

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
May 8, 2025 at 6:00 PM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. April 24, 2025

3. PUBLIC RECOGNITION/PRESENTATIONS: (SPEAKERS LIMITED TO FIVE MINUTES)

- a. Firefighter and Police officer of the Year
- b. 5-Year Downtown Strategic Action Plan
- c. Palatka Housing Authority: Casey "Oche" Bridgeford

4. CITY MANAGER AND ADMINISTRATIVE REPORTS: (SPEAKERS LIMITED TO FIVE MINUTES - NO ACTION TAKEN ON ITEMS)

- a. City of Palatka Budget Preparation Calendar FY 2025-2026
- b. Investing in Impact- A Citywide Grants Snapshot
- c. Presentation for the Planning and Code Enforcement Departments
- d. 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-65 granting a special events permit to Community Affairs for the Annual 4th of July celebration which will be held July 4th from 5:00 pm until 9:00 pm and set up time will be 2:00 pm until 5:00 pm.
- b. ADOPT RESOLUTION 2025-R-67 granting a special events permit to The Putnam County Historical Society for the annual Occupation of Palatka Living History event which will be held 09/26/2025, 09/27/2025 and 09/28/2025. Set up for the event will be 09/25/2025 at 11:00 am until 8:00 pm.

- c. ADOPT RESOLUTION 2025-R-64 granting a special events permit to Main Street Palatka for the annual Datil Pepper Festival which will be held on 11/08/2025 from 9:00 am until 9:00 pm.
- d. Adopt Resolution 2025-R-66 authorizing a change order to the agreement with Country Breeze A/C for the Jenkins Community Center Improvements HVAC scope to include the installation of five (5) additional AC units and repair of one (1) unit, in the amount of \$27,000, increasing the total contract amount to \$149,000.
- e. 2025-R-68 granting a special events permit to Ancient City Entertainment for the 2025 Blue Crab Festival Approval, which will be on May 23rd, 24th and 25th 2025 with setup on May 21st and 22nd.
- f. Replacement of Primary Sludge Pumps
- g. Release of Lien - 506 Moseley Ave - Richard and Valerie Frederick
- h. Release of Lien - 1100 Washington Street - Lewis Palatka Bulk Plant LLC

7. REGULAR BUSINESS

- a. Recess for 10 minutes
- b. Policy for funding non-profit requests for funding
- c. Palatka Golf Course AUP FY 2024 Report

8. PUBLIC HEARINGS

- a. ORDINANCE 2025-11 Reversion of Business Tax Receipts for insurance companies in compliance with Fla. Stat. 205.042. (First Reading)

9. COMMISSIONER COMMENTS

10. ADJOURN

Upcoming Events May 6 Planning Board 4:00 p.m May 8 Palatka City Commission Meeting 6:00 p.m. May 9 Spring, Summer Jam Series 6:00 p.m. - 10:00 p.m. May 15–17 Wolfson’s Children’s Bass Tournament May 18 Mental Health Awareness Day 4:00 p.m.- 8:30 p.m. May 21-24 Blue Crab Festival May 22 Palatka City Commission Meeting	Board Vacancies Library Board - 3 Vacancies Planning Board - 2 Vacancies Tree Board - 1 Vacancy
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COMMISSIONER



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

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Commission Meeting Minutes April 24, 2025

Invocation

The invocation was led by Pastor Mulberry.

The Pledge of Allegiance

Commissioner Davis led the Pledge of Allegiance.

Roll Call

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

Approval of Minutes

Vote: Commissioner Campbell moved to approve the minutes from April 10, 2025. Commissioner Davis seconded the motion, and it passed unanimously.

Public Recognition/Presentations

Employee of the Month:

Virgina Jones announced Donald Chavis as the employee of the month.

City Manager and Administrative reports

City Manager Verbal Report

Ms. Carty introduced Jane West to talk about the 340 Code cases that the City of Palatka has. Jane West briefly described what her actions will be like in the future. Ms. Carty presented her verbal report to the City Commission, she addressed the dock situation, and explained the City is working diligently on it with the Army Corp of Engineers, addressing the significant changes in water quality. She also spoke on the FMI 5 year BMR improvement.

Finance Report

Peter Kajokas gave the financial report to the Commission.

Public Comments

Ms. Duke shared concerned about the Bill that might pass in Tallahassee that is involving the CRA.

Ms. Garris spoke on the historic aspects and districts of Palatka and the importance of preservation.

Mr. Vickers complained about the noise and explained there is a city ordinance and a state statute.

Commission and Staff Responses

Ms. Carty discussed the CRA questions raised by Ms. Duke and also addressed concerns related to streetlamps and the streetscape

Consent Agenda

No items were pulled from the consent agenda.

Vote: Commissioner Campbell moved to approve all items on the consent agenda. The motion was seconded by Commissioner Davis and passed unanimously.

Regular Business Items

Putnam County Chamber Donation of \$50,000

The Commission had a brief discussion and expressed interest in having the Chamber of Commerce appear to provide an overview of what they intend to offer.

Homelessness

Ms. Carty addressed the Commission and explained the staff is working to find a solution.

Moody Road Lift Station

Commissioner Campbell moved to approve the Moody Road Lift Station. Commissioner Davis second the motion which passed unanimously.

Francis Shortcut Lift Station

The Francis Shortcut Lift Station has already been approved, and Brian McCann provided the Commission with a verbal update on the matter.

Commissioner Comments and Adjournment:

Commissioner Davis shared her appraisal for the weekly staff reports that are being prepared by the Department Heads.

Commissioner Borom discussed the idea of staff incentives, emphasizing how employees contribute to significant cost savings for the city.

Commissioner Campbell discussed the public facilities, emphasizing both their interior and exterior conditions. He expressed interest in making these spaces feel more welcoming for visitors and residents alike.

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

5-Year Downtown Strategic Action Plan

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Presenter: Lara Diettrich, Senior Planner and Project Manager, Halff Associates

This presentation introduces the 5-Year Downtown Strategic Action Plan for the City of Palatka, developed under the Community Planning Technical Assistance Grant awarded by the Florida Department of Commerce.

In 2024, the City of Palatka received a \$40,000 Community Planning Technical Assistance Grant to support the revitalization of the Central Business District. Halff Associates facilitated:

- The hosting of an in-market Strategic Visioning Workshop to engage the community and gather input;
- Market research to assess current conditions and opportunities; and
- The creation of a comprehensive 5-Year Strategic Action Plan to guide decision-making and investments.

This plan focuses on the Central Business District and outlines a strategic framework for targeted investments and development initiatives from 2025 through 2030, and will be presented in the Commission meeting. Attached are the deliverables completed thus far.

PROJECT ANALYSIS

Staff Recommendation

Review the deliverables and be prepared to provide feedback to the presenter when the plan is discussed in the meeting.

ATTACHMENTS

1.	Deliverable #1 In-Market Workshop
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2.	Deliverable #2 Market Analysis Report
3.	Deliverable #3 5 Year Downtown Strategic Action Plan

Deliverable #1

In-Market Workshop



COMMUNITY PLANING TECHNICAL ASSISTANCE (CPTA) GRANT

KICK-OFF WORKSHOP

TUESDAY, NOVEMBER 19, 2024, at 6:00pm

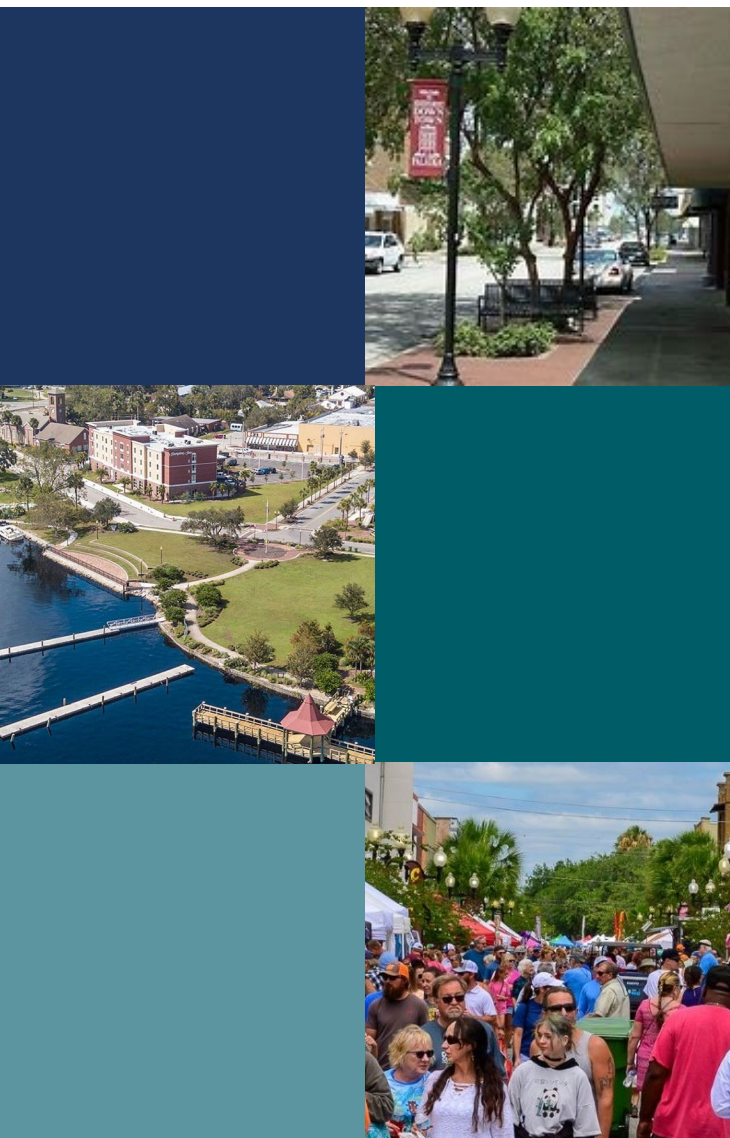
CITY HALL, COMMISSION CHAMBERS

Agenda

5-YEAR STRATEGIC ACTION PLAN

- Introduction of the Halff Team
- What is a Community Planning Technical Assistance (CPTA) Grant
- Intent, Task, Deliverables, Timeframe
- Past & Current Efforts in the Central Business District
- Interactive Discussion Mapping Exercise
- Draft Survey Review Handout
- Next Steps



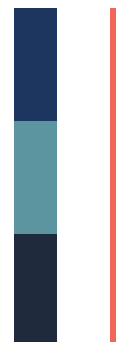
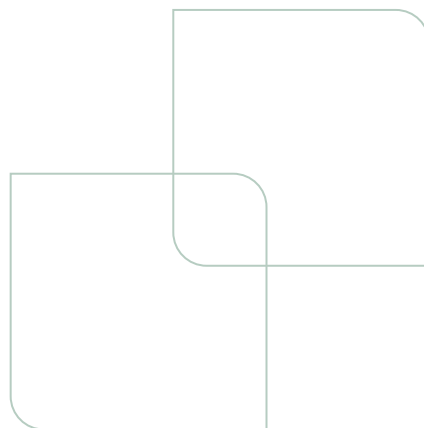


City of Palatka

5-Year Strategic Action Plan

In-Market Workshop

November 19, 2024



Agenda

5-YEAR STRATEGIC ACTION PLAN

- Introduction of the Halff Team
- What is a Community Planning Technical Assistance (CPTA) Grant
- Intent, Task, Deliverables, Timeframe
- Past & Current Efforts in the Central Business District
- Interactive Discussion Mapping Exercise
- Draft Survey Review Handout
- Next Steps

MEET THE TEAM



LARA DIETRICH, MPA
Senior Project Manager/Planner



**JESSICA PIEDRAHITA
SEPULVEDA, AICP**
Urban Planner



ANNIE YUN
Landscape Designer

4 CPTA GRANT DELIVERABLES

1

NOVEMBER 19, 2024

Host In-Market Workshop with stakeholders, business owners, property owners, residents, community leaders and elected officials to gain feedback and provide support.

2

FEBRUARY OF 2025

Prepare Market Analysis Report using mobile data, gap analysis, tapestry lifestyles, consumer spending, commute patterns, priority business, walkability, and demographics.

3

APRIL OF 2025

Prepare a 5-Year Strategic Action Plan with defined and developed strategies to build upon previous efforts for multiple placemaking initiatives resulting from input.

4

MAY OF 2025

Strategic support through an Action Planning Workbook, local teams established, virtual project mapping workshop, and wrap-up call with community to pass the baton to implement.

1: Kick-Off Workshop

2: Market Analysis Report

3: Five-Year Strategic Action Plan

4: Workbook, local teams, mapping, and wrap-up for handoff.

CENTRAL BUSINESS DISTRICT

Community Planning Technical Advisory (CPTA) Grant

CPTA Grants provide counties, municipalities, and regional councils the opportunity to create innovative plans and development strategies to promote a diverse economy, vibrant rural and suburban areas, and meet statutory requirements for planning, while also protecting environmentally sensitive areas.

MAY RESULT IN FURTHER FUNDING SUPPORT!

■ CENTRAL BUSINESS DISTRICT

PAST CBD EFFORTS COMPLETED (2018)

- Community Redevelopment Plan Update
- Goals:
 - ✓ Infrastructure Improvements
 - ✓ Historic Preservation
 - ✓ Economic Development
 - ✓ Public Safety
 - ✓ Community Engagement



Community spirit and teamwork shown by volunteer organizations carried the day for the CRA Agency and the City of Palatka!

CENTRAL BUSINESS DISTRICT

PAST CBD EFFORTS COMPLETED (2019-2023)

- Christmas Lights (annual)
- Putnam Hall 2nd Mural
- A. Philip Randolph Transportation Hub Permeable Pavers
- Residential Rehabilitation Grant
- Azalea Brewery Recruitment Grant
- Potable Water Improvements
- Multiple Projects:
 - Marketing
 - Streetscapes
 - Infrastructure Improvements
 - Wayfinding
 - Special Event Cost Share Program
 - Restoration of Brick Streets



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■ CENTRAL BUSINESS DISTRICT

PAST CBD EFFORTS COMPLETED (2022)

- City of Palatka Economic Development Plan
- Goals:
 - ✓ Address Blight
 - ✓ Support Downtown Development
 - ✓ Public Safety
 - ✓ Affordable Housing
 - ✓ Business Incubator
 - ✓ Municipal Airport
 - ✓ Urban Service Boundary
 - ✓ Equity in City Policies



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CENTRAL BUSINESS DISTRICT

CURRENT CBD EFFORTS ON-GOING (2019-2023)

- A. Philip Randolph Transportation Hub Phase II
- Wayfinding
- St. Johns Avenue Streetscape
- Building Improvement Cost Share Awards
- Recruitment Grant
- Sidewalks
- Potable Water Improvements
- South Historic district Stormwater Phase II (includes brick intersections)
- 819 Laurel Street
- 611 Emmett Street Residential Rehabilitation



Community spirit and teamwork shown by volunteer organizations carried the day for the CRA Agency and the City of Palatka!



SURVEY & NEXT STEPS

- Survey intended to gather information regarding consumer base and activities:
 - ✓ Demographics
 - ✓ Market and Retail Development
 - ✓ Infrastructure and Development Priorities
 - ✓ Community Engagement and Advertising
- Post presentation and survey on City's website
- Start Market Analysis Report



Q&A

THANK YOU FOR PARTICIPATING!

Contact:

Lara Diettrich

904.501.6622

LDiettrich@halff.com



Palatka 5- Year Strategic Plan Survey

The City of Palatka is requesting feedback on your experiences related to the Central Business District's merchants, services, infrastructure, amenities, and events. The results will be tabulated and included in the Palatka 5- year strategic plan to focus on catalytic initiatives to further the District's activation. This will be made available to the public June of 2025.

Age:*

☐ Under 18

☐ 18-24

☐ 25-34

☐ 35-44

☐ 45-54

☐ 55-64

☐ 65 and over

Which neighborhood or area of town do you currently live in?*

Gender:

☐ Male

☐ Female

☐ Non-Binary

☐ Prefer not to say

How often do you visit downtown?*

☐ Never

☐ Rarely (a few times a year)

☐ Occasionally (once a month)

☐ Frequently (once a week or more)

How important is it to conduct a market study to identify future retail opportunities and strategies?*

☐ Very Important

☐ Important

☐ Neutral

☐ Not Important

Rank the following types of retail, restaurants, events, or services in the Central Business District that would encourage you to visit downtown more often with 1 being your highest priority and 8 being your lowest priority.*

Retail: merchandise retailers, grocery stores, boutiques

Dining: Includes outdoor dining options and food trucks

Recreational attractions: Bike rentals, walking tours, etc.

Public markets: Farmers, artisan, and food markets

Cultural Festivals: Art, food, music, history

Services: Offices, venues, bed & breakfast

Amenities: Museums, parks & trails

Businesses, Gift/Local Art Destination Businesses

Reset

What kind of retail stores would you visit more often in the Central Business District?*

☐ Clothing boutiques

☐ Specialty shops (e.g florist, bakeries, etc.)

☐ Convenience stores

☐ Hardware stores

☐ Bookstores

☐ Other

What kind of retail stores would you like to see less of in the Central Business District?*

Rank the kind of restaurants you would like to see more of in the downtown district, with 1 being your highest priority and 5 being your lowest priority.*

☐ Casual Dining

☐ Fine Dining

☐ Fast Food

☐ Food Trucks

☐ Cafes and Bistros

Reset

Rank the types of attractions/activities you would like to see in the downtown district, with 1 being your highest priority and 5 being your lowest priority.*

Cultural and historical attractions

Outdoor recreational spaces (e.g., parks, trails)

Open markets

Live music and entertainment

Reset

Tourism Development: How important is it to capitalize on local history and ecotourism capabilities?*

☐ Very Important

☐ Important

☐ Neutral

☐ Not Important

What aspects of local history and ecotourism would you like to see in the Central Business District?*

☐ Historical landmark recognition/signs

☐ Nature trails and parks

☐ Local museums

☐ Bicycle, walking, river tours

☐ Other

Based on the Community Redevelopment Area Four-Point Action Plan, which category is most important to you?

Infrastructure Improvements

Activate Opportunity Sites

Encourage Private Sector Investment

Establish and Reinforce Connections

Reset

Rank your priority of catalytic projects for the Central Business District, with 1 being your highest priority and 5 being your lowest priority.*

Building Improvement Cost Share Grant Program

Private and public partnership for entrepreneurship

Phillip Randolph Transportation Hub

Roadway Improvements

Street lighting and sidewalk improvements

Reset

Rank the importance of downtown features from 1 to 5 with 1 being your highest priority and 5 being your lowest priority:*

Roadway improvements

Stormwater improvements (e.g. bioswales, rain gardens)

Adaptive reuse of historic buildings

Walkable and pedestrian-oriented infrastructure

Public gathering spaces (e.g. riverfront parks, plazas)

Reset

In what way could the city encourage more participation in the downtown development and activities?*

☐ CBD Volunteer opportunities

☐ Advisory Boards

☐ Main Street Programs or similar

☐ Business Development Incubator Programs

☐ CBD Business Owners Association

☐ Other

How can the City of Palatka better unify local community and redevelopment stakeholders*

☐ Collaborative Projects

☐ Shared Resources and Information

☐ Regular business owners in the CBD meetings

☐ Other

How do you hear about events and programs happening in the Central Business District?*

☐ Social Media Campaigns

☐ Local Media Advertising

☐ Community Events

☐ Other

How do you find out about new businesses in the Central Business District?*

Submit

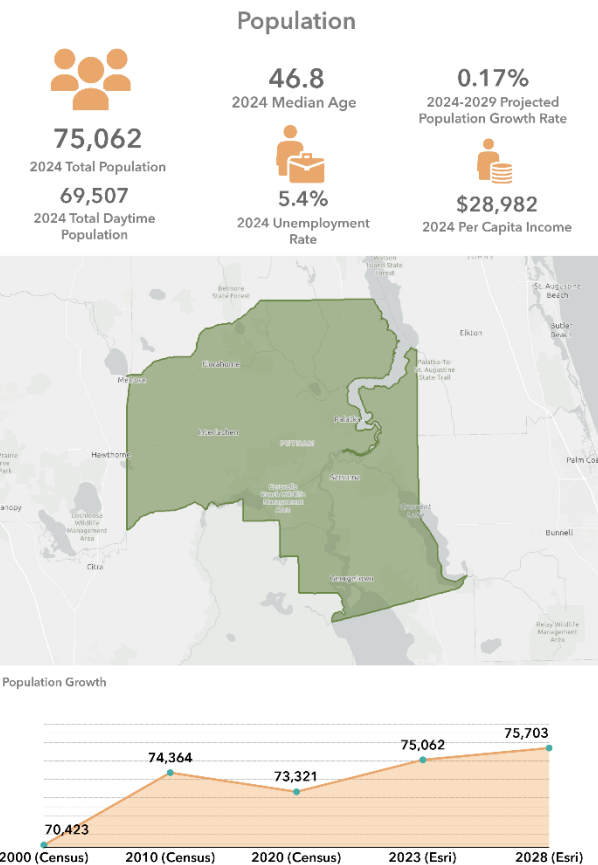


City of Palatka
Community Planning Technical Assistance Grant
DRAFT (2.28.2025) Market Analysis Report

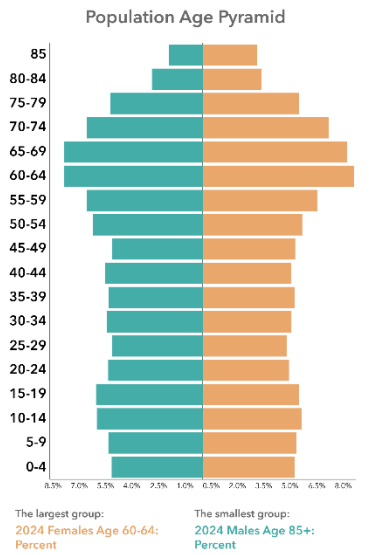
Demographics

The City of Palatka's demographic profile highlights a steady population increase of 0.32% since the 2000 Census reflected a total population of 10,542 as of 2023. Similarly, Putnam County has experienced a population increase of 6% since the 2000 Census reflected a total population of 75,065. It is important to note that the Census includes the City of Palatka’s population data and Putnam’s County unincorporated population data. In terms of gender, Putnam County has an equal split between males at 49.5% and females at 50.5%, while Palatka has a slightly higher percentage of females 55.3% compared to males 44.7%.

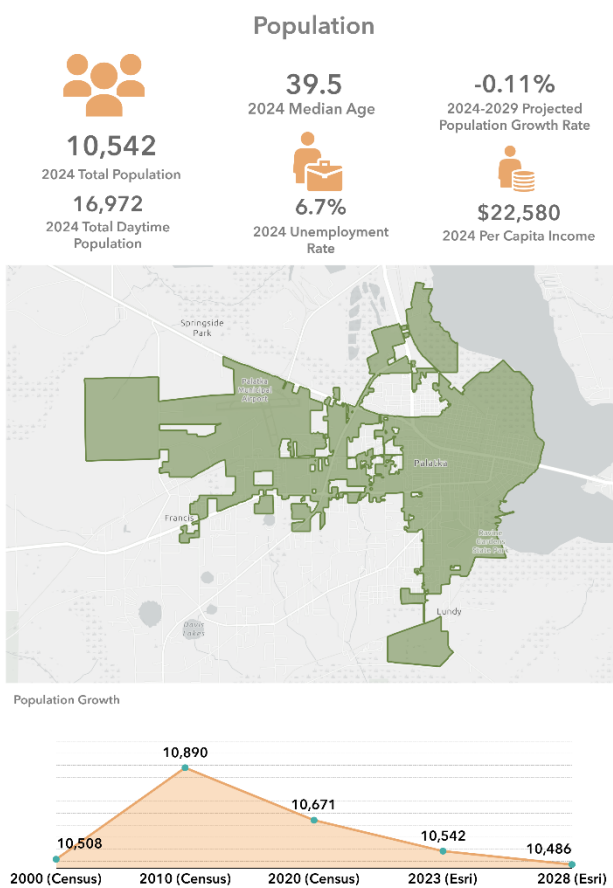
Putnam County



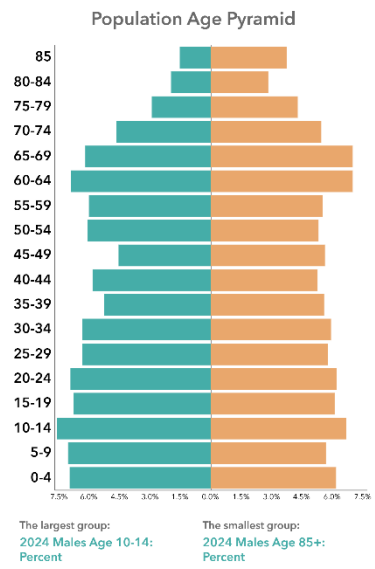
Race	Population	Percent
Asian	517	0.7%
Black	11,511	15.3%
Native American	481	0.6%
Pacific Islander	40	0.1%
White	53,119	70.8%
Other Race	3,667	4.9%
Multiple Races	5,727	7.6%



City of Palatka



Race	Population	Percent
Asian	95	0.9%
Black	4,857	46.1%
Native American	48	0.5%
Pacific Islander	2	0.0%
White	4,581	43.5%
Other Race	256	2.4%
Multiple Races	703	6.7%

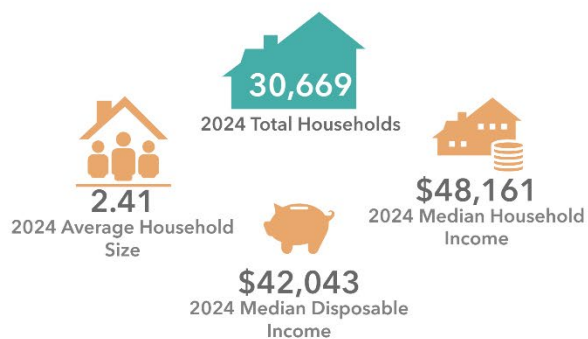


Source: This infographic contains data provided by Esri (2024, 2029), U.S. Census (2000, 2010, 2020), Esri-Data Axle (2024). © 2025 Esri

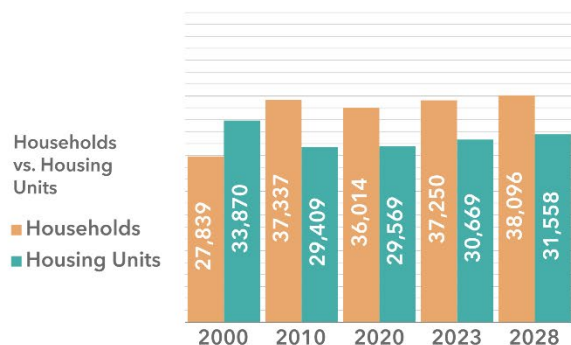
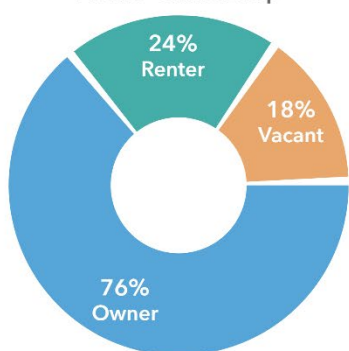
Source: This infographic contains data provided by Esri (2024, 2029), U.S. Census (2000, 2010, 2020), Esri-Data Axle (2024).

Putnam County

Household Characteristics



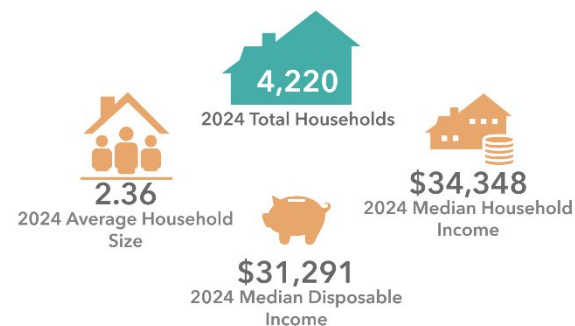
Home Ownership



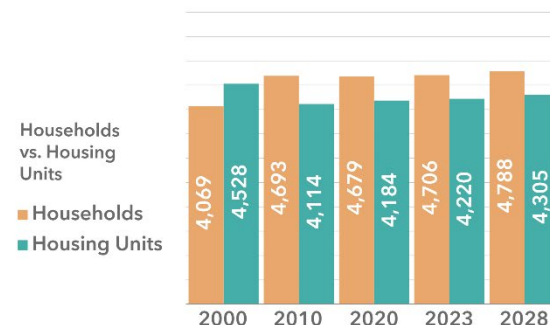
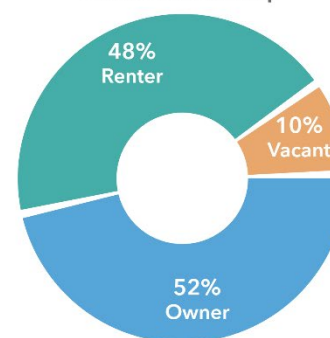
Putnam County's median household income is \$48,161 while the City of Palatka's median household income is \$34,348 (2024 Esri). The stark contrast in median household income between Palatka and Putnam County is notable, especially when comparing them to the median household income for the state of Florida. The City of Palatka's median household income is 35% lower than that of Putnam County's median household income; and is 49% lower than that of the state of Florida's median household income of \$66,000 (2023 5-year ACS). This is reflected in the city's high poverty rate of 34% and the County's at 24% in comparison to the 2023 Florida poverty rate of 12.6% (2023 5-Year ACS). Lower median household incomes are often associated with higher poverty rates, as limited financial resources can restrict access to services, education, and economic opportunities such as employment and entrepreneurship, which perpetuates a cycle of poverty within the community.

City of Palatka

Household Characteristics



Home Ownership



Education Attainment aged 25 and Older	City of Palatka	Putnam County
No High School Diploma	20.8%	17.8%
High School Graduate	40.9%	40.6%
Some College/ Associate's Degree	26.2%	27.5%
Bachelor's/Graduate/Post Degree	12.1%	14.1%
Limited English proficiency	2.4%	4.2%

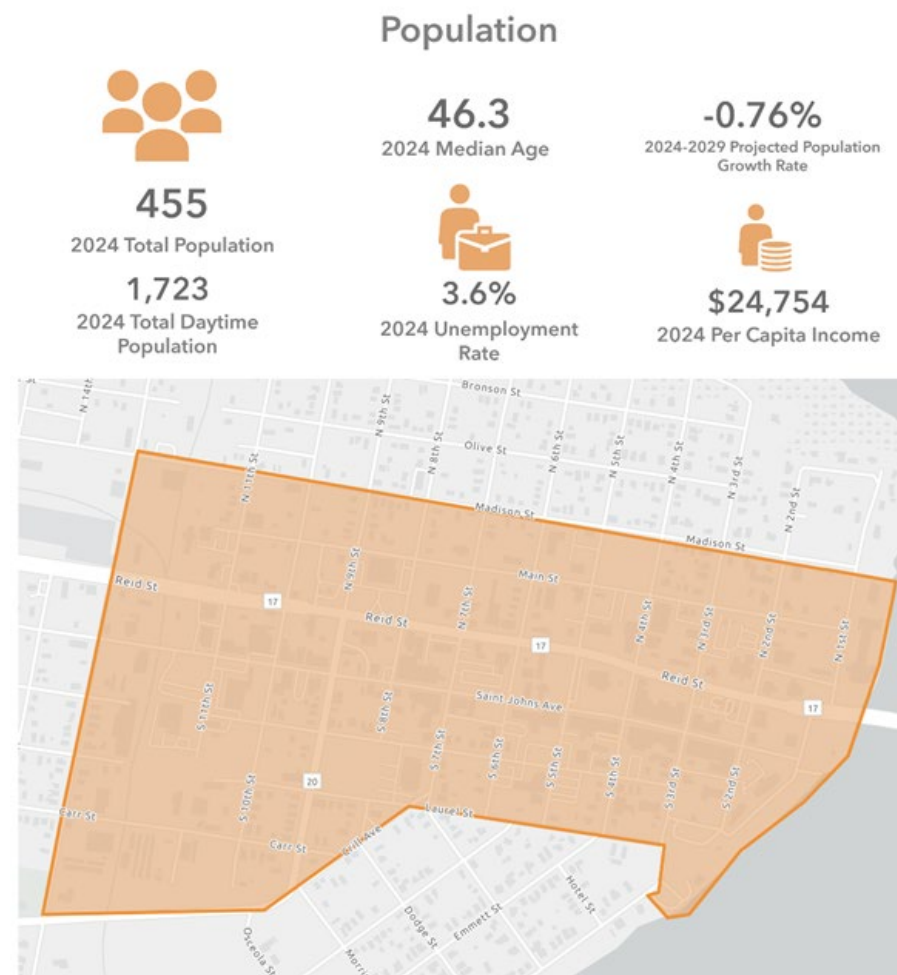
CENSUS, DP02 2023 ACS 5-Year

The educational attainment and gender composition between Putnam County and the City of Palatka show minimal differences. Both areas have a similar percentage of the population aged 25 and older with a high school diploma or GED with Putnam County at 40.6% and Palatka at 40.9%. The percentage of residents with a postsecondary education is also close with Putnam County at 14.1% and Palatka at 12.1%.

Central Business District Demographics

According to the population estimates in the 2021 CRA Plan update, the Central Business District had a population of 430 people in 2010. Since then, the population of the CBD has increased to 455 people in 2024 (2024 Esri). Furthermore, the Black population in the Central Business District has declined by 14% since 2010, going from a population of 243 to 208 people. Conversely, the white population has seen a population increase of 17% in the Central Business District since 2010. Overall the Central Business District has experienced a growth rate of 3.5% since 2010, reflecting the consistent growth trends in the City of Palatka and the County.

The median household income for the Central Business District is not that much different from the City of Palatka. Being below the Putnam County median household income impacts businesses looking to capitalize on the residents that live within the City of Palatka and the Central Business District.

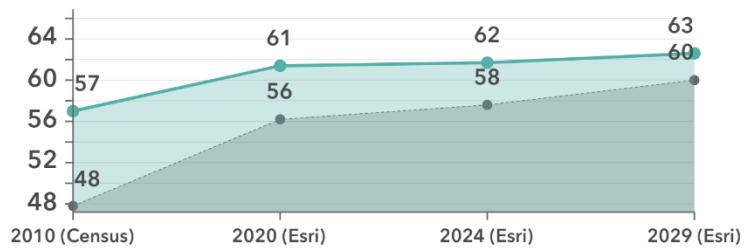


Central Business District

Community Change Snapshot

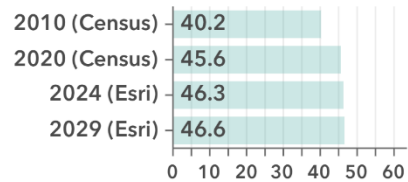
CBD
Area: 0.36 square miles

Diversity Index

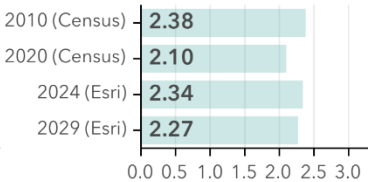


Dots show comparison to Putnam County

Median Age

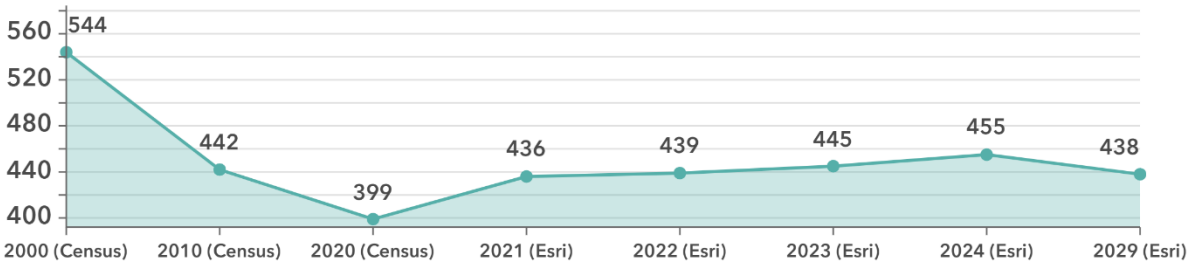


Average Household Size

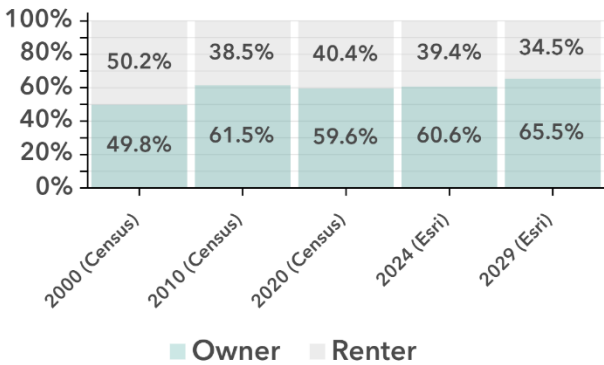


Race	Population	Percent
Asian	2	0.4%
Black	208	45.7%
Native American	1	0.2%
Pacific Islander	0	0.0%
White	214	47.0%
Other Race	7	1.5%
Multiple Races	23	5.0%

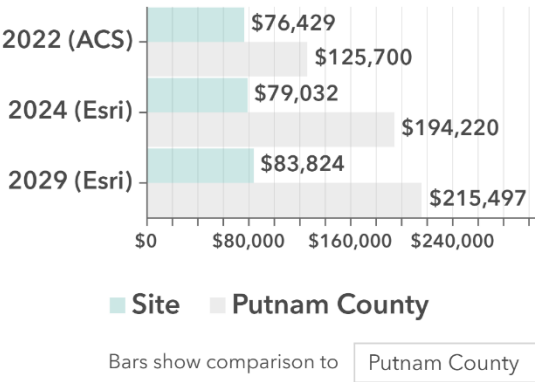
Total Population



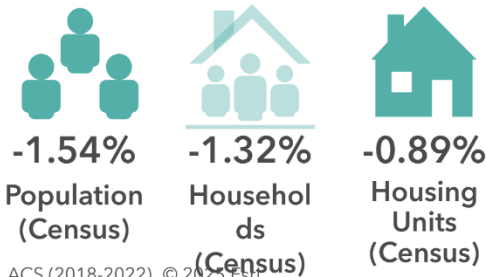
Owner vs Renter Occupied Units



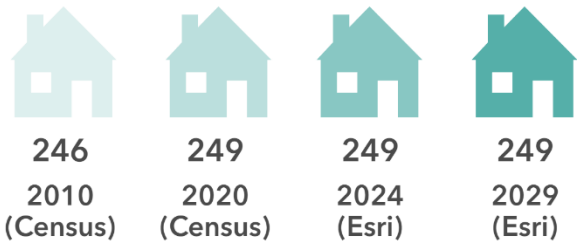
Median Home Value



2000-2020 Compound Annual Growth Rate



Total Housing Units: Past, Present, Future



Source: This infographic contains data provided by Esri (2024, 2029), U.S. Census (2000, 2010, 2020), ACS (2018-2022). © 2023 Esri

Commute Patterns

The roles that the City of Palatka and Putnam County play within the Northeast Florida region empowers the community stakeholders, decision-makers, and administrations to make well-informed choices regarding development, resource allocation, and policy making. Long-term planning and visioning become more effective when stakeholders understand Palatka's position within the broader regional context. By recognizing Palatka's economic contributions and strengths, stakeholders can make effective policies and set realistic goals identifying easy wins that lead to strategic investments that recognize the City's unique character and pursue opportunities.

Understanding commute patterns is crucial for rural towns implementing ongoing revitalization efforts. By analyzing commute patterns, the City of Palatka can make informed decisions about where to allocate resources to ensure those investments are made in areas with potential for growth. Businesses can use commute data to tailor their marketing strategies. For example, knowing that a significant number of commuters pass through a particular area can help decide where to increase density and place commercial/retail services, assets, and amenities.

The Central Business District of Palatka is an integral part of a larger regional network, accessible via several major highways. U.S. Route 17 runs north-south through the CBD, connecting it

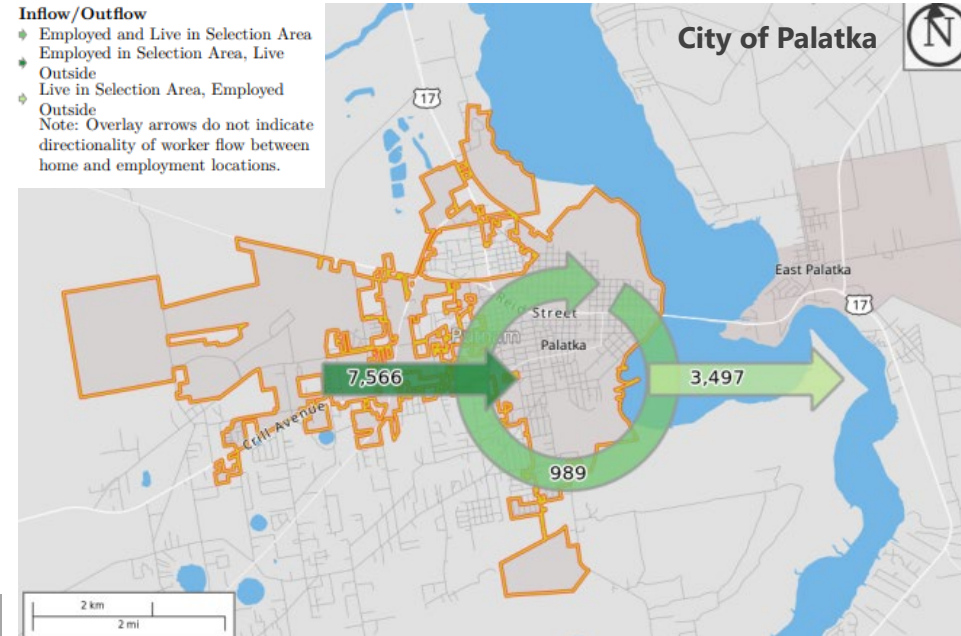
to Jacksonville to the north and Crescent City to the south. Various state roads intersect U.S. 17 in Palatka, providing routes to Interlachen and Gainesville to the west and Flagler Beach and St. Augustine to the east, directly across the St John's River.

Using the US Census Bureau's Longitudinal Employer-Household Dynamics Origin-Destination Employment Statistics (LODES) *OnTheMap* tool, data was illuminated on how the commute patterns of those who live and work in the City of Palatka are tracked. The following two analyses were done using data from the 2022 LODES which was released in November of 2024.

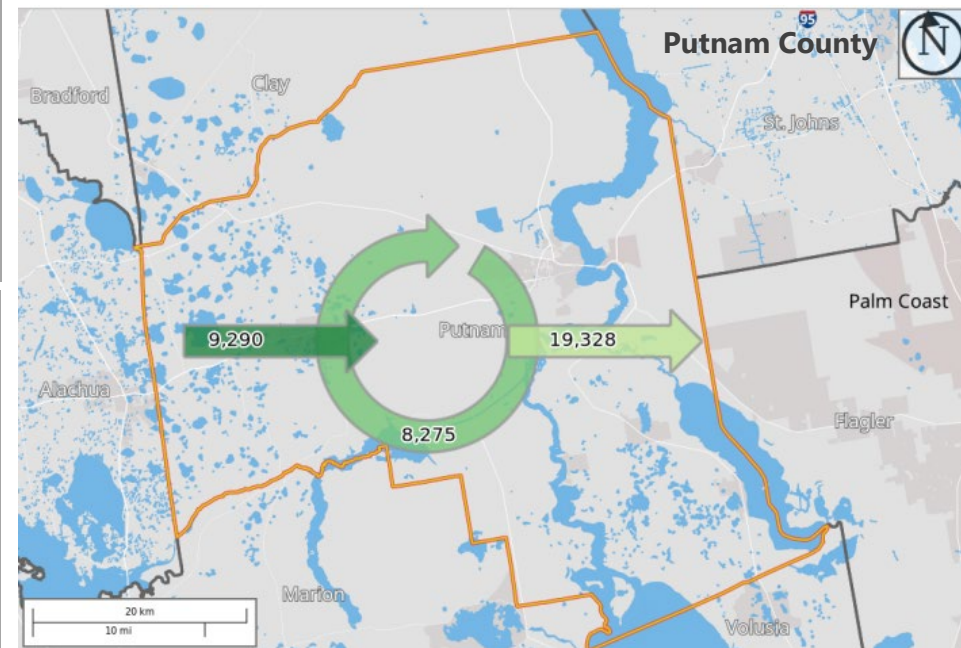
- Inflow/Outflow analysis - shows where workers are commuting to and from by dividing it into three flow patterns:
 - those who LIVE AND WORK IN the area
 - those who COMMUTE INTO the area for work
 - those who LIVE IN the area but COMMUTE OUT for work.
- Distance/Direction Analysis determines how far and in which direction workers and residents commute between home and work. It shows whether most workers travel short or long distances, or if most of them commute in a specific direction.

Inflow and Outflow Analysis

When analyzing the City of Palatka, it becomes clear that the city functions more as an employment hub than a source of labor. This is evident from the fact that 88% of workers employed in Palatka reside outside its limits, resulting in a greater influx of workers coming into the city than those leaving for employment elsewhere. However, when compared to Putnam County, the city and the county act as a bedroom community to the northeast Florida Region with 70% of working residents leaving Putnam County for work while only 30% live and work in Putnam County.



Inflow/Outflow counts for All Jobs for the City of Palatka in 2022	Count	Share
Live and Work (Interior Characteristics)	989	11.6%
Work Inside but Live Outside (Inflow Characteristics)	7,566	88.4%
Total Workers Employed in Palatka	8,555	100.0%
Live and Work (Interior Characteristics)	989	22.0%
Live Inside but Employed Outside (Outflow Characteristics)	3,497	78.0%
Total Workers Living in Palatka	4,486	100.0%
Inflow/Outflow counts for All Jobs for Putnam County 2022	Count	Share
Live and Work (Interior Characteristics)	8,275	47.1%
Work Inside but Live Outside (Inflow Characteristics)	9,290	52.9%
Total Workers Employed in Putnam County	17,565	100.0%
Live and Work (Interior Characteristics)	8,275	30%
Live Inside but Employed Outside (Outflow Characteristics)	19,328	70%
Total Workers Living in Putnam County	27,603	100.0%



Distance/Direction Analysis

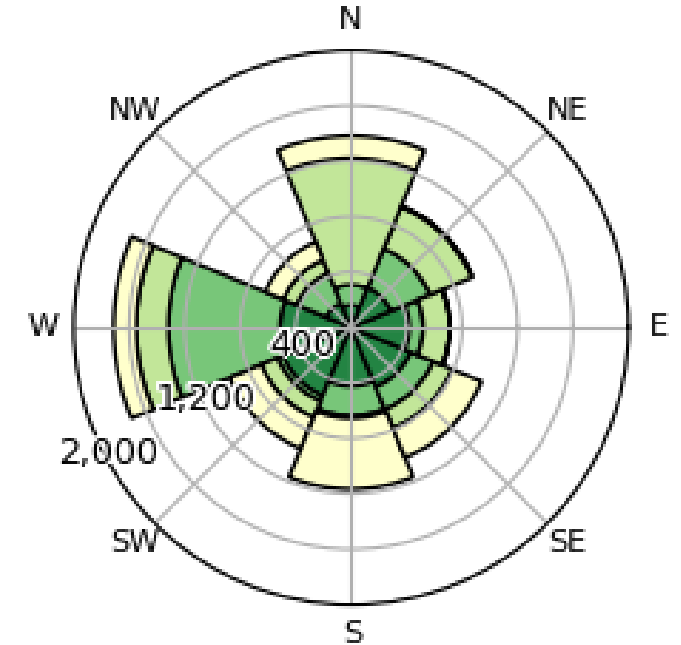
The Distance and Direction Analysis takes it a step further by highlighting the direction of the commuters' trips and the distances of their commutes. The analysis is organized into four distance categories:

- Less than 10 miles
- 10 to 24 miles
- 25 to 50 miles
- Greater than 50 miles

The data indicates that a significant portion of people working in the City of Palatka commute from the west (20%) and north (16%). The farthest distance traveled is 25 miles or more, suggesting Interlachen and the Jacksonville MSA are major residential zones for employees working in the City of Palatka. The south also contributes a notable 14% to the commuting population. In contrast, fewer people commute from the east and northwest, each accounting for only 8%. These patterns highlight the diverse directions from which people travel from home, with the west being the most common starting point and the east and northwest being the least common.

The direction in which workers travel into the City of Palatka for employment from their place of residence		
Direction of Residence	Workers employed in Palatka	Percentage
Living N	1384	16%
Living NE	951	11%
Living E	710	8%
Living SE	1017	12%
Living S	1167	14%
Living SW	946	11%
Living W	1712	20%
Living NW	668	8%
Total	8,555	100.0%

City of Palatka
Job Counts by Distance/Direction in 2022
All Workers



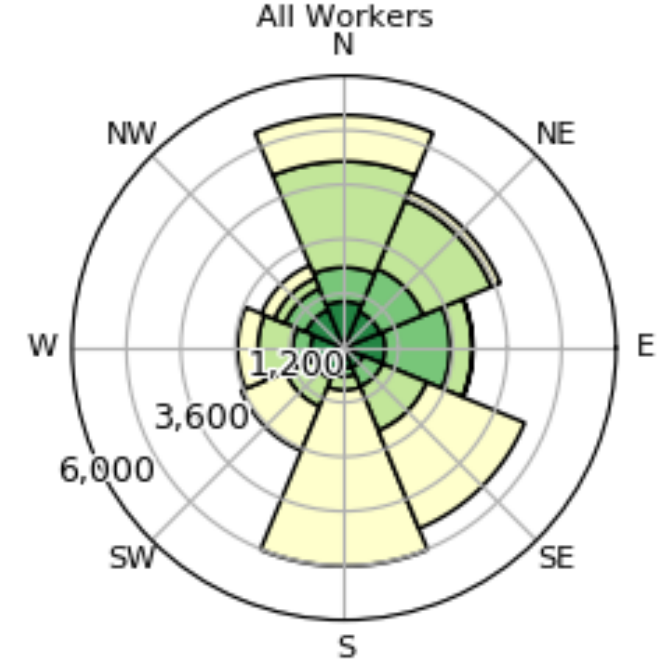
2022		
	Count	Share
Total All Jobs	8,555	100.0%
Less than 10 miles	3,013	35.2%
10 to 24 miles	2,020	23.6%
25 to 50 miles	2,058	24.1%
Greater than 50 miles	1,464	17.1%

Interchangeably, the data reveals a significant number of workers living in Putnam County commute to the north (19%) and northeast (14%) towards Duval and St. Johns Counties. Similarly, many travel directions range to the east down to the south to reach their place of work, which is where a large part of the tourist and service industry is located due to Flager and St. Augustine Beaches.

The commute patterns for residents reflect that most workers living in Palatka are willing to travel more than 25 miles to their place of employment. This could be driven by higher pay or career opportunities that are not available closer to home. However, with more workers commuting to the City of Palatka than residents working locally, the city can significantly benefit from an economic multiplier effect. For instance, when workers spend money at local businesses such as restaurants or retail stores, these establishments may use some of that revenue to pay local suppliers. This local spending helps create a more diverse and vibrant economy that stimulates further economic growth.

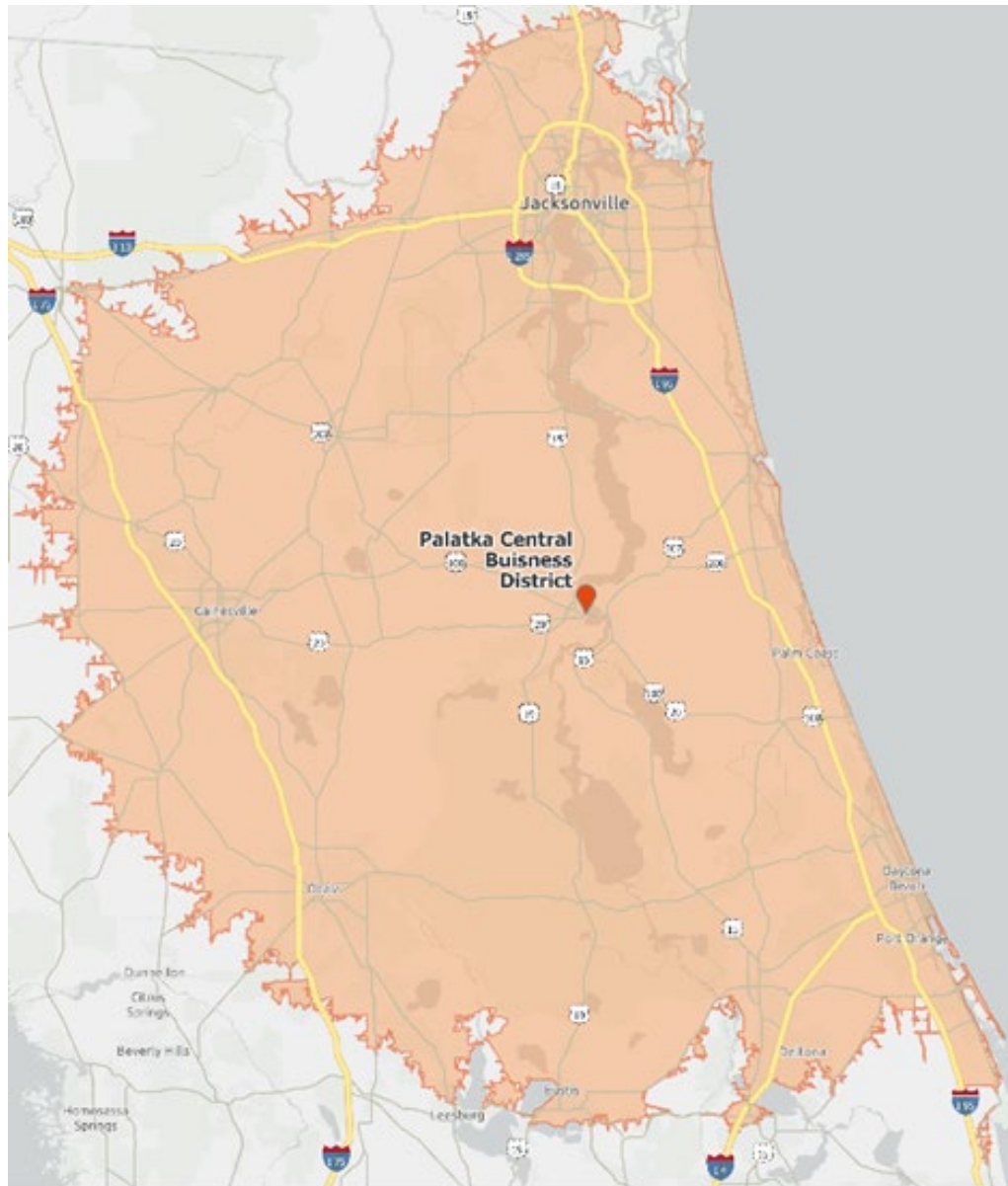
The direction in which workers living in Putnam County travel outside Putnam County for employment		
Direction of Employment	Workers Living in Putnam County	Percentage
Living N	5,132	19%
Living NE	3,731	14%
Living E	2,842	10%
Living SE	4,312	16%
Living S	4,813	17%
Living SW	2,457	9%
Living W	2,345	8%
Living NW	1,971	7%
Total	27,603	100.00%

Putnam County
Job Counts by Distance/Direction in 2022
All Workers



	2022	
	Count	Share
Total All Jobs	27,603	100.0%
Less than 10 miles	5,961	21.6%
10 to 24 miles	4,884	17.7%
25 to 50 miles	7,492	27.1%
Greater than 50 miles	9,266	33.6%

Trade Area & Demographics



The commuting patterns in the City of Palatka provide a strong justification for defining the Trade Area as a 90-minute drive time radius towards the Palatka Central Business District. These distances show that a substantial portion of workers are willing to commute considerable distances to their jobs and vice versa, specifically those driving between 10 to 50 miles. These distances align well with the 90-minute drive time boundary used by the Putnam County Chamber of Commerce for economic development efforts. By understanding commuting dynamics, businesses and stakeholders can better align their strategies to capitalize on the economic activity occurring around the CBD.

The identified Trade Area encompasses several Core Based Statistical Areas (CBSAs) including the Jacksonville Metropolitan Statistical Area, Palatka Micropolitan Statistical Area, and parts of the Ocala, Deltona-Daytona and Ormond Beach Metropolitan Statistical Area. Core Based Statistical Areas (CBSAs) are defined as a region that includes a central county with a significant urban population, and outlying counties and communities that are closely linked to the central county through strong social and economic connections. These connections are often measured by commuting patterns, indicating a high level of integration.

90 Minute Trade Area

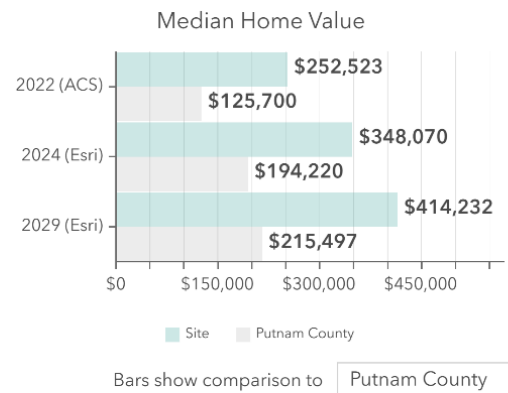
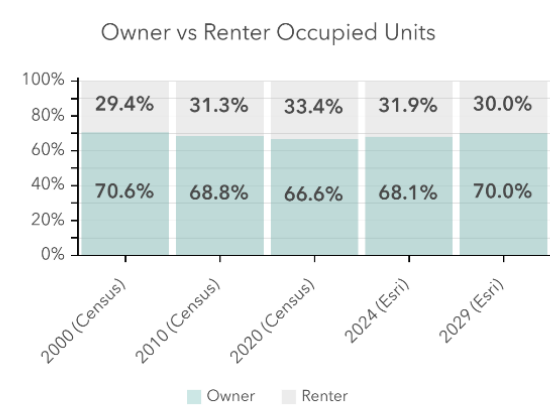
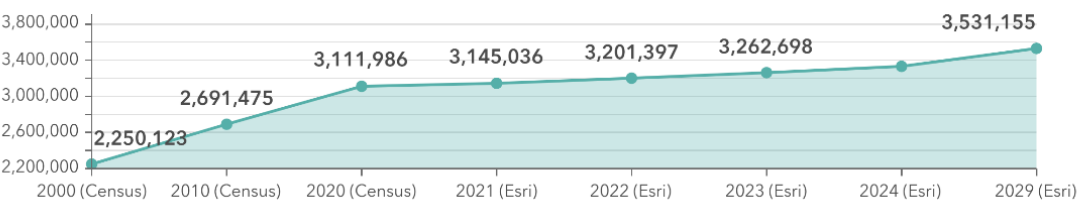
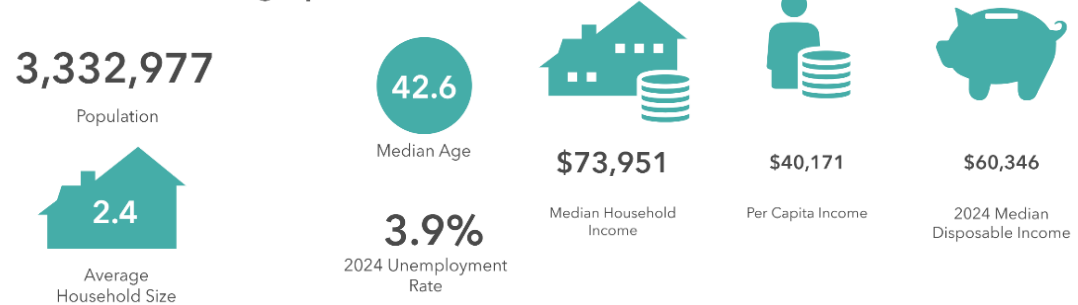


0 20 40 Miles

FGDT Rev. 1, TomTom, Garmin, BingMap, FAD, METROSTAT, USGS, EPA, NPS, USFWS

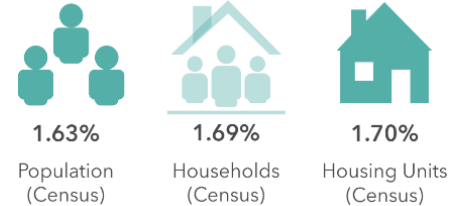
The total population within the Trade Area in 2024 is estimated at 3,285,147 with significant age groups including adults from 25 - 44 years comprising 24.6% of the population, this group is likely to be in their prime working years while significantly contributing to the economy. At 12.6% of the Trade Area population ranging from 15-24 years old which is indicative of the strong presence of college-aged individuals attending the surrounding universities and schools such as St. Johns River State College, Florida Art School, and the Universities of Florida and North Florida. Within the Senior population, the Trade Area has a similar percentage as Putnam County and the City of Palatka makeup of 22%. The median household income for the Trade Area is \$79,951, set to increase to \$87,462 by 2029. The per capita income is projected to increase from \$40,140 to \$47,757 in 2029 and the median home value is expected to rise from \$348,566 in 2024 to \$414,842 in 2029.

Trade Area Demographics

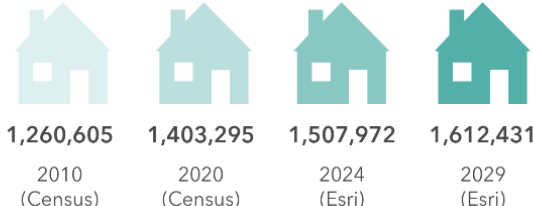


Race	Population	Percent
Asian	124,925	3.8%
Black	572,497	17.2%
Native American	13,057	0.4%
Pacific Islander	2,993	0.1%
White	2,144,969	64.4%
Other Race	143,605	4.3%
Multiple Races	330,931	9.9%

2000-2020 Compound Annual Growth Rate



Total Housing Units: Past, Present, Future



Source: This infographic contains data provided by Esri (2024, 2029), U.S. Census (2000, 2010, 2020), ACS (2018-2022). © 2025 Esri

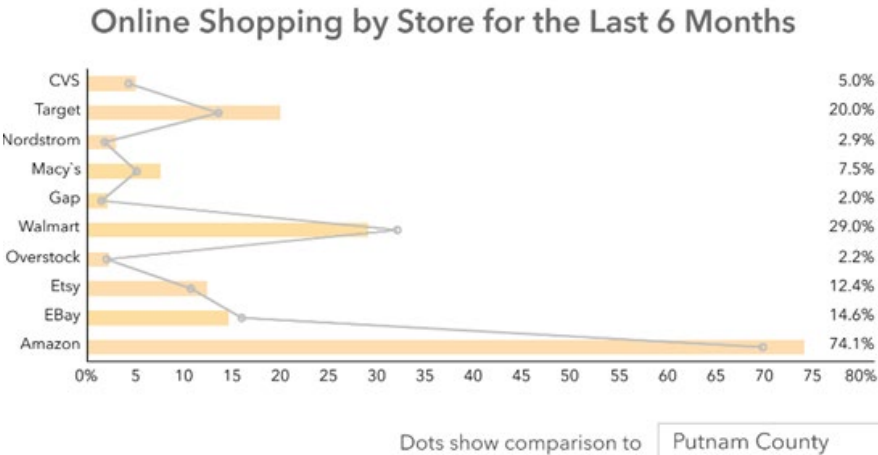
Household Consumer Spending Patterns

The Trade Area has the highest average household income at \$73,951 followed by Putnam County at \$52,256, and the City of Palatka at \$33,628 (2023 ACS5YR). This disparity in income levels influences spending patterns, with higher income areas allocating more toward essential expenses such as food, housing, and healthcare. Healthcare and grocery spending are highest in the Trade Area, reflecting how higher-income households tend to spend more on better access to healthcare care, and opting for higher-quality wellness or organic products. In the City of Palatka, where the average household income is significantly lower, discretionary spending for leisure, arts, and entertainment may be more constrained. This effects directly the health of local businesses sustainability.

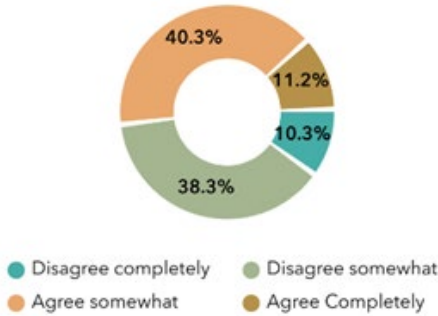
The preference to shop locally is prevalent in the region. However, consumers in the regions still prefer national store chains. Although national chains have higher variety of goods, in smaller communities' local businesses are often the backbone of the economy. National stores typically thrive in areas with higher population densities and higher income levels yet in contrast, may struggle to compete in low-income and population areas, thus leaving the local population to rely on local businesses.



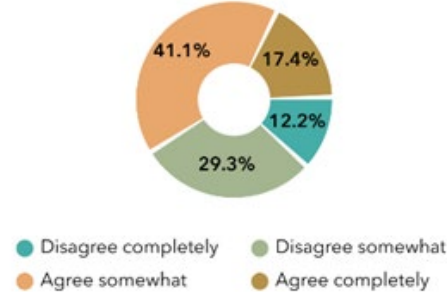
Source: This infographic contains data provided by Esri-MRI-Simmons (2024), Esri-Data Axle (2024), Esri (2024), Esri-U.S. BLS (2024, 202



Prefer Local vs National Stores



Economy Directly Impacts Spending Habits



Consumer Spending Patterns

The consumer spending reports highlight the spending patterns for the identified 90-minute Trade Area. These expenditures reflect the aggregate spending of all households in the Trade Area and the forecasted growth. This will allow businesses in the Central Business District to have awareness of the industries that are on the rise to help with their economic development strategies and investments.

Consumer Spending Report	2024 Consumer Spending	2029 Forecasted Demand	Projected Spending Growth
Entertainment & Recreation	\$4,877,891,081	\$6,152,190,525	\$1,274,299,444
Fees and Admissions	\$940,627,000	\$1,187,505,700	\$246,878,700
Membership Fees for Clubs (2)	\$347,180,245	\$437,904,718	\$90,724,473
Fees for Participant Sports, excl. Trips	\$158,529,771	\$200,139,280	\$41,609,509
Tickets to Theatre/Operas/Concerts	\$87,314,761	\$110,180,312	\$22,865,551
Tickets to Movies	\$28,620,922	\$36,128,883	\$7,507,961
Tickets to Parks or Museums	\$43,225,147	\$54,600,474	\$11,375,327
Admission to Sporting Events, excl. Trips	\$92,817,462	\$116,934,583	\$24,117,121
Fees for Recreational Lessons	\$181,925,383	\$230,344,629	\$48,419,246
Dating Services	\$1,013,309	\$1,272,821	\$259,512
Toys/Games/Crafts/Hobbies (4)	\$216,872,608	\$273,274,450	\$56,401,842
Recreational Vehicles and Fees (5)	\$230,829,916	\$291,720,739	\$60,890,823
Sports/Recreation/Exercise Equipment (6)	\$374,861,440	\$474,109,422	\$99,247,982
Photo Equipment and Supplies (7)	\$68,594,898	\$86,477,971	\$17,883,073
Reading (8)	\$162,982,853	\$205,487,918	\$42,505,065
Live Entertainment-for Catered Affairs	\$21,114,516	\$26,647,369	\$5,532,853
Rental of Party Supplies for Catered Affairs	\$23,178,132	\$29,251,432	\$6,073,300

Consumer Spending Report	2024 Consumer Spending	2029 Forecasted Demand	Projected Spending Growth
Food	\$13,419,961,207	\$16,912,262,610	\$3,492,301,403
Food at Home	\$8,750,947,305	\$11,025,183,091	\$2,274,235,786
Bakery and Cereal Products	\$1,121,678,159	\$1,413,136,374	\$291,458,215
Meats, Poultry, Fish, and Eggs	\$1,887,962,486	\$2,378,210,796	\$490,248,310
Dairy Products	\$828,616,750	\$1,044,187,383	\$215,570,633
Fruits and Vegetables	\$1,698,647,243	\$2,140,463,106	\$441,815,863
Snacks and Other Food at Home (9)	\$3,214,042,666	\$4,049,185,432	\$835,142,766
Food Away from Home	\$4,669,013,902	\$5,887,079,519	\$1,218,065,617
Alcoholic Beverages	\$762,202,153	\$960,362,294	\$198,160,141

Consumer Spending Report	2024 Consumer Spending	2029 Forecasted Demand	Projected Spending Growth
Travel			
Airline Fares	\$715,615,921	\$903,820,898	\$188,204,977
Lodging on Trips	\$1,150,119,557	\$1,451,243,981	\$301,124,424
Auto/Truck Rental on Trips	\$135,975,491	\$171,521,884	\$35,546,393
Food and Drink on Trips	\$873,293,179	\$1,101,640,088	\$228,346,909



Source: Esri forecasts for 2024 and 2029; Consumer Spending data are derived from the 2019 and 2020 Consumer Expenditure Surveys, Bureau of Labor Statistics.

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Market and Retail Gap Analysis

The regional retail market is very competitive. Jacksonville composes a large part of Palatka's Trade Area; it captures Palatka's big-box and town center style retail spending. St Augustine also does the same with the St. Augustine Outlets composed of more than 658,000 square feet of retail space combined (Colliers). The Jacksonville MSA is a major draw for dining and entertainment. Neighboring towns like St. Augustine cater to a wide variety of people due to its historical significance and coastal location.

Out of 981 businesses in Palatka, 48 are classified as restaurants and entertainment in comparison to the 90-minute Trade Area which contains 4,056 restaurant establishments (Data Axle, ESRI BA). It is evident there is a gap of -3,075 establishments in the City of Palatka. Because of the deficiency of establishments, most residents are more likely to spend money outside the local market therefore creating a leakage of consumer spending.

Despite there being a market gap in the City of Palatka due to its small population and limited access to major retail chains, the City can significantly benefit from the restaurant

industry within its 90-minute Trade Area. There has also been a growing trend of supporting small businesses and local artisans in the region. The amount spent by households in the Trade Area on retail and food services is around 35.5 million dollars annually (ESRI BA). By leveraging its Trade Area and proximity to Jacksonville, Palatka can attract consumers who currently travel to larger cities for their shopping, dining, and entertainment. Strategies to capture these consumers by creating inviting storefronts provide a distinctive shopping experience and atmosphere, focusing on niche markets that larger cities cannot replicate. **Emphasis should be focused on promoting local businesses through targeted marketing campaigns and social media highlighting unique local products and services. Branding and marketing local business throughout the Trade Area and beyond is critical for the future viability of the Central Business District.**



Identification of priority business categories for entrepreneurship, recruitment, and/or local expansion.

The Market Potential Index is a valuable tool in market analysis, used to measure the relative likelihood of consumers in a specific Trade Area exhibiting certain behaviors or purchasing patterns compared to the national average. Using ESRI Business Analyst the Retail Market Potential Index (MPI) was analyzed for the Palatka Central Business District (CBD) and its 90-minute Trade Area. The data reflects various behaviors such as purchasing apparel, dining out, and entertainment. The MPI helps stakeholders in the CBD understand how the local market compares to the national average, allowing them to:

- Tailor their marketing strategies and product offerings to better meet the needs and preferences of the local population.
- Focus their efforts on targeted marketing campaigns.
- Identify priority business categories for entrepreneurship and local expansion.

The MPI is calculated as the ratio of the local consumption rate for a product or service to the national average, with an MPI of 100 representing the U.S. national demand. Values greater than 100 indicate higher demand, while values less than 100 indicate lower demand. For example:

- An index of 130 implies that demand in the area is likely to be **30% higher** than the U.S. average.
- An index of 85 implies that demand is **15% lower** than the U.S. average.

Priority Business Categories

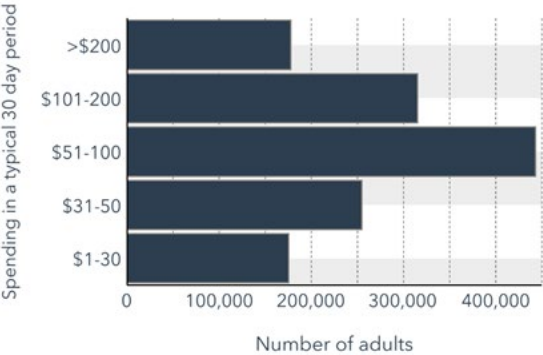
Local Business Summary

124,495	1,298,955
Total Businesses	Total Employees

Annual Household Spending

\$3,314	\$645
Meals at Restaurants	Food & Drink on Trips

Family Restaurants Market Potential



The MPI for these categories were in the high indexes. Given the natural and cultural assets in Palatka there are a lot of opportunities for local expansion in these areas.

Product/Consumer Behavior	Expected Number of Adults or HHs	Percent	MPI
Travel (Adults)			
Took Domestic Trip in Continental U.S. Last 12 Mo	1,578,510	58.7%	100
Took 3+ Domestic Non-Business Trips Last 12 Mo	452,117	16.8%	103
Spent \$1-999 on Domestic Vacations Last 12 Mo	325,074	12.1%	99
Spent \$1K-1499 on Domestic Vacations Last 12 Mo	180,760	6.7%	98
Spent \$1500-1999 on Domestic Vacations Last 12 Mo	120,076	4.5%	100
Spent \$2K-2999 on Domestic Vacations Last 12 Mo	141,988	5.3%	101
Spent \$3K+ on Domestic Vacations Last 12 Mo	263,255	9.8%	101
Used Internet Travel Site for Domestic Trip Last 12 Mo	161,071	6.0%	96
Took 3+ Foreign Trips by Plane Last 3 Yrs	124,512	4.6%	85
Spent Night at Hotel or Motel Last 12 Mo	1,369,375	50.9%	100
Took Cruise of More Than One Day Last 3 Yrs	245,737	9.1%	108
Member of Hotel Rewards Program	811,609	30.2%	104

Product/Consumer Behavior	Expected Number of Adults or HHs	Percent	MPI
Entertainment (Adults)			
Attended Movie Last 6 Mo	1,145,016	42.5%	97
Went to Live Theater Last 12 Mo	230,275	8.6%	98
Went to Bar or Night Club Last 12 Mo	465,755	17.3%	98
Dined Out Last 12 Mo	1,524,172	56.6%	101
Gambled at Casino Last 12 Mo	320,556	11.9%	100
Visited Theme Park Last 12 Mo	392,982	14.6%	93
Viewed Movie (Video-on-Demand) Last 30 Days	257,990	9.6%	102
Viewed TV Show (Video-on-Demand) Last 30 Days	180,088	6.7%	102
Used Internet to Download Movie Last 30 Days	165,456	6.2%	98
Downloaded Individual Song Last 6 Mo	513,135	19.1%	98
Used Internet to Watch Movie Last 30 Days	871,691	32.4%	95
Used Internet to Watch TV Program Last 30 Days	581,890	21.6%	96
Played (Console) Video or Electronic Game Last 12 Mo	330,008	12.3%	97
Played (Portable) Video or Electronic Game Last 12 Mo	179,551	6.7%	97

Product/Consumer Behavior	Expected Number of Adults or HHs	Percent	MPI
Restaurants (Adults)			
Went to Family Restaurant/Steak House Last 6 Mo	1,951,825	72.5%	102
Went to Family Restrnt/SteakHse 4+ Times Last 30 Days	664,535	24.7%	106
Went to Fast Food or Drive-In Restaurant Last 6 Mo	2,458,497	91.4%	100
Went to Fast Food or Drive-In Rest 9+ Times Last 30 Days	1,078,997	40.1%	101
Ordered Eat-In Fast Food Last 6 Mo	788,832	29.3%	102
Ordered Home Delivery Fast Food Last 6 Mo	324,402	12.1%	93
Ordered Take-Out/Drive-Thru/Curbside Fast Food Last 6 Mo	1,462,411	54.3%	103
Ordered Take-Out/Walk-In Fast Food Last 6 Mo	581,927	21.6%	95

Retail Market Potential



Demographic Summary		2024	2029
Population		3,332,977	3,531,155
Population 18+		2,691,007	2,880,818
Households		1,353,187	1,452,077
Median Household Income		\$73,951	\$87,320
Product/Consumer Behavior	Expected Number of Adults or HHs	Percent	MPI
Apparel (Adults)			
Bought Men`s Clothing Last 12 Mo	1,686,220	62.7%	100
Bought Women`s Clothing Last 12 Mo	1,411,930	52.5%	100
Bought Shoes Last 12 Mo	2,016,687	74.9%	100
Bought Fine Jewelry Last 12 Mo	585,540	21.8%	100
Bought Watch Last 12 Mo	364,617	13.6%	102
Beverages (Adults)			
Drank Non-Diet (Regular) Cola Last 6 Mo	994,335	37.0%	99
Drank Beer or Ale Last 6 Mo	1,009,059	37.5%	98

Data Note: An MPI (Market Potential Index) measures the relative likelihood of the adults or households in the specified trade area to exhibit certain consumer behavior or purchasing patterns compared to the U.S. An MPI of 100 represents the U.S. average.

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Spent \$3K+ on Domestic Vacations Last 12 Mo	263,255	9.8%	101
Used Internet Travel Site for Domestic Trip Last 12 Mo	161,071	6.0%	96
Took 3+ Foreign Trips by Plane Last 3 Yrs	124,512	4.6%	85
Spent Night at Hotel or Motel Last 12 Mo	1,369,375	50.9%	100
Took Cruise of More Than One Day Last 3 Yrs	245,737	9.1%	108
Member of Hotel Rewards Program	811,609	30.2%	104

Downtown Walkability Assessment

The Central Business District is composed of a grid network. It stands out as the most walkable area within the City. New mixed-use developments and historic businesses have fostered economic growth within the district. The grid-like pattern within the district has allowed businesses along St Johns Avenue to benefit from foot traffic. However, in other parts of the district walking is less prevalent. A walkability assessment was conducted to evaluate pedestrian safety, accessibility, and comfort throughout the district. Within the Central Business District, sidewalk infrastructure is available. However, walkability is not feasible throughout the whole district. This is mostly due to obstructed sidewalks, lack of maintenance, and streets that are largely automobile-dominated.

Walkability

As highlighted in the Palatka CRA update report, walkability is less prevalent in the area north of Highway 17th. Madison Street, being the north boundary of the district, is undergoing major water main improvements stretching from 6th Street up to 11th Street as of February of 2025. Although the Palatka Urban Trail travels westbound along Main Street, residents use it for on-street parking. The lack of diversity in land uses in the northern part of the district makes the northwest less accessible for pedestrians since there are no commercial destinations to walk to.



Pedestrian Safety

Reid Street supports the largest volume of traffic that goes through the Central Business District. This road could benefit from safety measures to encourage pedestrian walkability and aesthetics. As recommended in the 2021 CRA, landscaping improvements on the edge zone, multiuse sidewalks, and on-street parking are still necessary focal points.

Maintenance

Although sidewalks are found throughout the Central Business District, the conditions and maintenance of the sidewalks vary. The sidewalks tucked in the southwest segments of the Central Business District are experiencing overgrowth and accessibility challenges. Overgrown vegetation can obstruct the sidewalks, which is particularly dangerous for individuals with mobility impairments. Overgrown bushes and trees are present on the sidewalks along Carr Street and Oak Street, making it hard for pedestrians to use the sidewalk.





Segmentation Summary

Primary Targets

	Households	Percent HHs	Percent US HHs	Index
Urban Chic (2A)	2,974	0.2%	1.3%	17
Laptops and Lattes (3A)	0	0.0%	1.1%	0
Metro Renters (3B)	5,507	0.4%	1.6%	25
Emerald City (8B)	13,071	1.0%	1.4%	69
Set to Impress (11D)	24,342	1.8%	1.4%	128
Total	45,894	3.4%	6.8%	

Psychographics are a qualitative methodology used to describe consumers based on their values, opinions, attitudes, interests, and lifestyles. Tapestry Segmentation, developed by ESRI, is a way to analyze psychographic insights with demographic data to provide a deeper understanding of consumer behavior which then are classified into tapestry lifestyles.

Tapestry Lifestyles for the Palatka Central Business District 90-minute Trade Area, the following are the segments to be targeted to attract more consumer spending to the City of Palatka. By understanding the unique characteristics of each segment, retailers can tailor their marketing strategies to better meet the needs and preferences of the prevalent population segments. Below is a detailed description of each.



LifeMode Group: Middle Ground Emerald City

MARKET PROFILE

(Consumer preferences are estimated from data by MRI-Simmons.)

- Liberal segment that contributes to NPR and PBS.
- Shop at Trader Joe's and Whole Foods.
- Budget time—utilize home cleaning services so there's time for yoga.
- Use the web for professional networking, blogging, making travel plans, shopping, and sports news.
- Read magazines and books on a tablet, sometimes while exercising at home.
- Attend venues like art galleries, museums, and concerts. At home they like to cook and bake.



LifeMode Group: Uptown Individuals Laptops and Lattes

MARKET PROFILE

(Consumer preferences are estimated from data by MRI-Simmons.)

- Support environmental groups, recycle faithfully, and contribute to arts/cultural organizations.
- Invest in mutual funds (bonds) and maintain retirement savings plans.
- Use their laptops, iPads, and mobile phones extensively to stay connected.
- Spend money on nice clothes, dining out, travel, treatments at day spas, and lattes at Starbucks.
- Physical fitness a priority, exercising at a club or other facility on a regular basis.
- Enjoy sports such as jogging/running, biking, tennis, soccer, skiing, yoga, and Pilates, as well as participating in fantasy sports leagues.
- Participate in leisure activities including painting, reading books or the newspaper on their iPad, watching movies rented from Netflix, hiking, backpacking, canoeing/kayaking, as well as going to bars/clubs, the beach, movies, art galleries, museums, the theater, opera, and rock concerts.
- Listen to classic rock, pop/top 40, classical, jazz, reggae, blues, folk, and alternative music.
- Favor organic food, purchasing groceries at higher-end markets.



LifeMode Group: Uptown Individuals

Metro Renters

MARKET PROFILE

(Consumer preferences are estimated from data by MRI-Simmons.)

- Enjoy wine at bars and restaurants.
- Shop at Trader Joe's and Whole Foods for groceries; partial to organic foods.
- Own a Mac computer and use it for reading/writing blogs, accessing dating websites, and watching TV programs and movies.
- Favorite websites: Facebook, Twitter, YouTube, and LinkedIn.
- Use a tablet for reading newspapers and magazines.
- Participate in leisure activities including yoga, Pilates, and downhill skiing.
- Shop for clothes at Banana Republic, The Gap, and Nordstrom.



LifeMode Group: Upscale Avenues

Urban Chic

MARKET PROFILE

(Consumer preferences are estimated from data by MRI-Simmons.)

- Shop at Trader Joe's, Costco, or Whole Foods.
- Eat organic foods, drink imported wine, and truly appreciate a good cup of coffee.
- Travel extensively (domestically and internationally).
- Prefer to drive luxury imports and shop at upscale establishments.
- Embrace city life by visiting museums, art galleries, and movie theaters for a night out.
- Avid book readers of both digital and audio formats.
- Financially shrewd residents that maintain a healthy portfolio of stocks, bonds, and real estate.
- In their downtime, enjoy activities such as skiing, yoga, hiking, and tennis.



LifeMode Group: Midtown Singles

Set to Impress

MARKET PROFILE

(Consumer preferences are estimated from data by MRI-Simmons.)

- Listen to a variety of the latest music and download music online.
- Majority have cell phones only, no landlines.
- Use the internet for social media, downloading video games and watching TV programs.
- Own used, imported vehicles.
- Prefer shopping for bargains at Walmart, including discount stores like Kmart, Big Lots, and the local dollar store.
- Enjoy leisure activities including going to rock concerts, night clubs, and the zoo.

5 YEAR DOWNTOWN STRATEGIC ACTION PLAN

2025-2030



Central Business District

5 YEAR DOWNTOWN STRATEGIC ACTION PLAN

CONTENTS

PUBLIC INVOLVEMENT

Identifying Partnerships,
Community Input Survey Results

THE COMMUNITY TOOLBOX

Special Events and Promotions, Messaging and Branding, Retail and Restaurant Recruitment
Backfilling Vacancies, Real Estate Analysis, Supporting Entrepreneurs, Catalyst Projects

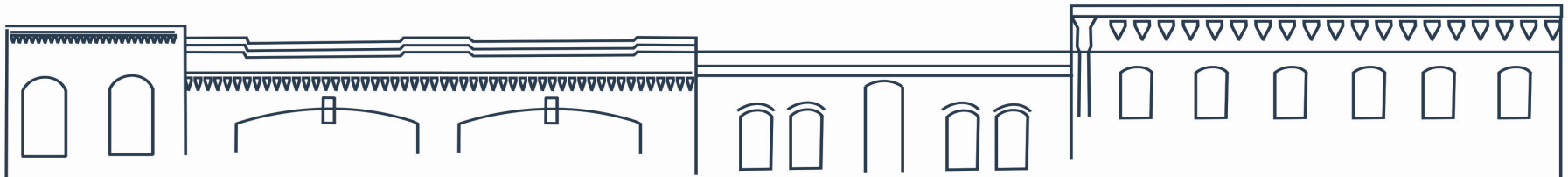
ECONOMIC DEVELOPMENT

Special Events and Promotions, Messaging and Branding
Retail and Restaurant Recruitment , Backfilling Vacancies, Real Estate Analysis, Supporting Entrepreneurs, Catalyst Projects

PLACEMAKING

Connectivity & Walkability, Landscaping & Streetscaping, Public Art, Historic Preservation, Wayfinding, Transportation and Parking





INTENT

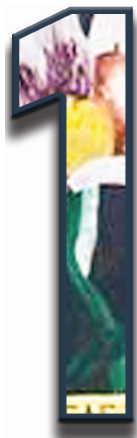
There are four deliverables structured within this CPTA Grant; the focal point is within this section, the **5-Year Downtown Strategic Action Plan**. The City determined that the focus should be on the Central Business District (CBD) portion of the Downtown area. The CBD lies in the heart of the overall Community Redevelopment Areas, bound by the North Historic District and the South Historic District.

The intent is to provide a strategic pathway for the next five years that will guide the City of Palatka, the City Commission, and the Community Redevelopment Agency in efforts to work with the Central Business District's merchants, property owners, and residents to make intentional decisions about the focus from 2025 through 2030.

The CPTA Grant Deliverable No. 3 includes multiple subjects that vary widely and are addressed in the CBD CRA Plan in greater scope. The annual reports itemize projects pertaining to many of the following subject matters that have either been concluded, are pending and/or are targeted for upcoming funding and implementation.

It is the strategic focus of this Action Plan to be pragmatic and deliberate about what is critical to influence positive results and is feasible for "action". The Action Plan culminates with the "**TOP 5 Action Items**" that have been identified by the Central Business District merchants, property owners, and residents through two (2) community workshops, in-person and online surveys, and a City Commission special workshop to discuss a catalytic project.

The following 17 subjects below have been combined into four overarching categories. The categories are Placemaking (Physical and Aesthetic Improvement), Economic Development, The Community Toolbox (Policies, Tools, and Regulations), and Public Involvement. All four categories interact one way or another whether they are the focus of the TOP 5 or are supplemental and supportive to their success.



PLACEMAKING

Placemaking inspires people to collectively reimagine and reinvent public spaces as the heart of every community. Strengthening the connection between people and the places they share, placemaking refers to a collaborative process by which we can shape our public realm in order to maximize shared value. More than just promoting better urban design, placemaking facilitates creative patterns of use, paying particular attention to the physical, cultural, and social identities that define a place and support its ongoing evolution.

As part of the movement to improve and enhance the Central Business District (CBD), there needs to be a continuum of energy, focus and commitment to the physical and aesthetic design of the CBD. With an emphasis on preserving historic structures of integrity while incorporating creative new repurposing of parcels, buildings, and blocks, the physical design will have an impact on how people feel about moving in and around the CBD regardless of method of transportation. These aesthetic factors will change how the area is perceived by community members and by those visiting from outside Palatka.

CONNECTIVITY & WALKABILITY

Creating and/or improving walking and biking facilities that provide connectivity with existing facilities within the CBD will provide more efficient access for people to experience the area.

Workshop Comments

- Bring the sidewalks into ADA compliance.
- Roadway and sidewalk consistency, or the lack thereof, was highlighted as a barrier for some.
- General sidewalk and cycling improvements to connect the riverfront with the rest of the CBD were also highlighted.

Survey Comments

- Thirty-two percent of respondents identified infrastructure as their number 1 priority based on the Community Redevelopment Area Action Plan.
- Twenty-six percent of survey respondents identified Walkable and Pedestrian-Oriented Infrastructure as their number 1 Central Business District Priority.

Strategies

- Highlight Palatka's "Trail Town" designation from the Department of Environmental Protection.
- Leverage the Palatka Urban Trail as part of the City of Palatka's marketing strategy. It serves as the connector between Palatka to St Augustine State Trail.
- Ensure sidewalks, bike paths, and trails have a continuum that allows access into the Central Business District from the Riverfront park, the North Historic District, the South Historic District, and the western portion of downtown (west of 11th Street).
- Sidewalks should be able to accommodate community needs in width and accessibility in adhering to ADA federal regulations.

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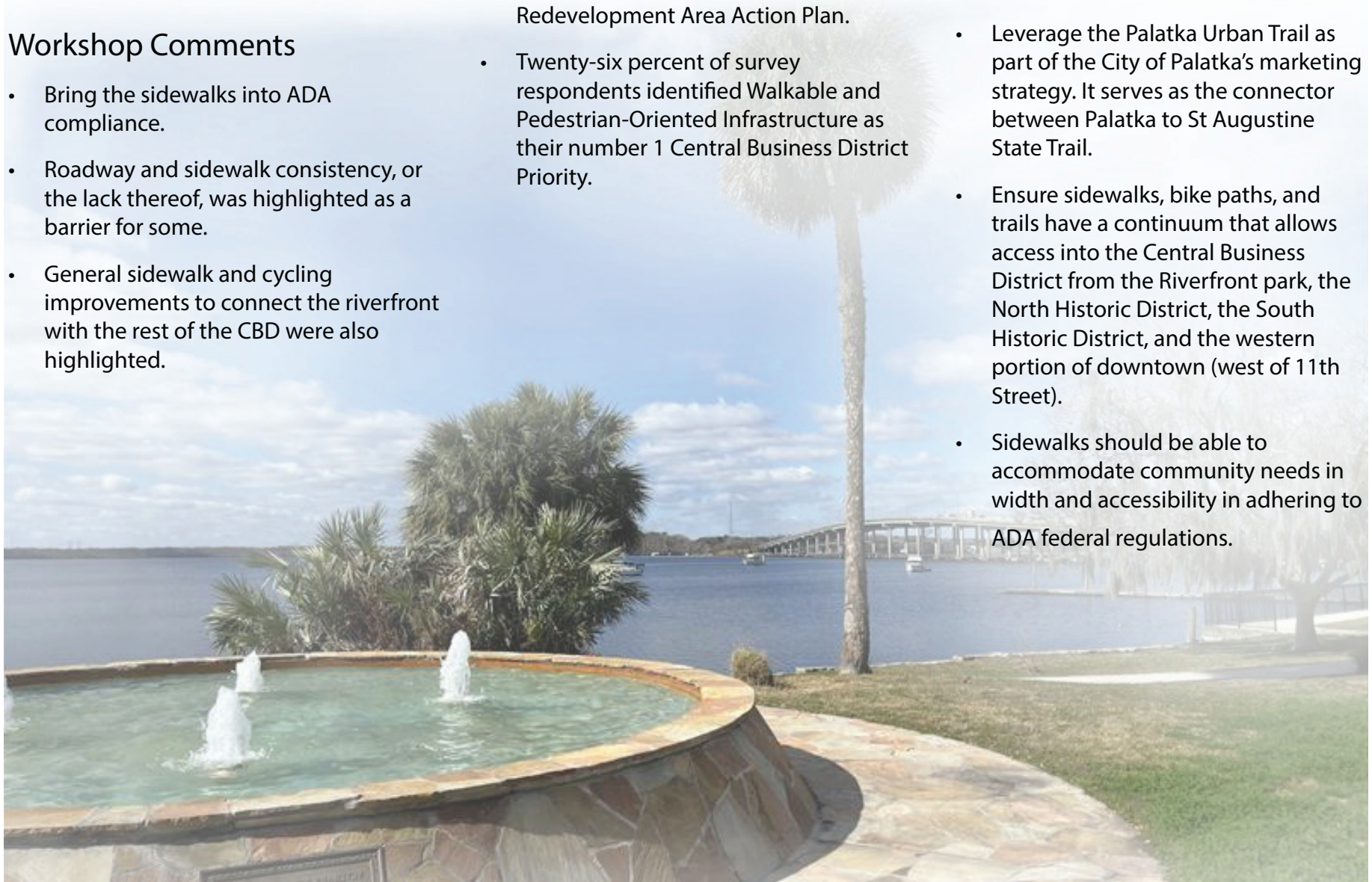
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LANDSCAPE & STREETSCAPING

Landscaping and Streetscaping impact both the built environment of the Central Business District as well as its aesthetic design. Incorporating landscaping, particularly Florida Friendly Zone 8 plants, will have a direct impact on the way people perceive the CBD as well as how people move in and around the district. It particularly softens the hardscapes, improves the mood of the CBD, and psychologically stimulates peoples' senses of happiness. This makes the experience of shopping, walking, dining, throughout the CBD more enjoyable and instills pride.

Workshop Comments

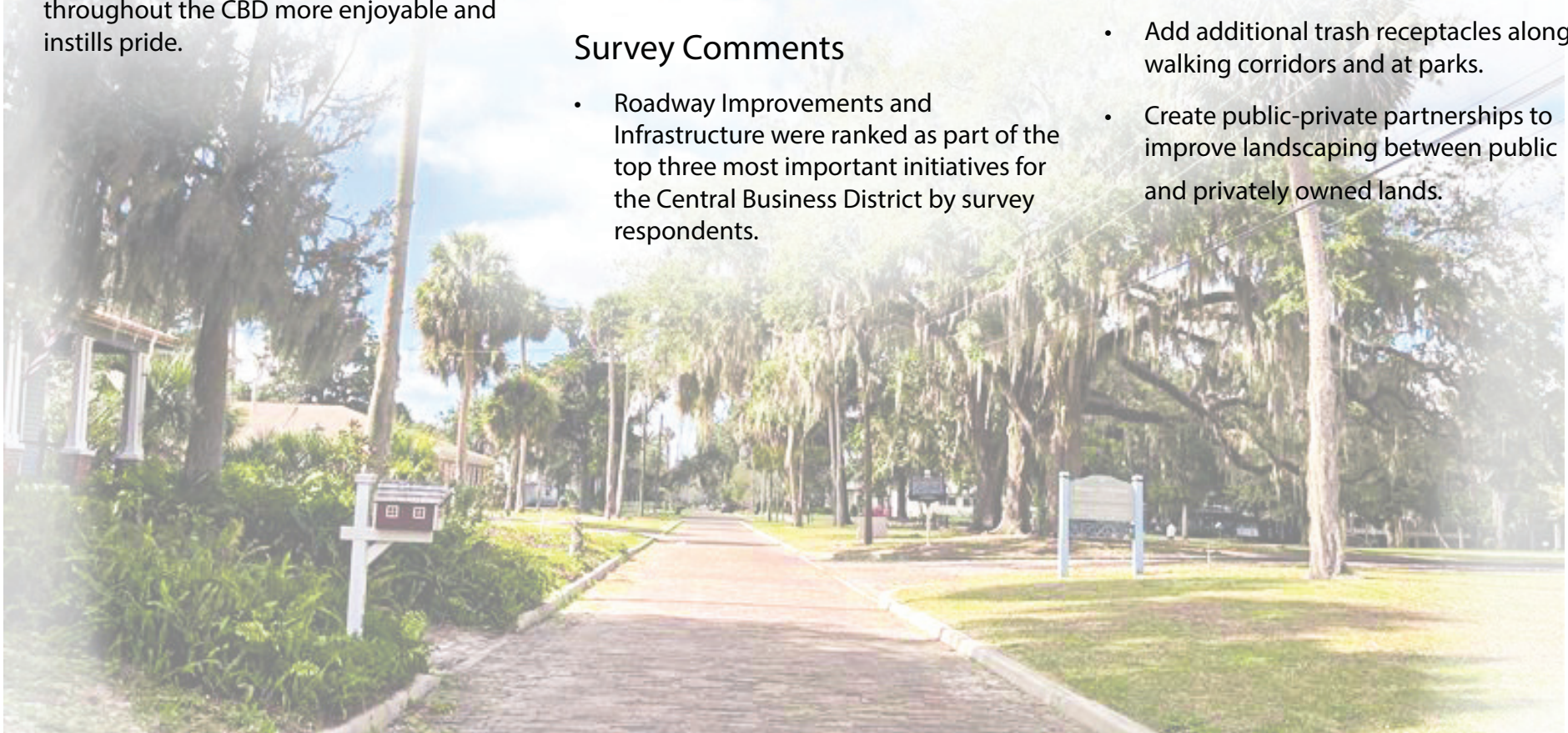
- Reid Street was identified as a roadway that feels hostile to pedestrians; Reid street is difficult to maneuver.
- Concerns over darkness on some sidewalks.
- Litter and pet waste concerns.

Survey Comments

- Roadway Improvements and Infrastructure were ranked as part of the top three most important initiatives for the Central Business District by survey respondents.

Strategies

- Maintain bike lane markings. Paint the lines of the borders of the bike lanes and the bicycle logo. Paint the interior of the bike lane with bright green paint to pronounce the visibility of the bike lane.
- Add landscaping and shade trees between roadway and pedestrian areas.
- Add additional sidewalk and pedestrian scale lighting.
- Add additional trash receptacles along walking corridors and at parks.
- Create public-private partnerships to improve landscaping between public and privately owned lands.



PUBLIC ART

Public Art provides an opportunity for local artists to express themselves while creating new attractions for an area which in turn strengthens the character of the Central Business District (CBD), increases property values, creates jobs, and provides a sense of place.

Workshop Comments

- Community Members highlighted local murals.
- Interest in Community Art Strolls.
- Community members shared an interest in art galleries in the CBD.
- Touch up existing murals.
- Window art for empty storefronts until they are activated to preclude absence and blight; and it creates a continuum experience between adjacent active storefronts.

Strategies

- Create annual funding for local artists to produce public art projects.
- When commissioning public art (e.g. murals, sculptures), build in costs and funding for maintenance.
- Promote private partnerships with local artists for art on private buildings and properties.

Survey Comments

- While cultural festivals including art, food, music and history were not ranked as a number one priority for most survey respondents, they were ranked as a second or third priority.



HISTORIC PRESERVATION

The history of Palatka is paramount to the culture of the City. It is an important foundation in embracing the character associated with the district and is and has been a catalyst for those who visit and who relocate residence to the City of Palatka.

Workshop Comments

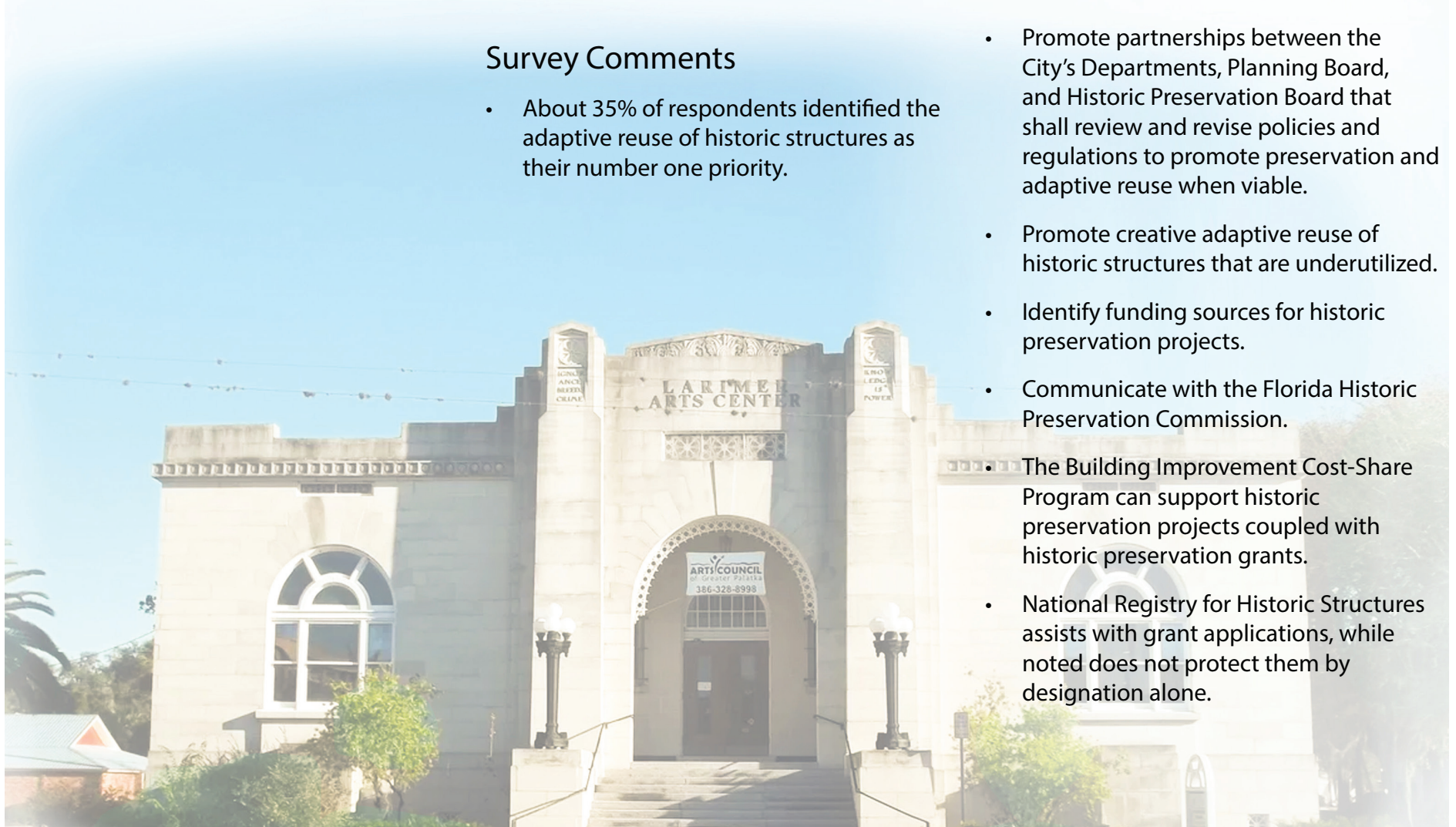
- Concerns over the loss of historic structures.
- Desire for a Historic Preservation Board.
- Create/improve preservation regulations.

Survey Comments

- About 35% of respondents identified the adaptive reuse of historic structures as their number one priority.

Strategies

- Promote the preservation of historic structures through the Goals, Objectives, and Policies of the Comprehensive Plan; and through the Land Development Regulations codified in the Ordinance Code.
- Promote partnerships between the City's Departments, Planning Board, and Historic Preservation Board that shall review and revise policies and regulations to promote preservation and adaptive reuse when viable.
- Promote creative adaptive reuse of historic structures that are underutilized.
- Identify funding sources for historic preservation projects.
- Communicate with the Florida Historic Preservation Commission.
- The Building Improvement Cost-Share Program can support historic preservation projects coupled with historic preservation grants.
- National Registry for Historic Structures assists with grant applications, while noted does not protect them by designation alone.



WAYFINDING

Wayfinding improvements can act as an aesthetic improvement that brings character to an area. Wayfinding assets can also be used to support other improvements such as public art fixtures and places of historical relevance to the community.



Workshop Comments

- Community wants new/updated signage regarding historic places, public art, and facilities.
- Community also indicated a need to promote no littering with fines enforced.

Survey Comments

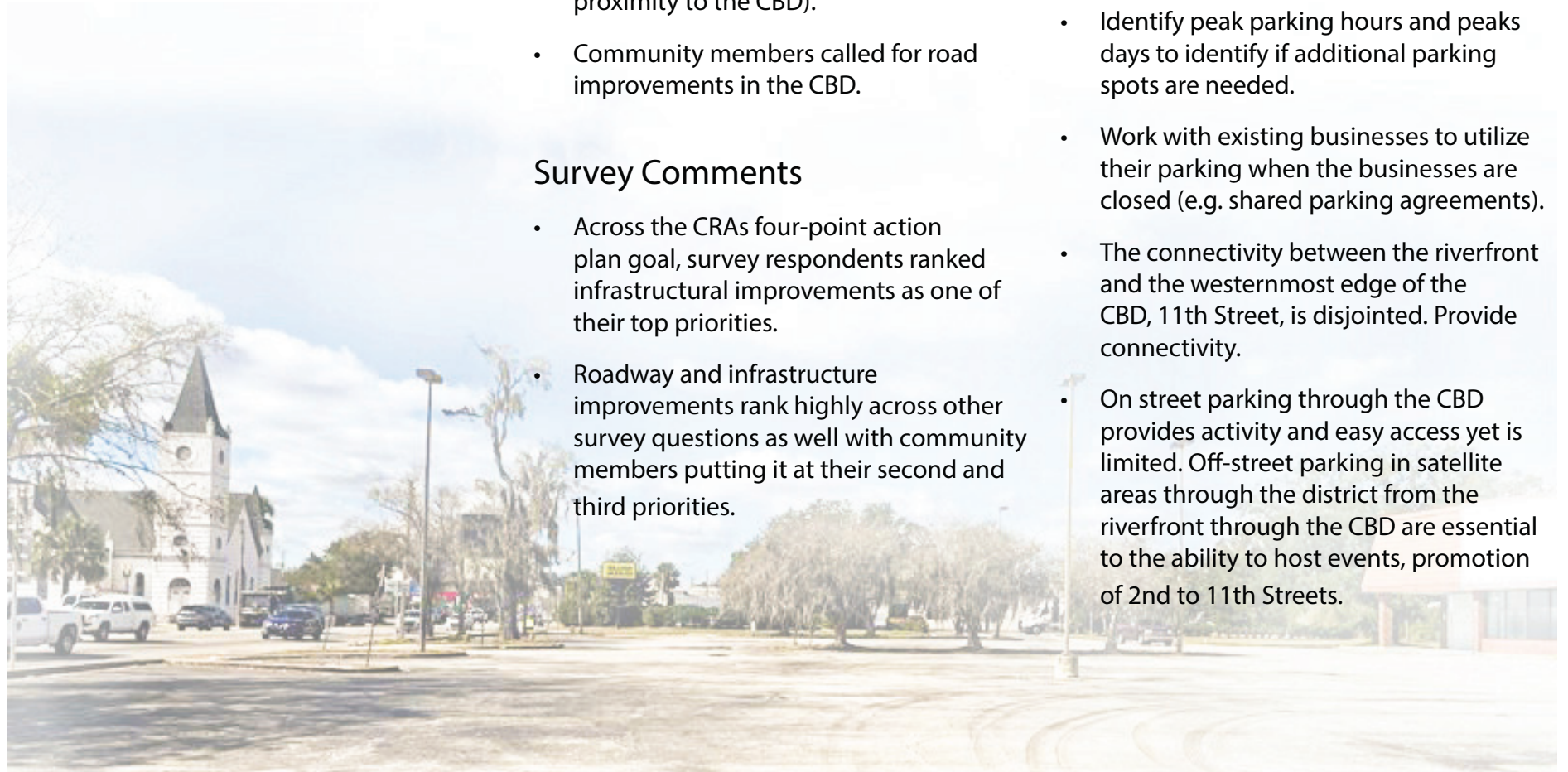
- Many survey respondents said that new signage would be a powerful tool in highlighting some of the major community assets such as the historic landmarks found in and around the CBD.

Strategies

- Update signage and other wayfinding assets to match Central Business District aesthetic theme.
- Include wayfinding for historic places and key public spaces in the community.
- Include pedestrian and cyclist scale wayfinding.
- Establish wayfinding that welcomes travelers into the CBD from both the eastern and western access points.
- Establish attractive wayfinding that promotes the gateway onto St. Johns Avenue from Reid Street.

TRANSPORTATION & PARKING

The various entry points to the CBD are critical to the experience of the traveler, resident or visitor. The roadways, sidewalks and bike lanes provide road maps for their ability to navigate the CBD and find their way to each business, public open space, and historic and educational monuments, structures and learning opportunities.



Workshop Comments

- Ensure that parking facilities are accessible in line with the ADA guidelines.
- The community indicated an interest in public-private partnerships to increase parking access (e.g. land lease agreements where available and in proximity to the CBD).
- Community members called for road improvements in the CBD.

Survey Comments

- Across the CRAs four-point action plan goal, survey respondents ranked infrastructural improvements as one of their top priorities.
- Roadway and infrastructure improvements rank highly across other survey questions as well with community members putting it at their second and third priorities.

Strategies

- Level of Service analysis of the major roads in and around the CBD to highlight what improvements may be needed.
- Provide opportunities for alternative modes of transportation through a local shuttle route, bike lanes and walking paths.
- Identify peak parking hours and peaks days to identify if additional parking spots are needed.
- Work with existing businesses to utilize their parking when the businesses are closed (e.g. shared parking agreements).
- The connectivity between the riverfront and the westernmost edge of the CBD, 11th Street, is disjointed. Provide connectivity.
- On street parking through the CBD provides activity and easy access yet is limited. Off-street parking in satellite areas through the district from the riverfront through the CBD are essential to the ability to host events, promotion of 2nd to 11th Streets.



ECONOMIC DEVELOPMENT

By further supporting and strengthening the existing CBD businesses, it makes for fertile ground for growing future local entrepreneurs and attracting more local and regional businesses. The proximity of the CBD to its surrounding regional communities, partners and visitors presents exposure to the charm of the CBD which results in a higher yield on local business and a reduction in inactive structures and lots in the CBD.

SPECIAL EVENTS & PROMOTION

Hosting events in the Central Business District will help bring people into the district which supports the local businesses, historic and nature trails and locations of significance, parks, the St. Johns River, Ravines Gardens State Park, and local artists, writers and musicians.

Workshop Comments

- The CBD needs greater marketing and advertising.
- Events should be well advertised and easy to find.
- There should be consistent programming of events.



Survey Comments

- Many respondents identified social media as their primary source of updates for new businesses and events in the Central Business District.

Strategies

- Support the development of a communication system between local businesses and the community.
- Continue supporting and /or funding seasonal and /recurring events (e.g. Blue Crab Festival, Azalea Festival, Bassmaster Elite Fishing Tournament, Holiday Lighting, art festivals, etc.).
- Creation of a space to advertise upcoming events and promotions.
- Strengthen the relationship between the Putnam County Chamber of Commerce/ Putnam County Economic Development Commission and the Small Business Development Center at the University of North Florida to collaborate on initiatives.

MESSAGING & BRANDING

Create, or re-examine, a city-wide promotional branding campaign that promotes the business, natural, historic, and cultural environments that the City of Palatka has to offer to all markets local, regional and statewide.

Workshop Comments

- Advertising should be used to highlight the CBD.
- The Historic, Natural and Artistic

Survey Comments

- No survey response related to this topic.

Strategies

- Create a theme for the future of the Central Business District (campaign, slogan, logo, aesthetic).
- Promote the CBD and the City of Palatka through regional/statewide/ Southeastern United States messaging and invitation to visit.
- Create a dedicated, annual line item in the CRA CBD TIF budget for branding and campaign on multiple media platforms (radio, television, digital media, social media, newspapers).
- Clarify and communicate the guiding vision for the future of the Central Business District consistently.

RETAIL & RESTAURANT RECRUITMENT

Attracting new businesses such as retail stores and restaurants will support the CBD in strengthening the district's economic vitality reaching new visitors throughout Northeast Florida and the Southeastern United States.

Workshop Comments

- Community members feel that investors of downtown properties allow properties to sit idle without activation.
- Community members stated that investors are deterred from development due to "roadblocks" in the land development regulations, interpretations, and permitting process.
- Some comments highlighted a need for entrepreneurial support for local business leaders.

Survey Comments

- Community input showed a strong desire to encourage more retail diversity within the Central Business District as this would be a draw for the community and surrounding regional visitors.

Strategies

- Identify and revise zoning regulations that act as deterrents to new development, redevelopment, and adaptive reuse.
- Work with business organizations to identify challenges for businesses and continued investment in rectifying those to support future store front openings.
- Identify and deploy CRA available grant programs per the CRA CBD Plan, the Florida Statutes, and City regulations.
- Identify and apply for supplemental grants to enhance the CRA CBD TIF Trust Fund (CPTA grants, Brownfield grants, Historic Preservation grants, business enterprise grants).

BACKFILLING VACANCIES

The Central Business District should strive to keep storefronts in the district occupied long term.

Workshop Comments

- Residents want to see new local businesses encouraged. There has been an interest in restaurants, bars and specialty shops.
- Business owners have concerns with the ability to attract customers resulting in decline.

Survey Comments

- No survey response related to this topic.

Strategies

- Provide incentives for long-term businesses as well as new.
- Finding alternative uses for vacant retail spaces (multi-tenant spaces).
- Revisit the city and state regulations to increase measures to dissuade owners from sitting on blighted property with no attempts to fix or improve.



REAL ESTATE ANALYSIS

Understanding what spaces exist and how they are being utilized will streamline new developments and businesses within the Central Business District. This can directly support the previous objective of vacancy backfilling.

Workshop Comments

- Community members highlighted the loss of historic buildings and how some preservation plans fall through leading to the loss of history.

Survey Comments

- No survey response related to this topic.

Strategies

- Real estate analysis of occupied, vacant, and uninhabitable structures should be assessed with commercial and retail brokers.
- Highlight existing community assets (Private, Public and Nonprofits).
- Make an inventory of uses and the structures conditions in the CBD at the block level.
- Encourage business owners to consider short-term leases for “pop-up shops and restaurants”.

SUPPORTING ENTREPRENEURS

Creating systems that support local businesses both in the initial startup of their business as well as assistance in creating long-term tenure in the area will create a much stronger economic base for the Central Business District.

Workshop Comments

- The community feels that the current set of policies in the CBD are causing entrepreneurs to avoid starting businesses and causing investors to be inactive with their properties rather than activating them.
- There should be support for entrepreneurs who are looking to start new businesses or renovate buildings.

Survey Comments

- No survey response related to this topic.

Strategies

- Strengthen the relationships between the local business owners, interested entrepreneurs with the SBDC at UNF with local monthly workshops and establish and an incubator.
- Strengthening public/private partnerships to bring in business
- Encouraging shopping local within the Central Business District.
- Hosting grand openings for new businesses.
- Overall advertising support when possible.

CATALYST PROJECTS

Bringing in new businesses that spark new developments or redevelopment around them will bring great value to the Central Business District while creating business opportunities around them.

Workshop Comments

- Community feels that high costs are keeping away new anchor businesses.
- There needs to be something tied to the riverfront as an attraction
- The CBD needs new private investment.

Survey Comments

- No survey response related to this topic.

Strategies

- Using publicly owned land to lower cost barriers through leasing
- Look at CBD assets and nodes and the “health” of the existing real estate





THE COMMUNITY TOOLBOX

As part of the Central Business Districts (CBD) 5-Year Downtown Strategic Action Plan there are various regulations and policies that can be adopted to support further improvement to the CBD in the coming years.

INCENTIVES & FINANCIAL TOOLS

Incentives that promote investment and involvement in the development of a strong Central Business District should be considered.

Workshop Comments

- Grants that support rehabilitation of structures and support new businesses came up as a tool for entrepreneurs in the area.

Survey Comments

- Many of the survey respondents highlighted a need for information and resource sharing as a major tool for local community and redevelopment efforts.

Strategies

- Rehabilitation incentives for long time vacant buildings
- Continue utilizing Community Development Block Grant program for grant funding.



ZONING & CODES

The City's Ordinance Code identifies the zoning districts allowable in the CBD and specifies their permitted, conditional, accessory, and prohibited uses, activities, and structures.

Workshop Comments

- When it comes to code enforcement the community feels that there needs to be a strong mechanism for keeping code issues under control.

Survey Comments

- No survey response related to this topic.

Strategies

- Identify and revise zoning regulations that act as deterrents to new development, , redevelopment, and adaptive reuse.
- Update the City's Zoning Code to be consistent with the Comprehensive Plan and the CRA Plan for the Central Business District.

ORDINANCES & POLICIES

Local ordinances and policies give the city guidance on how to govern and support the Central Business Districts.

Workshop Comments

- Community members feel that some of the policies are not strong enough. "Policies lack teeth"

Survey Comments

- No survey response related to this topic.

Strategies

- Continue to foster a positive relationships with the community and property owners of concern to address code enforcement issues. Be proactive in blighted areas to prevent further decline.
- Support adaptive reuse projects.
- Identify and revise zoning regulations that act as deterrents to new development, redevelopment, and adaptive reuse.
- Identify and revise land development regulations that may be acting as barriers to new development.





PUBLIC INVOLVEMENT

Receiving and implementing feedback from the community will be a key asset in the success of the Central Business District (CBD) and the implementation of future improvements. Community feedback on what is needed for the CBD will be collected initially through survey responses however a long-term partnership between institutions and the community will lead to this continued flow of information between parties.

IDENTIFYING PARTNERSHIPS

Working with key stakeholders allows current information to be shared regarding issues and opportunities within the Central Business District.

Workshop Comments

- Community members offered ideas on how locals can support the CBD, including community volunteering for promotional and cooperative efforts

Survey Comments

- Survey respondents feel that there are opportunities for partnerships between the local business, organizations, local government, and community volunteers.

Strategies

- Collaborate with local schools to involve local students and youth in the future of the city.
- Create a community leadership development program.
- Create a long-term feedback system for CRA work.



COMMUNITY INPUT SURVEY RESULTS

Encouraging community input in the future of the Central Business District will ensure that concerns are being heard so that they may be addressed. A collaborative relationship is necessary to sustain the livelihood of the CBD.

Workshop Comments

- Community members identified a need for greater communication regarding issues within the Central Business District.

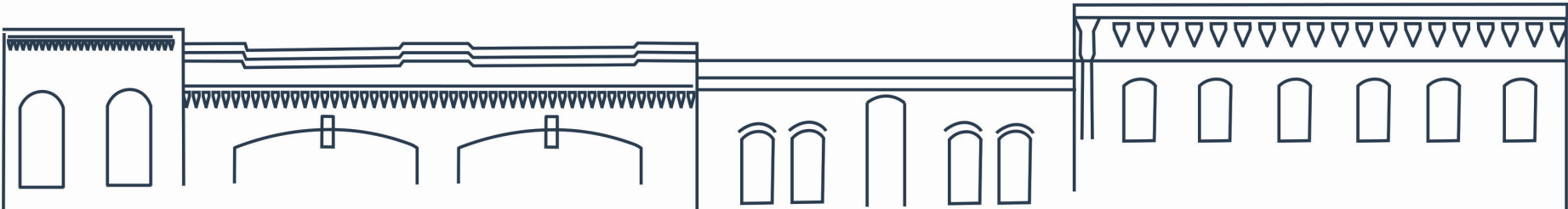
Survey Comments

- Survey respondents highlighted a greater need for collaboration and information dissemination regarding the Central Business District with sixty-one percent of respondents highlighting this as a future need.

Strategies

- Publicly available data on ongoing projects so that community can see progress and opportunities.
- Repeated concerns should be weighted so that multiple responses to the same issue are highlighted.
- Strengthen the social media presence of the Central Business District for events and promotions.





TOP 5 ACTION ITEMS

Based on community responses from community workshops, in-person and on-line surveys, and a City Commission workshop, the following “**TOP 5 ACTION ITEMS**” have been overwhelmingly agreed to as the most fundamentally necessary and catalytic focal points to be addressed with CBD CRA Tax Increment Finance (TIF) Trust Funds coupled with City of Palatka General Funds and partnerships between the City’s departments, the CBD CRA, the Putnam County Chamber, the Putnam County Economic Development Council, the CBD merchants, and stakeholders.

These are recognized above and beyond the numerous items listed within the “**ACTION ITEM BUCKETS**” that are to be on-going efforts throughout the CBD. The TOP 5 Action Items are to be first priority with full commitment to seeing them through from due diligence and feasibility assessments to approach and funding allocations to implementation by all parties to be held responsible in partnering which are listed in the companion document referred to in this CPTA Grant as “**Strategic Vision Implementation Support**” (Deliverable No. 4).

1.City of Palatka shall establish and execute a **branding and promotional campaign** canvassing the Northeast Florida to promote their natural, business, historic and cultural environments to be a permanent line item in the CBD CRA TIF budget and outsource for deployment on a constant basis.

2. **Code enforcement** for the Central Business District and fringe areas surrounding the Community Redevelopment Areas shall be a partnership between the City of Palatka and the Central Business District for which resources, human and monetary, shall be shared. This is to be coupled with programming regular activities that shall occur on a monthly, quarterly, and annual basis within the Central Business District.

3. The **Port Consolidated** building and site shall be assessed for the following: environmental mitigation; short-term integrity and feasibility for uses; long-term feasibility and use(s) assessment based on its location at the gateway into the City of Palatka and its impact on surrounding uses, residents and business owners.

4. The City of Palatka and the Central Business District shall partner in identifying satellite areas for **shared parking agreements** with private and/or public property owners for events throughout and surrounding the Central Business District.

5. As the City of Palatka relies upon Putnam County's Building Department for the inspection and issuance of building permits, the City of Palatka shall partner with Putnam County's Building Department to provide **public information and education** regarding the permitting process.

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Palatka Housing Authority
Palatka, Florida

Palatka Housing Authority (PHA) is committed to working with its families to build better families and communities. PHA serves the cities of Crescent City, East Palatka, Interlachen, Palatka, Pomona Park, San Mateo, Satsuma, and Welaka. Housing is provided through the Public Housing Program and Housing Choice Vouchers Program. PHA manages 422 Public Housing units and manages 402 vouchers. Palatka Housing Authority has been a HUD High Performer for Public Housing and SEMAP since 2018.

Mission Statement: The Palatka Housing Authority, in partnership with the community, is committed to providing affordable and quality housing options to eligible clients. We seek to create equal opportunities through education and training for residents to reach self-sufficiency and economic independence. In order to achieve our mission, we will strive to:

Become more self-sustaining through fiscal responsibility.

Assist our residents in building a sense of community.

Ensure that the dignity, respect, and self-worth of the Palatka Housing Authority's residents are affirmed.

Empower and challenge all to achieve excellence.

Mr. Oche Bridgeford recently joined as the President and CEO of Palatka Housing Authority (PHA) . This is an introduction of him to the City of Palatka's Board of Commissioners.

PROJECT ANALYSIS

Staff Recommendation

Review Mr. Bridgeford's introduction and consider his intended collaboration with the City of

Palatka.

ATTACHMENTS

1.	Oche Bridgeford
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About Our CEO



Oche Bridgeford

President & CEO, Palatka Housing Authority

Oche Bridgeford serves as the President and Chief Executive Officer of the Palatka Housing Authority (PHA), bringing over 20 years of expertise in affordable housing, real estate, and community development. With a career rooted in addressing housing inequities and empowering underserved communities, Bridgeford is committed to creating innovative and sustainable solutions to expand housing opportunities and improve the quality of life for PHA residents.

Prior to joining PHA, Oche served as the Director of Communication & Compliance at the Harrisburg Housing Authority, where he oversaw regulatory compliance, public relations, and operational strategies to enhance transparency and efficiency. In addition to his extensive professional experience, Oche is the founder of *The Weekender Festival*, an event that merges entertainment and philanthropy to support housing and community development initiatives.

Oche's journey is deeply personal-having grown up in public housing, he understands firsthand the critical role stable housing plays in fostering opportunity, dignity, and community. This personal connection fuels his passion for integrating housing solutions with workforce development, economic mobility, and resident services.

Under his leadership, PHA is embarking on a new era of innovation, focusing on public-private partnerships, sustainable housing strategies, and resident empowerment. Oche's vision is to position PHA as a cornerstone of community transformation, ensuring housing is not just a foundation but a catalyst for growth and success.

Oche holds a Master of Real Estate from Georgetown University, a Bachelor's from University of Pennsylvania, and has been nationally recognized for his contributions to housing equity and community revitalization. He frequently shares his insights through speaking engagements and forums, inspiring others with his commitment to addressing housing challenges with empathy and innovation.

As President and CEO, Oche Bridgeford is dedicated to advancing the Palatka Housing Authority's mission of providing safe, affordable housing while fostering pathways to economic opportunity and stability for all residents.

City of Palatka Budget Preparation Calendar FY 2025-2026

The Finance Department prepared the City of Palatka Budget Preparation Calendar for FY 2025-2026 for staff and Commissioners review and approval of the important deadlines and budget workshop meetings.

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

To qualify for the GFOA Extinguished Budget Presentation Award, the City of Palatka Budget Preparation Calendar for FY 2025/2026 is a requirement.

PROJECT ANALYSIS

To qualify for the GFOA Extinguished Budget Presentation Award, the City of Palatka Budget Preparation Calendar for FY 2025/2026 is a requirement.

Staff Recommendation

Review and approve important deadlines and budget workshop dates and times, as well as millage and budget adoption dates.

ATTACHMENTS

1.	City Letterhead Workshop Designation 5.1.2025
2.	Budget Calendar 25-26

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

PETER V. KAJOKAS, CPA, MBA,
FINANCE DIRECTOR

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

May 8, 2025

TO COMMISSION MEMBERS: ANNIE H. DAVIS; JUSTIN R. CAMPBELL, SR.; WILL JONES; AND RUFUS J. BOROM

YOU ARE HEREBY NOTIFIED a special called workshop of the Palatka City Commission is hereby called to be held on the following dates at City Hall, 201 N. 2nd St., Palatka, FL 32177. The purpose of the workshops is to discuss FY 2025-26 budget:

Friday, June 6 – City Commission Budget Workshop 4:00 PM
Friday, June 20 – City Commission Budget Workshop 4:00 PM
Thursday, July 10 – City Commission Budget Workshop 3:30 PM
Friday, August 8 - City Commission Budget Workshop 3:30 PM
Friday, August 29 - City Commission Budget Workshop 3:30 PM

Please govern yourselves accordingly.

Roberta M. Correa
Mayor

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PALATKA CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.0105

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

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

BUDGET CALENDAR

2025 - 2026

City of Palatka

April	14	CRA Meeting- Provide Mid-Year Budget/Actual Report, Discuss Budget Calendar
	24	Commission Meeting- Provide Mid-Year Budget/Actual Report/Discuss Budget Calendar for FY25-26 Present Mid-Year Review Ask Commissioners for the Budget Priorities, Due May 29th
	30	Send Respective Budget Spreadsheets and Capital Improvement Plan to Department Heads
May	15	Budget Spreadsheets/CIP Requests and Initiative Ideas are due back to Finance Office for review
	15 - 23	Finance Director meet with Department Heads to review requests/help structure Initiatives City Manager and Finance Director Meet with Department Heads to review requests
	15 - 29	Budget Priorities due back to Finance Director from Commission
June	1	**TRIM Estimates from Property Appraiser's Office, June 1st
	2 - 5	One-on-One Meetings with City Manager and Commissioner's to discuss Budget Requests
	6	4:00 pm CRA Budget Workshop
	6	6:00 pm Commission Workshop - Finance Director Overview/Commissioners Initiatives
	9 - 13	Finance Director meet with Department Heads to review requests/help structure Initiatives *IF NEEDED
	20	4:00 pm CRA Budget Workshop
	20	6:00 pm Commission Workshop - Department Heads Presentation
July	21	Finance Director to have Final Draft of Workshop Presentation Complete
	20 - 30	Finance Director meet with City Manager to review Workshop Presentation All changes must be entered and presentation finalized by July 1st
	1	**Property Appraiser's Office Certifies the taxable value on form DR-420 on July 1st, 2025
	3	Finance Director email Commissioner's Budget Guide Document
	10	Regular Commission Meeting (set Tentative Millage Rate) 6:00PM
	10	City Commission Budget Workshop; 3:30 pm - Department Heads Presentation/Non-for-Profits Requests
	24	Complete DR420, DR420mmp and 420TIFs
	by 31st	Email a Recap of Workshop to both CRA and Commission

August	1 - 4	Finalize all Changes/Revisions from the Budget Workshops
	5	Prepare Draft Budget Document for Commission Agenda Submit to City Manager for Review
	6	Send to Commissioners to use in Budget Workshop
	8	City Commission Budget Workshop: 3:30 PM
	11 - 15	Finalize all Changes/Revisions from the Budget Workshops
	21	Submit to City Manager for Review
	22	Complete Budget Document for Commission Agenda (Due Aug 29)
	24	Send to Commissioners to use in Budget Workshop
	29	2:30 pm CRA Budget Workshop
	29	3:30 pm Commission Workshop
	29 - 31	Finalize all Changes/Revisions from the Budget Workshops Complete Budget Document for Commission Agenda (Due Aug 31) Submit to City Manager for Review
	31	Budget Document Due to Clerk for Agenda on Sept 11th
September	11	Commission Meeting - 1st reading of Budget & Millage
	19	Send Budget Summary to Newspaper for Advertisement
	20 - 24	Budget Ad to appear in Palatka Daily News
	25	Commission Meeting- Adoption of Budget & Millage
	26	Send Notice of Final Adoption to Newspaper Deliver Resolutions to Property Appraiser and Tax Collector Email/Mail Copy of Ordinance and Budget to Dept. of Revenue
	30	Load Budget in ADG and Website
October	1	New Fiscal Year Budget Begins DR420mm and DR487V Due
	by 22	Deliver Certification of Final Taxable Value to Property Appraiser and Tax Collector Send budget package to Dept. of Revenue with DR487 and attachments Request Final Certs from Property Appraiser (TIF) *Invoice County in December

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The City of Palatka has actively pursued external funding opportunities to advance its strategic goals and respond to growing community needs. This presentation provides a citywide snapshot of current, awarded, pending, and upcoming grant initiatives across infrastructure, public safety, community development, recreation, and resilience planning.

With limited general fund capacity, leveraging federal, state, and private grant funding has become essential to:

Expand essential services

Upgrade aging infrastructure

Support underserved neighborhoods

Enhance public health, safety, and quality of life

This grants portfolio reflects interdepartmental collaboration, strategic planning, and a growing focus on equity, sustainability, and long-term community investment. It also highlights funding gaps and key projects that still require financial support.

PROJECT ANALYSIS

The City of Palatka's grant activity underscores the importance of diversifying funding sources to reduce reliance on limited local revenues and to strengthen the City's ability to respond to critical needs. Current projects are strategically aligned with long-term priorities, focusing on infrastructure modernization, disaster resilience, economic development, and community well-being. With over \$30 million in active and pending grant funding supporting more than 40 projects, the impact is far-reaching—improving public utilities, transportation networks, public

safety facilities, and recreational spaces. However, challenges persist. Many infrastructure improvements require multi-phase investments and long-term financial planning, while the growing demands of grant administration stretch existing staff capacity. To sustain momentum, the City is focusing on submitting targeted applications for future funding that are shovel-ready, strategically aligned, and competitive within evolving federal and state priorities. By doing so, Palatka is positioning itself to advance high-impact initiatives with minimal resistance, ensuring measurable progress and long-term community benefit.

Note:
Slides 14–31 in the accompanying presentation were previously presented in detail by Project Manager **Carlos Dominguez Brito** on **March 27, 2025**. At the request of the City Manager, they have been included again for reference. These slides will **not** be presented during this meeting and are provided solely for the commissioners’ review.

Staff Recommendation

ATTACHMENTS

1.	Investing in Impact- Grants Snapshot
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Investing in Impact



A Citywide Grants Snapshot

An Overview

Strategic Alignment

The City's grant initiatives support Palatka's top priorities, including:

- Modernization of infrastructure (water, sewer, and stormwater systems)
- Disaster resilience and hazard mitigation
- Enrichment of parks, youth, and housing programs
- Economic development and job creation through workforce and business support



Funding Diversity

Repeatedly sourced Grants:

- **Federal agencies:** DOT, FAA, FEMA, EPA
- **State programs:** Florida Commerce, Department of Environmental Protection, FDEM



Diversifying the Grant's portfolio reduces financial risk while maximizing funding opportunities.

Private foundations: TD Charitable Foundation, Sparklight, Ameriprise Foundation

Impact Forecast

The City's grant initiatives support continued investment into public works, public safety, airport improvements, community amenities, and more:



- Over \$30 million in active and pending grant funding
- Supporting 40+ projects across city departments

Challenges Identified

The City's grant initiatives faces several challenges:



- Several infrastructure projects require multi-phase funding strategies
- Reporting and compliance obligations require dedicated staff capacity
- A number of critical needs remain unfunded, such as the fire ladder truck and Master Lift Station

Forward Outlook

The City's should prioritize allocating their resources towards initiatives that offer the greatest potential for forward movement with the least resistance:



- Emphasis on shovel-ready project planning to remain competitive
- Focus on resilience and broadband infrastructure
- Expanded regional and interagency collaboration to enhance eligibility and impact

Investing in Impact



A Citywide Grants Snapshot

Submissions, Pending Applications, and Awarded

Grant Submissions:

Hurricane Loss Mitigation Program (HLMP)

\$206,882

Florida Department of Emergency Management
City of Palatka 3 Areas of Erosion project

Charitable Giving Fund Application

\$7,500

Sparklight Foundation
Bridging Generations: Life Skills Mentorship Program

First Responder Grant

\$48,151.67

Gary Sinise Foundation
NFPA Helmets and Extrication Tools

Regional Grant

\$30,0000

TD Charitable Foundation
Pathways to Prosperity: Building Economic Opportunities for Our Community

Ameriprise Financial Grant

\$30,000

Ameriprise Bank
Senior Financial Empowerment & Wellness Initiative



Infrastructure Opportunities in the Works:



Hazard Mitigation Grant Program (HMGP)

Florida Division of Emergency Management

DR- 4828 Hurricane Helene

3 Areas of Erosion- Stormwater Infrastructure Improvement Project

\$325,000



Hazard Mitigation Grant Program (HMGP)

Florida Division of Emergency Management

DR- 4828 Hurricane Helene

Roddy Road Sewer Main Relocation Project

\$310,750



Hazard Mitigation Grant Program (HMGP)

Florida Division of Emergency Management

DR- 4834 Hurricane Milton

Tierra Woods

\$500,000



Opportunities in the Works:



Emergency Responder Grant

ONEOK Foundation

Fire Department Equipment and Training



USA Pickleball Serves Grow The Game Grant

USA PICKLEBALL ASSOCIATION

In-kind donation of Pickleball materials- nets, balls, paddles, etc.



Florida Blue Foundation

Florida Blue

Community Data Center

Requesting funding for or in-kind donations of computers, tablets, printers, monitors, screens, laptops, etc. for community usage



Hometown Grants

T-Mobile

Technology Room/ Teen Center

Recreational room for teens to have a safe space to unwind, enjoy other teens/ youths' company, play games, and otherwise congregate in a safe supported area in the community.



MUSCOE Sports Lighting & US Soccer Foundation Soccer Fund Grant

In-kind sports lighting for community soccer/ sports field to support community soccer initiatives



Awarded:

CITY OF PALATKA Comprehensive Vulnerability Assessment

Funder: Florida Department of Environmental Protection

Grant Funding: \$400,000 (GL's TBD)

Budget to Actuals (Grant Funds Only): \$400,000 / \$0.00

Grant Agreement Expiration: 12/31/26



Purpose: Conduct a city-wide assessment including critical assets in accordance with 380.093 F.S. This project, will evaluate how flooding, storms, and sea level rise may affect our infrastructure, natural areas, and neighborhoods.

Key Requirements: Identify critical assets (roads, utilities, public buildings). Analyze risks from flooding, sea level rise, and extreme weather. Follow state mapping and data standards.

How It Benefits Our Community: Identifies local risks and areas most vulnerable to flooding. Guides future infrastructure upgrades and planning decisions. Unlocks access to future state and federal funding for construction projects like stormwater improvements or flood barriers. Protects public safety, property, and the environment, helping Palatka become stronger and more resilient.

On The Horizon:

State/ Federal Grants:

21st Century Grant

Community Development Block Grant -Disaster Relief (CDBG-DR)

Rural County Grant Program

Boating Infrastructure Grant Program (BIGP)

Community Planning Technical Assistance Grants



Foundations:

Florida Blue Foundation

Truist Foundation

American Water Charitable Foundation (AWCF)

Emergency Responder Grant

JW Couch Grant

Outdoor Access Initiative

Community Built Play space

James M. Cox Grant

Charles H. Stout Foundation

Projects in need of funding.

HIGH PRIORITY PROJECTS

Storm Water Lining
Master Lift Station facility
Ladder Truck
Fire Hydrant Replacement (poor condition/ out of service)
Planning and Zoning Ordinances and Regulations overhaul

EXPANSION PROJECTS

Sanitary Sewer Lining
Potable water lines
Jenkins Community Center
Lift station upgrades
Ride Share

OTHER PROJECTS

Sewer Pipe Laying (corresponds to Septic to sewer)
Septic to Sewer
Firehouse upgrades- ADA Compliance
New well Sites (Drill and Set up)
Flush boxes (Repair or new)
Flock Transfer pumps (Need new)
Tower painting
2" Water Main replacements
Asbestos concrete watermain replacement
Curb and gutter replacement
Fencing replacement and roadways paved in Cemetery
Small equipment grants
Road improvement attachments for skid steer
Pride of Palatka



Investing in Impact



A Citywide Grants Snapshot

Active Grant Funding

Planning Grants:

Safe Streets

Funder: US Department of Transportation

Purpose: Develop Comprehensive Safety Action Plan

Grant Funding: \$960,000 (101-18-519-8-8937 / 101-00-331-4-1000)

Budget to Actuals (Grant Funds Only): \$960,000 / \$0.00

Grant Agreement Expiration: 6/30/25 (Going through a contract amendment)



DEO Downtown Strategic Action Plan

Funder: Florida Commerce

Purpose: Develop 5 yr Strategic Action Plan for downtown area.

Grant Funding: \$40,000 (001-04-519-8-8220 / 001-00-334-5-5003)

Budget to Actuals (Grant Funds Only): \$40,000 / \$18,500

Grant Agreement Expiration: 6/30/25

Planning Grants:

Sanitary Sewer Collection Resiliency Master Plan

Funder: Florida Commerce

Purpose: Develop Resiliency Wastewater Master Plan

Grant Funding: \$385,000 (041-13-536—6372 / 041-00-389-3-5010)

Budget to Actuals (Grant Funds Only): \$385,000 / \$57,216

Grant Agreement Expiration: 4/14/26



Palatka LT Kay Larkin APT Master Plan Update

Funder: Florida Department of Transportation

Purpose: Develop Kay Larkin Master Plan Update

Grant Funding: \$285,000 (005-05-542-8-6321 / 005-00-389-3-7500)

Budget to Actuals (Grant Funds Only): \$285,000 / \$16,401

Grant Agreement Expiration: 9/30/27

Planning Grants:

Community Planning Technical Assistance Grant (DEO Comprehensive Plan)

Funder: Florida Commerce

Purpose: Technical Assistance for preparation of Evaluation and Appraisal Report (EAR) & subsequent Comprehensive Plan update

Grant Funding: \$75,000 (001-02-524-8-6402 / 001-0-334-5-5002)

Budget to Actuals (Grant Funds Only): \$75,000 / \$1,500

Grant Agreement Expiration: 6/30/25



Palatka Municipal LT Kay Larkin Field FAA Exhibit "A" Update PFL0146666 FAA/FDOT AGIS Survey/Property Map

Funder: Florida Department of Transportation & Federal Aviation Administration

Purpose: To conduct an airport geographic information systems (AGIS) survey.

Grant Funding: \$15,000state/ \$137,025 Fed (005-05-542-8-6320 / 005-00-389-2-8932)

Budget to Actuals (Grant Funds Only):

FAA \$137,025 / \$44,231

FDOT \$15,000 / \$4,915

Grant Agreement Expiration: 3/31/2027

Streets (Roads, Sidewalks, and Curbing)

Grants:

St. Johns Avenue Downtown Streetscape Phase III (Lighting and Sidewalks)

Funder: Florida Department of Transportation

Purpose: Construct ADA compliant sidewalks and curbing on St Johns Ave and cyclist safety from block 400-1100 and CEI for milling and resurfacing,

Grant Funding: \$1,500,000 (101-18-519-6-6467 / 101-00-334-9-1100)

Budget to Actuals (Grant Funds Only): \$1,500,000 / \$439,667

Grant Agreement Expiration: 12/31/26

Roadway Improvements Oak St 15th-17th

Funder: American Rescue Plan Act of 2021

Purpose: Construction and CEI for milling and resurfacing, ADA compliant sidewalks and curbing of Oak St 15th-17th and cyclist safety.

Grant Funding: \$250,000 (300-66-559-8-6103)

Budget to Actuals (Grant Funds Only): \$250,000 / \$103,850

Grant Agreement Expiration: 12/31/25



Streets (Roads, Sidewalks, and Curbing)

Grants:

COVID Sidewalks

Funder: Community Development Block Grant- COVID

Purpose: Widen sidewalks and paths in residential low-income neighborhoods, construct 8ft wide sidewalks and 10ft wide paths to provide safe pedestrian walkways.

Grant Funding: \$5,000,000. (101-18-519-8-8909 / 101-00-331-7-7004)

Budget to Actuals (Grant Funds Only): \$5,000,000 / \$236,210

Grant Agreement Expiration: 9/30/25



RAISE - A. Philip Randolph Regional Multimodal Transportation Hub & Northwest Area Potable and Streetscape

Funder: Federal Highway Administration

Purpose: To Improve Multimodal connectivity in City, and Construct street improvements including resurfacing the roadway, install ADA compliant sidewalks, curbs, gutters, designating bike lanes, and misc. accessory safety improvements in project area.

Grant Funding: \$8,176,001 (101-18-519-8-8938 / 101-00-331-3-9008)

Budget to Actuals (Grant Funds Only): \$8,176,001 / \$130.48

Grant Agreement Expiration: 9/30/27

Water & Sewer Grants:

Madison Street 5th to RR - Potable and Streetscape and WTP Pump Upgrade

Funder: Community Development Block Grant & St. Johns River Water Management District

Purpose: Water & Sewer improvements throughout the city.

SA1: Madison st between N. 5th st & N 11th st. SA2: 320 N Moody rd. 2 Service Areas, SA1: COP will replace 2100 Linear ft of potable h2O main, 5 hydrants, 16 gate valves. Will reconnect 24 H2O water services, water mains in 8 locations. Remove and replace sidewalks and driveways as needed.

SA2: replace "High Service Pump" at water plant.

Grant Funding: Florida Commerce - \$750,000.00 / SJRWMD - \$500,000

Budget to Actuals (Grant Funds Only):

Florida Commerce - \$750,000 / \$36,000 (041-13-536-8-6467 / 041-00-389-5-2000)

SJRWMD - \$500,000.00 / \$350,738.10 (041-13-536-8-6471 / 041-00-337-3-5200)

Grant Agreement Expiration: 7/31/25 (Extension Pending)

Lift Station 16 Replacement - (St Johns Ave/Zeigler)

Funder: Department Economic Opportunity

Purpose: To expand a lift station located at St. Johns and Zegler Drive increasing it's capacity for future extension of the sanitary sewer collection system to the business park.

Overarching Goal: Create rural infrastructure to encourage job creation, capital investment, and strengthening/ diversifying rural economies by promoting tourism, trade, and economic development.

Grant Funding: \$340,196.00 (041-12-535-8-6401 / 041-00-334-3-5000)

Budget to Actuals (Grant Funds Only): \$340,196.00 / \$2,544.55

Grant Agreement Expiration: 2/21/26



Water & Sewer Grants:

City of Palatka Wastewater Treatment Plant Digester Improvement Project(WWTP Upgrades Biosolids)

Funder: Department Environmental Protection

Purpose: To dismantle and remove current sludge treatment and dewatering system equipment and replace with new aerobic system and dewatering system. Add new blower building, transfer/ pumping equipment, replace existing sludge repair pumps, process piping mods, dewatering equip, dewatering building renovations, biosolids handling equipment, and misc. equip as needed. Remove sand and grit from wastewater treatment facilities.

Grant Funding\$4,991,700 / \$864,290.00

Budget to Actuals (Grant Funds Only):

\$4,991,700.00 / \$4,332,321.26 (041-12-535-6-6359 / 041-00-389-7-1008)

\$864,290.00 / \$864,290.00 (041-12-535-8-6402 / 041-00-334-3-5100)

Grant Agreement Expiration: 1/31/26 (Extension Pending)



Water & Sewer Grants:

Northwest and Northeast Area Potable Water

Funder: Florida Department Environmental Protection

Purpose: Replace failing water lines, correct poor water quality and alleviate excessive water loss within the system. Replacing the old and outdated potable water supply infrastructure with sustainable, newer PVC materials, This project will replace approximately 36,510 LF of potable main lines within the City of Palatka.

Grant Funding\$10,500.00 (041-13-536-8-6468 / 041-00-389-6-3100)

Budget to Actuals (Grant Funds Only): \$ 10,500,000 / \$0.00

Grant Agreement Expiration: 1/31/26 (Extension Pending)



Palatka Sewer Main and Manhole Improvements (Sewer Lining Citywide)

Funder: Florida Department Environmental Protection

Purpose: Improving the lining of sewer mains, manholes and laterals to alleviate areas with prioritized issues with inflow and infiltration within the sanitary sewer collection system.

Grant Funding: \$4,515,531 (041-13-536-8-6466 / 041-00-389-6-3000)

Budget to Actuals (Grant Funds Only): \$4,515,531 / \$422,913

Grant Agreement Expiration: 1/31/2027

Airport Grants:

Airport Access Control and Gate Upgrades

Funder: Florida Department of Transportation

Purpose: To complete the Gate, Fencing, and Access Control Upgrade project near gates 1 and 2 at Palatka Municipal Airport.

Grant Funding: \$115,000.00 (005-05-542-8-6316 / 005-00-389-3-8927)

Budget to Actuals (Grant Funds Only): \$115,000 / \$62,026

Grant Agreement Expiration: 3/31/2027



Airport Emergency Generators

Funder: Florida Department of Transportation

Purpose: Acquisition and installation of two emergency generators (one for fuel farm and one for terminal building); including site preparation; electrical work; and enclosure (slab, structure, roof, ventilation, and MEP).

Grant Funding: \$250,000.00 (005-05-542-8-6318 / 005-00-389-3-8929)

Budget to Actuals (Grant Funds Only): \$250,000 / \$70,137

Grant Agreement Expiration: 3/31/2027

Airport Grants:

Palatka Airport Design and Corporate Jet Center

Funder: Florida Department of Transportation

Purpose: To design and construction a corporate jet center at Kay Larkin Airfield.

Grant Funding: \$1,850,000 (005-05-542-8-6317 / 005-00-389-3-8928)

Budget to Actuals (Grant Funds Only): \$1,850,000 / \$0.00

Grant Agreement Expiration: 9/30/27



Palatka Kay Larkin Field Obstruction & Tree removal Airport FDOT Fwy 9 Obstruction Tree Removal

Funder: Florida Department of Transportation

Purpose: Remove obstructions including trees from Kay Larkin Field.

Grant Funding: \$575,000 (005-05-542-8-6311 / 005-00-389-3-8923)

Budget to Actuals (Grant Funds Only): \$ 575,000 / \$237,312

Grant Agreement Expiration: 12/31/25

Airport Grants:

Airport - Taxiway "E"cho (Design Environmental Phase)

Funder: Federal Aviation Administration

Purpose: To conduct an environmental review of proposed taxiway for the full build-out of taxiway and hangar development. .

Grant Funding: FAA -\$193,590 / FDOT \$21,510 (005-05-542-8-6310 / 005-00-389-2-8110) and (005-05-542-8-6303 / 005-00-389-3-8930)

Budget to Actuals (Grant Funds Only):

FAA -\$193,590 / \$169,797

FDOT \$21,510 / \$18,866

Grant Agreement Expiration: 1/11/28

Palatka LT Kay Larkin Apt Install Wildlife Trench Fencing

Funder: Florida Department of Transportation

Purpose: To install trench Fencing to mitigate Wildlife Hazards.

Grant Funding: \$600,000 (005-05-542-8-6323 / 005-00-389-3-8933)

Budget to Actuals (Grant Funds Only): \$ 600,000 / \$0.00

Grant Agreement Expiration: 9/30/27



Mitigation Grants:

CDBG Price Martin

Funder: Community Development Block Grant- MIT

Purpose: To harden the Price Martin Community Center sufficient to be used as a Hurricane shelter. Plans include hardening roof structure, new HVAC, replace existing doors and windows, replace masonry in front to withstand high winds, and install emergency generator.

Grant Funding: \$1,176,315.00 (101-18-519-8-620 / 101-00-334-2-3000)

Budget to Actuals (Grant Funds Only): \$ 1,176,315 / \$260,889

Grant Agreement Expiration: 2/17/26



Three Areas of Flooding

Funder: Community Development Block Grant- MIT

Purpose: For flood and drainage improvements in areas that sustained significant flooding during Hurricane Irma, due to undersized and inadequate storm water piping. Project focuses on 3 areas (1) N 13th & 14th St, Golf Dr & Moseley Ave, Moseley Ave & Crill Ave. Will install an estimated 4,215 LF of improved storm draining piping and inverts.

Grant Funding: \$1,537,633.00 (101-18-519-8-6327 / 101-00-331-3-9006)

Budget to Actuals (Grant Funds Only): \$ \$1,537,633 / \$152,954

Grant Agreement Expiration: 2/17/26

Mitigation Grants:

Fire Station Wind Retrofit

Funder: Hazard Mitigation Grant Program

Purpose: For protecting Fire Station #2 by wind retrofitting the building. Will protect the station from high winds and extreme weather (up to 144MPH). The work will protect all openings by installing bay doors, storefront glass, windows and any other unprotected openings.

Grant Funding: \$289,732.95 (001-08-522-8-2400 / 001-00-331-2-6322)

Budget to Actuals (Grant Funds Only): \$ 289,732.95 / \$10,991.56

Grant Agreement Expiration: 9/30/27



Parks and Recreation Grants:

Jenkins Remodel

Funder: Department of State

Purpose: Restore Robert H Jenkins Memorial Gym, including roof, HVAC, fire suppression, sprinklers system, painting, security system, and replace damaged ceiling, ADA ramp, walkway grates, repair/ replace bleachers, repair/replace scoreboard, upgrade basketball goal wench, install projector system, concession stand, remove non structural wall, retractable partition, fitness center, changing rooms, repair/ replace gate and fence, install signage.

Grant Funding: \$690,000.00 (101-18-519-8-6364 / 101-00-334-7-7009)

Budget to Actuals (Grant Funds Only): \$690,000 / \$358,972

Grant Agreement Expiration: 6/30/25 (Extension Pending)



City of Palatka Bronson Mulholland House Rehabilitation

Funder: Department of State

Purpose: Funds used to restore and renovate Bronson House, historic Bronson Mulholland House including repair/replace steps, decking, beams, joists, steel support columns, guardrails, and trim, construct/repair/replace masonry pier foundations, paint exterior wood; security lighting fixtures,; plumbing; shoring; and mobilization.

Grant Funding: \$367,900.00 (101-18-519-8-8943 / 101-00-334-7-7010)

Budget to Actuals (Grant Funds Only): \$367,900 / \$0.00

Grant Agreement Expiration: 6/30/26

Parks and Recreation Grants:

Palm (Triangle) Bowl Park

Funder: Department of Environmental Protection

Purpose: For new walking trail, picnic facility, dog park, signage, landscaping & irrigation at park.

Grant Funding: \$50,000.00 (101-18-519-8-8945 / 101-00-337-7-0003)

Budget to Actuals (Grant Funds Only): \$50,000.00 / \$33,372

Grant Agreement Expiration: 6/30/2027



Shaw Buck Park Phase 1

Funder: Department of Environmental Protection

Purpose: Revamping park to have tennis court, basketball court, playground, picnic facilities, landscaping, security lighting, trash cans, renovate parking lot.

Grant Funding: \$50,000.00 (101-18-519-8-8944 / 101-00-337-7-0002)

Budget to Actuals (Grant Funds Only): \$50,000.00 / \$14,214

Grant Agreement Expiration: 6/30/2027

Parks and Recreation Grants:

Memorial Bridge Pedestrian Pier

Funder: Florida Highway Administration

Purpose: Design Rehabilitation of the Memorial pedestrian pier. FDOT is currently working with Consultant to develop a construction cost estimate to determine if composite materials or wood decking will be funded. The City has submitted an application for funding - \$1,258,939 if composite material is selected and \$780,588 for wood decking. Both options will be 100% grant funded.

Grant Funding: 6/30/26 - GL's TBD

Budget to Actuals (Grant Funds Only): TBD / \$0.00

Grant Agreement Expiration: 6/30/26



City Initiatives & Disaster Grants:

Affordable Housing Initiative Project

Funder: Florida Commerce & American Rescue Plan Act of 2021

Purpose: Funds used to Increase and preserve affordable housing stock in Palatka. Assist in retention and development of affordable housing through activities such as acquisition and preparation of land for development, , downpayment assistance, and homeowner repair.

Grant Funding:

Florida Commerce - \$2,000,000 (101-18-519-8-8940 / 101-00-334-6-1000)

ARPA - \$490,243 - (300-63-559-8-3120)

Budget to Actuals (Grant Funds Only):

\$200,000 / \$46,887

\$490,243 / \$128

Grant Agreement Expiration: 6/30/25

Hurricane Helene- DR4828

Funder: Florida Department of Emergency Management

Purpose: Design Rehabilitation of the Memorial pedestrian pier.

Grant Funding: 75% CR

Budget to Actuals (Grant Funds Only): Waiting on FEMA obligation for final amount

Grant Agreement Expiration: 3/28/26

Hurricane Milton-DR4834

Funder: Florida Department of Emergency Management

Purpose: For protecting Fire Station #2 by wind retrofitting the building. Will protect the station from high winds and extreme weather (up to 144MPH). .The work will protect all openings by installing bay doors, storefront glass, windows and any other unprotected openings.

Grant Funding: 75% CR

Budget to Actuals (Grant Funds Only): Waiting on FEMA obligation for final amount

Grant Agreement Expiration: 4/11/26



STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	City of Palatka, Florida2
----	---------------------------

An abstract graphic on the left side of the slide consists of several 3D rectangular blocks of various colors including red, orange, teal, and light blue. These blocks are arranged in a staggered, overlapping fashion, creating a sense of depth and architectural structure.

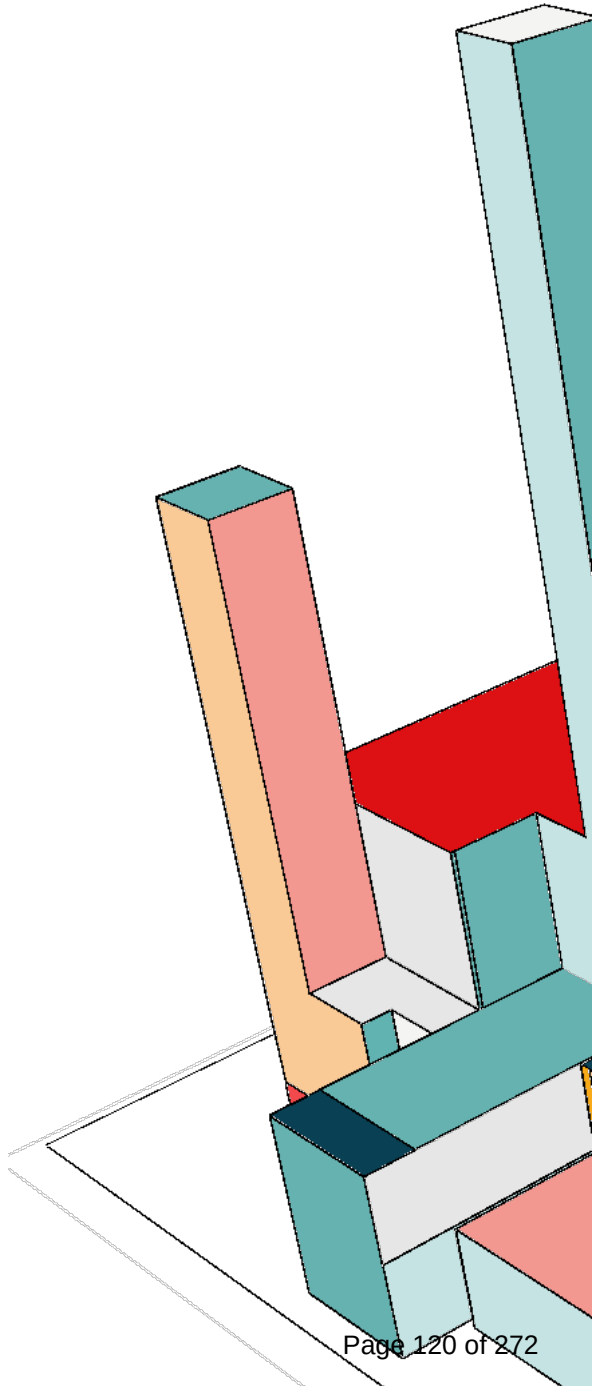
CITY OF PALATKA, FLORIDA

**DEPARTMENT OF
PLANNING AND ZONING**

**DEPARTMENT OF CODE
COMPLIANCE (FORMERLY
CODE ENFORCEMENT)**

THIS PRESENTATION WILL COVER:

- **Planning and Zoning Department** Staff Personnel
- Overview of Planning and Zoning Department
- Number of Applications Reviewed and Processed in 2024
- Update on Major Projects Currently in Progress
- **Code Compliance Department** Staff Personnel
- Process/Procedures of Code Compliance
- 2024 – 2025 Statistics
- Focus Goals 2025



DIRECTOR
LORENZO AGHEMO, MRP

PLANNERS
RYAN MICKLES
RENEE BROWN

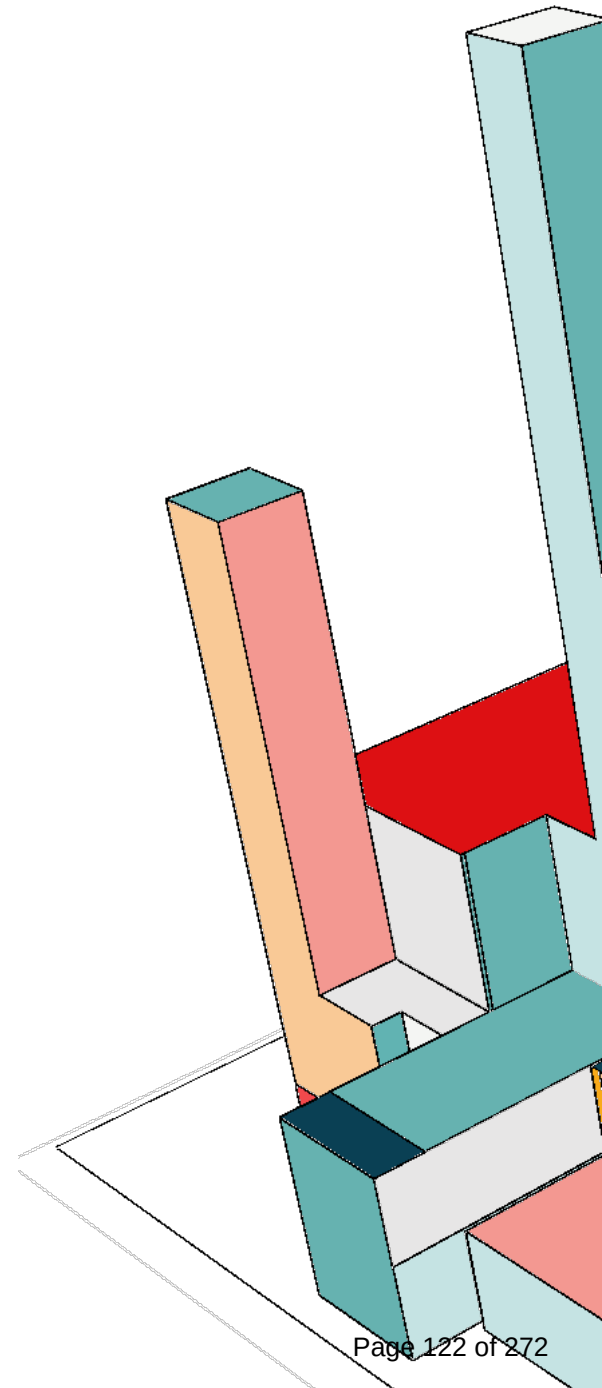
PLANNING CLERK
ALEX ROMERO



ABOUT THE PLANNING AND ZONING DEPT.

The Planning Department manages existing and future development within the City of Palatka. We encourage quality growth and development by following the City of Palatka's Comprehensive Plan and the Municipal Development Code. All development plans are reviewed to assure conformity with these two guiding documents. The Planning Department is involved with site development plans and subdivision review, landscaping, rezoning, annexations, historic preservation, and sign permits. The Planning Department also maintains and updates the city's Comprehensive Plan and the Land Development Regulations.

Mission Statement: To maintain the quality of life of the community and promote economic development through the implementation of the City's comprehensive plan and zoning regulations.





DEPT. OF PLANNING AND ZONING OVERSEES:

(Most Common Applications):

- Sign Permit
- Future Land Use Amendments
- Rezoning
- Certificate of Appropriateness
- Site Plan & Building Permit
- Annexations
- Lot Splits, Preliminary/Final Subdivision Plats
- Zoning Verification

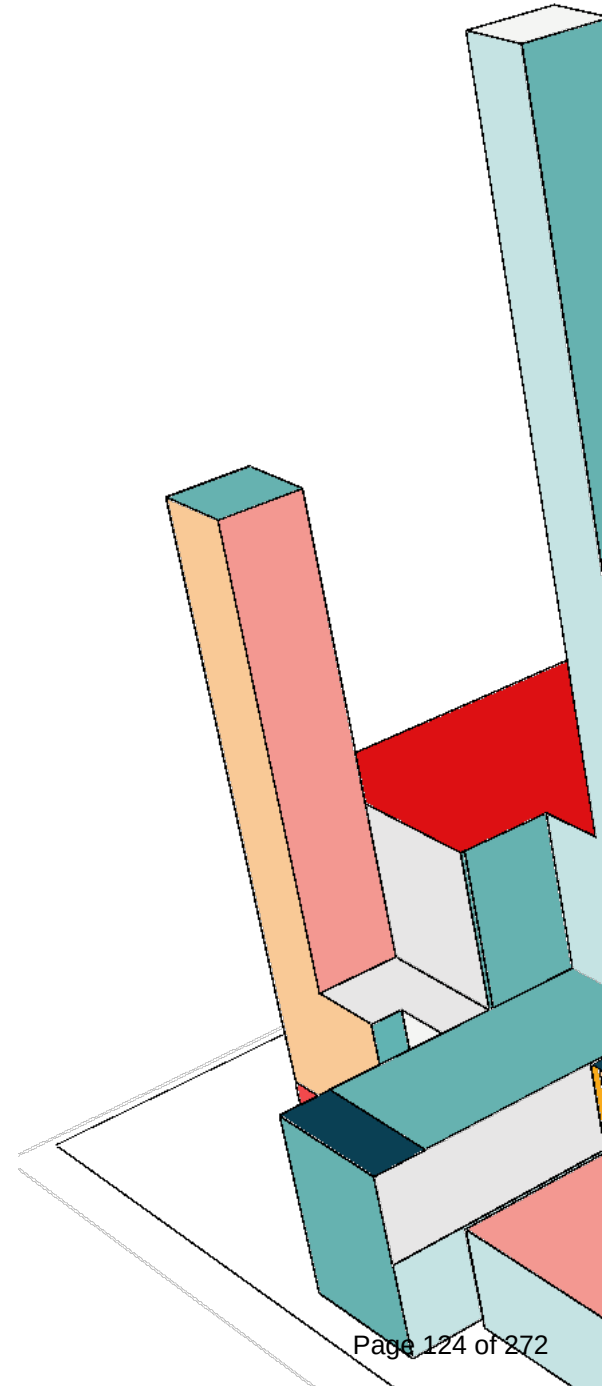
Business Tax Receipts (BTRs)

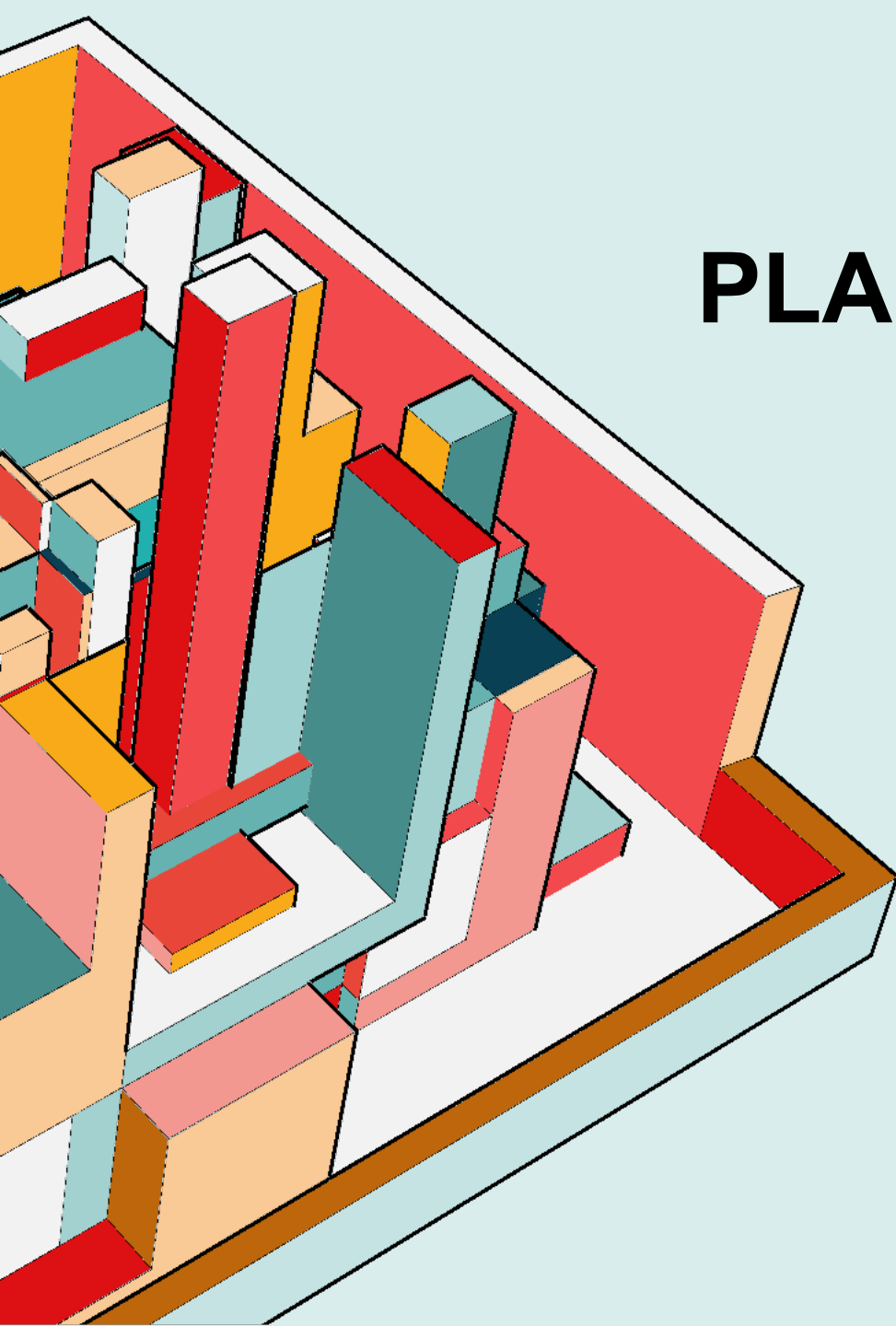
Update to Comprehensive Plan

Items prepared for review and approval by City Planning Board, City Historic Preservation Board

NUMBER OF APPLICATIONS IN 2024

- **52** - Building Permit Applications (Sheds, Carports, Roofs, Garages, Additions to Single-family Homes, Demolitions, etc.)
- **19** - Sign Permit Applications
- **69** – Zoning Verification Applications
- **31** – Certificate of Appropriateness cases (New Construction, Exterior Repairs, Renovation in the City's North and South Historic Districts)
- **29** – Staff reports/cases to the Planning Board (majority Annexations, Future Land Use Amendments, and Rezonings)



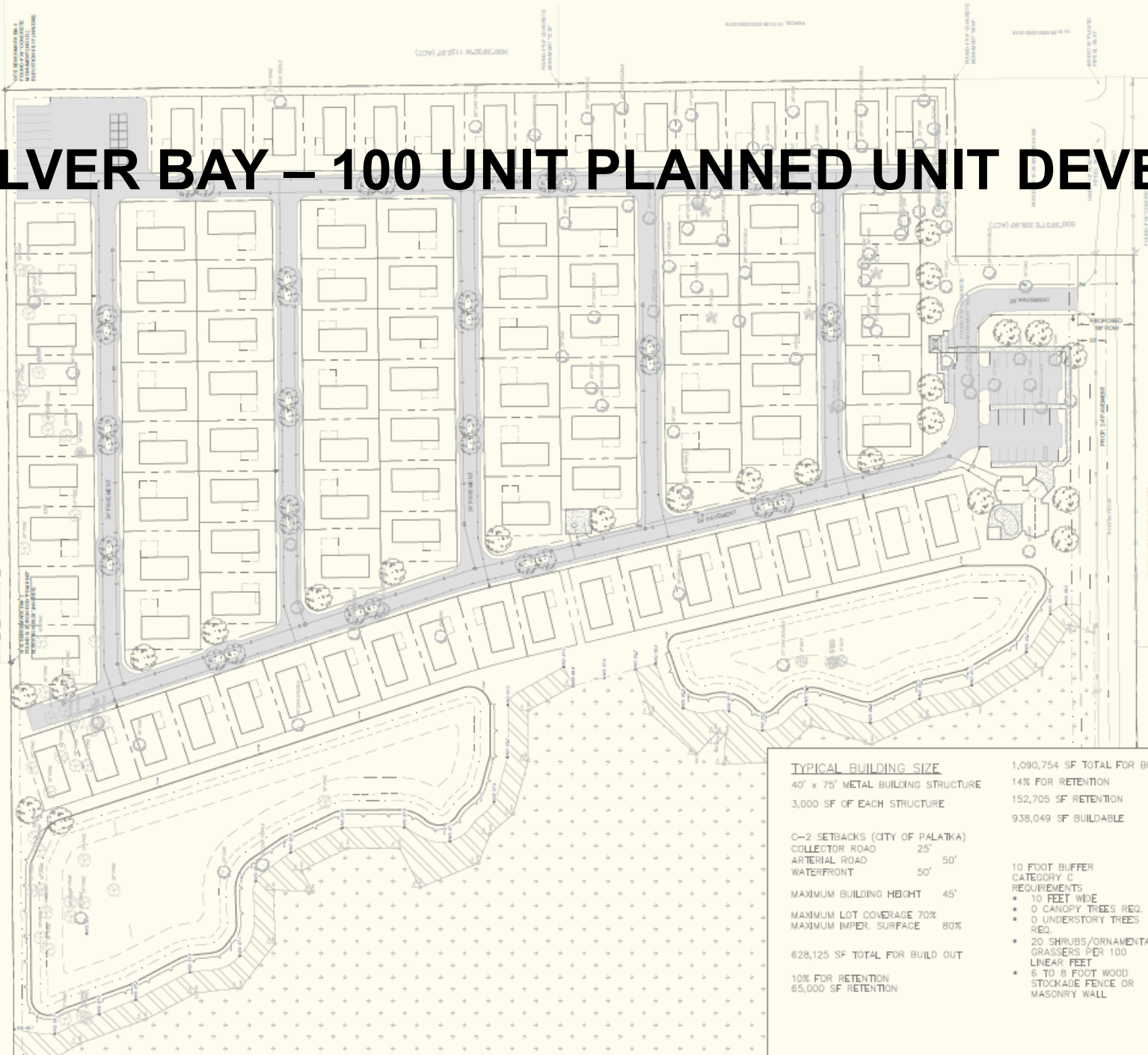


MAJOR DEVELOPMENT PROJECTS PLANNED/IN PROGRESS IN 2024

- Silver Bay/ Planned Unit Development
- The Cottages/ Planned Unit Development
- Palatka Townhomes/ Planned Unit Development
- McLaury Cove Townhomes/ Planned Unit Development
- Cypress Townhomes/ Planned Unit Development
- Moody Road Townhomes/ Planned Unit Development
- Fairway Estates – New Subdivision
- Palatka Burger (801 Saint Johns Avenue)
- Julianne’s Restaurant (510 Towles Road)
- Saint Johns Avenue Hotel & Restaurant

SILVER BAY – 100 UNIT PLANNED UNIT DEVELOPMENT

8



TYPICAL BUILDING SIZE

40' x 75' METAL BUILDING STRUCTURE
152,705 SF RETENTION
3,000 SF OF EACH STRUCTURE

C-2 SETBACKS (CITY OF PALATKA)
COLLECTOR ROAD 25'
ARTERIAL ROAD 50'
WATERFRONT 50'
MAXIMUM BUILDING HEIGHT 45'
MAXIMUM LOT COVERAGE 70%
MAXIMUM IMPER. SURFACE 80%

628,125 SF TOTAL FOR BUILD OUT

10% FOR RETENTION
65,000 SF RETENTION

1,090,754 SF TOTAL FOR BUILD OUT
14% FOR RETENTION
152,705 SF RETENTION
938,049 SF BUILDABLE

10' FOOT BUFFER
CATEGORY C
REQUIREMENTS

- 10 FEET WIDE
- 0 CANOPY TREES REQ.
- 0 UNDERSTORY TREES REQ.
- 20 SHRUBS/ORNAMENTAL GRASSERS PER 100 LINEAR FEET
- 6 TO 8 FOOT WOOD STOCKADE FENCE OR MASONRY WALL

TYPICAL LOT SIZES

(69) 60' x 90' FOR SINGLE CARPORT
(31) 70' x 90' FOR DOUBLE CARPORT
5,400 SF AND 6,300 SF

R-4 SETBACKS (CITY OF PALATKA)

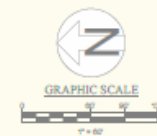
FRONT 15'
SIDE NONE (BUT MUST BE 20' FROM ANY OTHER MOBILE HOME)
CORNER 15'
REAR 15'
WATER 50'

MIN. LOT SIZE FOR R-4
6,000 SF
MIN. LOT WIDTH FOR R-4
LOTS IN SUBDIVISION: 60'
LOTS IN MOBILE HOME PARK: NONE

MAXIMUM LOT COVERAGE: 50%

BENCHMARKS

BM1 FOUND 4"X4" CONCRETE MONUMENT (20' ECL, N 1,391,388.48, E 436,175.78, EL: 58.11 (NAVD83))
BM2 FOUND 5"X5" IRON ROD (19" DIA) (20' ECL, N 1,391,387.08, E 436,167.08, EL: 58.28 (NAVD83))



CONCEPT OVERALL SITE PLAN
SILVER BAY RESIDENTIAL COMMUNITY

CITY OF PALATKA
PREPARED FOR
WILLIAM BILLY HERRINGTON, JR.

MATTHEWS DECCM
P.O. BOX 3128, 7 WALDO STREET
ST. AUGUSTINE, FL 32084
PHONE: 904.824.1044 • FAX: 904.824.4547
INFO@MATTHEWSDECCM.COM

REVISIONS

NO.	DATE	DESCRIPTION
001	08/11/2010	ISSUED FOR PERMIT

DATE: 08/11/2010
DRAWN BY: J. HERRINGTON
CHECKED BY: J. HERRINGTON
SCALE: AS SHOWN
SHEET NO.: 12 OF 12

SILVER BAY – 100 UNIT PLANNED UNIT DEVELOPMENT



MAXIMUM BUILDING HEIGHT 45'
 MAXIMUM LOT COVERAGE 70%
 MAXIMUM IMPER. SURFACE 80%
 628,125 SF TOTAL FOR BUILD OUT
 10% FOR RETENTION
 65,000 SF RETENTION

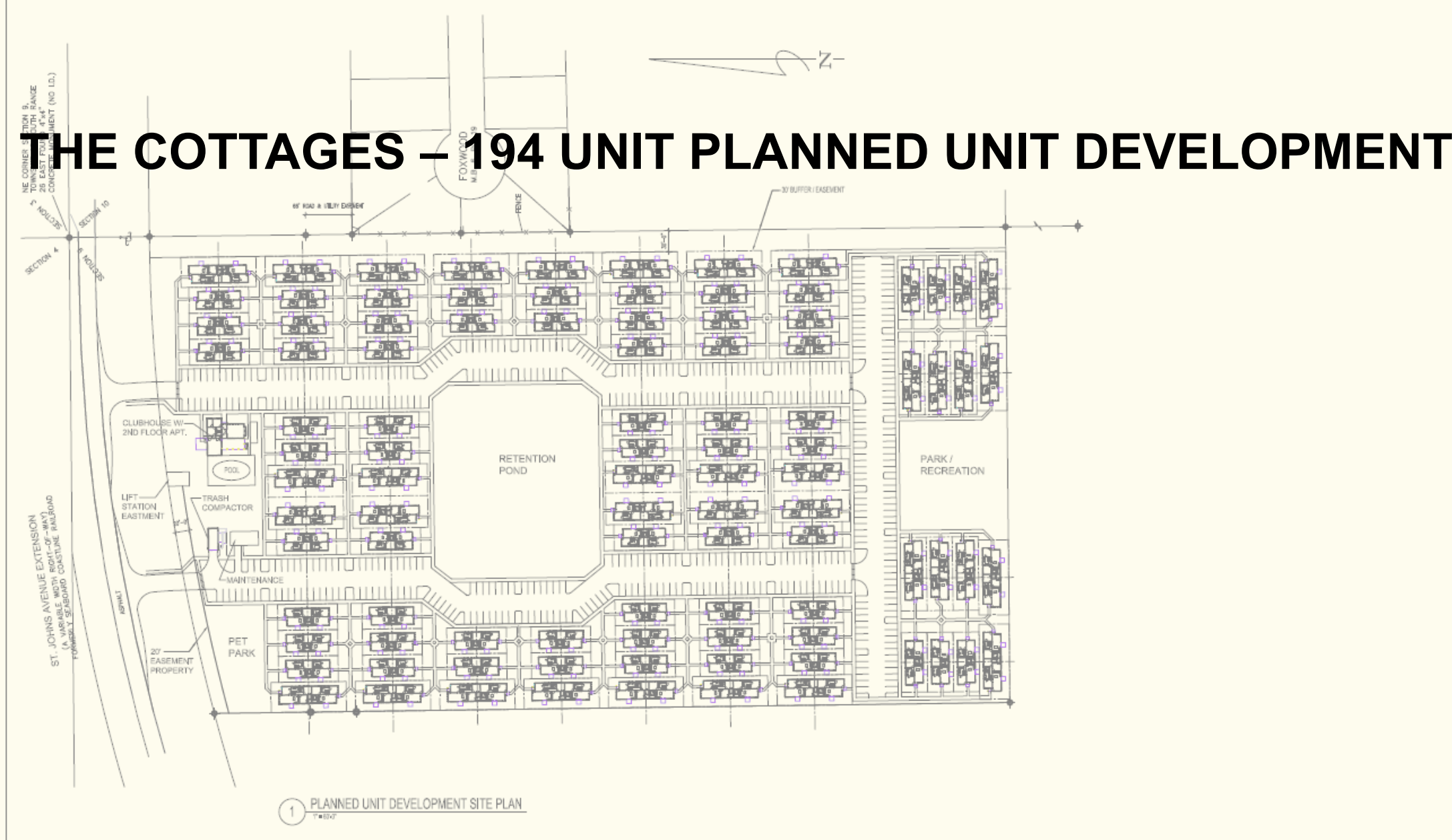
- 10 FEET WIDE
 - 0 CANOPY TREES REQ.
 - 0 UNDERSTORY TREES REQ.
 - 20 SHRUBS/ORNAMENTAL GRASSERS PER 100 LINEAR FEET
 - 6 TO 8 FOOT WOOD STOCKADE FENCE OR MASONRY WALL
- REAR 15'
 WATER 50'
 MIN. LOT SIZE FOR R-4 6,000 SF
 MIN. LOT WIDTH FOR R-4 60'
 LOTS IN SUBDIVISION: 60
 LOTS IN MOBILE HOME PARK: NONE
 MAXIMUM LOT COVERAGE: 50%

BENCHMARKS

BM1 FOUND 4"X4" CONCRETE MONUMENT (240.00, N 1.381,388.48, E 436,175.76, EL 58.11) (NAVD83)
 BM2 FOUND 5"X5" CONCRETE MONUMENT (240.00, N 1.381,387.08, E 436,187.08, EL 58.28) (NAVD83)

CONCEPT OVERLAY
 SILVER BAY RES
 CITY OF
 WILLIAMSBURG
 OF 3

THE COTTAGES – 194 UNIT PLANNED UNIT DEVELOPMENT

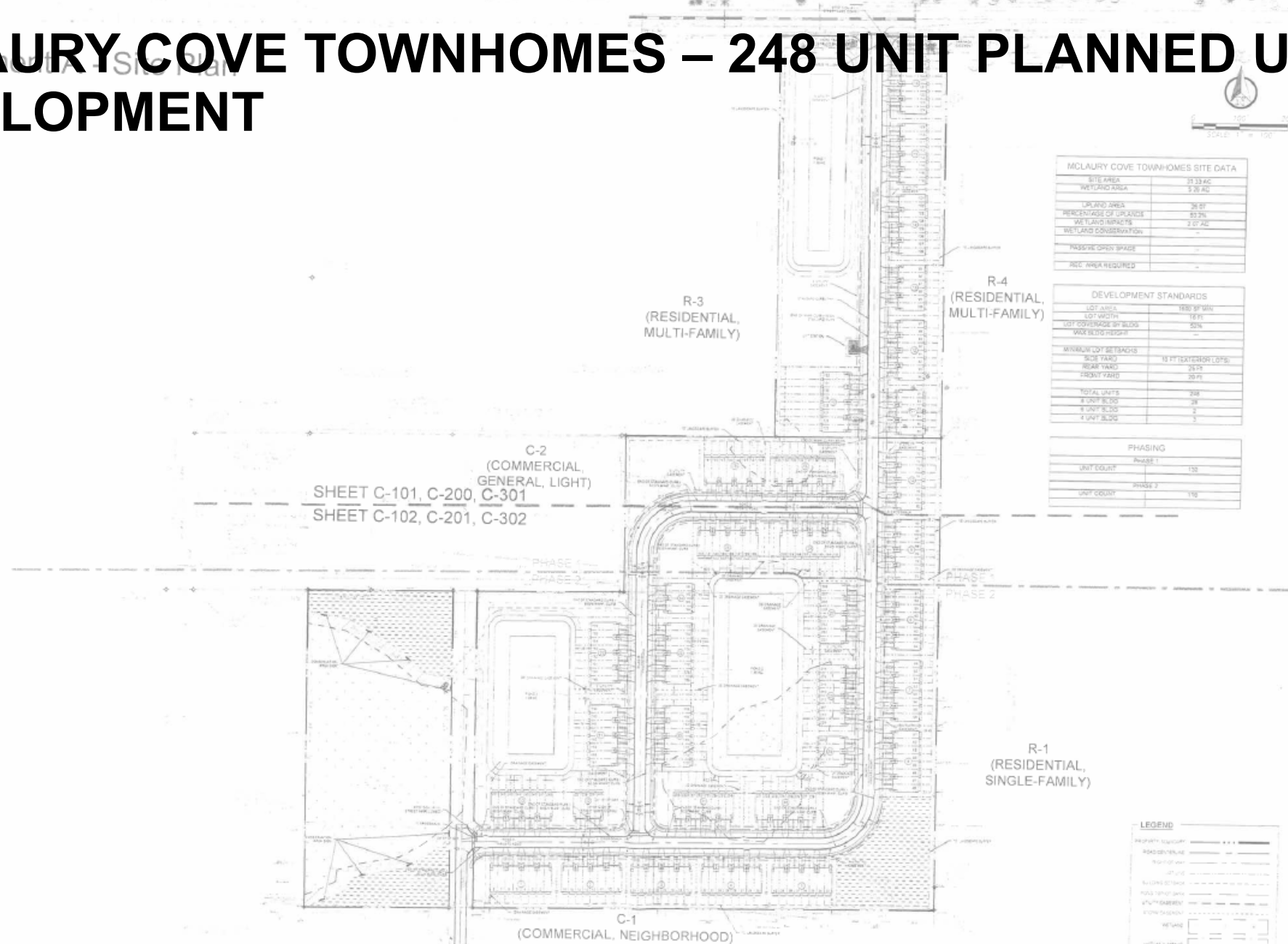


THE COTTAGES – 194 UNIT PLANNED UNIT DEVELOPMENT



1 PLANNED UNIT DEVELOPMENT SITE PLAN
1"=100'

MCLAURY COVE TOWNHOMES – 248 UNIT PLANNED UNIT DEVELOPMENT



ADKINSON
ENGINEERING
6550 ST. AUGUSTINE ROAD, SUITE 203
JACKSONVILLE, FLORIDA 32217
PHONE (904) 981-4295
LICENSE NUMBER 28982

McLAURY COVE TOWNHOMES
FOR
FORESTAR

DATE: _____
BY: _____
REVISIONS: _____

OVERALL
GENERAL SITE
PLAN

JOB NO. JOB 2409
DATE September 20, 2024
SCALE AS SHOWN
SHEET

MCLAURY COVE TOWNHOMES – 248 UNIT PLANNED UNIT DEVELOPMENT



ADKINSON
ENGINEERING
6550 ST. AUGUSTINE ROAD, SUITE 203
JACKSONVILLE, FLORIDA 32217
PHONE (904) 981-4295
LICENSE NUMBER 28982

MCLAURY COVE TOWNHOMES
FOR
FORESTAR

DATE: _____
BY: _____

OVERALL
GENERAL SITE
PLAN

JOB NO. JOB 2409
DATE September 20, 2024
SCALE AS SHOWN
SHEET

doi:10.1371/journal.pone.0190117.t001



SCHOOL OF RECORDS
JOHN J. WARDENY III
FLORIDA
REGISTRATION NUMBER
40177

CYPRESS LANDING TOWNHOMES
FOR
PALMETTO PALATKA LAND TRUST
OPTION 1 PRELIMINARY PLAN

REVISED
PAYROLL
CHECKS IN
CHECKED BY
CHECKED BY
SIGNATURE
DATE

THEIR NO.
1

CYPRESS LANDING TOWNHOMES – 68 UNIT PLANNED UNIT DEVELOPMENT



SITE AREA:

TOTAL SITE AREA	= ±4.23 AC
DRY POND	= ±0.40 AC
DRY POND PERCENTAGE	= ±32.15% AC
TOTAL 16' LOTS	= 68 EA
TOTAL PROJECT AREA	= ±4.23 AC

MINIMUM SETBACKS

FRONT	20 FEET
SIDE	5 FEET
REAR	25 FEET

PROJECT INFO

TOTAL TOWNHOMES UNITS	= 68 EA
-----------------------	---------

LEGEND

	PROPERTY LINE
	EASEMENT LINE
	RECREATION AREA
	SIDEWALK
	GRAVEL WALKWAY

NOTE:

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

TOCOI Engineering, LLC
 7740 WOODBRIDGE AVENUE, SUITE 100, TAMPA, FL 33635
 TEL: 813-281-1300 FAX: 813-281-1305

DESIGNED BY: JOHN J. MURPHY II
 CHECKED BY: J. MURPHY II
 FLORIDA LICENSE NUMBER: 40177

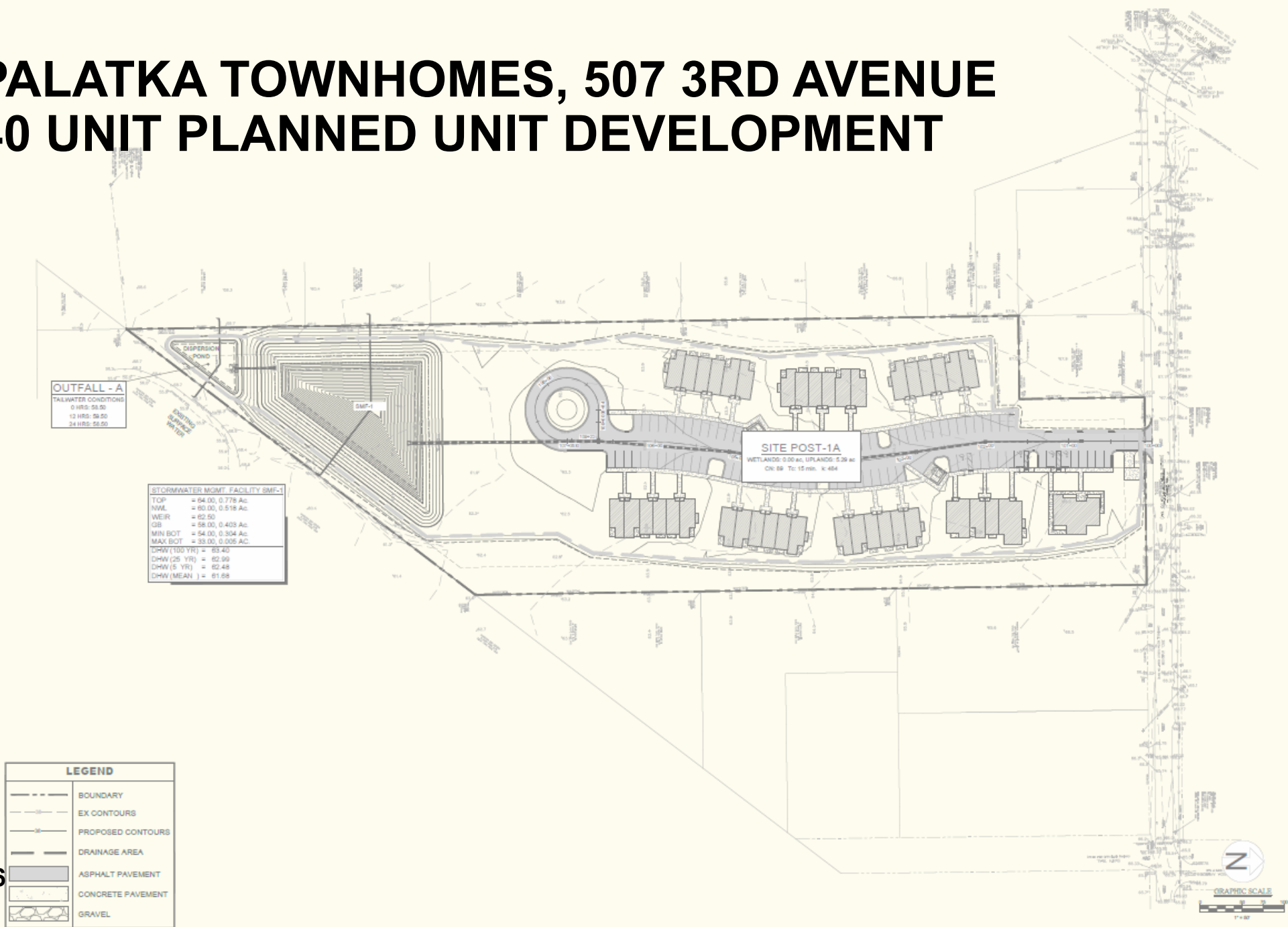
CYPRESS LANDING TOWNHOMES
 FOR
 PALMETTO PALATKA LAND TRUST
 OPTION 1 PRELIMINARY PLAN

REVISIONS
 NO. DATE BY
 1 10/1/14 J. MURPHY II
 2 10/1/14 J. MURPHY II
 3 10/1/14 J. MURPHY II
 4 10/1/14 J. MURPHY II
 5 10/1/14 J. MURPHY II
 6 10/1/14 J. MURPHY II
 7 10/1/14 J. MURPHY II
 8 10/1/14 J. MURPHY II
 9 10/1/14 J. MURPHY II
 10 10/1/14 J. MURPHY II

SHEET NO.
1

PALATKA TOWNHOMES, 507 3RD AVENUE 40 UNIT PLANNED UNIT DEVELOPMENT

16



Revised	By
AVA ENGINEERS, INC. Commercial Residential Marine Florida Certificate No. 00008561 6000 W. 11th St. Suite 200 Fort Lauderdale, FL 33304	
PALATKA TOWNHOMES POST-DEVELOPMENT PLAN PUTN AM FLORIDA	
Date: 9/7/2023 Designer: HAV Job #: 23-019 Drawn: KEP Scale: 1" = 50' Sheet: 5 of 19	

PALATKA TOWNHOMES, 507 3RD AVENUE

40 UNIT PLANNED UNIT DEVELOPMENT



2024.05.01 - 10:00 AM

---	BOUNDARY
---	EX CONTOURS
---	PROPOSED CONTOURS
---	DRAINAGE AREA
---	ASPHALT PAVEMENT
---	CONCRETE PAVEMENT
---	GRAVEL

AVA ENGINEERS, INC.
Commercial | Residential | Marine
Florida Certificate No. 00000851
CA 00000851, 2012 | A00000851
A 00000851 | 1/06/2023
10/1/2023



17

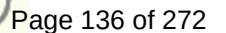
PALATKA TOWNHOMES

POST-DEVELOPMENT PLAN

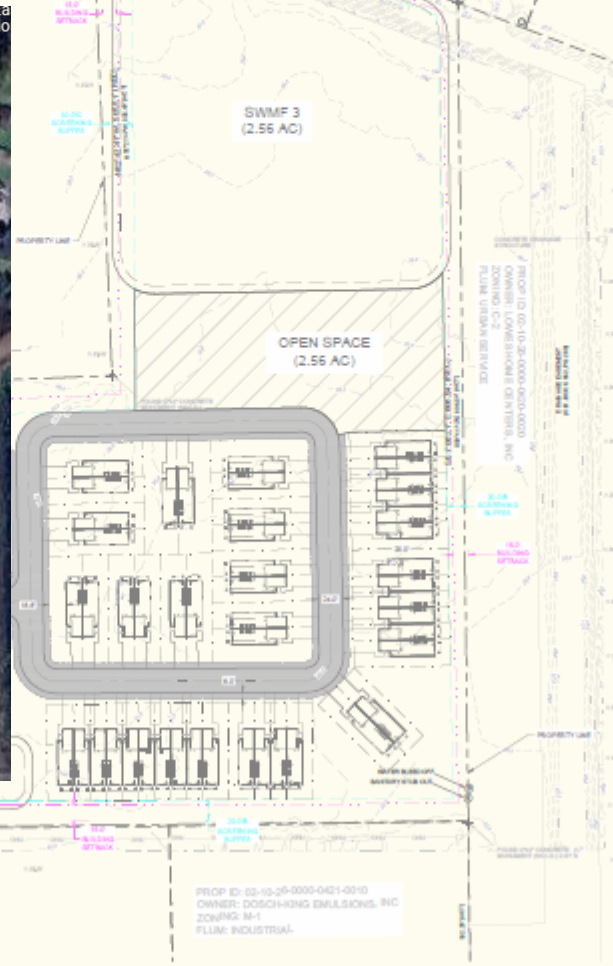
FLORIDA

Date: 9/7/2023
Designer: HAV
Job #: 23-019
Drawn: KEP
Scale: 1" = 50'
Sheet: 5 of 19

18



19



UNIT SIZE	PROPOSED COUNT	TOTAL
1000'S	10	10
4000'S	1	1
8000'S	2	12
16000'S	0	0
TOTAL	13	13

CONCEPT SITE DATA TABLE			
DRIVE PROPERTY ADDRESS	7306.123-00-00	95.75	40
PROJECT AREA	7306.123-00-00	95.75	40
PLANNED SITE ADDRESS	62.10.20.2000-00-00-00		
OWNER			
DATE			
DATE FIELD DATA RECORDED		12/07/2016	
	DATE/NO.	PROPOSED	
IMPROVED SURFACE AREA (SQ.FT.)	75.000		
FLAME AREA (SQ.FT.)	75.000	IMPROV	
BUILDING HEIGHT	40'		
	DATE/NO.	PROPOSED	
FRONT BUILDING SETBACK (FEET)	10'	10'	10'
LEFT BUILDING SETBACK (FEET)	10'	10'	10'
REAR BUILDING SETBACK (FEET)	10'	10'	10'
FRONT YARD BUFFER (FEET)	1000'	1000'	1000'
LEFT YARD BUFFER (FEET)	1000'	1000'	1000'
REAR YARD BUFFER (FEET)	1000'	1000'	1000'

PARKING CALCULATIONS			
USE	# OF TOWNHOMES	2 SPACES PER TOWNHOME	PROVIDED PARKING SPACES
TOWNHOME	126	252	252
TOTAL PARKING SPACES			252

¹² ADDITIONAL PARKING PROVIDED BY DRIVEWAY FOR EACH UNIT PER TABLE 2.02A PUTNAM COUNTY LAND

[illegible]

PROPOSED

Grade & Sutter

Center Line

Building Outline

Lot Line

Fence Top of Back

Retaining Dimension

Slipped Dimension

Concrete Roadway

Retained Duty Asphalt Pavement

30' Free Lane

Intersection Area

EXISTING

Property Line

Run Line

Building

Driv

Asphalt Pavement

**YIELD ANALYSIS PLAN
FOR
NORTH MOODY TOWNHOMES
CONCEPT PLAN
PUTNAM COUNTY, FLORIDA**

811
Know what's below.
Call before you dig.

PRELIMINARY
PLAN FOR CONSTRUCTION


GULFSTREAM
DESIGN GROUP, LLC
2020 AVE. SUITE 62
FT. LAUDERDALE, FLORIDA 33309
954.764.4711
info@gulfstreamdesign.com

PROJECTED:	24.00
ISSUE DATE:	01.30.2008
DRAFTED BY:	YSP
DESIGNED BY:	WPL
CHECKED BY:	WPL
NOT VALID WITHOUT SEAL	

A REPLAT OF A PORTION OF GOLF CLUB HEIGHTS, AS RECORDED IN
MAP BOOK 3, PAGE 124 OF THE PUBLIC RECORDS OF PUTNAM
COUNTY, FLORIDA, CITY OF PALATKA
SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST

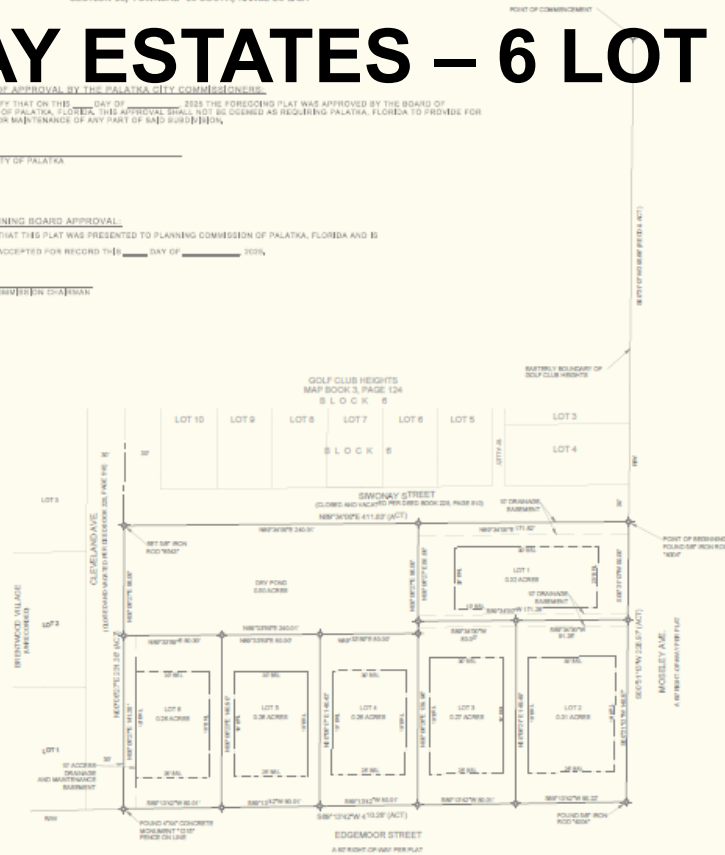
CERTIFICATE OF APPROVAL BY THE PALATKA CITY COMMISSIONERS

THIS IS TO CERTIFY THAT ON THIS 11 DAY OF NOVEMBER, 2025 THE FOREGOING PLAT WAS APPROVED BY THE BOARD OF COMMISSIONERS OF PALATKA, FLORIDA. THIS APPROVAL SHALL NOT BE DEEMED AS REQUIRING PALATKA, FLORIDA TO PROVIDE FOR CONSTRUCTION OR MAINTENANCE OF ANY PART OF SAID SUBDIVISION.

BY: MAYOR, CITY OF PALATKA

PALATKA PLANNING BOARD APPROVAL:

APPROVED AND ACCEPTED FOR RECORD THIS _____ DAY OF _____, 2025.

BY: PLANNING COMMUNITY DEVELOPMENT

GENERAL NOTES

NOTICE: THIS MAP, AS RECORDED IN THIS GRAP FORM, IS THE OFFICIAL OPINION OF THE SURVEYED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE
SUPPORTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE
OBTAINED FROM THE RECORDS OF PLATTING OFFICE, COUNTY OF PALM BEACH, FLORIDA.

1. LANDS SHOWN HEREIN ARE IN FLOOD ZONE "H". FLOOD ZONE LANDS SHOWN ON THIS PLAT ARE A GRAPHICAL, DEPICTION SCALD & PLUTED FROM THE FEDERAL, ECONOMIC
MANAGEMENT AGENCY FLOOD INSURANCE RATE MAPS COUNTY MAP, 120273, PANEL NO. 12027304E, EFFECTIVE DATE 5/19/2010 AND ARE NOT FIELD LOCATED. THE
FLOOD MAPS ARE INTELLECTUALLY UPDATED 2010 TO THE CURRENT INFORMATION TO CHECK FOR THE MOST CURRENT MAPS. IF MORE DETAILED INFORMATION IS NEEDED, ADDITIONAL
SERVICES ARE REQUIRED.

2. THE BOUNDARY SURVEY, PROVIDED BY THE AWM BUILDERS, WAS PERFORMED BY:
MORRIS SURVEYING & MAPPING INC., L.L.P. (SURVEY LISTED)
LEAH P. MORRIS, L.S. (SURVEY CENTER)
DATED MARCH 15, 2021
JOB# 15-115, FIELD BOOK # 681

3. BEARINGS SHOWN HEREIN ARE SHOWN ON THE PREVIOUS BOUNDARY AS RELATIVE TO AN ASSUMED DATUM AND ARE BASED ON THE NORTHERLY BOUNDARY OF GOLF CLUB
HEIGHTS (HEART).

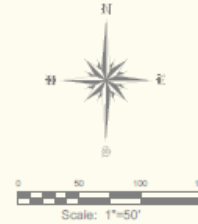
5. MINIMUM SETBACK REQUIREMENTS:
FRONT = 25
SIDE = 30
REAR = 10

6. ALL RECORDS ARE KEPT ON SITE THAT THE INSTRUMENTS TO THIS SUBSEDER ARE PERMANENTLY MAINTAINED AND THE CITY WILL NOT ACCEPT RESPONSIBILITY FOR THE MAINTENANCE OF THE
BOUNDING ALL MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE DEVELOPER OR THE HOMEOWNERS ASSOCIATION.

7. UNLESS IT CONTAINS ALL NUMBERED SHEETS AND IT BEARS THE SIGNATURE AND THE ORIGINAL, DESIGN, SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS DRAWING,
SECTION, PLAT OR MAP FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID (CHAPTER 461, FLORIDA ADMINISTRATIVE CODE)

8. PALM BEACH COUNTY, FLORIDA PARCEL, 13-10-26-107-001-001-001

9. ALL BEARINGS/DEGREES CALLS ARE SURVEY/MEASURED CALLS UNLESS DESIGNATED OTHERWISE.



CAPTION

0101

Signage is being installed at the intersection of Book 1, Cleveland Avenue, and Silvery Street (closed) of Golf Club Heights, according to the plat recorded in Map Book 3, page 104 of the public records. The signs are being more particularly described as follows:

From Point of Beginning thus described, go South 00 degrees, 31 minutes and 13 seconds West, along said Westerly boundary, 228.67 feet to an iron rod at the Southwest corner of said Block 1 in the Northernly boundary of the right-of-way of Edgemoor Street, thence South 88 degrees, 13 minutes and 42 seconds East, along said Northernly boundary, 411.28 feet to a concrete monument at the intersection of said Northernly boundary of the right-of-way of Edgemoor Street with the centerline of Cleveland Avenue closed; thence North 00 degrees, 06 minutes and 27 seconds East, along said centerline, 231.38 feet to an iron rod at the center line of said Westernly Avenue (closed); thence North 88 degrees, 32 minutes and 00 seconds East, 411.83 feet along center-line of said Westernly Avenue (closed), to the point of Beginning and to close. Containing 2.17 Acres.

ADOPTION AND DEDICATION:

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE LAWFUL OWNER OF THE LANDS DESCRIBED IN THE CAPTION HEREON WHICH SHALL HEREAFTER BE KNOWN AS FAIRWAY ESTATES, AND THAT HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED, AND THAT THIS PLAT, IN ACCORDANCE WITH SAID SURVEY, IS HEREBY ADOPED AS THE TRUE AND CORRECT PLAT OF SAID LANDS; THE ROADS RIGHTS OF WAY DESIGNATED ON THIS PLAT TO BE OPENED TO THE PUBLIC ARE HEREBY GRANTED TO THE PUBLIC, AND THE RIGHTS OF THE UNDERSIGNED IN THE RIGHTS OF RIGHTS OF WAY HEREIN ABOVE DEDICATED, IS HEREBY RETAINED BY THE UNDERSIGNED OWNER, ITS SUCCESSORS AND ASSIGNS; PROVIDED HOWEVER, THE UNDERSIGNED OWNER RESERVES THE RIGHT TO CONVEY TITLE TO ANY NUMBERED RESIDENT IN ALL TO PRIVATE PURCHASERS FOR HOME BUILDING PURPOSES, TO THE EXTENT OF THE RIGHTS OF THE REAL ESTATE SHOWN ON THIS PLAT, HERETOFORE OR TO BE KNOWN AS FAIRWAY ESTATES, SO HEREBY CONSENT TO THE FILING OF THIS PLAT.

A&M HOME BUILDERS, LLC

BY: _____
TOD McGUIRAN, MANAGING MEMBER

WITNESS TO ALL PARTIES

STATE OF FLORIDA
COUNTY OF PUTNAM

THE FOREGOING ADDITION AND DELETION WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2025, BY
TO: _____, A MEMBER, WHO IS PERSONALLY KNOWN TO ME OR HAVE PRODUCED A _____ AS IDENTIFICATION.

NOTARY PUBLIC

STATE OF FLORIDA
BY COMMISSIONER EX

TITLE INSURANCE COMPANY CERTIFICATION

OF _____, I HEREBY CERTIFY THAT THE RECORD OF TITLE TO THE LAND AS DESCRIBED ON THIS PLAT IS IN THE NAME OF THE PERSON, PERSONS, CORPORATION OR ENTITY EXECUTING THE DISCLOSURE AS SHOWN ON THE PLAT. IN THE EVENT THE PLAT DOES NOT CONTAIN A DISCLOSURE, I HEREBY CERTIFY THAT THE DEVELOPER OF THE PLATTED SUBDIVISION HAS RECORD TITLE TO THE LAND. ADDITIONALLY, I CERTIFY THAT THERE ARE NO LIENS AND/OR ENCUMBRANCES OR RECORD AGAINST SAID PROPERTY, EXCEPT AS SHOWN ON SAID PLAT, AND THAT THE TAXES FOR THE YEAR _____ HAVE BEEN PAID.

THIS _____ DAY OF _____ 2025

200

CERTIFICATE OF THE CLERK OF THE CIRCUIT COURT:

I HEREBY CERTIFY THAT THE FOREGOING PLAT HAS BEEN FILED IN THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA ON THIS _____ DAY OF _____, 2025, IN MAP BOOK _____ PAGE _____.



CLERK OF THE CIRCUIT COURT

CITY OF PALATKA SURVEYORS CERTIFICATE OF REVIEW

THIS PLAT HAS BEEN REVIEWED FOR CONFORMITY TO FLORIDA STATUTES CHAPTER 177, PART 1, PLATTING FOR THE CITY OF PALATKA, FLORIDA

SIGNED AND SEALED THIS _____ DAY OF _____, 2025.

ELBERT P. MORRIS
FLORIDA CERTIFICATE NUMBER 84004
6545 S.E. 22ND STREET
HAWTHORNE, FLORIDA 32640

SURVEYORS CERTIFICATE

ATTEST: BELOW THE UNDERSIGNED, BEING CURRENTLY LICENSED BY THE STATE OF FLORIDA AS A PROFESSIONAL SURVEYOR AND MAPPER, DOES HEREBY CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY DIRECTION AND SUPERVISION, AND SAID PLAT COMPLIES WITH ALL SURVEY REQUIREMENTS OF FLORIDA STATUTES CHAPTER 177, PART 1.

SIGNED AND SEALED THIS _____ DAY OF _____, 2025.

STEPHEN SPENCE
FLORIDA CREDIT PICKS NUMBER 85543
120 RAINTREE WOODS TRAIL,
PALATKA, FLORIDA 32177
PHONE (386) 548-6555
EMAIL: 125PRAVIOF@GMAIL.COM
PLOTTED 1-10-25

FAIRWAY ESTATES

A REPLAT OF A PORTION OF GOLF CLUB HEIGHTS, AS RECORDED IN
MAP BOOK 3, PAGE 124 OF THE PUBLIC RECORDS OF PUTNAM
COUNTY, FLORIDA, CITY OF PALATKA
SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST

FAIRWAY ESTATES – 6 LOT SUBDIVISION

CERTIFICATE OF APPROVAL BY THE PALATKA CITY COMMISSIONER

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 2025, THE FOREGOING PLAT WAS APPROVED BY THE BOARD OF
COMMISSIONERS OF PALATKA, FLORIDA. THIS APPROVAL SHALL NOT BE DEEMED AS REQUIRING PALATKA, FLORIDA TO PROVIDE FOR
CONSTRUCTION OR MAINTENANCE OF ANY PART OF SAID SUBDIVISION.

BY _____
MAYOR, CITY OF PALATKA

PALATKA PLANNING BOARD APPROVAL

THIS CERTIFIES THAT THIS PLAT WAS PRESENTED TO PLANNING COMMISSION OF PALATKA, FLORIDA AND IS
APPROVED AND ACCEPTED FOR RECORD THIS _____ DAY OF _____, 2025.

BY _____
PLANNING COMMISSION CHAIRMAN



LEGEND

3.) THE BOUNDARY SURVEY, PROVIDED BY THE A&M BUILDERS, LLC, WAS PERFORMED BY:
MORRIS SURVEYING & MAPPING INC., FL SURVEY LIMITED
BARRY W. MORRIS, FL SURVEY CERTIFICATE
DATED MARCH 18, 2021
JOB NO. 19-030-010-000-001

4.) BEARING(S) SHOWN HEREON ARE SHOWN ON THE PREVIOUS BOUNDARY AS RELATIVE TO AN ASSUMED DATUM AND ARE BASED ON THE NORTHERLY BOUNDARY OF GOLF CLUB
HEIGHTS (HEART).

5.) MINIMUM SETBACK REQUIREMENTS:
FRONT = 25'
SIDE = 25'
REAR = 10'

6.) ALL PURCHASERS AND HEREIN NOTIFIED THAT THE IMPROVEMENTS IN THIS SUBDIVISION ARE FINANCILY MAINTAINED AND THE CITY WILL NOT ACCEPT RESPONSIBILITY FOR THE MAINTENANCE OF THE
IMPROVEMENTS. ALL MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE DEVELOPER OR THE HOMEOWNERS ASSOCIATION.

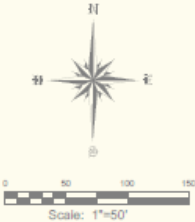
7.) UNLESS IT CONTAINS ALL NUMBERED SHEETS AND IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS DRAWING,
SECTION, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID. (CHAPTER 190.01, FLORIDA ADMINISTRATIVE CODE)

8.) PUTNAM COUNTY FLORIDA PARCEL 19-10-00-010-000-001

9.) ALL BEARING DISTANCES CALLS ARE SURVEY MEASURED CALLS UNLESS OBSERVED OTHERWISE.

POINT OF COMMENCEMENT

88' CITY OF PALATKA (2018-18-18-18)



LEGEND

(R) = RECORD
(A) = ACTUAL
--- SET BY MONITOR "MINIMUM"
--- VALUE NOTED OTHERWISE
--- RIGHT OF WAY
--- BUILDING RESTRICTION LINE

CAPTION

SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST

COMMENCE AT A CONCRETE MONUMENT AT THE INTERSECTION OF THE NORTHERLY BOUNDARY OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST,
PUTNAM COUNTY, FLORIDA (SAY BEING THE NORTHERLY BOUNDARY OF SAID GOLF CLUB HEIGHTS) AND THE WESTERLY BOUNDARY OF THE RIGHT-OF-WAY OF MOSLEY AVENUE (SAY BEING THE SOUTH 1/2 OF SECTION 13,
TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUTNAM COUNTY, FLORIDA) BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT A CONCRETE MONUMENT AT THE INTERSECTION OF THE NORTHERLY BOUNDARY OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST,
PUTNAM COUNTY, FLORIDA (SAY BEING THE NORTHERLY BOUNDARY OF SAID GOLF CLUB HEIGHTS) AND THE WESTERLY BOUNDARY OF THE RIGHT-OF-WAY OF MOSLEY AVENUE (SAY BEING THE SOUTH 1/2 OF SECTION 13,
TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUTNAM COUNTY, FLORIDA) BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FROM POINT OF BEGINNING, THENCE S00°00'00" E, 100.00 FEET TO AN IRON ROD AT THE CENTER LINE OF SAID MOSLEY AVENUE (SAY BEING THE SOUTH 1/2 OF SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST,
PUTNAM COUNTY, FLORIDA) BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

ADOPTION AND DEDICATION:

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE LAWFUL OWNER OF THE LANDS DESCRIBED IN THE CAPTION SHOWN HEREON WHICH SHALL
HEREAFTER BE KNOWN AS FAIRWAY ESTATES, AND THAT HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED, AND THAT THIS PLAT, MADE IN
ACCORDANCE WITH SAID SURVEY, IS HEREBY ADOPTED AS THE TRUE AND CORRECT PLAT OF SAID LANDS, THE ROADS RIGHTS-OF-WAY DESIGNATED
AND DETECTED IN THIS PLAT ARE IMPROVEMENTS WHICH ARE NOW CONSTRUCTED, TITLE TO ALL LANDS DETECTED ON THIS PLAT, WITH THE EXCEPTION
OF RIGHTS OF WAY HEREIN ABOVE DEDICATED, IS HEREBY RETAINED BY THE UNDERSIGNED OWNER, ITS SUCCESSORS AND ASSIGNS, PROVIDED
HOWEVER, THE UNDERSIGNED OWNER RESERVES THE RIGHT TO CONVEY TITLE TO ANY NUMBERED RESIDENTIAL LOT TO PRIVATE PURCHASERS FOR
RESIDENTIAL USE, THIS CERTIFIED THAT A&M HOME BUILDERS, LLC ARE OWNERS OF THE REAL ESTATE SHOWN ON THIS PLAT, HEREOFORTH TO BE
KNOWN AS FAIRWAY ESTATES, SO HEREBY CONSENT TO THE PLANS OF THIS PLAT.

A&M HOME BUILDERS, LLC

BY _____
TODD MORGAN, MANAGING MEMBER WITNESS TO ALL PARTIES

WITNESS TO ALL PARTIES

STATE OF FLORIDA
COUNTY OF PUTNAM

THE FOREGOING ADOPTION AND DEDICATION WAS ACKNOWLEDGED BEFORE ME, THIS _____ DAY OF _____, 2025, BY
TODD MORGAN, MANAGING MEMBER, WHO IS PERSONALLY KNOWN TO ME OR HAVE PRODUCED A _____

NOTARY PUBLIC

STATE OF FLORIDA
BY COMMISSION EXPIRES _____

TITLE INSURANCE COMPANY CERTIFICATION:

I, _____, OF _____, DO HEREBY CERTIFY THAT THE RECORD OF TITLE TO THE LAND AS DESCRIBED ON THIS PLAT IS IN THE NAME OF THE PERSON,
PERSONS, CORPORATION, OR SOCIETY DESCRIBED IN THE DEDICATION AS SHOWN ON THE PLAT. IN THE EVENT THIS PLAT DOES NOT CONTAIN A DEDICATION, I HEREBY CERTIFY THAT THE
DEVELOPER OF THE PLATTED SUBDIVISION HAS RECORD TITLE TO THE LANDS ADDITIONALLY, I CERTIFY THAT THERE ARE NO CLAIMS, ENCUMBRANCES OR RECORD AGAINST SAID
PROPERTY, EXCEPT AS SHOWN ON SAID PLAT, AND THAT THE TAXES FOR THE YEAR _____ HAVE BEEN PAID.

THIS _____ DAY OF _____, 2025.

BY _____

CERTIFICATE OF THE CLERK OF THE CIRCUIT COURT

I HEREBY CERTIFY THAT THE FOREGOING PLAT HAS BEEN FILED IN THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA ON THIS _____ DAY OF _____, 2025, IN MAP BOOK _____, PAGE _____.

BY _____
CLERK OF THE CIRCUIT COURT

CITY OF PALATKA SURVEYORS CERTIFICATE OF REVIEW

THIS PLAT HAS BEEN REVIEWED FOR CONFORMITY TO FLORIDA STATUTES CHAPTER 177, PART 1, PLATTING FOR THE CITY OF PALATKA, FLORIDA.

SIGNED AND SEALED THIS _____ DAY OF _____, 2025.

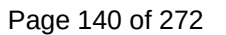
STEPHEN SPURKS
FLORIDA CERTIFICATE NUMBER 85404
100 HARTNESS WOODS TRAIL
PALATKA, FLORIDA 32917
PHONE (386) 448-8000
EMAIL: SSPURKS@GMAIL.COM
PLOTTED 1-10-25

SURVEYORS CERTIFICATE

ATTESTED BELOW THE UNDERSIGNED, BEING CURRENTLY LICENSED BY THE STATE OF FLORIDA AS A PROFESSIONAL SURVEYOR AND MAPPER, DOES HEREBY CERTIFY THAT THIS
PLAT WAS PREPARED UNDER MY DIRECTION AND SUPERVISION, AND SAID PLAT COMPLIES WITH ALL SURVEY REQUIREMENTS OF FLORIDA BY RULES CHAPTER 177, PART 1.

SIGNED AND SEALED THIS _____ DAY OF _____, 2025.

22

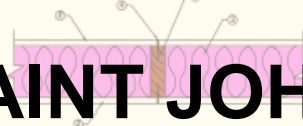


SYMBOL LEGEND

JANUARY JAN 1954 JAN 1957 JAN 1960 JAN 1963 JAN 1966 JAN 1969 JAN 1972 JAN 1975 JAN 1978 JAN 1981 JAN 1984 JAN 1987 JAN 1990 JAN 1993 JAN 1996 JAN 1999 JAN 2002 JAN 2005 JAN 2008 JAN 2011 JAN 2014 JAN 2017 JAN 2020 JAN 2023 JAN 2026 JAN 2029 JAN 2032 JAN 2035 JAN 2038 JAN 2041 JAN 2044 JAN 2047 JAN 2050 JAN 2053 JAN 2056 JAN 2059 JAN 2062 JAN 2065 JAN 2068 JAN 2071 JAN 2074 JAN 2077 JAN 2080 JAN 2083 JAN 2086 JAN 2089 JAN 2092 JAN 2095 JAN 2098 JAN 2101 JAN 2104 JAN 2107 JAN 2110 JAN 2113 JAN 2116 JAN 2119 JAN 2122 JAN 2125 JAN 2128 JAN 2131 JAN 2134 JAN 2137 JAN 2140 JAN 2143 JAN 2146 JAN 2149 JAN 2152 JAN 2155 JAN 2158 JAN 2161 JAN 2164 JAN 2167 JAN 2170 JAN 2173 JAN 2176 JAN 2179 JAN 2182 JAN 2185 JAN 2188 JAN 2191 JAN 2194 JAN 2197 JAN 2200 JAN 2203 JAN 2206 JAN 2209 JAN 2212 JAN 2215 JAN 2218 JAN 2221 JAN 2224 JAN 2227 JAN 2230 JAN 2233 JAN 2236 JAN 2239 JAN 2242 JAN 2245 JAN 2248 JAN 2251 JAN 2254 JAN 2257 JAN 2260 JAN 2263 JAN 2266 JAN 2269 JAN 2272 JAN 2275 JAN 2278 JAN 2281 JAN 2284 JAN 2287 JAN 2290 JAN 2293 JAN 2296 JAN 2299 JAN 2302 JAN 2305 JAN 2308 JAN 2311 JAN 2314 JAN 2317 JAN 2320 JAN 2323 JAN 2326 JAN 2329 JAN 2332 JAN 2335 JAN 2338 JAN 2341 JAN 2344 JAN 2347 JAN 2350 JAN 2353 JAN 2356 JAN 2359 JAN 2362 JAN 2365 JAN 2368 JAN 2371 JAN 2374 JAN 2377 JAN 2380 JAN 2383 JAN 2386 JAN 2389 JAN 2392 JAN 2395 JAN 2398 JAN 2401 JAN 2404 JAN 2407 JAN 2410 JAN 2413 JAN 2416 JAN 2419 JAN 2422 JAN 2425 JAN 2428 JAN 2431 JAN 2434 JAN 2437 JAN 2440 JAN 2443 JAN 2446 JAN 2449 JAN 2452 JAN 2455 JAN 2458 JAN 2461 JAN 2464 JAN 2467 JAN 2470 JAN 2473 JAN 2476 JAN 2479 JAN 2482 JAN 2485 JAN 2488 JAN 2491 JAN 2494 JAN 2497 JAN 2500 JAN 2503 JAN 2506 JAN 2509 JAN 2512 JAN 2515 JAN 2518 JAN 2521 JAN 2524 JAN 2527 JAN 2530 JAN 2533 JAN 2536 JAN 2539 JAN 2542 JAN 2545 JAN 2548 JAN 2551 JAN 2554 JAN 2557 JAN 2560 JAN 2563 JAN 2566 JAN 2569 JAN 2572 JAN 2575 JAN 2578 JAN 2581 JAN 2584 JAN 2587 JAN 2590 JAN 2593 JAN 2596 JAN 2599 JAN 2602 JAN 2605 JAN 2608 JAN 2611 JAN 2614 JAN 2617 JAN 2620 JAN 2623 JAN 2626 JAN 2629 JAN 2632 JAN 2635 JAN 2638 JAN 2641 JAN 2644 JAN 2647 JAN 2650 JAN 2653 JAN 2656 JAN 2659 JAN 2662 JAN 2665 JAN 2668 JAN 2671 JAN 2674 JAN 2677 JAN 2680 JAN 2683 JAN 2686 JAN 2689 JAN 2692 JAN 2695 JAN 2698 JAN 2701 JAN 2704 JAN 2707 JAN 2710 JAN 2713 JAN 2716 JAN 2719 JAN 2722 JAN 2725 JAN 2728 JAN 2731 JAN 2734 JAN 2737 JAN 2740 JAN 2743 JAN 2746 JAN 2749 JAN 2752 JAN 2755 JAN 2758 JAN 2761 JAN 2764 JAN 2767 JAN 2770 JAN 2773 JAN 2776 JAN 2779 JAN 2782 JAN 2785 JAN 2788 JAN 2791 JAN 2794 JAN 2797 JAN 2800 JAN 2803 JAN 2806 JAN 2809 JAN 2812 JAN 2815 JAN 2818 JAN 2821 JAN 2824 JAN 2827 JAN 2830 JAN 2833 JAN 2836 JAN 2839 JAN 2842 JAN 2845 JAN 2848 JAN 2851 JAN 2854 JAN 2857 JAN 2860 JAN 2863 JAN 2866 JAN 2869 JAN 2872 JAN 2875 JAN 2878 JAN 2881 JAN 2884 JAN 2887 JAN 2890 JAN 2893 JAN 2896 JAN 2899 JAN 2902 JAN 2905 JAN 2908 JAN 2911 JAN 2914 JAN 2917 JAN 2920 JAN 2923 JAN 2926 JAN 2929 JAN 2932 JAN 2935 JAN 2938 JAN 2941 JAN 2944 JAN 2947 JAN 2950 JAN 2953 JAN 2956 JAN 2959 JAN 2962 JAN 2965 JAN 2968 JAN 2971 JAN 2974 JAN 2977 JAN 2980 JAN 2983 JAN 2986 JAN 2989 JAN 2992 JAN 2995 JAN 2998 JAN 3001 JAN 3004 JAN 3007 JAN 3010 JAN 3013 JAN 3016 JAN 3019 JAN 3022 JAN 3025 JAN 3028 JAN 3031 JAN 3034 JAN 3037 JAN 3040 JAN 3043 JAN 3046 JAN 3049 JAN 3052 JAN 3055 JAN 3058 JAN 3061 JAN 3064 JAN 3067 JAN 3070 JAN 3073 JAN 3076 JAN 3079 JAN 3082 JAN 3085 JAN 3088 JAN 3091 JAN 3094 JAN 3097 JAN 3100 JAN 3103 JAN 3106 JAN 3109 JAN 3112 JAN 3115 JAN 3118 JAN 3121 JAN 3124 JAN 3127 JAN 3130 JAN 3133 JAN 3136 JAN 3139 JAN 3142 JAN 3145 JAN 3148 JAN 3151 JAN 3154 JAN 3157 JAN 3160 JAN 3163 JAN 3166 JAN 3169 JAN 3172 JAN 3175 JAN 3178 JAN 3181 JAN 3184 JAN 3187 JAN 3190 JAN 3193 JAN 3196 JAN 3199 JAN 3202 JAN 3205 JAN 3208 JAN 3211 JAN 3214 JAN 3217 JAN 3220 JAN 3223 JAN 3226 JAN 3229 JAN 3232 JAN 3235 JAN 3238 JAN 3241 JAN 3244 JAN 3247 JAN 3250 JAN 3253 JAN 3256 JAN 3259 JAN 3262 JAN 3265 JAN 3268 JAN 3271 JAN 3274 JAN 3277 JAN 3280 JAN 3283 JAN 3286 JAN 3289 JAN 3292 JAN 3295 JAN 3298 JAN 3301 JAN 3304 JAN 3307 JAN 3310 JAN 3313 JAN 3316 JAN 3319 JAN 3322 JAN 3325 JAN 3328 JAN 3331 JAN 3334 JAN 3337 JAN 3340 JAN 3343 JAN 3346 JAN 3349 JAN 3352 JAN 3355 JAN 3358 JAN 3361 JAN 3364 JAN 3367 JAN 3370 JAN 3373 JAN 3376 JAN 3379 JAN 3382 JAN 3385 JAN 3388 JAN 3391 JAN 3394 JAN 3397 JAN 3400 JAN 3403 JAN 3406 JAN 3409 JAN 3412 JAN 3415 JAN 3418 JAN 3421 JAN 3424 JAN 3427 JAN 3430 JAN 3433 JAN 3436 JAN 3439 JAN 3442 JAN 3445 JAN 3448 JAN 3451 JAN 3454 JAN 3457 JAN 3460 JAN 3463 JAN 3466 JAN 3469 JAN 3472 JAN 3475 JAN 3478 JAN 3481 JAN 3484 JAN 3487 JAN 3490 JAN 3493 JAN 3496 JAN 3499 JAN 3502 JAN 3505 JAN 3508 JAN 3511 JAN 3514 JAN 3517 JAN 3520 JAN 3523 JAN 3526 JAN 3529 JAN 3532 JAN 3535 JAN 3538 JAN 3541 JAN 3544 JAN 3547 JAN 3550 JAN 3553 JAN 3556 JAN 3559 JAN 3562 JAN 3565 JAN 3568 JAN 3571 JAN 3574 JAN 3577 JAN 3580 JAN 3583 JAN 3586 JAN 3589 JAN 3592 JAN 3595 JAN 3598 JAN 3601 JAN 3604 JAN 3607 JAN 3610 JAN 3613 JAN 3616 JAN 3619 JAN 3622 JAN 3625 JAN 3628 JAN 3631 JAN 3634 JAN 3637 JAN 3640 JAN 3643 JAN 3646 JAN 3649 JAN 3652 JAN 3655 JAN 3658 JAN 3661 JAN 3664 JAN 3667 JAN 3670 JAN 3673 JAN 3676 JAN 3679 JAN 3682 JAN 3685 JAN 3688 JAN 3691 JAN 3694 JAN 3697 JAN 3700 JAN 3703 JAN 3706 JAN 3709 JAN 3712 JAN 3715 JAN 3718 JAN 3721 JAN 3724 JAN 3727 JAN 3730 JAN 3733 JAN 3736 JAN 3739 JAN 3742 JAN 3745 JAN 3748 JAN 3751 JAN 3754 JAN 3757 JAN 3760 JAN 3763 JAN 3766 JAN 3769 JAN 3772 JAN 3775 JAN 3778 JAN 3781 JAN 3784 JAN 3787 JAN 3790 JAN 3793 JAN 3796 JAN 3799 JAN 3802 JAN 3805 JAN 3808 JAN 3811 JAN 3814 JAN 3817 JAN 3820 JAN 3823 JAN 3826 JAN 3829 JAN 3832 JAN 3835 JAN 3838 JAN 3841 JAN 3844 JAN 3847 JAN 3850 JAN 3853 JAN 3856 JAN 3859 JAN 3862 JAN 3865 JAN 3868 JAN 3871 JAN 3874 JAN 3877 JAN 3880 JAN 3883 JAN 3886 JAN 3889 JAN 3892 JAN 3895 JAN 3898 JAN 3901 JAN 3904 JAN 3907 JAN 3910 JAN 3913 JAN 3916 JAN 3919 JAN 3922 JAN 3925 JAN 3928 JAN 3931 JAN 3

SAINT JOHNS AVENUE HOTEL & RESTAURANT

WS6-L4 One-Hour Fire-Resistance-Rated Wood-Frame Wall Assembly
2x8 Wood Stud Wall - 100% Design Load - ASTM E 119/ULPP 251
LOAD-BEARING (INTERIOR)



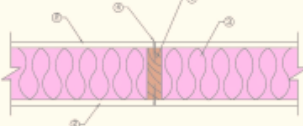
1. Framing - Nominal 2x6 w/ studs, spaced 16 in. o.c., double top plate, single bottom plate
2. Sheathing - 5/8 in. Type X gypsum wallboard, 4 ft. wide, applied vertically. All panel edges backed by framing or blocking.
3. Insulation - R-19 fiberglass insulation
4. Fasteners - 3/4 in. x 16 Type S drywall screws, spaced 12 in. o.c.
5. Joints and Fastener Heads - Wallboard joints covered with paper tape and joint compound, fastener heads covered with joint compound.

Tests conducted at NDC Testing Services
 Test No. WP-1346 (Pine Endurance) August 22, 2005
 WP-1351 (Pine Stream) September 17, 2005

Third Party Witness: NGC Tutoring Services

This assembly was tested at 100% design load, calculated in accordance with the 2018 *National Design Specification® for Wood Construction*. The authority having jurisdiction should be consulted to assure acceptance of this report.

WS6-L4 One-Hour Fire-Resistance-Rated Wood-Frame Wall Assembly
2x6 Wood Stud Wall - 180° Design Load - ASTM E 119 / NFPA 251
LOWEASAPG / INTERIOR



1. Fining - Nominal 2x6 wood studs, spaced 16 in. o.c., double top plates, single bottom plate
2. Sheathing - 5/8 in. Type X gypsum wallboard, 4 ft. wide, applied vertically. All panel edges backed by fining on blocking.
3. Insulation - R-19 fiberglass insulation
4. Fastener - 2-1/4 in. x6 Type S drywall screws, spaced 12 in. o.c.
5. Joist and Fastener Heads - All Board joints covered with paper tape and joint compound, fastener heads covered with paper tape.

Tests conducted at NQC Testing Services
 Test No. WPS-1346 (Free Endurance) August 22, 2005
 WPS-1351 (Flow Stream) September 17, 2005

Third Party Witness: NGC Testing Services

This assembly was tested at 100% design load, calculated in accordance with the 2018 National Design Specification for Wood Construction. The authority having jurisdiction should be consulted to assure acceptance of this report.

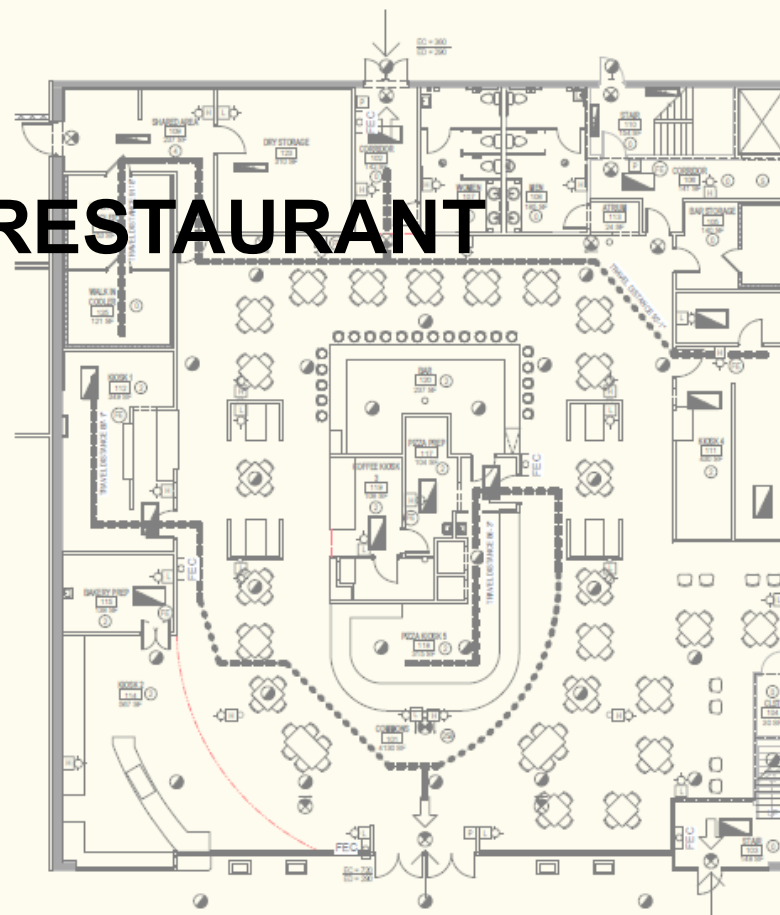
[illegible]

GENERAL NOTES:

1. DOORS LOCATED IN 1 HOUR RATED WALLS SHALL HAVE 20 MINUTE RATED DOORS WITH DOOR CLOSERS. DOORS AND FRAMES SHALL BE RATED AS REQUIRED.
2. DOORS LOCATED IN CONNECTING WALL BETWEEN BUILDINGS SHALL BE ONE HOUR RATED DOORS WITH CLOSERS AND ELECTRIC DOOR HOLDS. DOORS AND FRAMES SHALL BE RATED AS REQUIRED.



2ND FLOOR LIFE SAFETY PLAN
SCALE: 1/8" = 1'-0" R0775.0



1ST FLOOR LIFE SAFETY PLAN
SCALE: 1/8" = 1'-0" 0.000 S.F.

CODE REVIEW				DESIGNED EGRESS COMPONENTS		PLAN LEGEND			
APPLICABLE CODES NFPA, FIRE CODE 2020 NFPA 96, LIFE SAFETY CODE 2020 FLORIDA BUILDING CODE 2020	ASSEMBLY RATINGS INTERIOR/OUT LOAD BEARING WALLS STEEL COLLUMS FLOOR CEILING ASSEMBLY ROOF CEILING ASSEMBLY EXTERIOR BEARING WALLS EXTERIOR NONBEARING WALLS CORRIDOR FIRE RESISTANCE RATING (SPRINKLED)	REQ. HOURS / ASSEMBLY 0 HOURS 0 HOURS 1 HOUR 0 HOURS 2 HOURS 0 HOURS		FOR SPRINKLED BUILDING WITH ASSEMBLY OCCUPANCY 20-30 MAX. TRAVEL DISTANCE ALLOWED TO EXIT + 30' MAX. DEAD END CORRIDOR = 50' COMMON PATH OF TRAVEL = 75'		OCCUPANCY NUMBER		FIRE EXTINGUISHER (SUBSTANCE)	
2000 RANBY CLASSIFICATION MADE USE ASSEMBLY RESIDENTIAL	A-2			DESIGNED EGRESS COMPONENTS FOR SPRINKLED BUILDING/RESIDENTIAL OCCUPANCY MAX. TRAVEL DISTANCE ALLOWED TO EXIT + 30' MAX. DEAD END CORRIDOR = 50' COMMON PATH OF TRAVEL = 75'		SECONDARY EGRESS		FIRE EXTINGUISHER AND CABINET	
TYPE OF CONSTRUCTION TYPE II-B NFPA SPRINKLED	NOTES: FIRE SEPARATION BETWEEN OCCUPANCIES	1 HOUR				FIREMAN ACCESS		EMERGENCY LIGHT	
BUILDING AREA OF RENOVATION	OCCUPANCY					EXIT + EXIT		SMOKE DETECTOR	
FIRST FLOOR	ASSEMBLY, 1,000 SQ. FT.					EXIT + EXIT		HEAT DETECTOR	
SECOND FLOOR	RESIDENTIAL, 1,000 SQ. FT.							SLOW MOUNTED FIRE ALARM RECESSED FIRE ALARM PULL STATION	
MAXIMUM ALLOWABLE HEIGHT	+ 75' TOTAL			EXIT AND MEANS OF EGRESS WIDTH (SPRINKLED) DOORS: 2'-0" MIN. CLEARANCE STAIRS: 2'-0" MIN. CLEARANCE CORRIDOR: 2'-0" MIN. CLEARANCE RAMPS: 2'-0" MIN. CLEARANCE CORRIDOR/STAIR: 2'-0" MIN. CLEARANCE				FIRE ALARM VISUAL STROBE	
MAXIMUM ALLOWABLE STORIES ABOVE GRADE	+ 3							FLUSH MOUNTED FIRE ALARM PULL STATION	
MAXIMUM ALLOWABLE BUILDING AREA	+ 50,000 SQ. FT.							EXIT SIGN WITH ILLUMINATING	
ACTUAL BUILDING HEIGHT	+ 30' TOTAL								
ACTUAL STORIES ABOVE GRADE	+ 2								
ACTUAL BUILDING AREA	+ 6,886 SQ. FT.								
	TOTAL OCCUPANCY OF RENOVATION	70 OCCUPANTS							

[illegible]

CRG

CRG ARCHITECTS
/ PALATKA, INC.
216A ST. JOHN'S AVE.
PALATKA, FL 32177
A A 0 0 2 6 0 4
D. 386-325-0213
F. 386-328-1401

PERMIT SET

LIFE SAFETY
PLAN

RENOVATION OF 211 ST. JOHN'S AVE.
PALATKA CENTER 211 ST. JOHN'S AVE
PALATKA, FL 32177

Seal / Signature



Project number 010X08

Date	07/15/2
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Drawn by: TS

Checked by	JH
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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FIRE-RESISTANCE-RATED WOOD-FRAME WALL AND FLOOR/CEILING ASSEMBLIES

W56-L4 One-Hour Fire-Resistance-Rated Wood-Frame Wall Assembly
2x6 Wood Stud Wall - 100% Design Load - ASTM E 119; UFM 201
LOADBEARING (INTERIOR)

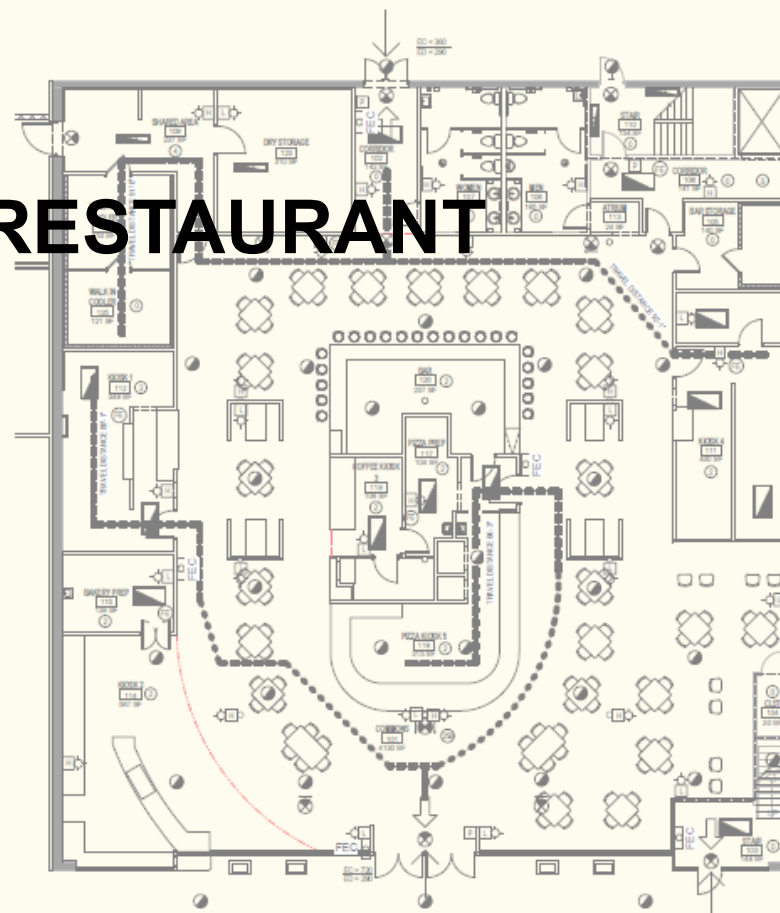
1. Framing - Nominal 2x6 wood studs, spaced 16 in. o.c., double top plates, single bottom plate
2. Sheathing - 5/8 in. Type X gypsum wallboard, 4 ft. wide, applied vertically. All panel edges backed by framing or blocking.
3. Insulation - R-19 fiberglass insulation
4. Fasteners - 2-1/4 in. No. 10 drywall screws, spaced 12 in. o.c.
5. Joints and Fastener Heads - Wallboard joints covered with paper tape and joint compound, fastener heads covered with joint compound.

Tests conducted at NRC Testing Services
 Test No. W15-1346 (Fire Endurance) August 22, 2005
 W15-1351 (Flow Stream) September 17, 2005

Third Party Witness: NGC Tutoring Services



WITH CLOSERS AND ELECTRIC DOOR HOLDS. DOORS AND FRAMES SHALL BE RATED AS REQUIRED.



1ST FLOOR LIFE SAFETY PLAN
SCALE: 1/8" = 1'-0"
0.900 S.F.

[illegible]

CRG

CRG ARCHITECTS
/ PALATKA, INC.
216A ST. JOHN'S AVE.
PALATKA, FL 32177
A A 0 0 0 2 6 0 4
p. 386 - 325 - 0213
f. 386 - 328 - 140

PERMIT SET

LIFE SAFETY
PLAN

RENOVATION OF 211 ST. JOHN'S AVE.
PALATKA CENTER 211 ST. JOHN'S AVE
PALATKA, FL 32177

Seal / Signature



Project number 010X08

Date	07/15/2017
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Drawn by	T
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Checked by	J
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10

LS

of Page

Scale	As Indicated
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Lots 34 of 43 and the North 1/2 of Lot 33 of Palatka's Cedar Grove Subdivision, according to plat thereof recorded in Map Book 3, Page 192 of the Public Records of Putnam County, Florida, Except those parts taken for road, right of way by Final Judgment as recorded in Minutes Circuit Court Book 18, Page 57 and Official Records Book 241, Page 161, all in the Public Records of Putnam County, Florida, and subject to Assessment can only be well, dated July 24, 1936, in the Public Records Book 335, Page 197 of Putnam County, Florida. (Parcel# 1 - 02-10-26-6870-0000-0340)

And

Lots 36, 37, and 38, of Palatka's Cedar Grove, a Subdivision of a portion of the NE 1/4 of the NE 1/4 of Section 2, Township 10 South, Range 26 East, according to plat thereof filed the 26th day of November 1946 in Map Book 3, Page 192 of the Public Records of Putnam County, Florida. (Parcel# 2 - 02-10-26-6870-0000-0360)

THERE WILL NOT BE ANY DESIGN LIGHTING ADDED ON THE PROJECT SITE AT THIS TIME, IN THE EVENT THAT THE FUTURE PLANNING BE CONSTRUCTED IT WILL BE IN ACCORDANCE WITH THE LDC.

NOTES:

1. THE CITY OF PHOENIX'S STUDY AREA/LOCALIZING INFORMATION IS REQUIRED IN COMPLIANCE WITH THE LAND DEVELOPMENT CODE AND MAPS/PLAN OF THE DEVELOPMENT NEARBY SIMILAR, IN ORDER TO DETERMINE A FINAL IMPROVEMENT OF THE BUILDING BY THE BUILDING DEPARTMENT AND THE CITY OF PHOENIX.
2. PLUMBA COMPANY'S DEVELOPMENT PROJECTS/PROJECTOR SHALL BE CONTACTED IN ORDER TO MAKE ANY NECESSARY CHANGES/REVISIONS AND OBTAIN PERMIT FOR THE PROJECT, PERMITTED.
3. THE PROJECTED FLOORING FOR EACH ROOM IS:
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73. 10'00"

TRAFFIC GENERATION NOTES:
PER FOOT [FE] TRIP GENERATION ON CALCULATIONS FOR THIS RESTAURANT THE FOLLOWING APPLIES:
IDENTIFYING NUMBER 632 (HIGH TURNOVER) [DOWN RIGHT] EQUATES TO A PEAK HOUR TRIP GENERATION OF
ONLY 87 DAILY TRIPS WITH ONLY 20 SEATS AND A 2400SF BUILDING



12-17-23

3
OF 8

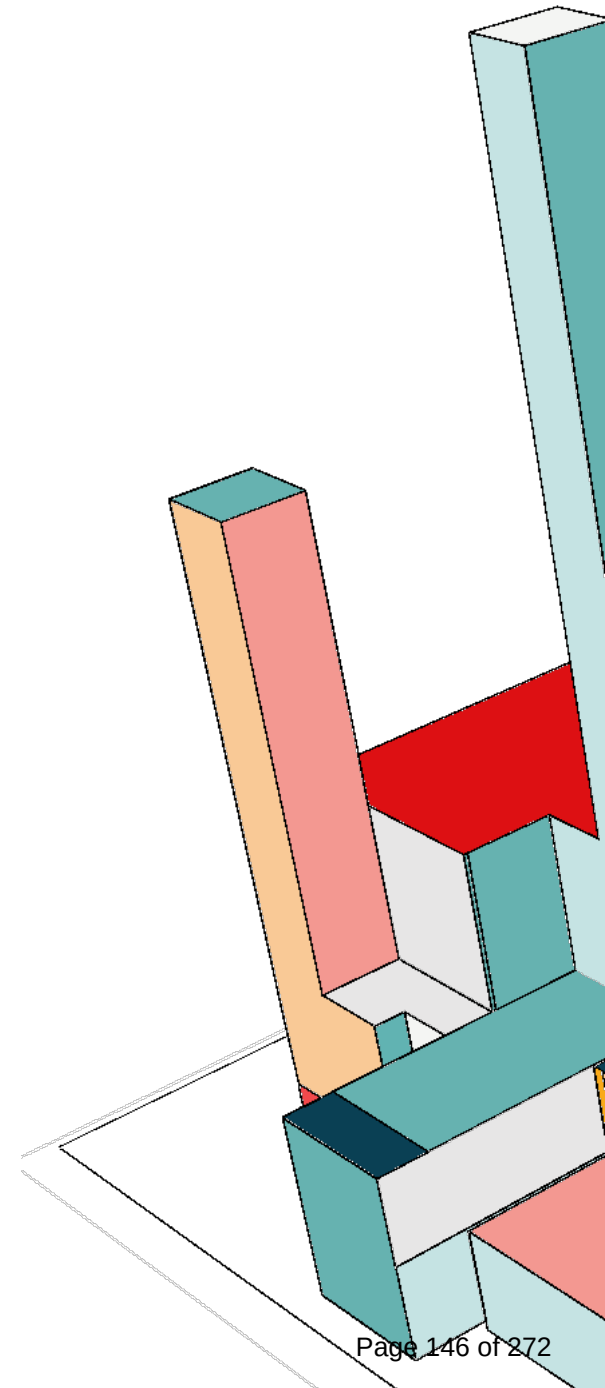
Page 145 of 272

ABOUT CODE COMPLIANCE

The Code Enforcement Unit is dedicated to providing prompt, courteous service to our community through the enforcement of our City's Code of Ordinances.

Our primary focus is the protection of the health, safety, and welfare of our citizens. Quality service by our staff helps to ensure the positive growth of property values and a safe, healthy environment to work and play in. As our community continues to grow and prosper, the importance of professional enforcement of our Codes becomes increasingly important.

Mission Statement: Maintain and improve the quality of life for our citizens through fair, equal, and result-oriented enforcement of our Code of Ordinances.





DEPT. OF CODE COMPLIANCE OVERSEES:

(Most Common Code Compliance Matters):

- Building and Property Maintenance
- Signage Violation, Erection (After-the-fact)
- Building/Construction Work Without Permit
- Business Licensing/Operating Without Permit Issued (After-the-fact)

Items prepared for litigation and Court Magistrate
resolution

DIRECTOR
LORENZO AGHEMO, MRP

CODE COMPLIANCE OFFICERS

CHRISTY LOWE
MELISSA DREYER
HAROLD BARTELLI



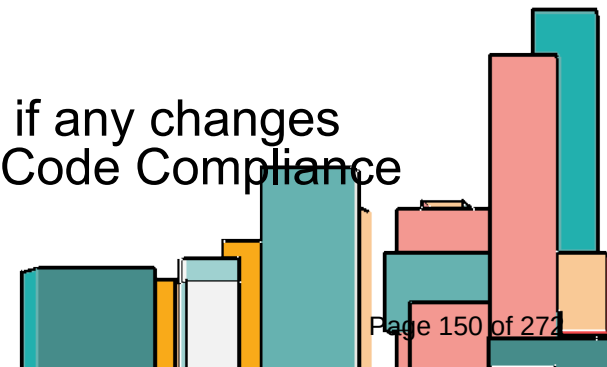
FOCUS GOALS 2025

Code Compliance went through a transition in February 2025. The Department was moved to Planning and Zoning.

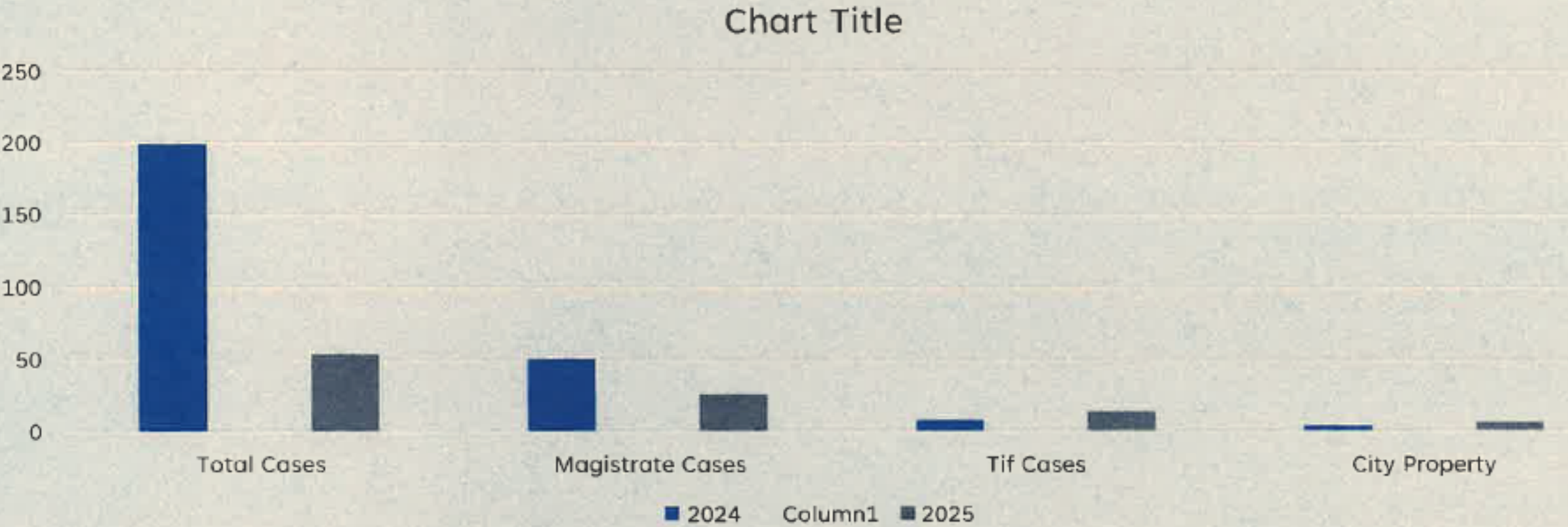
- Conducting more community foot walks, “meet and greets” within the City of Palatka to strengthen our familiarity with the community
- Working on ensuring all vacant houses and businesses are registered with the proper information in case of an emergency
- When a compliant is received, Code Compliance is working the area several blocks from the compliant site to ensure the whole area is complying
- Working a Flex Schedule to ensure weekends are covered at least once a month so the community sees us during each day of the week and weekend

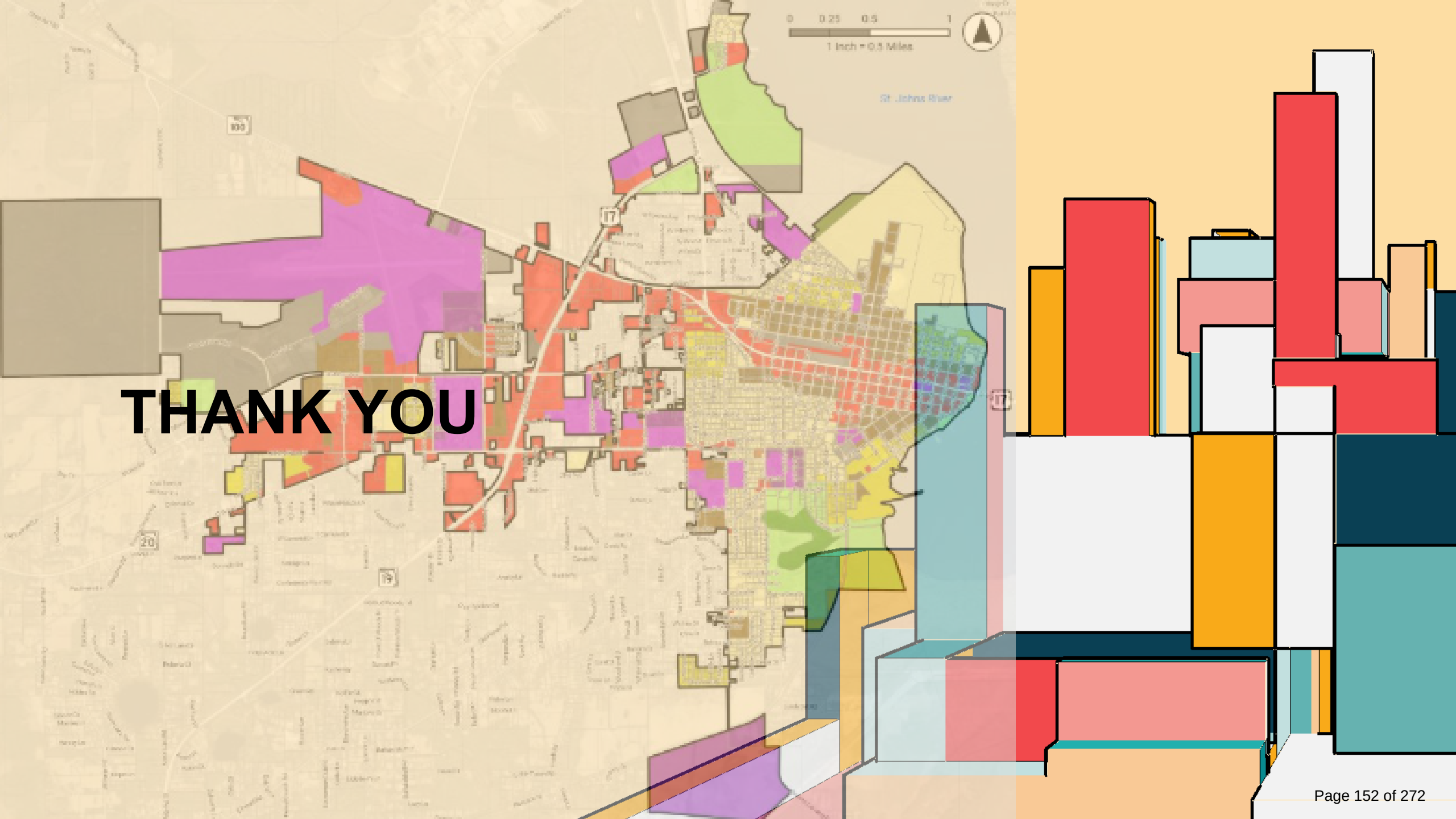
PROCESS/PROCEDURES OF CODE COMPLIANCE CASES

- Code Compliance receives complaint from portal, in-person, email, telephone, City staff or by being proactive (complaints may not be anonymous).
- Once a complaint is received, the Code Compliance Officer has 1-3 days to respond to the complaint. Safety and emergency complaint issues are priority (most response times are within 12-hrs).
- Once a Code Compliance Officer responds to the complaint area, an assessment is completed and photographs are taken. If a Code Compliance Officer was not able to speak with the property owner at the time of visit, a door hanger is left. Typically, the property owner has three days to contact Code Compliance Office or bring the property into compliance. If the property owner is not in compliance, an official 15-day compliance letter is certified mailed to the property owner. This letter gives the property owner 15 days to contact the Code Compliance Office or bring the property into compliance.
- A followup by the Code Compliance Office is done after the 15th day to see if any changes occurred on the property. If no changes or contact with the property owner, Code Compliance begins a case to move forward to a magistrate hearing.



2024 & 2025 Case Data to date





THANK YOU

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

During the past two weeks, there have been achievements and obstacles encountered by the various departments. Some of them which the City Manager would like to comment on are the following:

1. Public Works: The lights have been installed at Hank Bryant Park by FP&L and are operational. Public Works will start moving some of the administrative activity to the new location, as construction is expected to start within the next 30 days.
2. Fire Department: 30 new employees trained throughout the City for CPR/AED/First Aid. Making citizens and employees safer from injury and cardiac emergencies. Tower 2 is back in service; training has commenced.
3. Finance Department: The Agreed Upon Procedures Report for the Golf Club has been completed by the auditors, and will be included in the agenda on 05/22/2025.
4. Projects: Both the Shaw Buck and Palm Bowl parks are more than 80% complete and the Northside resurfacing has begun.
5. Legal: The Judge granted our Motion for Summary Judgment, denied the Clerk's Motion for Declaratory Judgment, the end result being that the City is able to collect \$46,000 in surplus tax proceeds that we have been asserting a legal right to since September 2023. The Judge agreed that the opposing counsel shouldn't be allowed to deduct attorney fees out of the surplus proceeds argument as well, so the City will not be losing any portion of the \$46K to pay for attorney fees.
6. IT - the IT Coordinator started on May 2, 2025 and immediately, began to address the visual and audio deficiencies of the new commission chamber software, and working with SUNCOM regarding the cloud-based phone system.
7. Reclamation: Winn Dixie lift station upgrade has been completed and for the biosolids project, we are having several issues with some of the equipment for instance limit switches on the conveyor, a bad water pump for boosting water pressure, emergency shut-off cables not working - all are being addressed.

PROJECT ANALYSIS**Staff Recommendation**

Provide any comments or recommendations desired.

ATTACHMENTS

1.	Hank Bryan Lights
----	-------------------









ADOPT RESOLUTION 2025-R-65 granting a special events permit to Community Affairs for the Annual 4th of July celebration which will be held July 4th from 5:00 pm until 9:00 pm and set up time will be 2:00 pm until 5:00 pm.

Community Affairs is requesting permits for the annual 4th of July celebration, which will be held on July 4th from 5:00 pm until 9:00 pm and setup will be from 2:00 pm until 5:00 pm, soft road closures of Memorial will begin at 10:00 am.

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Community Affairs is requesting permits for the annual 4th of July celebration, which will be held on July 4th from 5:00 pm until 9:00 pm and setup will be from 2:00 pm until 5:00 pm. Community affairs is requesting permits for amplified sound from 4pm until 9pm.

BACKGROUND

This annual event will include a live DJ, food trucks, vendors, face-painting, a kids' zone and will end with fireworks.

PROJECT ANALYSIS

Community Affairs director will present it to the Commissioners for approval.

Staff Recommendation

1. The Staff Recommendation is that the application be approved as this is an annual event that our city loves and looks forward to every year.

ATTACHMENTS

1.	4th of July 2025 app.
2.	4th of July 2025 res
3.	4th of July 2025 pp



Date Received: 4/16

Permit Classification: ~~A~~ (A)

JC

APPLICATION FOR SPECIAL EVENT

1. Contact: Jessica Cruz
Address: 1900 Napoleon St. Email: JCruz@palatka-fl.gov
Palatka, FL 32177 Phone: 386-216-0948

2. Secondary Contact:

Address: _____ Email: _____
Phone: _____

3. Event Sponsor/Organization:

City of Palatka

Attach a certificate of Tax Exemption if applicable.

4. Name of Event:

4th of July Celebration

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

vendors, food trucks, kids zone, amplified sound &
fire works

~~14~~ 14 cans down memorial
6 officers DG
~~12~~ 12 barricades

6. Event Location (911 Address):

7.

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

Memorial from Laurel
Red

to @ 10 AM

St. Johns from 1st
Memorial

to @ 2pm

to @ 4pm
Hard
closures

_____ 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:

7/4/25 : 2pm to 10pm to 4pm to _____

Event:

7/4/25 : 5pm to 9pm to _____

_____/_____/_____ to _____ to _____ to _____

_____/_____/_____ to _____ to _____ to _____

_____/_____/_____ to _____ to _____ to _____

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_____/_____/_____ to _____ to _____ to _____

_____/_____/_____ to _____ to _____ to _____

_____/_____/_____ to _____

Breakdown:

7/4/25 : _____ to _____ to _____ to _____

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

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.

Include date and time:

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

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

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 # _____

☐ 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)

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- 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.
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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.



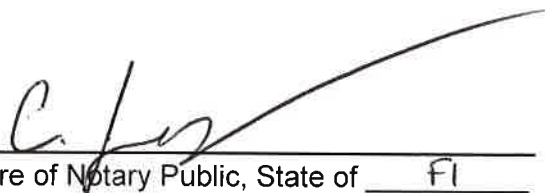
Signature of Applicant

Date 4/16/25

State of Florida County of Putnam

The foregoing application is acknowledged before me this 25th day of April, 2025, by Jessica Cruz, who is personally known to me, or who has/have produced FD as identification.

NOTARY SEAL



Signature of Notary Public, State of FL

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.

 _____ Signature of Applicant Name of
 Facility being used
Jessica Cruz 7/4/25
 Print Name of Applicant Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 25th day of April, 2025, by Jessica Cruz, who is

FD

 Notary Public State of Florida
Courtney James
My Commission HH 660537
Expires 4/3/2029

Signature of Notary Public, State of _____

RESOLUTION NO. 2025-R-65

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO THE COMMUNITY AFFAIRS FOR THE ANNUAL 4TH OF JULY CELEBRATION WHICH WILL BE HELD ON FRIDAY JULY 4TH WITH ROAD CLOSURE OF MEMORIAL PARKWAY FROM LAUREL TO REID AT 10:00AM AND ST. JOHNS AVE. FROM 1ST TO MEMORAL PARKWAY: SETTING FORTH THE PROVISIONS OF THE PERMIT; AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS Community Affairs is requesting permits for the annual 4th of July celebration, which will be held on July 4th from 5:00 pm until 9:00 pm and the setup will be from 2:00 pm until 5:00 pm. soft road closures of Memorial will begin at 10:00 am.

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 Annual 4th of July celebration is hereby granted to City of Palatka Community Affairs with the following provisions and stipulations:

- a.** A Class “A” Special Events Permit is hereby granted for the event to be held on 07/04/2025, during the hours provided in the application
- b.** **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 8th day of May 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 annual 4th of July celebration, which will be held on July 4th from 5:00 pm until 9:00 pm and setup will be from 2:00 pm until 5:00 pm. **ROAD CLOSURE OF MEMORIAL PARKWAY FROM LAUREL TO REID AT 10:00AM AND ST. JOHNS AVE. FROM 1ST TO MEMORAL PARKWAY**

- Application Request

- Community Affairs is requesting permits for the annual 4th of July celebration, which will be held on July 4th from 5:00 pm until 9:00 pm and setup will be from 2:00 pm until 5:00 pm. Community affairs is requesting permits for amplified sound from 4pm until 9pm.

- Background

- This annual event will include a live DJ, food trucks, vendors, face-painting, a kid's zone and will end with fireworks.

Staff Report

Agenda Item #

Agenda Item Name

- Background, continued
- Project Analysis
 - Community Affairs director will present it to the Commissioners for approval.
- Staff Recommendation
 1. The Staff Recommendation is that the application be approved as this is an annual event that our city loves and looks forward to every year.

ADOPT RESOLUTION 2025-R-67 granting a special events permit to The Putnam County Historical Society for the annual Occupation of Palatka Living History event which will be held 09/26/2025, 09/27/2025 and 09/28/2025. Set up for the event will be 09/25/2025 at 11:00 am until 8:00 pm.

Robert Mattson of the Putnam County Historical Society is requesting permits for the Annual Occupation of Palatka Living History event which will be held 09/26/2025, 09/27/2025 and 09/28/2025. Set up for the event will be 09/25/2025 at 11:00 am until 8:00 pm.

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Robert Mattson of the Putnam County Historical Society is requesting 8 garbage containers and 12 cones.

BACKGROUND

This annual event is a civil war living history event and will include camp set-ups, historic re-enactments, demonstrations, educational presentations and displays. They will on occasion discharge black power weapons.

PROJECT ANALYSIS

Community Affairs director will present it to the Commissioners for approval.

Staff Recommendation

The Staff Recommendation is that the application be approved as this is an annual event that our city loves and looks forward to every year.

ATTACHMENTS

1.	occupation of palatka PP
2.	Occupation of Palatka Living History app.
3.	Occupation of Palatka 2025 res

Staff Report

Agenda Item

Agenda Item Name

- Staff Report Header

- Robert Mattson of the Putnam County Historical Society is requesting permits for the Annual Occupation of Palatka Living History event which will be held 09/26/2025, 09/27/2025 and 09/28/2025. Set up for the event will be 09/25/2025 at 11:00 am until 8:00 pm.

- Application Request

- Robert Mattson of the Putnam County Historical Society is requesting 8 garbage containers and 12 cones.

- Background

- This annual event is a civil war living history event and will include camp set-ups, historic re-enactments, demonstrations, educational presentations and displays. They will on occasion discharge black power weapons.

Staff Report

Agenda Item #

Agenda Item Name

- Background, continued
- Project Analysis
 - Community Affairs director will present it to the Commissioners for approval.
- Staff Recommendation
 1. The Staff Recommendation is that the application be approved as this is an annual event that our city loves and looks forward to every year.

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Robert Mattson
 Address: 121 Palm Trail Email: yelpmark@att.net
E. Palatka 32131 Phone: 386-937-1235
2. Secondary Contact: Nicole Grace
 Address: 115 Red Fox Trail Email: nicolejanel@yahoo.com
Palatka, 32177 Phone: 904-309-3069
3. Event Sponsor/Organization: Putnam County Historical Society
 Attach a certificate of Tax Exemption if applicable.
4. Name of Event: Occupation of Palatka Living History
5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):
A civil war living history event with period camp set ups, living historians/re-enactors portraying military and civilian people in 1864.
Event will include demonstrations, educational presentations and displays
6. Event Location (911 Address): 100 Madison St, Palatka 32177

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

<u>No street</u>	from _____	to _____
<u>closures</u>	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____

8. Onsite representatives during the event:

Name: Rob Mattson

Cell Phone: 386-937-1235

Name: Nicole Grace

Cell Phone: 904-309-3069

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

<u>Date(s) of Event:</u>	<u>Hours:</u>	<u>Amplified Sound:</u>	<u>Alcohol:</u>	<u>Attendance</u>
Setup:				
<u>9/25/25</u>	<u>11:00</u> ^{AM} to <u>8:00</u> ^{PM}	_____ to _____	_____ to _____	
Event:				
<u>09/26/25</u>	<u>8:00</u> ^{AM} to <u>2:00</u> ^{PM}	_____ to _____	_____ to _____	<u>700-800</u> School Day
<u>09/27/25</u>	<u>9:00</u> ^{AM} to <u>2:00</u> ^{PM}	_____ to _____	_____ to _____	<u>200-300</u>
<u>09/28/25</u>	<u>9:00</u> ^{AM} to <u>2:00</u> ^{PM}	_____ to _____	_____ to _____	<u>100-200</u>
<u> / / </u>	_____ to _____	_____ to _____	_____ to _____	_____
<u> / / </u>	_____ to _____	_____ to _____	_____ to _____	_____
<u> / / </u>	_____ to _____	_____ to _____	_____ to _____	_____
<u> / / </u>	_____ to _____	_____ to _____	_____ to _____	_____
Breakdown:				
<u>09/28/25</u>	<u>2:00</u> ^{PM} to <u>6:00</u> ^{PM}	_____ to _____	_____ to _____	

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

Historical attendance

11. Number and type of auxiliary vehicles/ equipment:

☒ Watercraft ☒ Aircraft ☒ Utility Vehicles/Golf Carts ☒ Other: Horses

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

Periodic discharge of black powder weapons

Include date and time:

09/26/25 ^{AM} 9:00 to 2:00 ^{PM} 09/27/25 ^{AM} 9:00 - 2:00 ^{PM}

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

No, other than participant's personal vehicles

14. Number of staff/ volunteer: 20-30 Uniform identification: _____

REQUIRED ATTACHMENTS

☒ Site Plan (see checklist)

Parking
Number and location of food vendors
Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
Street Closures/Barricades/Detours
Garbage Containers
Parade/Marching Route
Event Headquarters
Number and location of temporary signs/banners
Sound system(s) location
Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
Main emergency vehicle access to site
Location of security and emergency vehicle parking on site
Carnival location (if any)
Number/location of portable toilets

☒ Tentative Schedule of Events

☒ 501(C) (3) Certificate of Exemption # _____

- ☐ Nonprofit articles of incorporation, charter and mission statement
- ☐ Consent letter (event property): property owners on which special event location is held if not city owned
- ☐ Fire resistive rating certificates (tents, fabrics, etc.)
- ☐ Example of special event vendor permits provided
- ☒ Special event certificate of insurance- city as "additional insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)

List certificates required: will provide prior to event

- ☐ 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.

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- (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".
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Robert A. Wall

Signature of Applicant

01/29/2025
Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 29th day of Jan, 2025, by Robert Mattison, who is personally known to me, or who has/have produced FLDL as identification.

NOTARY SEAL

HOLDEN CREWS
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 309213
MY COMMISSION EXPIRES SEP. 06, 2026

Mh
Signature of Notary Public, State of Florida

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date

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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.

Robert A. Mattson

Signature of Applicant

Bronson House

Name of Facility being used

Robert A. Mattson

Print Name of Applicant

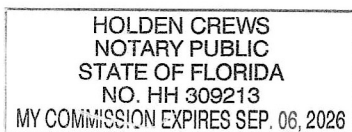
09/25-28/2025

Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 29th day of Jan, 2025, by Robert Mattson, who is personally known to me, or who has/have produced FLDL as identification.

NOTARY SEAL



Mh

Signature of Notary Public, State of Florida

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, Robert Mattson, on behalf of
Putnam County Historical Society

(Name of Company/Individual/Organization/Association/Non-governmental entity)

hereby attest under penalty of perjury that our organization does not use coercion of labor or services, as defined in Fla. Stat. 787.06, in any part of the operation of our organization.

Robert A. Mattson
Signature

01/29/2025
Date

Robert A. Mattson
Print Name

Secretary
Title – must be an officer or a
Representative of the nongovernmental entity

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 29th day of Jan 2025, by Robert Mattson, to me personally known to be the person described in and who executed the foregoing instrument, or who produced appropriate identification, and acknowledged before me the execution of same.

[Signature]
Notary Public

My commission expires: 9-6-26

HOLDEN CREWS
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 309213
MY COMMISSION EXPIRES SEP. 06, 2026



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8012917206C-1	09/30/2023	09/30/2028	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

PUTNAM COUNTY HISTORICAL SOCIETY INC
100 MADISON ST
PALATKA FL 32177-3529

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.

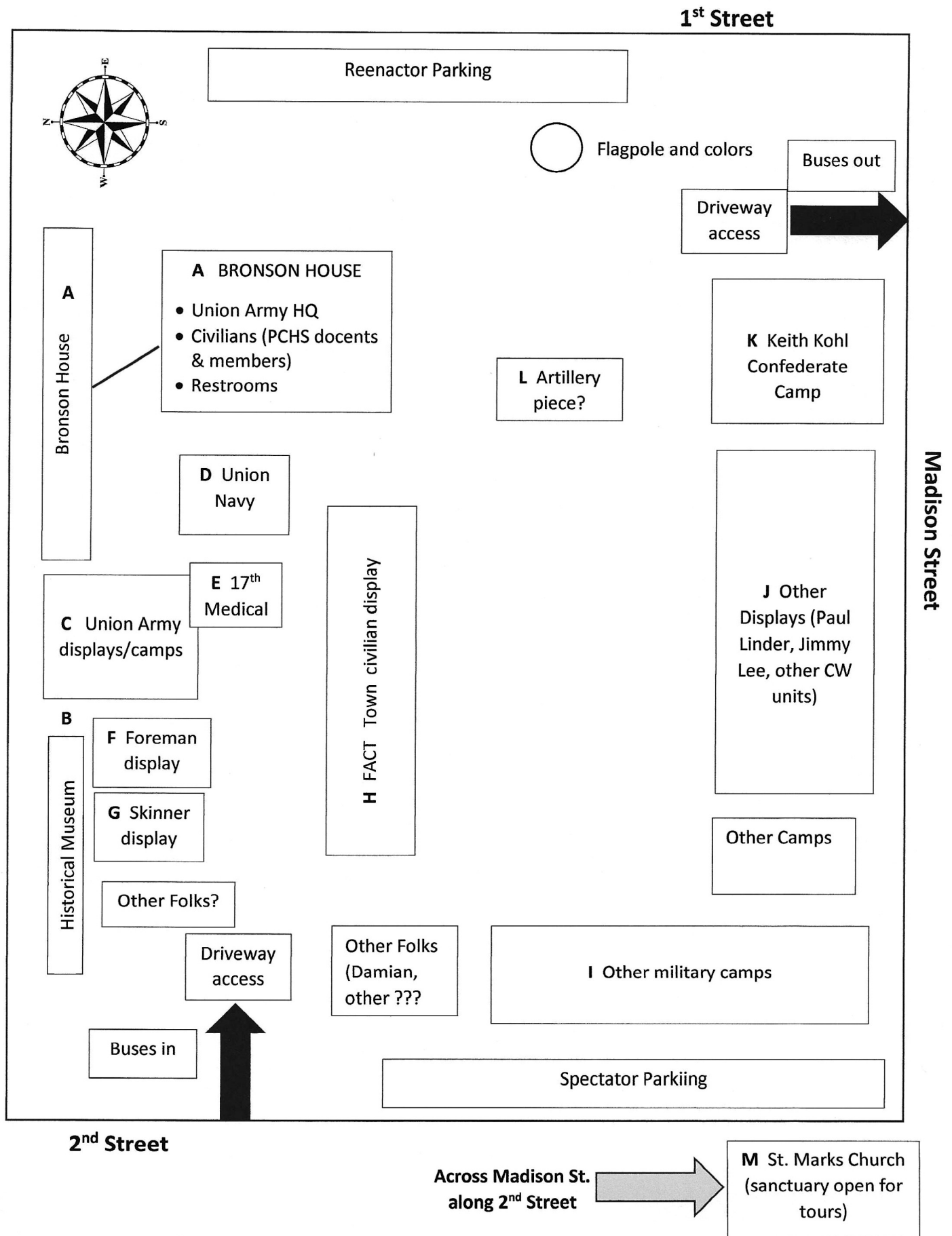


Important Information for Exempt Organizations

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.

2025 Occupation of Palatka Site Layout



2025 OCCUPATION OF PALATKA EVENT SCHEDULE

Thursday, September 25, 2025

Some units arrive and set up

Friday, September 26, 2025

7:30 AM – Remaining units arrive and set up

8:30 AM – Open for School Day (buses arrive?)

8:30 AM-12 Noon – School Day

12 Noon-2 PM – Open to Public/other school groups

6:00 PM – Reception for re-enactors and volunteers in Bronson House

Saturday, September 27, 2025

9:00 AM – Camps open to public

9:15 AM – Colors

9:00 AM-2:00 PM – Camps open to public

(Some units may pack up and depart at the end of the event)

3:30-5:30 PM – Social at Azalea City Brewery (120 S. 7th Street, Palatka)

6:00 PM – Open House at museum for re-enactors to view McLendon collection (a collection of Civil War books, reports, papers, etc.)

Sunday, September 28, 2025

9:00 AM-2:00 PM – Camps open to public

9:30 AM – Worship service at St. Mark's Episcopal Church (OPTIONAL)

11:00 AM – Morning coffee/tea/pastries for re-enactors and volunteers

2:00 PM – Event ends and remaining units pack up and depart

RESOLUTION NO. 2025-R-67

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO THE PUTNAM COUNTY HISTORICAL SOCIETY FOR THE ANNUAL OCCUPATION OF PALATKA LIVING HISTORY EVENT WHICH WIL BE HELD ON SEPTEMBER 26TH, 27TH AND 28TH 2025, SETTING FORTH THE PROVISIONS OF THE PERMIT; AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS Robert Mattson of the Putnam County Historical Society is requesting permits for the Annual Occupation of Palatka Living History event which will be held 09/26/2025, 09/27/2025 and 09/28/2025. Set up for the event will be 09/25/2025 from 11:00 am until 8:00 pm.

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 Annual Occupation of Palatka Living History event is hereby granted to Robert Mattson of the Putnam County Historical Society with the following provisions and stipulations:

- a.** A Class “B” Special Events Permit is hereby granted for the event to be held on 09/26/2025, 09/27/2025 and 09/28/2025, during the hours provided in the application
- b.** No Road closures
- c.** **Section 2:** The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 8th day of May 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2025-R-64 granting a special events permit to Main Street Palatka for the annual Datil Pepper Festival which will be held on 11/08/2025 from 9:00 am until 9:00 pm.

Shelly Bingham with Main Street Palatka is requesting for permits for the annual Datil Pepper Festival which will be held on 11/08/2025 from 9:00 am until 9:00 pm and setup will be 11/08/2025 6:00am – 9:00 am.

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Shelly Bingham of Main Street Palatka is requesting road closures of St. Johns Ave. from Memorial Pkwy. to the 300 block of Memorial from Laurel to Reid Street. Shelly is requesting permits for amplified sound from 11:00 am until 9:00 pm and alcohol permits. Shelly is also requesting 16 garbage containers and 3 law enforcement officers from 6:00am until 9pm.

BACKGROUND

This annual event will include music, food trucks, contests and competitions, datil pepper tasting, a beer tent, and vendors.

PROJECT ANALYSIS

Community Affairs director will present it to the Commissioners for approval.

Staff Recommendation

The Staff Recommendation is that the application be approved as this an annual event that brings many people to our small town.

ATTACHMENTS

1.	Datil Pepper Fest 2025 PP
2.	Datil Pepper Fest app
3.	Datil Pepper 2025 res

Staff Report

Agenda Item

Agenda Item Name

- Staff Report Header

- Shelly Bingham with Main Street Palatka is requesting for permits for the annual Datil Pepper Festival which will be held on 11/08/2025 from 9:00 am until 9:00 pm and setup will be 11/08/2025 6:00am – 9:00 am.

- Application Request

- Shelly Bingham of Main Street Palatka is requesting road closures of St. Johns Ave. from Memorial Pkwy. to the 300 block and of Memorial from Laurel to Reid Street. Shelly is requesting permits for amplified sound from 11:00 am until 9:00 pm and alcohol permits. Shelly is also requesting 16 garbage containers and 3 law enforcement officers from 6:00am until 9pm.

- Background

- This annual event will include music, food trucks, contests and competitions, datil pepper tasting, a beer tent, and vendors.

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 as this an annual event that brings many people to our small town.

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Shelly Bingham, Executive Director Main Street Palatka

Address: 200 S. Seventh Street Email: mainstreetpalatka@gmail.com
Palatka, Florida 32177 Phone: 904.540.5998

2. Secondary Contact: Troy Main Colin - 904-553-7336

Address: 138 Main Street Email: troy@minorcanmayhem.com
Pomona Park, FL Phone: 407.739.0593

3. Event Sponsor/Organization: Main Street Palatka a subsidiary of Community Development Coalition Corp

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Datil Fest: A Datil Pepper Culinary Celebration

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

displays, still motion picture production, etc.):

Music on the Riverfront Stage

Food Trucks

Datil Pepper contest and competitions

Datil Pepper Tapas Taste Test

Beer Tent

Vendors

3 officers 8:00-9:00 AM
trash cans
** cans emptied @ 2 PM*
through out event
line up cans along memorial

6. Event Location (911 Address): St. Johns Avenue

7. Road Closures: ex. St. Johns Avenue from First Street to Second Street
St. Johns Avenue from Memorial Highway to 300 Block

S. Second Street from St. Johns Avenue to Memorial Highway

Memorial Highway from Highway 17 to Second Street

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

ART 20 Barricades the night before

8. Onsite representatives during the event:

Name: Shelly Bingham

Cell Phone: 904.540.5998

Name: Troy Main

Cell Phone: 407.739.0593

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

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

Setup:

11/08/25 6am to 9 : pm 11 am to 9 : pm 11 am to 8 : pm

Event:

11/08/25 9 am to 9 :pm 11 am to 9 :pm 11 am to 8 :pm _____

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

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

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

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

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

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

Breakdown:

11/08/25 6 : pm to 8pm 9 pm to 10 pm 8 : pm to 9 :pm

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

1,000 to 5,000

11. Number and type of auxiliary vehicles/ equipment:

_____ Watercraft _____ Aircraft X 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.

none

Include date and time:

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

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

None

14. Number of staff/ volunteer: 15 Uniform identification: Datil Fest T-Shirts

REQUIRED ATTACHMENTS

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

SPECIAL EVENTS FEES

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

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

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

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

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

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

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

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

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

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

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

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

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 GFIC. 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.

Shelly L Bingham Riverfront
Signature of Applicant Name of Facility being used

Shelly L Bingham 11-8-2025
Print Name of Applicant Date of Use

State of Florida County of Dixie

The foregoing application is acknowledged before me this 20th day of March, 20 25, by Shelly Bingham, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL



ZOE E. WALDRON
Commission # HH 125024
Expires May 3, 2025
Bonded Thru Budget Notary Services

Signature of Notary Public, State of Florida
Z Waldron

- (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.

Shelly Bingham
Signature of Applicant

3-20-2025
Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 20th day of March, 2025, by Shelly Bingham, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL



ZOE E. WALDRON
Commission # HH 125024
Expires May 3, 2025
Bonded Thru Budget Notary Services

Z. Waldron
Signature of Notary Public, State of Florida

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8015469641C-9	09/30/2020	09/30/2025	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

COMMUNITY DEVELOPMENT COALITION
CORPORATION
8237 BAY TREE LN
JACKSONVILLE FL 32256-3613

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.

RESOLUTION NO. 2025-R-64

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO MAIN STREET PALATKA FOR THE ANNUAL DATIL PEPPER FESTIVAL WHICH WIL BE HELD ON NOVEMBER 08, 2025, SETTING FORTH THE PROVISIONS OF THE PERMIT; ROAD CLOSURES OF MEMORIAL PARKWAY FROM LAUREL STREET TO REID AND OF ST. JOHNS FROM MEMORIAL TO THE 300 BLOCK AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS Shelly Bingham with Main Street Palatka is requesting for permits for the annual Datil Pepper Festival which will be held on 11/08/2025 from 9:00 am until 9:00 pm. Setup will be 11/08/2025 6:00am – 9:00 am.

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 Datil Pepper Festival is hereby granted to Shelly Bingham of Main Street Palatka with the following provisions and stipulations:

- a.** A Class “A” Special Events Permit is hereby granted for the event to be held on 11/08/2025, during the hours provided in the application
- b.** Road closures of St. Johns Ave. from Memorial Pkwy. to the 300 block and of Memorial from Laurel to Reid Street.
- c.** **Section 2:** The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 8th day of May 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

Adopt Resolution 2025-R-66 authorizing a change order to the agreement with Country Breeze A/C for the Jenkins Community Center Improvements HVAC scope to include the installation of five (5) additional AC units and repair of one (1) unit, in the amount of \$27,000, increasing the total contract amount to \$149,000.

Address:

Parcel No.:

Applicant:

STAFF REPORT

DATE: May 8, 2025

TO: City of Palatka City Commission

FROM: City Staff

APPLICATION REQUEST

Staff is requesting approval of Resolution 2025-R-66 authorizing a change order to the existing contract with Country Breeze A/C for HVAC services at the Jenkins Community Center to expand the scope of work. The change order will add five (5) new AC units and include the repair of one (1) existing unit, at a cost of \$27,000.

BACKGROUND

On January 11, 2023, the City Commission adopted Resolution 2023-R-264, authorizing execution of an agreement with Country Breeze A/C for HVAC services as part of the Jenkins Community Center Improvements (Bid Package #2) for an amount not to exceed \$122,000, utilizing a cooperative purchasing agreement under the Putnam County School District contract.

The contract replaced a previously rejected proposal and was approved contingent on Department of State approval, as the project is funded through a state grant.

PROJECT ANALYSIS

During implementation, the need for additional HVAC coverage was identified to ensure proper climate control throughout the facility. Additionally, an existing unit was found to be in need of repair. Country Breeze A/C has submitted a proposal to perform the installation of five additional units and repair one unit for a total of \$27,000. This change order would bring the total contract amount to \$149,000.

The scope of work remains within the framework of the original procurement under the cooperative purchasing agreement and does not require re-bidding. The contractor remains in

good standing and has confirmed availability to complete the additional work within the project schedule.

Staff Recommendation

Staff recommends approval of Resolution 2025-R-66 authorizing a change order to the agreement with Country Breeze A/C to include the additional HVAC scope for \$27,000, increasing the total contract value to \$149,000. This expanded scope is necessary to complete the facility improvements and maintain operational standards.

ATTACHMENTS

1.	2025-R-66
2.	Jenkins Change_Order_#1
3.	1128_001

RESOLUTION NO. 2025-R-66

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING A CHANGE ORDER TO THE AGREEMENT WITH COUNTRY BREEZE A/C FOR THE JENKINS COMMUNITY CENTER IMPROVEMENTS PROJECT TO INCLUDE THE INSTALLATION OF FIVE (5) ADDITIONAL HVAC UNITS AND THE REPAIR OF ONE (1) EXISTING UNIT IN THE AMOUNT OF \$27,000, INCREASING THE TOTAL CONTRACT VALUE TO \$149,000; AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, on January 11, 2023, the City Commission of the City of Palatka adopted Resolution 2023-R-264 approving a contract with Country Breeze A/C in the amount of \$122,000 for HVAC services at the Jenkins Community Center, utilizing a cooperative purchasing agreement under the Putnam County School District contract; and

WHEREAS, during implementation of the project, the need for additional HVAC capacity was identified, including the installation of five (5) additional units and the repair of one (1) existing unit; and

WHEREAS, Country Breeze A/C submitted a proposal in the amount of \$27,000 for the added scope of work; and

WHEREAS, approval of this change order will increase the total contract value from \$122,000 to \$149,000; and

WHEREAS, it is in the best interest of the City of Palatka to proceed with this change order to ensure complete and effective HVAC improvements at the Jenkins Community Center;

NOW THEREFORE, be it resolved as follows:

1. The Palatka City Commission hereby approves the change order to the agreement with Country Breeze A/C to include the installation of five (5) additional HVAC units and the repair of one (1) existing unit in the amount of \$27,000, increasing the total contract value to \$149,000.
2. The City Manager is hereby authorized to execute the change order and any related project documents necessary to implement the additional scope of work.
3. The City Manager is further authorized to execute related documents including time extensions, modifications, and payment authorizations necessary for completion 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 8th day of May 2025.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY



Jenkins Community Center Improvements
CHANGE ORDER NO. 1

Project No. ITB 2023-16

Date April 30, 2025

Owner: City of Palatka

Contractor: Country Breeze A/C, Inc.

Change Ordered:

Additional AC units for Jenkins front offices, teen center, side classrooms, and senior activities rooms.

CONTRACT AMOUNT

Original Contract Amount \$ 122,000.00

Change Order Addition \$ 27,000.00

Revised Contract Amount \$ 149,000.00

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

Contractor

Date

Owner (City)

Date

Engineer

Date



Country Breeze A/C Inc.
SALES • SERVICE • INSTALLATION
LICENSED AND INSURED - NO. RM14017012
130 Cowboy Road • Palatka, FL 32177
(386) 546-4969 • countrybreezeac@gmail.com

PROPOSAL AND AGREEMENT

Customer Name Palatka Community Affairs Phone _____ Date Revised 4/15/25
Mailing Address _____ Job Address Front Offices
City, State, Zip _____ Work Phone _____ Fax _____

OPTIONS AND EQUIPMENT SPECIFICATIONS

	OPTION 1	OPTION 2	OPTION 3
Equipment Make	<u>Grandaire/ICP</u>	<u>Grandaire/ICP</u>	
Equipment Model	<u>W5H5S24</u>	<u>W5H5S30</u>	
SEER Rating	<u>14.5 SEER</u>	<u>14.5 SEER</u>	
HSPF	<u>8.0 HSPF</u>	<u>8.0 HSPF</u>	
BTU / Tonnage	<u>2 ton Heat Pump</u>	<u>2 1/2 ton Heat Pump</u>	
Labor Warranty	<u>1 Year</u>	<u>1 Year</u>	
Parts Warranty	<u>5 Years</u>	<u>5 Years</u>	
Compressor Warranty	<u>5 Years</u>	<u>5 Years</u>	
Cost of Comfort System			
Optional Accessories			
Total Cost <u>R-454B</u>	<u>\$ 6300⁰⁰</u>	<u>\$ 6800⁰⁰</u>	<u>\$ 13,100⁰⁰</u>

Installation Shall Include:

Reduction by contractor - 3,000
Per email 4/30/2025
10,100

- ☐ New Reinforced Equipment Pad
- ☐ Evacuate Refrigerant System
- ☐ Charge To Manufacturers Specs
- ☐ Meet All Federal, State, and Local Laws
- ☐ Make Air Tight Plenum Transition

- ☐ Remove All Existing Equipment From Premises
- ☐ Digital Programmable Thermostat
- ☐ Digital Non Programmable Thermostat
- ☐ Clean Work Area To Customers Satisfaction
- ☐ New High Efficiency Air Filter

- ☐ New Condensate Drain System
- ☐ New Condensate Pump
- ☐ New Aux. Condensate Drain Pan
- ☐ Complete System Start-up
- ☐ New Refrigeration Line Set

Terms:

Payment due upon completion

Acceptance: (customer)

By _____ Date _____ By Chad Wolk Date 4/15/25



Country Breeze A/C Inc.
SALES • SERVICE • INSTALLATION
LICENSED AND INSURED – NO. RM14017012
130 Cowboy Road • Palatka, FL 32177
(386) 546-4969 • countrybreezeac@gmail.com

PROPOSAL AND AGREEMENT

Customer Name Palatka Community Affairs Phone _____ Date 10/3/24
Mailing Address _____ Job Address Teen Center
City, State, Zip _____ Work Phone _____ Fax _____

OPTIONS AND EQUIPMENT SPECIFICATIONS

	OPTION 1	OPTION 2	OPTION 3
Equipment Make	<u>Gro</u>		
Equipment Model	<u>4LIV.36</u>		
SEER Rating	<u>18 SEER</u>		
HSPF	<u>9.0 HSPF</u>		
BTU / Tonnage	<u>3 ton Hardpump</u>		
Labor Warranty	<u>1 Year</u>		
Parts Warranty	<u>5 Years</u>		
Compressor Warranty	<u>5 Years</u>		
Cost of Comfort System			
Optional Accessories			
Total Cost	<u>\$ 5300.00</u>		

Installation Shall Include:

All Equipment, Labor and Materials for a
Complete Comfort System.

- ☐ New Reinforced Equipment Pad
- ☒ Evacuate Refrigerant System
- ☒ Charge To Manufacturers Specs
- ☒ Meet All Federal, State, and Local Laws
- ☐ Make Air Tight Plenum Transition

- ☐ Remove All Existing Equipment From Premises
- ☐ Digital Programmable Thermostat
- ☐ Digital Non Programmable Thermostat
- ☒ Clean Work Area To Customers Satisfaction
- ☐ New High Efficiency Air Filter

- ☒ New Condensate Drain System
- ☐ New Condensate Pump
- ☐ New Aux. Condensate Drain Pa
- ☒ Complete System Start-up
- ☒ New Refrigeration Line Set

Terms:

Payment due upon completion

Acceptance: (customer)

By _____ Date _____ By Chad Wells Date 10/8/24



Country Breeze A/C Inc.
SALES • SERVICE • INSTALLATION
LICENSED AND INSURED – NO. RM14017012
130 Cowboy Road • Palatka, FL 32177
(386) 546-4969 • countrybreezeac@gmail.com

PROPOSAL AND AGREEMENT

Customer Name Palatka Community Affairs Phone _____ Date 10/8/24
Mailing Address _____ Job Address Side Classrooms
City, State, Zip _____ Work Phone _____ Fax _____

OPTIONS AND EQUIPMENT SPECIFICATIONS

	OPTION 1	OPTION 2	OPTION 3
Equipment Make	<u>Gree</u>		
Equipment Model	<u>4LIV36</u>		
SEER Rating	<u>18 SEER</u>		
HSPF	<u>9.0 HSPF</u>		
BTU / Tonnage	<u>3 ton Heatpump</u>		
Labor Warranty	<u>1 Year</u>		
Parts Warranty	<u>5 Years</u>		
Compressor Warranty	<u>5 Years</u>		
Cost of Comfort System			
Optional Accessories			
Total Cost	<u>\$5300.00</u>	<u>X2</u>	<u>\$10,600.00</u>

Installation Shall Include:

All Equipment, Labor and Materials for a Complete Comfort System

- ☒ New Reinforced Equipment Pad
- ☒ Evacuate Refrigerant System
- ☒ Charge To Manufacturers Specs
- ☒ Meet All Federal, State, and Local Laws
- ☐ Make Air Tight Plenum Transition

- ☐ Remove All Existing Equipment From Premises
- ☐ Digital Programmable Thermostat
- ☐ Digital Non Programmable Thermostat
- ☒ Clean Work Area To Customers Satisfaction
- ☐ New High Efficiency Air Filter

- ☒ New Condensate Drain System
- ☐ New Condensate Pump
- ☐ New Aux. Condensate Drain Pan
- ☐ Complete System Start-up
- ☒ New Refrigeration Line Set

Terms:

Payment due upon completion

Acceptance: (customer)

By _____ Date _____ By Chad Little Date 10/8/24



Country Breeze A/C Inc.
SALES • SERVICE • INSTALLATION
LICENSED AND INSURED – NO. RM14017012
130 Cowboy Road • Palatka, FL 32177
(386) 546-4969 • countrybreezeac@gmail.com

PROPOSAL AND AGREEMENT

Customer Name Palatka Community Affairs Phone _____ Date 10/8/24
Mailing Address _____ Job Address SENIOR ACTIVITIES
City, State, Zip _____ Work Phone _____ Fax _____

OPTIONS AND EQUIPMENT SPECIFICATIONS

	OPTION 1	OPTION 2	OPTION 3
Equipment Make			
Equipment Model			
SEER Rating			
HSPF			
BTU / Tonnage			
Labor Warranty			
Parts Warranty			
Compressor Warranty			
Cost of Comfort System			
Optional Accessories			
Total Cost		Repair Existing System APPROX \$1000.00	

Installation Shall Include:

All Equipment, Labor and Materials for a Complete Comfort System.

- ☒ New Reinforced Equipment Pad
- ☒ Evacuate Refrigerant System
- ☒ Charge To Manufacturers Specs
- ☒ Meet All Federal, State, and Local Laws
- ☒ Make Air Tight Plenum Transition

- ☒ Remove All Existing Equipment From Premises
- ☒ Digital Programmable Thermostat
- ☒ Digital Non Programmable Thermostat
- ☒ Clean Work Area To Customers Satisfaction
- ☒ New High Efficiency Air Filter

- ☐ New Condensate Drain System
- ☐ New Condensate Pump
- ☐ New Aux. Condensate Drain Pa
- ☒ Complete System Start-up
- ☐ New Refrigeration Line Set

Terms: Payment due upon completion

Acceptance: (customer)

By _____ Date _____ By Chad Willis Date 10/8/24

2025-R-68 granting a special events permit to Ancient City Entertainment for the 2025 Blue Crab Festival Approval, which will be on May 23rd, 24th and 25th 2025 with setup on May 21st and 22nd.

Ancient City Entertainment is requesting permits for the 2025 Blue Crab Festival Approval, which will be on May 23rd, 24th and 25th 2025 with setup on May 21st and 22nd.

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Jeanetta Sayler of Ancient City Entertainment is requesting permits for the 2025 Blue Crab Festival Approval, which will be on May 23rd, 24th and 25th 2025 with setup on May 21st and 22nd.

Jeanetta is requesting permits for alcohol, amplified sound and road closures of Memorial Parkway from Reid Street to River Street and of St. Johns Ave. From 1st Street to 8th Street.

BACKGROUND

This is an annual event that brings thousands of people from all around. This event will include live entertainment, food, vendors, and amusements for everyone to enjoy.

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 for this annual event that people near and far look forward to every year.

ATTACHMENTS

1.	2025 Blue Crab Festival Res
2.	Blue Crab app

RESOLUTION NO. 2025-R-68

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT ANCIENT CITY ENTERTAINMENT GROUP FOR THE ANNUAL BLUE CRAB FESTIVAL WHICH WILL BE HELD MAY 23RD, 25TH, AND 26TH ; SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR ALCOHOL, AMPLIFIED SOUND AND ROAD CLOSURES OF MEMORIAL PARKWAY FROM REID ST. TO RIVER ST. AND ST. JOHNS AVE FROM 1ST TO 8TH STREET.; AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS Jeanetta Sayler has made an application to the City of Palatka for a special event permit for The Blue Crab Festival 2025.

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 Blue Crab Festival 2025 is hereby granted to Jeanetta Sayler with the following provisions and stipulations:

- a.** A Class “A” Special Events Permit is hereby granted for the event to be held on May 23rd, 24th and 25th 2025 with setup on May 21st and 22nd during the hours provided in the application.
- b.** Road closures of Memorial Parkway from Reid Street to River Street and of St. Johns Ave. from 1st Street to 8th Street 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 8th day of May 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: Jeanetta Salyer Cebollero
Address: 105 COLON AVE Email: ancientcityentertainmentgroup@gmail.com
Phone: 352 551 8985

2. Secondary Contact: Monika Bernthal
Address: _____ Email: info@stamarketplace.com
Phone: 904-671-5030

3. Event Sponsor/Organization: Ancient City Entertainment group

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Palatka Blue Crab Festival

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

Palatka Blue Crab Festival Historic Community Even
Amusements, Food, Live music

* garbage containers the city? * City covering 1/2 of Potter Potties
* police thru the city? * fire works
* Ems thru the city?

6. Event Location (911 Address): 100 Memorial Pkwy Palatka FL

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

St Johns ave from 1st st to 8th st at each block
Memorial pkwy from Reid st to River st
____ from _____ to _____
____ from _____ to _____
____ from _____ to _____
____ from _____ to _____
____ from _____ to _____
____ from _____ to _____

The night before
5/23
@ night

2 Cones for Salom - OR - Reaching out to see if she will be closed

8. Onsite representatives during the event:

Name: Robert Mercier

Cell Phone: 386 285 3553

Name: Monika Bernthal

Cell Phone: 904 671-5030

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

Date(s) of Event:	Hours:	Amplified Sound:	Alcohol:	Attendance
Setup: 5/21/25		Tent Setup on 20th		
Event: 5/22/25	6:pm to 10:pm	6: to 10:pm	noon to 10:pm	Vendor @ noon on 5/23
5/24/25	noon to 10:pm	noon to 10:pm	noon to 10:pm	
5/25/25	noon to 10:pm	noon to 10:pm	1pm to 10:pm	Ski show on Sunday 1pm
	9pm	9pm		
Breakdown: 5/26-28	8am to 5pm	Vendor inspections (chad) 5/23		
		* Rescue Fri, Sat, Sun		

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

128k peak cumulative attendance

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.

Fireworks Saturday

20x20 cooling on Hotel grounds?

Include date and time:

5/24/25 to 8:55-9:05

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

EMS

14. Number of staff/ volunteer: 20

Uniform identification: Blue Crab Shirts

REQUIRED ATTACHMENTS

- ☐ Site Plan (see checklist)

Parking

Number and location of food vendors

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

Street Closures/Barricades/Detours

Garbage Containers

Parade/Marching Route

Event Headquarters

Number and location of temporary signs/banners

Sound system(s) location

Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.

Main emergency vehicle access to site

Location of security and emergency vehicle parking on site

Carnival location (if any)

Number/location of portable toilets

- ☐ Tentative Schedule of Events

- ☐ 501(C) (3) Certificate of Exemption # _____

- ☐ Nonprofit articles of incorporation, charter and mission statement

- ☐ Consent letter (event property): property owners on which special event location is held if not city owned

- ☐ Fire resistive rating certificates (tents, fabrics, etc.)

- ☐ Example of special event vendor permits provided

- ☐ Special event certificate of insurance- city as "additional insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)

List certificates required: _____

- ☐ Alcohol liability certificate of insurance- city as "additional insured"

- ☐ Alcohol license (copy)

- ☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

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

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

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

☒ **CLASS A:** \$300.00 per day (attendance: 1,001 and up per day) Permit Filing Deadline: 60 days prior to event

☐ **CLASS B:** \$100.00 per day (attendance: 101 - 1,000 per day) Permit Filing Deadline: 60 days prior to event

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

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

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

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

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

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

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

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

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

- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.
- (d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F.S. § 768.28.

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

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

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

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

Signature of Applicant

Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 03 day of May, 2024, by Jeanette Salzer, who is personally known to me, or who has/have produced FLDL as identification.

NOTARY SEAL

JOHNNI L'RAE KRANTZ
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 388661
COMMISSION EXPIRES APR. 13, 2027

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

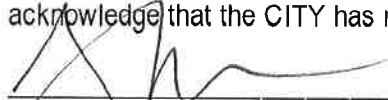
1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except into a proper disposal facility (At this time, the City of Palatka does not have 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.

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.


Signature of Applicant

Riverfront Park
Name of Facility being used

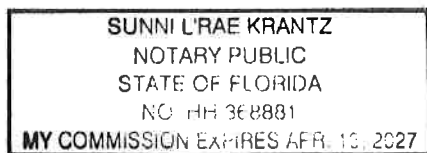
Jeanette Salyer
Print Name of Applicant

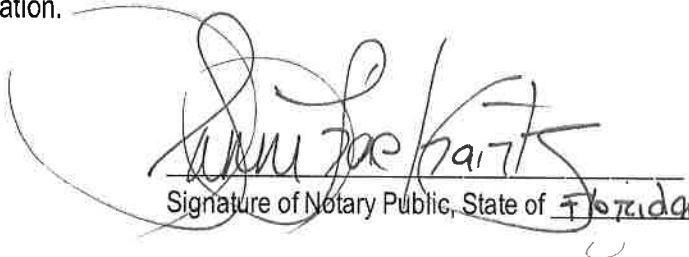
5/25 - 5/27 2025
Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 03 day of May, 2024, by Jeanette Salyer, who is personally known to me, or who has/have produced FLDL as identification.

NOTARY SEAL




Signature of Notary Public, State of Florida



EMERGENCY SERVICES SPECIAL EVENTS / FIRE WATCH

Company or Organization: RQ MUSIC LLC

911 Address of Event: 100 MEMORIAL PKWY

Contact Person: Jeanetta Salyer Phone: 352-551-8985

Email Address: ancientcityentertainmentgroup@gmail.com

Start Date of Event: 5/23/25 End Date of Event: 5/25/25

Start Time of Event: 6pm + 1 hr Travel End Time of Event: 9pm + 1 hr Travel

Owner of Property: City of Palatka Signature/Date: [Signature] 5/23/24

Our crew that works this event will be contacting this person on-site, please make sure this is the person who will be at the event.

Contact Person: Jeanetta Salyer Phone: 3525518985

Description	Actual & Travel Time	Min. Fee	Total Fee
Special Event Ambulance (2 people) Non-Fire, ALS medical, Transport capable		\$105.00 per hour (minimum 2 hours)	
Special Event Fire Truck (2 people) Non-Medical BLS medical, No Transport capability		\$105.00 per hour (minimum 2 hours)	
Special Event Utility truck (1 Person) Non-Fire, ALS medical, No Transport Capability		\$80.00 per hour (minimum 2 hours)	

Comments: _____

OFFICIAL USE ONLY			
APPROVED _____	REJECTED _____	Special Event # _____	Total Fee: _____
Fee Paid: _____		Sent to Scheduling: _____	
Signature of Reviewer _____		Date _____	

(Revised 01/22)

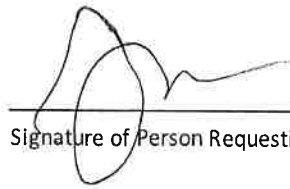
SPECIAL EVENTS AGREEMENT

The Special Events / Fire Watch form will be completed at least 10 days prior to the event. An estimate of the cost will be made based upon the number of the hours of the event. Once the estimated hours are determined, including the one hour prior to the event and one hour after the event, payment should be made at least 7 days prior to the event.

NOTE: The Final Cost will be based upon the actual number of hours in which the unit was committed. Any balances due will be billed to the sponsor. Any overpayments will be refunded based upon current policy or credited to the future events based up the request of the sponsor.

****** A minimum of two (2) hours will be billed for all special events. Events must be cancelled at least eight (8) hours prior to the event or minimum hours will be billed.

I have read and understand this agreement and wish to schedule Emergency Services Coverage for my event.



Signature of Person Requesting Coverage

5/23/24
Date

Billing Information if Different from the Front of this document:

Name: Jeanetta Selger

Address: 105 COLON AVE

City: ST AUGUSTINE State: FL Zip Code: 32084

Replacement of Primary Sludge Pumps
Replacement of Primary Sludge Pumps

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

We are submitting a request for the purchase of two Primary Sludge Pumps to replace existing equipment that is failing and aged. This upgrade is essential to maintaining operational efficiency and ensuring the reliability of our systems.

BACKGROUND

Since this was an approved capital project, the replacement of aging equipment for moving solids through the treatment process is a necessary upgrade to maintain efficiency and reliability.

PROJECT ANALYSIS

The original Primary Sludge Pumps have undergone numerous repairs over the past 37 years, but due to their age, they are no longer viable for further maintenance. To ensure continued efficiency in our treatment process, staff are requesting consent to purchase replacement pumps from TSC-Jacobs, the sole source provider for these types of pumps.

Staff Recommendation

Staff is recommending purchasing Primary Sludge Pumps from TSC-Jacobs to replace the non-repairable pumps currently in use. Given the pumps' age and inability to undergo further maintenance, this purchase is essential to maintaining operational efficiency.

ATTACHMENTS

1.	Primary Sludge Pumps
----	----------------------



P.O. Box 209 • 440 West 800 South, Salt Lake City, Utah 84110 • (801) 359-8731 • FAX: (801) 530-7531 • www.wemcopup.com



April 23, 2025

RE: WEMCO Pumps

City of Palatka, FL

WEMCO Part and Repairs

I am writing this letter to inform the necessary persons that TSC-Jacobs Florida, LLC. of Tampa, FL is the exclusive representative in the state of Florida for WEMCO Pump. They are the sole source in the state of Florida for the following WEMCO pump products used in the municipal water and wastewater plant markets.

WEMCO Torque Flow
Hydrogritter Grit System
WEMCO-Hidrostal

WEMCO Muniflo
WEMCO Chop-Flow
WEMCO Self-priming Pumps

Pump Systems Parts and Service

TSC-Jacobs Florida, LLC
11021 Countryway Blvd.
Tampa, FL 33626
813-888-5556

We look forward to a continued relationship and service. Should you have questions or need additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Dave Borrowman".

Dave Borrowman
Director of Marketing

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required: (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) TSC-Jacobs Florida, LLC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) P Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see Instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 11021 Countryway Blvd 6 City, state, and ZIP code Tampa, FL 33626 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

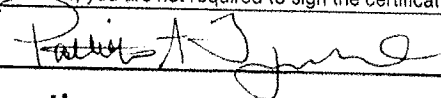
Social security number									
			-			-			
or									
Employer identification number									
3	3	-	2	0	8	2	7	6	6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person 

Date **1/10/25**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Release of Lien - 506 Moseley Ave - Richard and Valerie Frederick
Address: 506 Moseley Ave
Parcel No.: 12-10-26-3750-0010-0050
Applicant: Richard and Valerie Frederick

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Release the lien encumbering the property.

BACKGROUND

The property owners were found to be in violation of Section 30-169 - Building fronts and sides abutting streets or public areas, description: paint deteriorating. They were required to come into compliance before fines started accruing on August 16, 2023. The owners made the requested repairs and came into full compliance before the deadline. No fines were incurred.

PROJECT ANALYSIS

Staff Recommendation

Release the lien.

ATTACHMENTS

1.	Frederick - 506 Moseley Ave
2.	Release of Lien 506 Moseley Avenue 5-8-25

Prepared by:
Erin Hewes, City of Palatka
205 N 2nd Street, Palatka, FL 32177

CODE ENFORCEMENT BOARD OF THE
CITY OF PALATKA, FLORIDA

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 2023079

vs

FREDERICK RICHARD A + VALERIE H H/W, Respondent(s)

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Special Magistrate for public hearing on May 16, 2023, after due notice to the Respondent; and, the Code Enforcement Officer having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

- a) The Respondent(s) is the owner of property described as 506 MOSELEY AVE., Putnam County Tax parcel number 12-10-26-3750-0010-0050, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constituted violations of Municipal Code City of Palatka, Florida Section 30-169. Building Fronts and sides abutting streets or public areas. Description: Paint deteriorating.
- c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

IT IS ACCORDINGLY ORDERED THAT:

II. ORDER:

- a) The Respondent(s) shall correct the conditions which constitute the code violations described above on or before the 15th day of August, 2023, or if said conditions are not corrected, a fine in the amount of \$ 25.00 per day is hereby assessed and levied on the above-described property, effective on the 16th day of August, 2023, to continue until the conditions are corrected.
- b) Administrative costs will be assessed after the property is brought into compliance.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.

DONE AND ORDERED this 16th day of May 2023, at Palatka, Putnam County, Florida.

SPECIAL MAGISTRATE FOR THE CITY OF PALATKA, FLORIDA

BY


Ronald Brown, Esq.

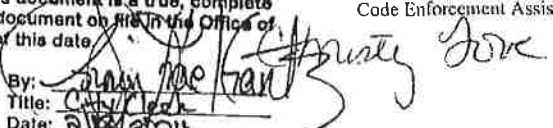
I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by certified mail, ☒ first class mail, to the Respondent and/or authorized representative at PO BOX 429 PALATKA, FL 32178-0429, this 12 day of February, 2023 2024



CITY OF PALATKA, FLORIDA

I hereby certify that this document is a true, complete and correct copy of a document on file in the Office of Community Affairs as of this date.

Erin Hewes
Code Enforcement Assistant

By: 

Title: City Clerk

Date: 2/16/24

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

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023079, recorded at Official Record Book 1744, Page 861 on May 16, 2023, arising out of code violations at 506 Moseley Avenue, Palatka, Florida 32177 against the owner of the property, Richard and Valerie Frederick.

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

Description of Property:
Address: 506 Moseley Avenue, Florida
Parcel No.: 12-10-26-3750-0010-0050

DATED THIS 8th day of May 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Release of Lien - 1100 Washington Street - Lewis Palatka Bulk Plant LLC
Address: 1100 Washington St.
Parcel No.: 42-10-27-6850-1940-0400
Applicant: Lewis Palatka Bulk Plant, LLC

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Reduce pending code enforcement lien

BACKGROUND

This property was subject to several code enforcement liens totaling \$18,450 and incurring a \$75 daily fine. The property owner has spent approximately \$10,000 making the necessary improvements to bring the property into compliance.

PROJECT ANALYSIS

Staff Recommendation

The staff recommendation is to reduce the lien to \$2500.

ATTACHMENTS

1.	1100 Washington St
2.	Release of Lien 1100 Washington St 5-8-25

RECEIVED

Ronald Brown
Special Magistrate



Jonathan C. Griffith
Interim City Manager

Eddie Cutwright
Community Affairs Director

Jane West, Esq.
City Attorney

David Green
Code Enforcement Officer

Christy Lowe
Code Enforcement Officer

Special Magistrate Hearing meeting 3rd Tuesday
of each month at 1.30 p.m.

APPLICATION FOR LIEN REDUCTION

*Note, property MUST be in compliance. A lien reduction will not be processed unless all violations are in compliance. Do not submit an application for lien reduction if code violations still exist.

Date of request: April 14th, 2025 Case #: _____

Applications must be submitted no less than fifteen (15) days prior to the next regularly scheduled Special Magistrate hearing. Special Magistrate hearings are held on the third Tuesday of every month.

Applicant information:

Requestor: Wenda Lewis

Affiliation with property: _____

(i.e.: owner, broker, etc.) Owner

Address where correspondence should be sent:

P.O. Box 141286

Gainesville, FL 32614

City _____ State _____ Zip Code _____

Phone Number: 352/376-3293 x 7225

E-mail address: wlewis@lewisotlco.com

Property information:

Property address: 1100 Washington Street

Palatka, FL 32077

City _____ State _____ Zip Code _____

Parcel Identification Number: 42-10-27-6850-1940-0400

Is the property vacant: Yes ☒ No If yes, for how long? _____

Storage

Full Name of Owner: Lewis Palatka Bulk Plant, LLC

If you are not the owner, attach authorization to be acting on behalf of the owner to this application.

1. Is property currently owned by a bank or a trust? Yes ☒ No

Name of Bank/Trust: _____

2. Does the bank/trust have interest in other properties? Yes ☒ No

3. Was the property that is subject of this request foreclosed? Yes ☒ No

4. Is this property the subject of bankruptcy? Yes ☒ No (If yes, attach judgment)

5. Was this property acquired through a tax deed? Yes ☒ No

6. Are there any liens, other than the City of Palatka's lien(s), on this property? Yes ☒ No (If yes, attach liens)

7. Is this property under contract to be sold? Yes ☒ No (If yes, what is the estimated closing date? _____.)

*Note: There are no assurances the settlement process will be able to meet your closing timeframe. Please allow sufficient time for the lien settlement process.

8. Does the applicant own other property in the City of Palatka? Yes ☒ No

If yes, are there active code enforcement cases or liens on any of those properties? Yes ☒ No

9. Has the applicant previously requested a lien reduction on this property or another property in the City of Palatka? Yes ☒ No

10. Is the applicant the owner of the property when the lien was placed on the property? Yes ☒ No

If not, did the applicant have knowledge of the lien prior to taking title to the property? Yes ☒ No. If no, explain why: N/A

11. What was the approximate cost of correcting the violation(s)? \$ \$10,000.00

12. What is the tax assessed value of the property? \$ 46,000

FINE AMOUNT DUE as of the date of the application for lien reduction: \$ \$2,500.00

Daily fine (if applicable): \$ 75.00

Please describe your situation: (Include any factors such as economic, physical, mental, that may demonstrate a hardship. You may attach any additional documents for consideration)

Under penalty of perjury, the undersigned swears or affirms that the information provided in this application is true and correct; and further acknowledges that I was given an opportunity to ask questions regarding the procedures.

Wendal Lewis

Applicant's Signature

Date: 4/14/25

State of Florida
County of Alachua

The foregoing was sworn and subscribed before me on this 14th day of April, 2025, by Wendal Lewis, Mgr, who is personally known to me/or who has produced _____ as identification and appeared before me at the time of notarization.

Notary
Seal



Kristi Lea Gillum

Notary Public Signature

Kristi Lea Gillum

Notary Public – print name







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

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023167, recorded at Official Record Book 1744, Page 863 on January 16, 2024, arising out of code violations at 1100 Washington St., Palatka, Florida 32177 against the owner of the property, Lewis Palatka Bulk Plant LLC

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

Description of Property:
Address: 1100 Washington Street
Parcel No.: 42-10-27-6850-1940-0400

DATED THIS 8th day of May 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	City of Palatka Funding Request Policy
----	--

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.

City of Palatka Funding Request Policy

February 13, 2025

Purpose

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

Scope

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

Eligibility Criteria

1. Nonprofit Status:

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

2. Benefit to the City of Palatka:

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

3. Compliance with Applicable Laws:

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

Funding Request Process

1. Submission:

All funding requests must be submitted to the City Clerk's office in writing and must include the following:

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

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

- A budget outlining how the requested funds will be allocated.
- Proof of nonprofit status.
- Documentation demonstrating the impact of the project or program on the City of Palatka.
- A timeline for the project, if applicable, within the fiscal year requested.

2. Deadline:

Requests for funding must be submitted between May 15th to June 30th to be considered for inclusion in the following year's fiscal budget cycle. At the July Commission Budget workshop, presentations will be made by the non-profit organization. Emergency requests submitted during the next fiscal year shall be limited to \$1,500 and the requester must indicate in the application the basis for the emergency. Allocation of funding in all instances is wholly within the discretion of the City Commission, based upon the availability of funds.

3. Review and Evaluation:

The City Manager and Finance Director (the review committee) will evaluate all funding requests based on the following criteria:

- Alignment with the City's priorities and strategic goals.
- Potential benefit to the community of Palatka, including economic, cultural, environmental, or social impacts.
- Feasibility and sustainability of the project or program.
- Organizational capacity and track record of the applicant organization.
- Clear and measurable outcomes.

4. Approval Process:

The review committee will make recommendations based on the evaluation of each funding request. The City Commission will make the final decision on the approval and disbursement of funds during a public meeting.

Funding Conditions

1. Disbursement:

If approved, funding will be disbursed in accordance with the terms outlined in the funding agreement between the City of Palatka and the nonprofit organization. Funds may be distributed as a lump sum or in installments, based on the nature of the project.

2. Reporting Requirements:

Organizations receiving funding must submit a report to the City of Palatka within thirty (30) days after completion of the funded project or program. The report must include:

- A summary of the project or program.
- A breakdown of expenditures.
- Evidence of the project's impact on the City of Palatka, including any measurable outcomes.
- Any challenges faced and lessons learned.

3. Use of Funds:

Funds must be used exclusively for the purposes outlined in the approved request. Any deviation from the approved project or budget requires prior written approval from the City.

4. Audit and Oversight:

The City of Palatka reserves the right to audit the use of funds at any time to ensure compliance with the terms of the funding agreement.

Conclusion

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

Effective Date:

This policy shall be effective as of _____. 2025.

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Annually, HCT Certified Public Accountants and Consultants, LLC were engaged by the City of Palatka, Florida to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. The objective of which would be the expression of an opinion or conclusion, respectively, on the sales report. These procedures were completed and the report has been issued by the auditors.

PROJECT ANALYSIS

Staff Recommendation

Review and accept the report.

ATTACHMENTS

1.	Palatka Golf Course AUP Report_FY2024_Issued
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HEARTZ GOLF, LLC
AND
THE CITY OF PALATKA, FLORIDA

Agreed-Upon Procedures Report,
For the Year Ended September 30, 2024



HCT Certified Public Accountants and Consultants, LLC
3816 Hollywood Blvd., Suite 203
Hollywood, FL 33021
Tel: (954) 966-4435
Fax: (954) 962-7747

HEARTZ GOLF, LLC
AND
THE CITY OF PALATKA, FLORIDA

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Heartz Golf, LLC and City of Palatka, Florida

We have performed the procedures described in the attached Schedule on the monthly and annual receipts and sales reports of Heartz Golf, LLC at the City of Palatka Golf Course (the "sales report") as of and for the year ended September 30, 2024. The Heartz's Golf, LLC's management is responsible for the sales report in accordance with the Franchise License Agreement for the Operations, Management and Maintenance of the Property at the City of Palatka Municipal Golf Course, dated January 26, 2017 and the subsequent amendment dated September 23, 2021 (the "franchise agreement").

Heartz Golf, LLC and the City of Palatka, Florida (the "specified parties") has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting users in understanding the sales reports of the specified parties as of September 30, 2023. Additionally, the specified parties have agreed to and acknowledged that the procedures performed are appropriate for their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are described in the attached schedule Exhibit !.

We were engaged by the City of Palatka, Florida to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the sales report. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the specified parties and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the specified parties and is not intended to be and should not be used by anyone other than those specified parties.

HCT Certified Public Accountants & Consultants, LLC

Hollywood, Florida

April 30, 2025

Exhibit I
Agreed Upon Procedures
Heartz Golf, LLC and the City of Palatka, Florida

Procedure	Procedure Description	Findings
1)	Obtain the “Sales Detail by Department” reports for the Palatka Golf Club from Heartz Golf, LLC for the fiscal year ended September 30, 2024 (the “annual report”) and also for each individual month’s activity during that fiscal year (the “monthly reports”).	HCT obtained the reports from Heartz Golf, LLC.
2)	Obtain Franchise License Agreement for the Operations, Management and Maintenance of Property at City of Palatka Municipal Golf Course and any subsequent amendments (the “franchise agreement”) from the City of Palatka, Florida.	HCT obtained the franchise agreement from the City of Palatka.
3)	Foot and cross-foot the reports referenced in #1.	No exceptions noted.
4)	Recalculate annual report line items to the item category level by totaling the sum of all the monthly reports and agreeing to the respective lines on the annual report.	No exceptions noted.
5)	Haphazardly select three monthly reports from those referenced in #1 and obtain daily “Sales Detail by Department” reports (the “daily reports”) from Heartz Golf, LLC for each calendar day of those three months.	HCT haphazardly selected April 2024; May 2024 and June 2024 and obtained the daily reports from Heartz Golf, LLC.
6)	Recalculate monthly report line items to the item category level by totaling the sum of all of the daily reports and agree to the respective lines on the monthly report for the three months selected in #5.	No exceptions noted.
7)	Haphazardly select twenty-five daily reports from those referenced in #5 and obtain all supporting receipt records from Heartz Golf, LLC for those days. Supporting receipt records are defined as those required by the franchise agreement in Article 6 and Article 7.	HCT haphazardly selected twenty-five daily reports and obtained the supporting records from Heartz Golf, LLC for those days.
8)	Agreed amounts reported in the twenty-five daily reports selected in #6 to the supporting receipt records obtained in #7.	No exceptions noted.
9)	Using the annual report reference in #1 and the franchise agreement reference in #2, recalculate the payment due from Heartz Golf, LLC to the City of Palatka in accordance with the franchise agreement for the fiscal year ended September 30, 2024.	No exceptions noted.

ORDINANCE 2025-11 Reversion of Business Tax Receipts for insurance companies in compliance with Fla. Stat. 205.042. (First Reading)

STAFF REPORT

DATE: May 8, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Ordinance 2025-11 Appendix A Business Tax_
----	--

ORDINANCE NO. 2025-11

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA,
AMENDING THE PALATKA MUNICIPAL CODE
COMBINING SECTIONS 30-214 VACANT STRUCTURE
REGISTRATION AND 30-215 FORECLOSED, BLIGHTED,
UNSECURED, OR ABANDONED STRUCTURE
REGISTRATION; AND AMENDING APPENDIX A (FEE
SCHEDULE) OF THE MUNICIPAL CODE OF THE CITY
OF PALATKA AS IT PERTAINS TO FEES AND OTHER
CHARGES RELATING TO: CHAPTER 10. ALCOHOLIC
BEVERAGES, CHAPTER 30 REGISTRATION OF VACANT,
BLIGHTED, UNSECURED OR ABANDONED
STRUCTURES, CHAPTER 50. PARKS AND RECREATION,
CHAPTER 54. PLANNING, CHAPTER 62. SIGNS,
CHAPTER 74. SUBDIVISIONS, CHAPTER 78. TAXATION,
CHAPTER 94. ZONING; PROVIDING FOR CONFLICT,
SEVERABILITY, EFFECTIVE DATE, AND SCRIVENER'S
ERRORS.**

WHEREAS, the City of Palatka annually modifies its fee schedule within Appendix A of the City's Code of Ordinances to reflect the changes the City will adopt in the new fiscal year's budget; and

WHEREAS, an exemption to the requirement for a business impact estimate exists for Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget Fla. Stat. 166.041(4)(c)3; and

WHEREAS, the City deems it in the best interest of its citizens to have one place in the code section for registration of vacant structures and foreclosed, blighted, unsecured, or abandoned structures.

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

Section I. The certain portion of the City of Palatka Municipal Code designated as Sec. 30-214 and Sec. 30-215 are hereby amended as follows:

Sec. 30-214. Available

Sec. 30-215. – Vacant structure and foreclosed, blighted, unsecured or abandoned structure registration.

(a) After any owner of real property allows his/her property to become blighted, unsecured or abandoned structure, as defined in this article, the owner shall register the property with the enforcement officer.

An owner or mortgagee is presumed to have knowledge that a property is vacant/abandoned, blighted, or unsecured, as those terms are defined herein, after the passage of 30 days from the time said condition occurs, or upon receiving actual notice of same from the city or its designee, whichever occurs first.

(b) The registration shall be submitted on designated forms and shall, at a minimum, include the following information supplied by the owner:

(1) A description of the premises, including address, legal description and folio number;

(2) The names, addresses, e-mail addresses and contact telephone numbers of the owner, or agents that can be contacted within 24 hours;

(3) The names, addresses and contact numbers of all known lien holders and all other parties with an ownership interest in the structure;

(4) A plan and timeline for bringing the structure into compliance; and

(5) Written consent by the owner allowing the city police department to enforce the trespassing penalties described in F.S. § 810.08.

(c) The owner shall comply with all applicable laws and codes and close all outstanding City Code violations, unless waived by the appropriate department or agency.

(d) The owner shall submit a plan and timeline, as described in subsection (b)(4) to be approved by the enforcement officer. The enforcement officer shall require completion of the plan within a reasonable time, not to exceed 90 days. Any repairs, improvements or alterations to structures must comply with any applicable housing and/or building codes.

(e) The owner shall notify the enforcement officer of any changes to the information supplied on the registration immediately. All plan and timeline revisions and extensions must be approved by the enforcement officer or the city manager's designee.

(f) The owner of an abandoned or vacant real property or blighted real property or unsecured real property shall pay a registration fee:

(1) The fee shall be as set forth within Appendix A

(2) The registration fee shall be paid in full prior to the issuance of any permits to repair or rehabilitate with the exception of a demolition permit.

(3) All delinquent registration fees, including interest, shall be paid by the owner prior to any transfer of ownership interest. If the fees are not paid prior to transfer, the new owner shall be responsible for all outstanding fees no later than 30 days after the transfer of ownership and subsequent registration fees shall be due and payable in accordance with this article.

(4) The registration fee is reasonably related to the administrative costs for processing the registrations and monitoring of the blighted, unsecured, or abandoned structures. Increasing fees reflect growing costs of identifying, regulating, monitoring and policing of deteriorating structures.

(g) The enforcement officer shall keep a file for all registered blighted, unsecured or abandoned structures, which shall include any information from interested parties or citizens regarding the history, problems, status or blighting influence of such structure.

(Ord. No. 14-11, § II, 5-8-2014)

Section II. Appendix A, Chapter 10. Alcoholic Beverages, Chapter 30 Registration Of Vacant, Blighted, Unsecured Or Abandoned Structures, Chapter 50. Parks And Recreation, Chapter 54. Planning, Chapter 62. Signs, Chapter 74. Subdivisions, and Chapter 94. Zoning, shall be and the same is hereby amended to read as set forth in Exhibit A attached hereto and by this reference incorporated herein.

Section III. All ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of such conflict.

Section III. If any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section, subsection, or part of this ordinance.

Section IV. This Ordinance shall take effect upon its passage as provided by law.

Section V. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

Section VI. SCRIVENER'S ERRORS: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this

Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 10th day of April, 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 LEGALITY:

CITY ATTORNEY

Coding: Words in strikeout type are deletions from existing text.
 Words in underline type are additions.

EXHIBIT A
APPENDIX A - FEE SCHEDULE

The various fees and charges referred to in the Code are set out in the following schedule:

Chapter 1. General Provisions

§ 1-11(a). Court costs assessment for use in law enforcement education and training programs
.....\$2.00

Chapter 10. Alcoholic Beverages

§ 10-1. Alcoholic beverages, scope and applicability.

(a) Alcohol beverage license administrative review fee\$100.00

(Ord. No. 14-25 , § III, 9-25-2014)

Chapter 14. Animals

§ 14-12. Fees for redemption of impounded cats or dogs in heat (estrus) to be charged in addition to the per day impoundment fees under subsection 14-96(a)\$65.00

§ 14-67. Annual fee for certification of registration for a dog classified as dangerous
.....
\$250.00

§ 14-96. Impoundment and redemption fees.

(a) *Impoundment*. A fee of \$10.00 shall be charged to the owner for each day, or fraction thereof, of impoundment, for feeding and caring for such animal. The city manager shall have the discretion to waive any portion or all of the impoundment fee if the animal would otherwise be destroyed.

(b) *Redemption from impoundment*.

(1) First redemption by the owner within calendar year\$25.00

(2) Second redemption by the owner within calendar year\$45.00

(3) Each redemption by the owner thereafter within calendar year.....\$65.00

§ 14-97. Deposit for redemption of unvaccinated animal\$30.00

(Ord. No. 14-25 , § III, 9-25-2014)

§ 14-98. Adoption fee for impounded animal redeemed by person other than owner, when animal already sterilized and vaccinated \$20.00

§ 14-121. Redemption Fees for quarantine of rabid animal (bite cases) to be charged in addition to the per day impoundment fees under subsection 14-96(a):

(a) Redemption from impoundment to quarantine (first offense).....\$25.00

(b) Redemption from impoundment to quarantine (second and subsequent offenses).....\$50.00
(Ord. No. 98-27, § 1, 12-15-1998; Ord. No. 10-33, § 8, 12-9-2010)

Chapter 18. Buildings and Building Regulations

§§ 18-268 through 18-348. Reserved.

Editor's note— Ord. No. 2023-21 , § IV (Exh. A), adopted Sept. 28, 2023, repealed §§ 18-268—18-348, which pertained to Buildings and Building Regulations fees and derived from (Ord. No. 07-11, § I, adopted May 24, 2007; Ord. No. 13-41, § I, adopted Sept. 26, 2013; Ord. No. 14-28 , § 20, adopted Oct 23, 2014.

Chapter 22. Cemeteries

§ 22-4. Prices for lots and permits in city cemeteries:

- (1) Adult lot (5 ft. × 10 ft.).....\$750.00*/**
- (2) Infant or cremains-only lot (2.5 ft. × 5 ft.).....\$375.00*/**
- (3) Burial permit\$150.00***
- (4) Burial permit when permit is not obtained prior to burial\$300.00****
- (5) Site marking fee.....\$25.00
- (6) Monument fee.....\$25.00
- (7) Document and administration fee.....\$90.00

* Plus, applicable doc stamps and recording fees, to be collected at the time of lot sale.

** Cremains may be interred in an adult or infant lot or cremains-only lot, or in an existing adult or infant gravesite at the head or foot of the casket, or in addition to an existing urn in a cremains-only lot.

*** All burial permit requests shall be made at least one full business day prior to burial preparation during regular cemetery office hours.

**** Fee may be reduced by the city manager in emergency situations.

(Ord. No. 07-17, § II, 9-28-2007; Ord. No. 13-41, § II, 9-26-2013; Ord. No. 07-17, § II, 9-28-2007; Ord. No. 13-41, § II, 9-26-2013; Ord. No. 14-17 , § 3, 7-10-2014; Ord. No. 15-38 , § VII, 10-22-2015; Ord. No. 2023-21 , § IV(Exh. A), 9-28-2023)

Chapter 34. Fire Prevention and Protection

Value of construction for permits will be determined by the most recent publishing of the ICC Building Valuation Data, which estimates per square foot value according to the type of construction and building use. Building use shall be based on the predominant occupancy classification for the majority of the structure per floor.

Fire Prevention Building Permit Fees	
New construction and major renovation value of the predominate occupancy classification, multiplied by the total square footage of the structure under the roof, multiplied by 0.15% (min. fee \$100.00) This includes all applicable fire safety inspections necessary for completion of project (Reinspection fees below)	Includes alarm sprinkler system, fire flow water systems and hood suppression systems on the project. Unless submitted as separate permits. Applied to new construction and major renovation of stand-alone primary use structures of a commercial nature. Included are apartments, condominiums, resorts, stores, offices, restaurants, and industrial occupancies.
Minor renovations and change use value of the actual work being done, multiplied by 0.15% (Min. fee \$100.00) This includes all applicable fire safety inspections necessary for completion of project. (Reinspection fees below)	Includes alarm, sprinkler system, fire flow water systems and hood suppression systems on the project. Unless submitted as separate permits. Applied to minor renovations and change of use of structures of a commercial nature. Included are apartment, condominiums, resorts, stores, offices, restaurants, and industrial occupancies.
Fire Prevention Reinspection Fees	
First reinspection	\$ 50.00
Second reinspection	\$ 80.00
Additional reinspection	\$100.00
Nuisance alarm fee (more than two calls, same issue, within 12 months)	\$150.00

Fire Prevention Stand-Alone Permits	
Fire alarm permit—FACP and up to 20 devices (incl. two site inspections)	\$100.00
Additional devices over 20	\$1.50/device
Reinspection fees shall be accrued according to the reinspection section of this schedule where the inspections exceed the two-trip limits	
Fire sprinkler system permit (incl. three site inspections for a single riser and up to 50 heads)	\$125.00
Additional sprinkler heads	\$1.00 (per sprinkler head)
Additional sprinkler risers	\$50.00 (per sprinkler riser)
Reinspection fees shall be accrued according to the reinspection section of this schedule where the inspections exceed the three-trip limits.	
Hood and suppression system (incl. two site inspections)	\$100.00
Reinspection fees shall be accrued according to the reinspection section of this schedule where the inspections exceed the three-trip limits.	
Gas/fuel systems (incl. three site visits and up to five gas convenience outlets)	\$100.00

Additional gas convenience outlet	\$10.00 (per outlet over five)
Eight or more outlets may require an emergency management review based on location	\$50.00
Reinspection fees shall be accrued according to the reinspection section this schedule where the inspections exceed the three-trip limits.	
Special Permits (All Include 1 Site Visit Where Applicable)	
Sign permits	\$50.00
Tents and membrane structures	\$50.00
Fireworks sales (temporary)	\$50.00
Fireworks sales (wholesale or retail)	\$50.00/year
Fireworks displays	\$50.00 + stand-by fee
Fire stand-by fee*	\$75.00 + \$50.00/hr. (two-hour min.)
Explosives (blasting operations)	\$50.00/event
Explosives (blasting operations) annual	\$250.00/year
Explosives (manufacture, sale, storage)	\$50.00/year
Mobile food service vendors	\$50.00/event
Mobile food service vendors	\$250.00/year

* Fire stand-by fee includes one engine and two firefighter II personnel. Stand-by time for calculating purposes includes 30 minutes prior to and 30 minutes after the event for set-up and break-down time.

(Ord. No. 19-06 , § I(Exh. 1), 2-14-2019; Ord. No. 2023-21 , § IV (Exh. A), 9-28-2023)

Chapter 46. Offenses and Miscellaneous Provisions

§ 46-163. Fee for redemption of abandoned shopping cart impounded by city.

- (a) Redemption fee under section 46-163(a): \$10.00 for each cart to cover minimal retrieval cost and, in addition thereto, \$0.50 per day for storage for each cart.
- (b) Redemption fee under section 46-163(b): \$10.00.

Chapter 50. Parks and Recreation

§ 50-150. Special permits—Fees.

- a. Park permits—See section 50-281, special events schedule of fees.
- b. Rentals (all rental fees include tax).
 - i. Booker Park Pavilion and kitchen (hours of operation 9:00 a.m. - 8:30 p.m.)**
 - 1. Full day.....\$250.00**
 - 2. Requires, cleaning fee minimum.....\$50.00
 - ii. Price Martin Community Center (hours of operation 9:00 a.m.—10:30 p.m.)**
 - 1. Per hour\$60.00*
 - 2. Full day.....\$450.00**+
 - 3. +Requires, cleaning fee minimum\$50.00
 - iii. Bronson House (hours of operation 9:00 a.m. - 10:00 p.m.)***
 - 1. Per hour\$100.00*
 - 2. Full day.....\$800.00***
 - 3. +Requires, cleaning fee minimum\$75.00
 - iv. Any park gazebo, picnic pavilion or open space, rental only (hours of facility rental operation 8:00 a.m. - 6:00 p.m.)*
 - 1. Per hour\$20.00
 - 2. Full day.....\$150.00
 - 3. +Requires, cleaning fee minimum\$25.00
 - v. Forrester, Fred Green and Shaw Buck Ballfields (hours of operation 9:00 a.m. - 8:30 p.m.

1. Monday—Friday per day.....\$75.00*
 2. Saturday, Sunday.....\$150.00*
 3. +Requires, cleaning fee minimum\$25.00
- vi. River Center (hours of operation 9:00 a.m.—10:30 p.m.) **
1. Meeting room, per hour.....\$40.00*
 2. Building and roof, per hour (not to include lobby during operating hours).....\$100.00**
 3. Rooftop, per hour (not to include lobby during operating hours).....\$50.00**
 4. Building and roof, full day (not to include lobby during operating hours).....\$650.00**
 5. +Requires, cleaning fee minimum\$50.00
- vii. Jenkins Community Center (hours of operation 9:00 a.m. - 10:30 p.m.)
1. Multipurpose room, per hour.....\$60.00
 2. Multipurpose room, full day.....\$450.00**

* Requires \$50.00 deposit.

** Requires \$250.00 deposit

***Requires \$300.00 deposit

+Requires \$50.00 cleaning fee minimum

++ Early access rate is \$25.00 per hour maximum of two hours

In the event additional treatment, excessive cleaning, facility tables and chairs are not broken down and put up and/or damage repairs are required to return the facility to its operating opening state, an additional fee will be assessed prior to release of the deposit. Additional fee for cleaning services would be \$25.00/hr.

The City of Palatka reserves the right upon review to require the presence of one or more police officers at a cost of \$34.00 an hour per officer during any event.

(Ord. No. 13-41, § III, 9-26-2013; Ord. No. 14-25 , § IV, 9-25-2014; Ord. No. 18-07 , § I(Exh. 1), 9-27-2018; Ord. No. 21-32 , § I(Att.), 9-23-2021; Ord. No. 2022-23 , § I(Att.), 9-22-2022; Ord. No. 2023-21 , § IV(Exh. A), 9-28-2023)

§ 50-281. Division 4—Special events schedule of fees.

Attendance is based upon historical data. In a case where no historical data is available, the minimum fee shall be based on the lowest per day fee. Attendance formula means the total attendance divided by the number of days of operation.

Permit fees—Per day:

Attendance Rate	Permit Fee
"Class A" permit fee per day attendance of 5'000 plus	\$400.00
"Class B" permit fee per day attendance of 1'001 to 5,000	\$300.00
"Class C" permit fee attendance of 101 to 1,000	\$100.00
"Class D" permit fee attendance of 10 to 100	\$50.00

Note: School district events occurring on school district property are exempt from application fees but not from fees for service.

Daily fees for special events with an estimated attendance of more than 30,000 for any one day shall be set by the city commission.

Fees for services provided by city personnel:

The following fees are for police and fire personnel, and the building inspector assigned to special duty to provide security services for all special events:

Police personnel	\$45.00 per hour (two-hour minimum)
Fire personnel	\$45.00 per hour (two-hour minimum)
Building inspector	\$45.00 per hour (two-hour minimum)
Public works personnel	\$45.00 per hour (two-hour minimum)
Community affairs personnel	\$45.00 per hour (two-hour minimum)

(Ord. No. 03-23, Art. IV, 10-23-2003; Ord. No. 13-41, § III, 9-26-2013; Ord. No. 14-02 , § II(Exh. B), 1-9-2014; Ord. No. 18-07 , § I(Exh. 1), 9-27-2018; Ord. No. 21-32 , § I(Att.), 9-23-2021; Ord. No. 2022-23 , § I(Att.), 9-22-2022)

Chapter 54. Planning

§ 54-78. Historic districts.

- (a) Historic district certificate of appropriateness\$350.00
- (b) Historic district certificate of appropriateness (after the fact)\$500.00
- (c) Historic district certificate of appropriateness (administrative review).....\$50.00
- (d) Historic district creation/expansionNo fee

(Ord. No. 14-25 , § VI, 9-25-2014; Ord. No. 19-16 , § I(Exh. 1), 9-26-2019; Ord. No. 2022-23 , § I(Att.), 9-22-2022)

Chapter 62. Signs

§ 62-49. Sign permit fees.

- (a) Cost valuation with minimum permit fee (includes a site visit) of \$100.00
- (b) Additional fees include: Plan review and any additional required inspections (i.e. footing and electrical)
- (c) An electrical permit will be required if illuminated

(Ord. No. 07-11, § I, 5-24-2007; Ord. No. 13-41, § IV, 9-26-2013)

Chapter 66. Solid Waste

§ 66-2. Residential container(s):

- (1) The deposit is the amount as defined in section 86-312 of appendix "A" shall apply.
- (2) Residential container replacement fee for damaged or stolen cans.....\$90.00
- (3) Extra residential container fee.....\$90.00

(Ord. No. 13-41, § V(1), 9-26-2013; Ord. No. 17-21 , § III, 9-28-2017; Ord. No. 18-07 , § I(Exh. 1), 9-27-2018; Ord. No. 19-16 , § I(Exh. 1), 9-26-2019; Ord. No. 20-05 , § I(Exh. 1), 9-24-2020; Ord. No. 21-23 , § I(Att.), 9-23-2021; Ord. No. 2022-23 , § I(Att.), 9-22-2022)

§ 66-3(b). Commercial and nonresidential garbage containers:

Commercial and nonresidential container fee*:

- (1) ½ yard.....\$90.00
- (2) 1-yard.....\$470.00
- (3) 2-yard.....\$595.00
- (4) 4-yard.....\$775.00
- (5) 6-yard.....\$1,015.00
- (6) 8-yard..... \$1,160.00

(7) A special container fee for containers with a different configuration from normal top load containers shall be at cost.

(8) Special use container(s) service fee.....\$165.00

* Fee shall be assessed upon creation of a new commercial or nonresidential account and upon replacement of container(s) unless the account is less than six months old.

Fee for picking up and cleaning garbage containers.....Actual cost

(Ord. No. 17-21 , § III, 9-28-2017; Ord. No. 18-07 , § I(Exh. 1), 9-27-2018; Ord. No. 19-16 , § I(Exh. 1), 9-26-2019; Ord. No. 20-05 , § 1(Exh. 1), 9-24-2020; Ord. No. 21-32 , § I(Att.), 9-23-2021; Ord. No. 2022-23 , § I(Att.), 9-22-2022)

§ 66-4. Bulk waste items.

(a) Bulk waste collection under two cubic yards, per cubic yard, per pickup.....\$20.17

(b) For each bulk waste collection equal to or greater than two cubic yards, per cubic yard, per pickup\$34.50

(Ord. No. 17-21 , § III, 9-28-2017; Ord. No. 18-07 , § I(Exh. 1), 9-27-2018; Ord. No. 19-16 , § I(Exh. 1), 9-26-2019; Ord. No. 20-05 , § 1(Exh. 1), 9-24-2020; Ord. No. 21-32 , § I(Att.), 9-23-2021; Ord. No. 2022-23 , § I(Att.), 9-22-2022; Ord. No. 2023-21 , § IV (Exh. A), 9-28-2023)

§ 66-9. Garbage collection rates.

(a) For each residence, apartment or other single-family dwelling unit.....\$27.10

(b) For each commercial enterprise or business establishment and any building or occupancy other than single-family, per cubic yard per pickup \$6.93

(Ord. No. 02-12, § 1, 9-26-2002; Ord. No. 04-30, § 1, 9-23-2004; Ord. No. 06-41, § 1, 10-1-2006; Ord. No. 08-09, § 1, 9-25-2008; Ord. No. 11-46, § 1, 9-22-2011; Ord. No. 13-41, § V(1), 9-26-2013; Ord. No. 13-41, § V(2), 9-26-2013; Ord. No. 14-25 , § VII, 9-25-2014; Ord. No. 16-45 , § I, 10-13-2016; Ord. No. 17-21 , § III, 9-28-2017; Ord. No. 18-07 , § I(Exh. 1), 9-27-2018; Ord. No. 19-16 , § I(Exh. 1), 9-26-2019; Ord. No. 20-05 , § 1(Exh. 1), 9-24-2020; Ord. No. 21-32 , § I(Att.), 9-23-2021; Ord. No. 2022-23 , § I(Att.), 9-22-2022; Ord. No. 2023-21 , § IV(Exh. A), 9-28-2023)

Chapter 70. Streets, Sidewalks and Other Public Places

§ 70-31(c). Permit fee for placing wares/items on sidewalk in DB and DR zoning districts\$25.00

(Ord. No. 10-31, § 7, 10-28-2010)

Chapter 74. Subdivisions

Fee Schedule:

- (a) Street vacation/abandonment....\$750.00 **plus advertising fees**
- (b) Subdivision Development Plan or Preliminary Plat review.....\$1,000.00 **plus advertising fees**
- (c) Final plat base fee.....\$1,000.00 **plus advertising fees**
- (d) Fee for filing final plat (for each lot contained in the subdivision)\$5.25
- (e) Lot split.....\$250.00 **plus advertising fees**
- (f) Developer agreement, including PUD\$2,000.00 **plus advertising fees**

(Ord. No. 13-41, § VI, 9-26-2013; Ord. No. 18-07 , § I(Exh. 1), 9-27-2018; Ord. No. 19-16 , § I(Exh. 1), 9-26-2019; Ord. No. 21-32 , I(Att.), 9-23-2021; Ord. No. 2022-23 , § I(Att.), 9-22-2022; Ord. No. 2023-21 , § IV(Exh. A), 9-28-2023)

Chapter 78. Taxation

§ 78-165. Transfer of business tax.

- (a) Transfer on sale of business or transfer from one location to another location: Ten percent of the annual business tax receipt fee, but not less than \$10.00 or more than \$75.00.

(Ord. No. 13-17, § 3, 9-26-2013; Ord. No. 2023-21 , § IV(Exh. A), 9-28-2023)

§ 78-170. Business tax schedule.

- (a) An initial registration fee shall be charged per applicant.....\$50.00
- (b) An initial registration fee of \$30.00 shall be charged to all insurance agencies, both inside and outside the city limits, with a 5% increase applied every other year, beginning on October 1, 2025.
- (c) The following categories and tax amounts are provided:
 - Arts and Entertainment (Examples include art galleries, carnival, sporting venues, theatre)
.....\$250.00
 - Coin, slug or card operated machines, other than Electronic Gaming Establishments, per machine
.....\$8.00
 - Industrial (Examples include manufacturers, concrete plant, foundry, sawmill, packing house)
.....\$60.00
 - Medical (Examples include ambulance service, medical practitioners, hospital, nursing home)
.....\$160.00
 - Professional (Examples include attorney, insurances, funeral, tax preparer, engineer)\$60.00
 - Retail (Examples include fueling stations, auto dealers, merchandise sales, florist, general store)
.....\$115.00

Service (Examples include salon, storage, lawn maintenance, shipping).....\$50.00

Trades (Examples include plumber, painter, hauling, building contractor, signs).....\$50.00

Utility (Examples include power agency, gas plant, railroad, cable, telephone)\$350.00

Any business, profession, industry, or occupation not covered in this schedule\$50.00

(Ord. No. 00-14, § 1, 6-29-2000; Ord. No. 07-11, § I, 5-24-2007; Ord. No. 13-17, § 3, 9-26-2013; Ord. No. 16-44 , § 1, 10-13-2016; Ord. No. 21-32 , I(Att.), 9-23-2021; Ord. No. 2023-21 , § IV(Exh. A), 9-28-2023)

Editor's note— Ord. No. 2023-21 , § IV(Exh. A), adopted Sept. 28, 2023, repealed §§ 78-202 and 78-203, which pertained to business tax on coin-operated machines generally and business tax on coin-operated machines when owner operates own machines on own premises, respectively, and derived from Ord. No. 13-17, § 3, adopted Sept. 26, 2013.

Chapter 86. Utilities

§ 86-215. Discharge of contents of septic tanks into sewer system.

(d) Fees: Septic dumping charge: \$0.10 per gallon, payable at time of service.

(Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 18-07, § I(Exh. 1), 9-27-2018 ; Ord. No. 21-32 , I(Att.), 9-23-2021)

§ 86-285. Miscellaneous fees.

(a) Late payment fee (assessed after 20 days): \$5.00 of 1.5%, whichever is greater.

(b) Next business day reconnection fee when services have been suspended or disconnected for nonpayment during normal hours of operation (Monday through Friday, 8:00 a.m.—3:30 p.m., excluding holidays) ...\$65.00

(c) Reconnection fee when services have been suspended or disconnected for nonpayment, when such reconnection is requested for the same day \$75.00

Weekends, holidays, or after normal hours of operation.....\$85.00

(d) Trip fee: In lieu of disconnection.....\$35.00

Additional trip for turn on and testing\$35.00

(e) Turn on fee: During normal hour of operation.....\$35.00

After normal business hours.....\$85.00

(f) Temporary on/off:

Next day (turn off).....\$25.00

Next day (turn on).....\$35.00

Same day (turn off).....\$45.00

Same day (turn on).....\$55.00

After hours (turn off).....\$85.00

After hours (turn on).....\$85.00

- (g) Transfer of service (change of account/service is not interrupted)\$35.00
- (h) Fire flow test: Copies of existing fire flow tests conducted within the last three years and within 1,000 linear feet within the project site are provided for free. If a new fire flow test is requested the fee is \$250.00.
- (i) Meter accuracy test: First test is free, subsequent tests within 12 months are \$65.00 for meters up to two inches in size. Meters larger than two inches will be charged the actual cost of accuracy test.
- (j) Repair fee (8:30 a.m.—4:00 p.m.): \$85.00 (1 man); and \$120.00 (2 men).
Repair fee after hours: \$120.00 (1 man); and \$180.00 (2 men).
- (k) Leak adjustment: The Palatka Gas Authority is hereby authorized to adjust water bills resulting from involuntary use of water due to leaks in water service lines or detective plumbing issues. Additional approval by two City of Palatka officials is required for any adjustments over \$300.00. Unusually high-water usage is defined as where the customer's bill exceeds the average monthly consumption for the previous 12 months by a minimum of 10,000 gallons.

Customers who experience unusually high-water usage with a corresponding spike in their monthly water bill may be considered for a billing adjustment after completing the appropriate form titled "Leak Adjustment Request Form" within 30 days after (1) notification of possible leak concern by Palatka Gas Authority OR (2) the customer has detected an issue and has repaired it. An Adjustment is available no more than once in a 12-month period per customer account. All customers requesting a billing adjustment are required to be current on all accounts.

To apply for an adjustment, the customer must submit a copy of the repair invoice/payment receipt from the company performing the work. The repair invoice/payment receipt should include the address, date and nature of the work. If self-repaired, the customer must provide a brief written explanation of the repairs performed and provide copies of invoice/receipt for repair parts. If repairs have not been completed, no adjustment will be made. The customers

prior average consumption usage over a period of 12 months will be compared to customer's usage during the unexplained high-water usage period to determine excessive water usage to be adjusted. For customers with less than 12 months' water usage, staff will extrapolate 12 months of usage. The adjustment will be applied to the unusually high usage period. Residential accounts calculation for water adjustment will be total consumption during unusually high period multiplied by the average consumption billing tier rate. Nonresidential, construction and irrigation accounts calculation for water adjustment shall be 50 percent of the difference between consumption usage during the unexplained high water usage period and the customers prior average consumption. Residential calculation for sewer adjustment will be either the difference between the customer's unusually high period and the average usage multiplied by the average billing tier rate or forgiveness of all consumption over average if documentation is provided the water did not enter the sewer system. Nonresidential, construction and irrigation accounts calculation for sewer adjustment shall be 50 percent of the difference between consumption usage during the unexplained high water usage period and customers prior average consumption or forgiveness of all consumption over average if documentation is provided the water did not enter the sewer system. Adjustments shall not exceed a 12-month period without city commission approval.

(l) Back-flow installation fee.....At cost

(m) Back-flow inspection fee.....At cost

(n) Water tanker fill-up fee \$50.00 per trip and per 1,000 gallons (nonresidential).

(o) Pool fill-up fee \$30.00 fee and per 1,000 gallons (nonresidential) water only.

(Ord. No. 07-18, § 1, 9-27-2007; Ord. No. 10-03, § 1, 2-11-2010; Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 17-21 , § IV, 9-28-2017; Ord. No. 18-07 , § I(Exh. 1), 9-27-2018; Ord. No. 19-16 , § I(Exh. 1), 9-26-2019; Ord. No. 20-05 , § 1(Exh. 1), 9-24-2020; Ord. No. 21-32 , I(Att.), 9-23-2021; Ord. No. 2022-23 , § I(Att.), 9-22-2022; Ord. No. 2023-21 , § IV(Exh. A), 9-28-2023)

Water Rates and Charges

§ 86-311. New water connections.

- (a) **Connection fee.** All persons desiring new water service connections shall pay the following fee for the type of service desired:
- (1) Three-quarter-inch tap or less.....\$1,000.00
 - (2) One-inch tap.....\$1,500.00
 - (3) Two-inch tap.....\$3,000.00
 - (4) Tap larger than two inches: Actual cost: Tap will be made by certified contractor at their expense. Meter shall meet city specifications.

(b) *Reserved.*

(c) *Line charge.* The line charge shall be in the amount of actual cost incurred by the city in the installation of such line.

(Ord. No. 07-11, § I, 5-24-2007; Ord. No. 07-23 , § 8.12, 12-17-2007; Ord. No. 12-40, § 1b., 9-27-2012; Ord. No. 18-07 , § I(Exh. 1), 9-27-2018; Ord. No. 2022-23 , § I(Att.), 9-22-2022)

§ 86-312. Utility deposit and miscellaneous fees.

(1) *Residential service:*

- a. Inside city—minimum\$245.00*
Inside city—maximum\$360.00*
- b. Outside city—minimum\$265.00*
Outside city—maximum\$385.00*

* If the current deposit on hand is below the maximum amount stated above and the account is suspended or disconnected for nonpayment, there shall be an additional \$50.00 charge added to the customer's account. This charge shall be applied to the deposit on hand until the deposit on hand reaches the maximum amount stated above.

** Applicants for any utility service may satisfy the deposit requirement by producing a letter of referral from another utility that confirms that the customer has established a good payment record. In general, such referral letters should be received prior to the date when service is requested to begin.

*** Refunds for any security deposits may be requested after 24 months of service, provided that a good payment record has been established. A good payment record would be: not more than one past due notice (penalty charges) in any 12 month period, no disconnection of service for non-payment, no dishonored checks, no evidence of tampering and no evidence of fraudulent use of the utilities system. The security deposit will be refunded through a credit on the customer's utility account. If a customer's good payment record is not maintained after the refund of the deposit the customer will be required to reestablish a deposit at the current rate for a new account.

(2) *Nonresidential service:*

- a. Three-quarter-inch connections—minimum: \$375.00 or average of two and one-half months' estimated bills, whichever is greater*
Three-quarter-inch connections—maximum: Average of past four months' bills*
- b. One inch or larger connections—minimum: Average of two and one-half months' estimated bills*

One inch or larger connections—maximum: Average of past four months' bills*

* If the current deposit on hand is below the maximum amount stated above and the account is suspended or disconnected for nonpayment, there shall be an additional charge equal to one-half of the past months' bill added to the customer's account. This charge shall be applied to the deposit on hand until the deposit on hand reaches the maximum amount stated above.

** Applicants for any utility service may satisfy the deposit requirement by producing a letter of referral from another utility that confirms that the customer has established a good payment record. In general, such referral letters should be received prior to the date when service is requested to begin.

*** Refunds for any security deposits may be requested after 24 months of service, provided that a good payment record has been established. A good payment record would be: not more than one past due notice (penalty charges) in any 12 month period, no disconnection of service for non-payment, no dishonored checks, no evidence of tampering and no evidence of fraudulent use of the utilities system. The security deposit will be refunded through a credit on the customer's utility account. If a customer's good payment record is not maintained after the refund of the deposit the customer will be required to reestablish a deposit at the current rate for a new account.

(3) *Irrigation service:*

- a. Inside city—Minimum: \$185.00 or average of two and one-half months' estimated bills, whichever is greater*

Inside city—Maximum: Average of past four months' bills*

- b. Outside city—Minimum: \$250.00 or average of two and one-half months' estimated bills, whichever is greater*

Outside city—Maximum: Average of past four months' bills*

* If the current deposit on hand is below the maximum amount stated above and the account is suspended or disconnected for nonpayment, there shall be an additional charge equal to one-half of the past months' bill added to the customer's account. This charge shall be applied to the deposit on hand until the deposit on hand reaches the maximum amount stated above.

** Applicants for any utility service may satisfy the deposit requirement by producing a letter of referral from another utility that confirms that the customer has established a good payment record. In general, such referral letters should be received prior to the date when service is requested to begin.

*** Refunds for any security deposits may be requested after 24 months of service, provided that a good payment record has been established. A good payment record would be: not more than one past due notice (penalty charges) in any 12 month period, no disconnection of service for non-payment, no dishonored checks, no evidence of tampering and no evidence of fraudulent use of the utilities system. The security deposit will be refunded through a credit on the customer's utility account. If a customer's good payment record is not maintained after the refund of the deposit the customer will be required to reestablish a deposit at the current rate for a new account.

(4) *Construction service:*

- a. Inside city—Minimum: \$105.00 or average of two and one-half months' estimated bills, whichever is greater*

Inside city—Maximum: Average of past four months' bills*

- b. Outside city—Minimum: \$135.00 or average of two and one-months' estimated bills, whichever is greater*

Outside city—Maximum: Average of past four months' bills*

(5) *Meter accuracy tests:*

- a. Meters up to two inches, first test is free, subsequent tests within 12 months are \$50.00.
b. Meters larger than two inches will be charge actual cost of accuracy test.

(Ord. No. 07-18, § 2, 9-27-2007; Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 17-21 , § IV, 9-28-2017; Ord. No. 18-07 , § I(Exh. 1), 9-27-2018; Ord. No. 20-05 , § 1(Exh. 1), 9-24-2020; Ord. No. 21-32 , § I(Att.), 9-23-2021; Ord. No. 2023-21 , § IV(Exh. A), 9-28-2023)

§ 86-314. Water rates inside city limits.

(a) *Schedule:*

Base Facility Charge	Fee
Individually Metered Residential Accounts (per meter regardless of meter size)	\$34.34

Master-Metered Residential Accounts	\$28.29
$\frac{5}{8}$ " , $\frac{3}{4}$ " and 1" Nonresidential	\$35.34
1½" Nonresidential	\$101.34
2" Nonresidential	\$102.52
3" Nonresidential	\$388.17
4" Nonresidential	\$565.63
6" Nonresidential	\$742.38
8" Nonresidential	\$1,025.20
10" Nonresidential	\$1,308.02
* Fire suppression services to be billed single base facility charge over a 12-month period per tap size.	
* Separate irrigation and construction meters to be charged base facility charge per meter size per month.	
* Compound metered accounts shall pay one base facility charge per largest water meter size.	

Usage Charges (in 1,000 gallons)				
	Tier 1	Tier 2	Tier 3	Tier 4

Individually and Master-Metered Residential Accounts Per dwelling unit Rate per 1,000 gallons	0—4,000 \$1.62	4,001—8,000 \$2.71	8,001— 12,000 \$5.41	12,000+ \$10.79
Nonresidential Accounts Per meter Rate per 1,000 gallons	All use \$3.33			
Separate Irrigation and Construction Only Meters/Accounts Per meter Rate per 1,000 gallons	0—12,000 \$5.41	12,000+ \$10.79		

All rates are figured per 1,000 gallons.

(Ord. No. 98-18, § 1, 9-24-1998; Ord. No. 99-14, § 1, 9-23-1999; Ord. No. 00-23, § 1, 9-28-2000; Ord. No. 01-30, § 1, 9-27-2001; Ord. No. 02-10, § 1, 9-26-2002; Ord. No. 04-28, § 1, 9-23-2004; Ord. No. 06-39, § 1, 9-28-2006; Ord. No. 07-15, § 1, 9-27-2007; Ord. No. 09-44, § 1, 9-24-2009; Ord. No. 11-45, § 1, 9-22-2011; Ord. No. 12-40, § 1c., 9-27-2012; Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 15-31, § I, 10-8-2015; Ord. No. 16-45, § II, 10-13-2016; Ord. No. 17-21, § IV, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 20-09, § II(Exh. 1), 11-5-2020; Ord. No. 21-32, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

§ 86-315. Water rates outside city limits.

(a) *Schedule:*

Base Facility Charge	Fee
Individually Metered Residential Accounts (per meter regardless of meter size)	\$53.02
Master-Metered Residential Accounts	\$42.43

5/8", 3/4" and 1" Nonresidential	\$53.02
1½" Nonresidential	\$152.01
2" Nonresidential	\$153.78
3" Nonresidential	\$582.25
4" Nonresidential	\$848.45
6" Nonresidential	\$1,113.57
8" Nonresidential	\$1,537.80
10" Nonresidential	\$1,962.03
* Fire suppression services to be billed single base facility charge over a 12-month period per tap size.	
* Separate irrigation and construction meters to be charged base facility charge per meter size per month.	
* Compound metered accounts shall pay one base facility charge per largest water meter size.	

Usage Charges (in 1,000 gallons)				
	Tier 1	Tier 2	Tier 3	Tier 4
Individually and Master-Metered Residential Accounts				
Per dwelling unit	0—4,000	4,001—8,000	8,001—	12,000+
Rate per 1,000 gallons	\$5.01	\$4.07	12,000 \$8.12	\$16.19

Nonresidential Accounts Per meter Rate per 1,000 gallons	All use \$5.01			
Separate Irrigation and Construction Only Meters/Accounts Per meter Rate per 1,000 gallons	0—12,000 \$8.12	12,000+ \$16.19		

All rates are figured per 1,000 gallons.

(Ord. No. 99-14, § 2, 9-23-1999; Ord. No. 00-23, § 2, 9-28-2000; Ord. No. 01-30, § 2, 9-27-2001; Ord. No. 02-10, § 2, 9-26-2002; Ord. No. 04-28, § 2, 9-23-2004; Ord. No. 06-39, § 2, 9-28-2006; Ord. No. 07-15, § 2, 9-27-2007; Ord. No. 09-44, § 2, 9-24-2009; Ord. No. 11-45, § 2, 9-22-2011; Ord. No. 12-40, § 1d., 9-27-2012; Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 15-31, § I, 10-8-2015; Ord. No. 16-45, § II, 10-13-2016; Ord. No. 17-21, § IV, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 20-09, § II(Exh. 1), 11-5-2020; Ord. No. 21-23, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

Sewer Rates and Charges

§ 86-342. Sewer connection charges.

All persons desiring new sewer service connections to the city sewer mains shall pay to the city the following charges for sewer tap connections to all sewers, both main and lateral, of the city:

- (1) *Connection fee*.....\$2,500.00
- (2) *Line charge*. The line charge shall be equal to the actual cost to the city for installation of any sewer line necessary to connect the new service location to the existing city sewer, including installation of any necessary pumping station.
- (3) *Reserved*.
- (4) *Reserved*.
- (5) *Reserved*.
- (6) Fees incurred for work not covered above shall be determined by the utilities superintendent.

(Ord. No. 07-11, § I, 5-24-2007; Ord. No. 07-23, § 8.12, 11-15-2007; Ord. No. 17-21, § IV, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 2022-23, § I(Att.), 9-22-2022)

§ 86-343. Reconnection fee for sewer service customers outside city.....Actual cost

(Ord. No. 17-21 , § IV, 9-28-2017)

§ 86-344. Sewer rates inside city limits.

(a) *Schedule:*

Base Facility Charge	Fee
Individually Metered Residential Accounts (per meter regardless of meter size)	\$40.18
Master-Metered Residential Accounts	\$36.17
$\frac{5}{8}$ ", $\frac{3}{4}$ ", and 1" Nonresidential	\$64.28
1½" Nonresidential	\$84.68
2" Nonresidential	\$105.04
3" Nonresidential	\$360.20
4" Nonresidential	\$600.33
6" Nonresidential	\$673.85
8" Nonresidential	\$900.50
10" Nonresidential	\$1,350.75
* Compound metered accounts shall pay one base facility charge per largest water meter size.	

Usage Charges (in 1,000 gallons)			
	Tier 1	Tier 2	Tier 3

Individually and Master-Metered Residential Accounts Per dwelling unit Rate per 1,000 gallons	0—4,000 \$1.96	4,001—14,000 \$3.31	14,000+ N/A
Nonresidential Accounts Per meter Rate per 1,000 gallons	All use \$3.31		

(b) *Outside individually and master-metered residential bill:* Usage of more than 14,000 gallons per month per dwelling unit shall not be billed.

(Ord. No. 99-15, § 1, 9-23-1999; Ord. No. 00-24, § 1, 9-28-2000; Ord. No. 01-31, § 1, 9-27-2001; Ord. No. 02-11, § 1, 9-26-2002; Ord. No. 04-29, § 1, 9-23-2004; Ord. No. 06-40, § 1, 9-28-2006; Ord. No. 07-16, § 1, 9-27-2007; Ord. No. 09-45, § 1, 9-24-2009; Ord. No. 12-41, § 1e., 9-27-2012; Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 15-31, § I, 10-8-2015; Ord. No. 16-45, § II, 10-13-2016; Ord. No. 17-21, § IV, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 21-23, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

§ 86-345. Sewer rates outside city limits.

(a) *Schedule:*

Base Facility Charge	Fee
Individually Metered Residential Accounts (per meter regardless of meter size)	\$60.27
Master-Metered Residential Accounts	\$54.26
$\frac{5}{8}$ ", $\frac{3}{4}$ ", and 1" Nonresidential	\$96.43
1½" Nonresidential	\$127.01
2" Nonresidential	\$157.56
3" Nonresidential	\$540.30

4" Nonresidential	\$900.48
6" Nonresidential	\$1,010.77
8" Nonresidential	\$1,350.76
10" Nonresidential	\$2,026.11
* Compound metered accounts shall pay one base facility charge per largest water meter size.	

Usage Charges (in 1,000 gallons)			
	Tier 1	Tier 2	Tier 3
Individually and Master-Metered Residential Accounts Per dwelling unit Rate per 1,000 gallons	0—4,000 \$2.94	4,001—14,000 \$4.97	14,000+ N/A
Nonresidential Accounts Per meter Rate per 1,000 gallons	All use \$4.94		

(b) *Outside individually and master-metered residential bill:* Usage of more than 14,000 gallons per month per dwelling unit shall not be billed.

(Ord. No. 98-19, § 1, 9-24-1998; Ord. No. 99-15, § 2, 9-23-1999; Ord. No. 00-24, § 2, 9-28-2000; Ord. No. 01-31, § 2, 9-27-2001; Ord. No. 02-11, § 2, 9-26-2002; Ord. No. 04-29, § 2, 9-23-2004; Ord. No. 06-40, § 2, 9-28-2006; Ord. No. 07-16, § 2, 9-27-2007; Ord. No. 09-45, § 2, 9-24-2009; Ord. No. 12-41, § 1f., 9-27-2012; Ord. No. 13-41, § VII, 9-26-2013; Ord. No. 15-31, § I, 10-8-2015; Ord. No. 16-45, § II, 10-13-2016; Ord. No. 17-21, § IV, 9-28-2017; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 20-05, § 1(Exh. 1), 9-24-2020; Ord. No. 21-23, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

Chapter 90. Vehicles for Hire

§ 90-30. Application fee for taxicab company permit, annually.....\$15.00

(Ord. No. 13-17, § 2, 3-28-2013; Ord. No. 14-25 , § IX, 9-25-2014)

§ 90-72. Application fee for taxicab driver's permit, bi-annually.....\$15.00

(Ord. No. 13-17, § 2, 3-28-2013; Ord. No. 14-25 , § IX, 9-25-2014)

Chapter 94. Zoning

§ 94-39. Fee schedule for zoning actions.

(a) Annexation: \$700.00, with a waiver allowed by the city manager with the written findings that the annexation will substantively and positively impact one or more of the following: utility system efficiency, utility system revenue enhancement, environmental protection, or fiscal relief.

(b) Small scale amendment, less than 50 acres\$1,500.00 **plus advertising fees**

(c) Large scale amendment, 50 acres or greater\$2,500.00 **plus advertising fees**

(d) Conditional use and variance: Residential \$1,000.00 **plus advertising fees**

(~~e~~) Nonresidential \$1,245.00 **plus advertising fees**

(e) (f) Electronic gaming establishment, annual inspection, with possible additional charges not to exceed \$1,000.00 to allow for third-party expert review of machines and software \$500.00

(g) Outdoor sales administrative review\$100.00

Rezoning \$1,565.00 **plus advertising fees**

(h) Single lot residential rezoning\$985.00 **plus advertising fees**

Rezoning with a concurrent small-scale future land use map amendment, less than 50 acres

(i)\$2,000.00 **plus advertising fee**

Rezoning with a concurrent large-scale future land use map amendment, 50 acres or greater

(j) \$2,500.00 **plus advertising fees**

(k) Rezoning, planned unit development.....\$2,140.00 **plus advertising fees**

(l) Rezoning, planned unit development minor modification\$400.00 **plus advertising fees**

(m) Rezoning, planned unit development major modification\$1,440.00 **plus advertising fees**

(n) Fee for site clearing and/or tree removal/relocation permit.....\$200.00

(o) Fee for site clearing and/or tree removal/relocation permit after the fact \$500.00

Appeal of staff decision\$300.00

Concurrency certification, plus cost of traffic study if necessary.....\$150.00

- (p) Mobile food vendor, location regulations \$50.00
- (q) Development or site plan review, major\$1,150.00 plus advertising fees
Stormwater Management Inspections, Commercial sites or Subdivisions larger than three lots,
per inspection\$300.00

Final Site Construction Inspection, per inspection.....\$300.00
- (r) Site plan review, minor (accessory building, single-family residential lot).....\$50.00
- (s) Variance (residential).....\$450.00 **plus advertising fee**
- (t) Variance (nonresidential)\$550.00 **plus advertising fee**
- (u) Variance (after the fact).....\$750.00 **plus advertising fee**
- (v) Zoning/Municipal Code text change\$450.00 **plus advertising fee**
- (w) Zoning, Code Enforcement or Lien verification letter\$65.00 **plus advertising fee**
- (x) For land use, zoning and site plan applications, for each acre greater than ten acres.....\$25.00
- (y) Traffic impact study review.....Third party costs
- (z) Comprehensive plan text amendment.....\$2,300.00 **plus advertising fee**
- (aa) Land development code amendment.....\$1,200.00 **plus advertising fee**
- (bb) Conceptual Plan Review.....200.00 **plus advertising fee**
- (cc) Staff review hourly rate (for items not listed)\$50.00
- (dd) Resubmittal fees: For Preliminary Plat/Subdivision Plan, Planned Unit Development,
Amendment to Planned Unit Development, Change Determination, Development Plan, or
Commercial/Multi-Family plans submitted through the commercial review process, a fee of ½
the original fee will be assessed on the third submittal
- (ee) Processing and Distance Measurement.....\$275.00

Processing and Distances applies to Medical Marijuana Dispensary, Electronic Gaming
Establishment or Alcoholic Beverage License Review Applications
- (ff) Refund Policy—Planning Department

1. Except as provided below, no refunds of application fees are permitted.
2. Comprehensive Plan Amendment Application Refund (both small and large scale) and Rezoning Application Refund—If the application is withdrawn at least THREE WEEKS prior to the published advertisement for the first public hearing, the applicant shall be refunded half of the original fee paid at the time of application submittal. Applications withdrawn AFTER this time shall not receive a refund.
3. Small Scale Comprehensive Plan Amendments and Rezoning—Small Scale Comprehensive Plan Amendments and rezonings shall be allowed ONE CONTINUANCE to the next available amendment cycle. If the applicant withdraws the amendment before adoption in the next cycle, no monies will be refunded. (Large Scale Comprehensive Plan Amendments shall not be allowed to continue to the next cycle - if they are withdrawn prior to adoption, the applicant will forfeit all fees.)

(Ord. No. 07-11, § I, 5-24-2007; Ord. No. 13-17, § 3, 3-28-2013; Ord. No. 13-41, § VIII, 9-26-2013; Ord. No. 14-25, § X, 9-25-2014; Ord. No. 16-44, § 2, 10-13-2016; Ord. No. 18-07, § I(Exh. 1), 9-27-2018; Ord. No. 19-16, § I(Exh. 1), 9-26-2019; Ord. No. 21-23, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022; Ord. No. 2023-21, § IV(Exh. A), 9-28-2023)

§ 94-186(c)(5)c. Fee for site clearing and/or tree removal/relocation permit.....\$30.00

(Ord. No. 07-11, § I, 5-24-2007)

Chapter 95. Administrative Fees

§ 95-1. Fee schedule for administrative processing actions.

- (a) Inspections required by fire chief for business tax receipt, food trucks, change of use, miscellaneous.....\$50.00 per hour
- (b) Actions which require public hearing advertisements, such as annexations, land use and zoning changes, variances, conditional uses, etc., shall also be charged for such advertisement\$160.00

(Ord. No. 21-23, § I(Att.), 9-23-2021; Ord. No. 2022-23, § I(Att.), 9-22-2022)