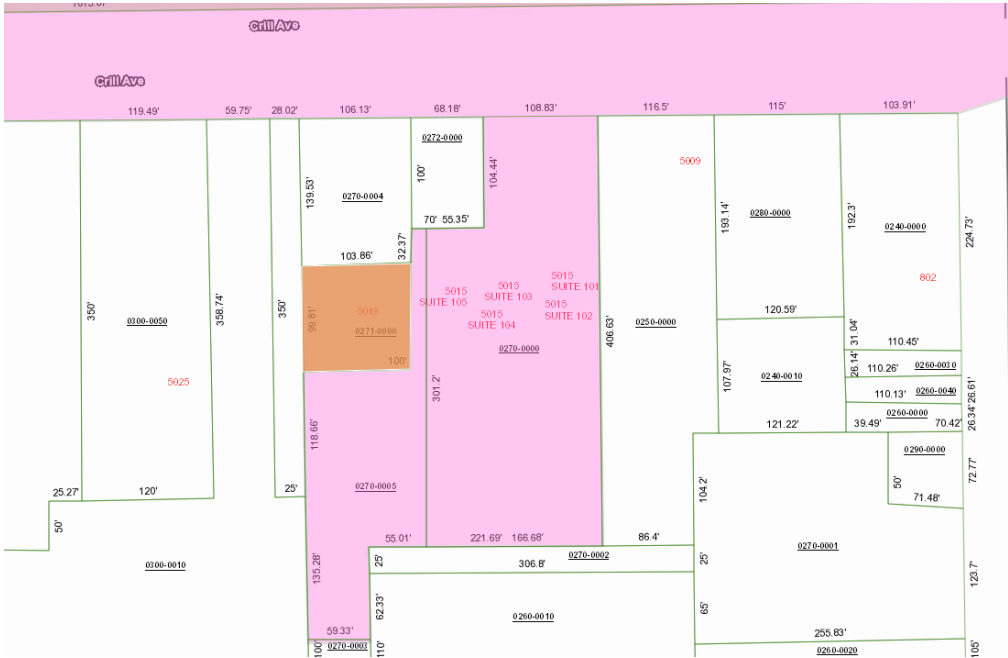
WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka;

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 27th day of March 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 10th day of April 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: April 10, 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.	xOrd 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.

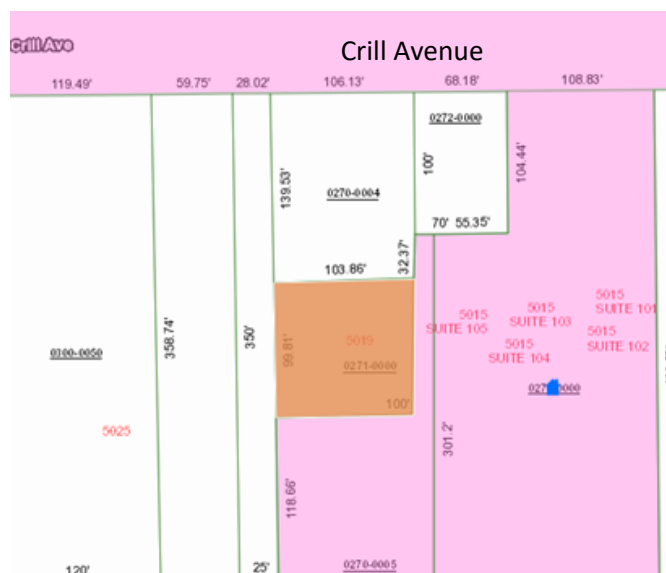


Figure 1: Subject site shown in orange

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

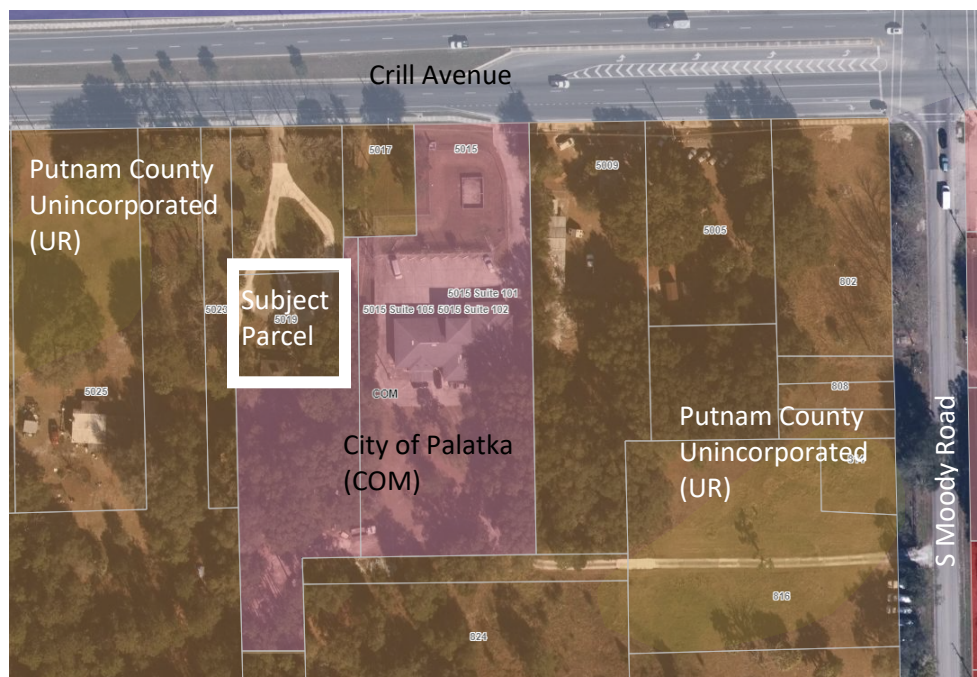


Figure 2: Current Future Land Use Map (FLUM)

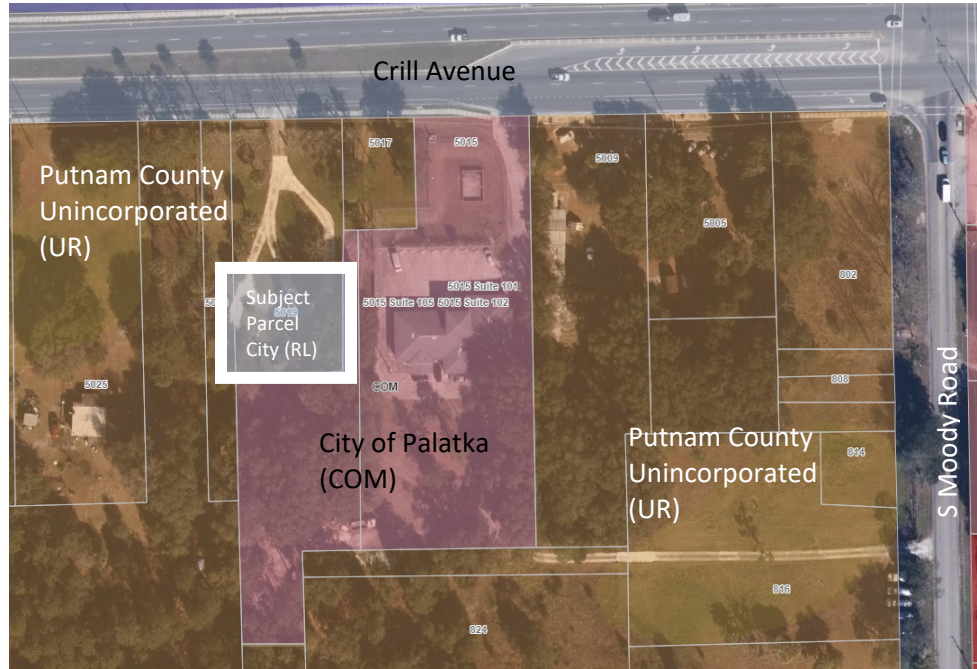


Figure 3: Proposed Future Land Use Map (FLUM)

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.

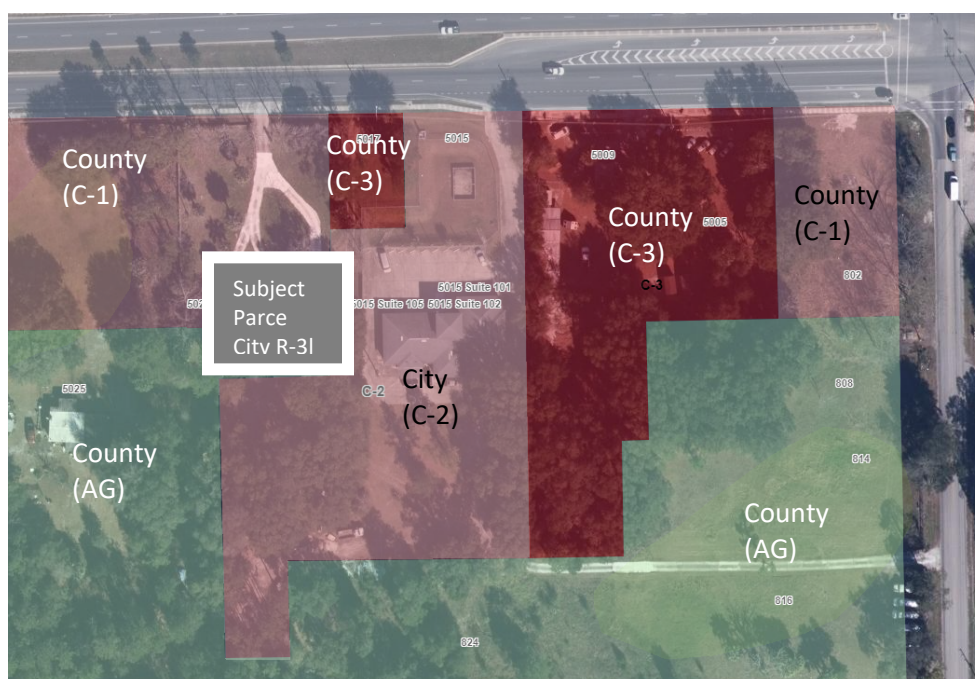
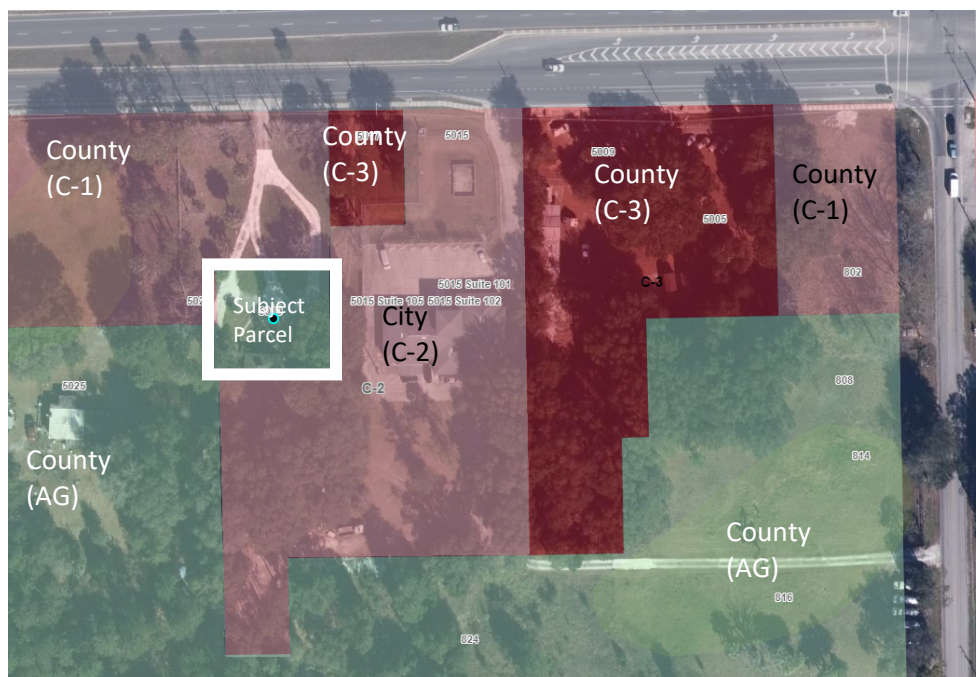
Provide analysis of the minimum amount of land needed as determined by the local government.

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.



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 March 27, 2025, and

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

Section 1. Adopted Small Scale Amendment

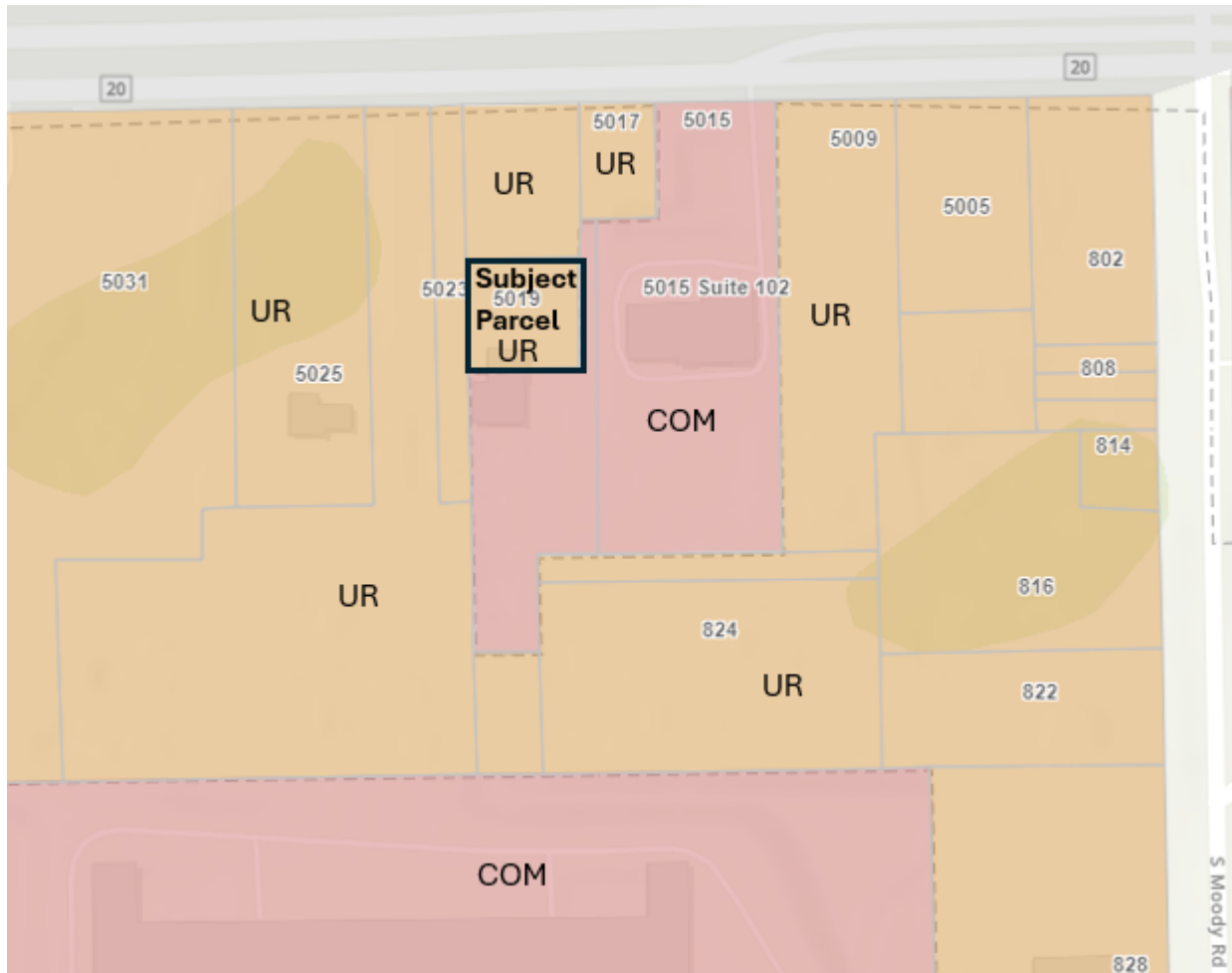
That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

**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 27th 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: "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: April 10, 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.	xOrd 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.

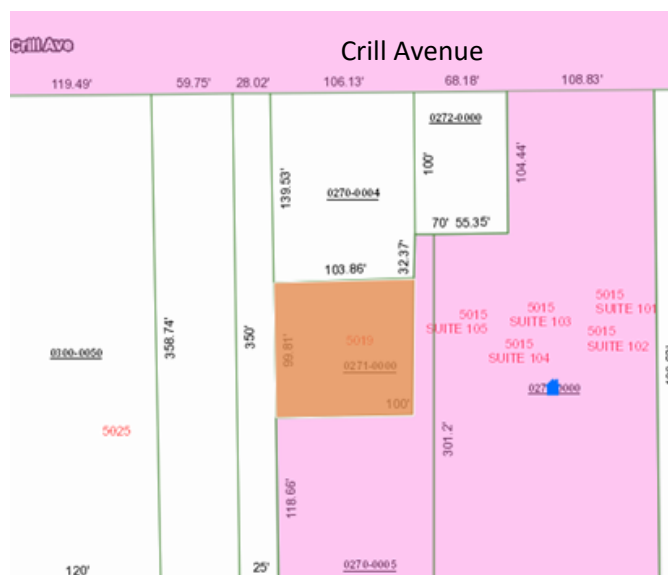


Figure 1: Subject site shown in orange

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

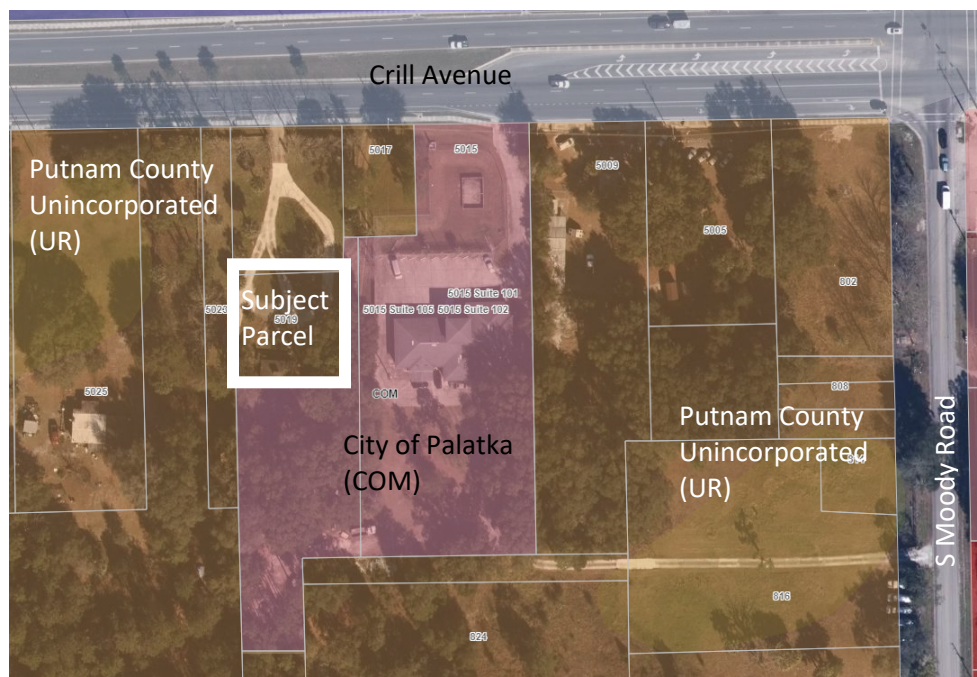


Figure 2: Current Future Land Use Map (FLUM)

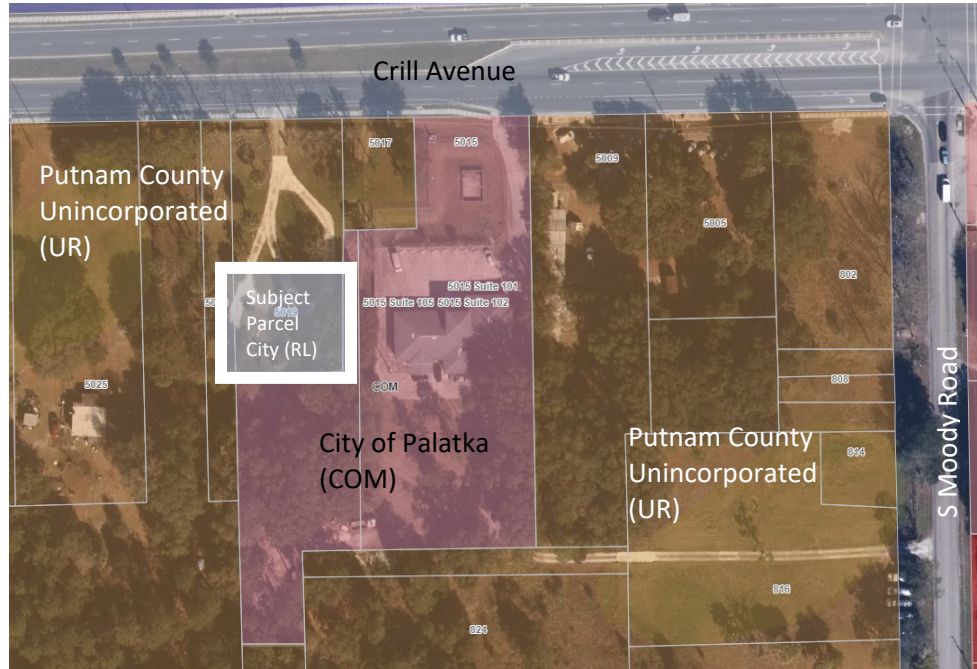


Figure 3: Proposed Future Land Use Map (FLUM)

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.

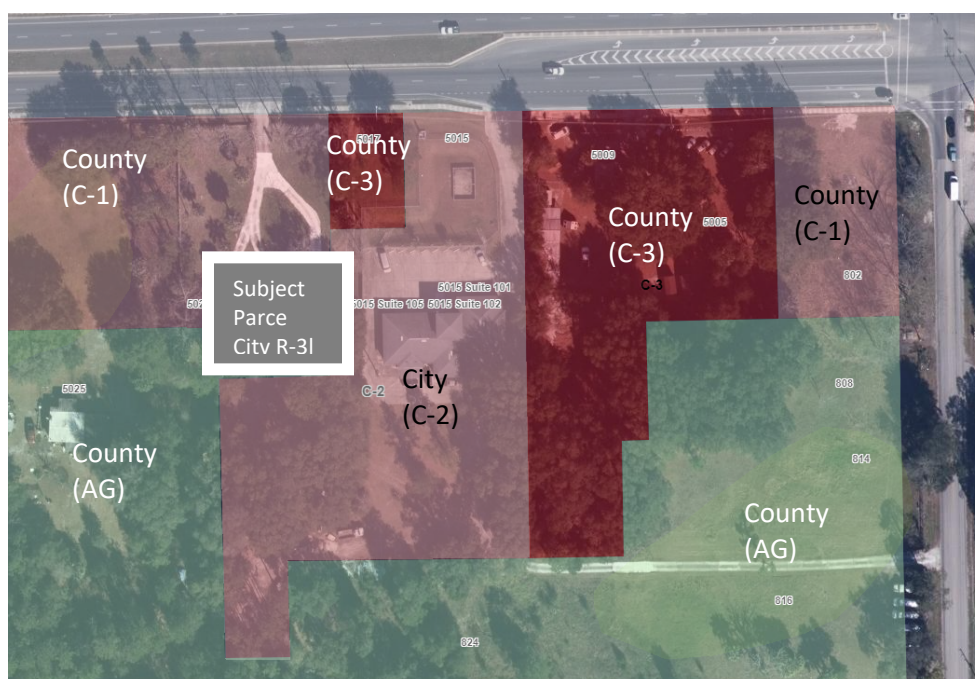
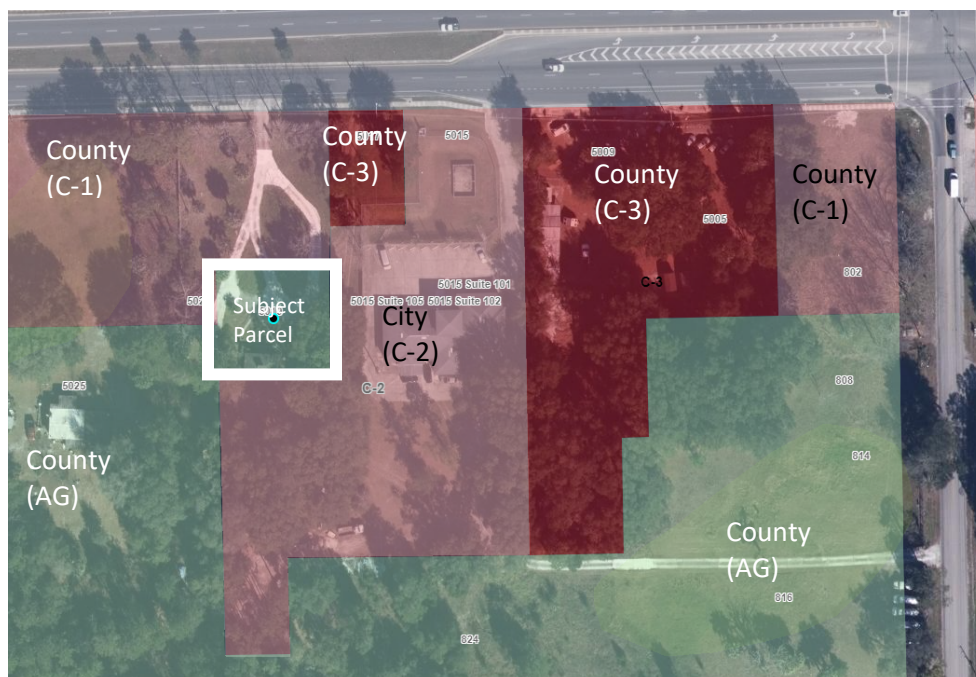
Provide analysis of the minimum amount of land needed as determined by the local government.

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.



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 March 27, 2025, and April 10, 2025, and

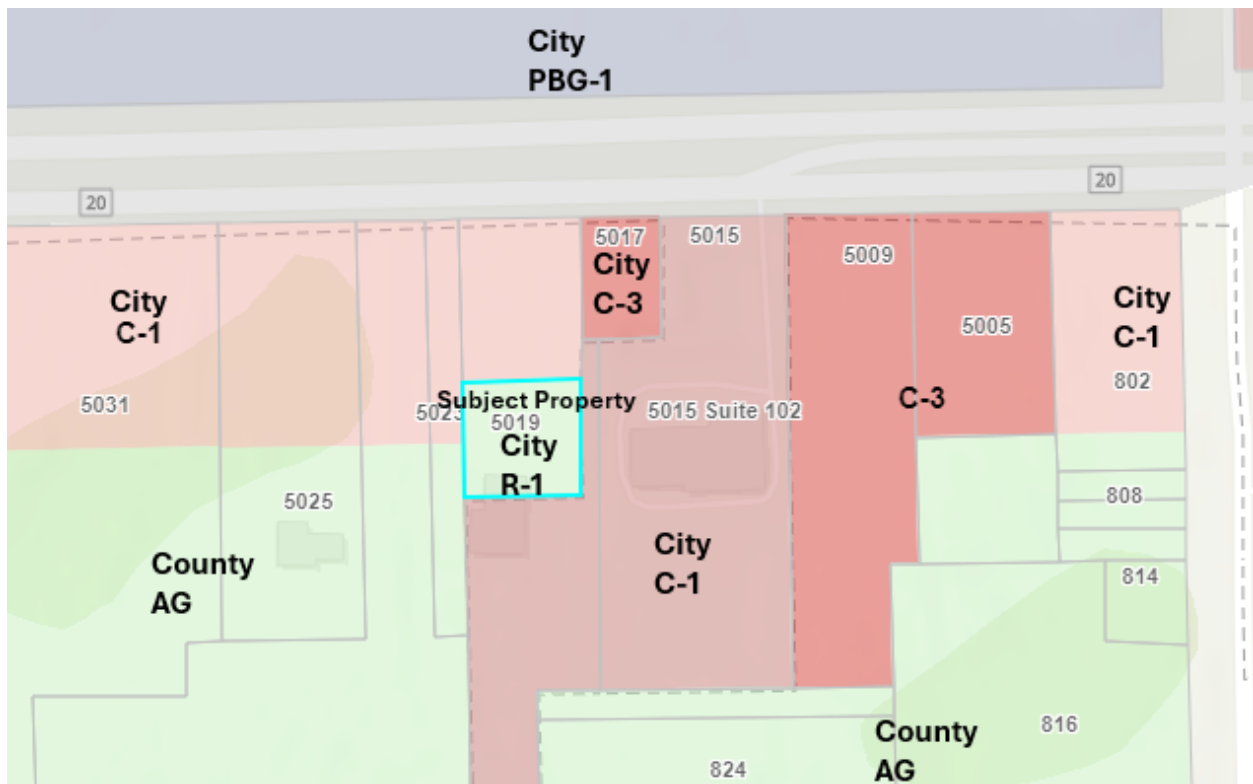
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

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 27th day of March 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 10th day of April 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.