

ED KILLEBREW
CHAIRMAN

CHASE BARNES
VICE CHAIRMAN

GEORGE DELOACH
BOARD MEMBER

EARL WALLACE
BOARD MEMBER

ANDREW BURNETT
BOARD MEMBER

EDIE WILSON
BOARD MEMBER

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

LORENZO AGHEMO, MRP
PLANNING DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK



AGENDA
PLANNING BOARD MEETING
June 3, 2025 at 4:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call
- d. Appeal Procedures & ExParte Communication

2. APPROVAL OF MINUTES

- a. May 6, 2025

3. PUBLIC COMMENTS

- a. **Public Comments** - (Speakers limited to three minutes - no action taken on items) Parcel No.:
Address:
Owner:

4. REGULAR BUSINESS

- a. PB 25-10 - Variance Bank of America ATM Kiosk
- b. PB 25-08 Request to annex approximately 5.5 acres into the City of Palatka. Amend the Future Land Use Map and rezone.
- c. PB 25-09 Request to annex approximately 9.99 acres into the City of Palatka. Amend the Future Land Use Map and rezone.

5. STAFF COMMENTS

6. BOARD MEMBER COMMENTS

7. ADJOURN

NOTICE: 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.

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KAREN HAYES, MMC
CITY CLERK

Regular meeting 1st Tuesday of each month.

Planning Board Meeting May 6, 2025, Minutes

Invocation

Ed Killebrew led the invocation.

The Pledge of Allegiance

Chase Barnes led the Pledge of Allegiance.

Roll Call

Attendance: Ed Killebrew, Chase Barnes, Earl Wallace and Edie Wilson were present. Andrew Burnett, and George Deloach were excused.

Approval of Minutes

Vote: Chase Barnes moved to approve the minutes from April 1, 2025, with a correction. Edie Wilson seconded the motion, and it passed unanimously.

Ex parte Communications

The appeal procedures were read by the Chair, and time was allotted for ex-parte disclosures.

Public Comments

There were no public comments at this time.

Regular Business

PB Case 25-03: Request to amend the Future Land Use Map and rezone 2.39 acres and 0.12 acres from Multiple-family Residential district (R-3) to Conservation district (CON) located on Crill Avenue for parcel numbers: 42-10-27-6850-1460-0083 and 42-10-27-6850-1460-0081
Public Comment

Alegra Kitchens stated there is an artisan well under the overpass and the land should be conservation land.

Vote: Mr. Barnes moved to approve PB Case # 25-03 the Future Land Use Map. Mr. Wallace seconded the motion, and it passed unanimously.

Mr. Barnes moved to approve PB Case 25-03 rezoning. Mr. Wallace seconded the motion, and it passed unanimously.

PB Case 25-04: Request to amend the Future Land Use Map and rezone 0.16 acres from Multiple-family Residential district (R-3) to Public Buildings and Grounds district (PBG-1) located on Crill Avenue for parcel number: 42-10-27-6850-1510-0000

Vote: Mr. Barnes moved to approve PB Case # 25-04 the Future Land Use Map. Mr. Wallace seconded the motion, and it passed unanimously.

Mr. Barnes moved to approve PB Case 25-04 rezoning. Mr. Wallace seconded the motion, and it passed unanimously.

PB Case 25-06: Request to rezone a 0.34 acre from City of Palatka Commercial, Neighborhood District (C-1A) to City of Palatka Single-Family Residential District (R-1).

Owners: Residential Appraisal Management Group LLC Address: 2405 President St. Palatka, FL 32177 Parcel No. 12-10-26-0820-0010-0030

Vote: Mr. Barnes moved to approve PB Case 25-06 future land use map. Mrs. Wilson seconded the motion, and it passed unanimously.

Mr. Barnes moved to approve PB Case 25-06 for rezoning. Mrs. Wilson seconded the motion, and it passed unanimously.

Palatka 2025 Comprehensive Plan update

JB Pro's gave a presentation to the Planning Board.

Adjourn

Mr. Barnes moved to adjourn the meeting. Mr. Wallace seconded the motion and it passed unanimously.

Case PB 25-10 – Variance Bank of America ATM Kiosk 11-10-26-0000-0143-0020
Address: 110 S State Road 19, Palatka Florida 32177
Applicant: Pamela Pellicer Garris
Agent: Nisit Sapparkhao, Infinity Engineering Group LLC

STAFF REPORT

DATE: June 3, 2025
TO: City Planning Board
FROM: Staff

APPLICATION REQUEST

Request is for a variance regarding the front yard setback for property zoned Intensive Commercial (C-2). A drive-up ATM kiosk for Bank of America is proposed to be located in the parking lot of Mariscos El Pacifico Seafood Bar and Grill restaurant.

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

Background

Bank of America closed its Palatka facility at 620 State Road 19 in January 2025. To maintain service and a presence within the city, Bank of America is proposing to install a drive-up ATM kiosk in the parking lot area at Mariscos El Pacifico Seafood Bar and Grill. A rezoning application for parcel 11-10-26-0000-0143-0020 (110 S State Rd 19) was submitted in Fall 2024. The request was to rezone the property from General Commercial (C-1) to Intensive Commercial (C-2) to permit a drive-up ATM on the property. The City of Palatka Planning Board approved the rezoning at the November 12, 2024 meeting, and the Palatka City Commission approved the rezoning at their meeting on January 23, 2025. Figure 1 shows the location of the restaurant.

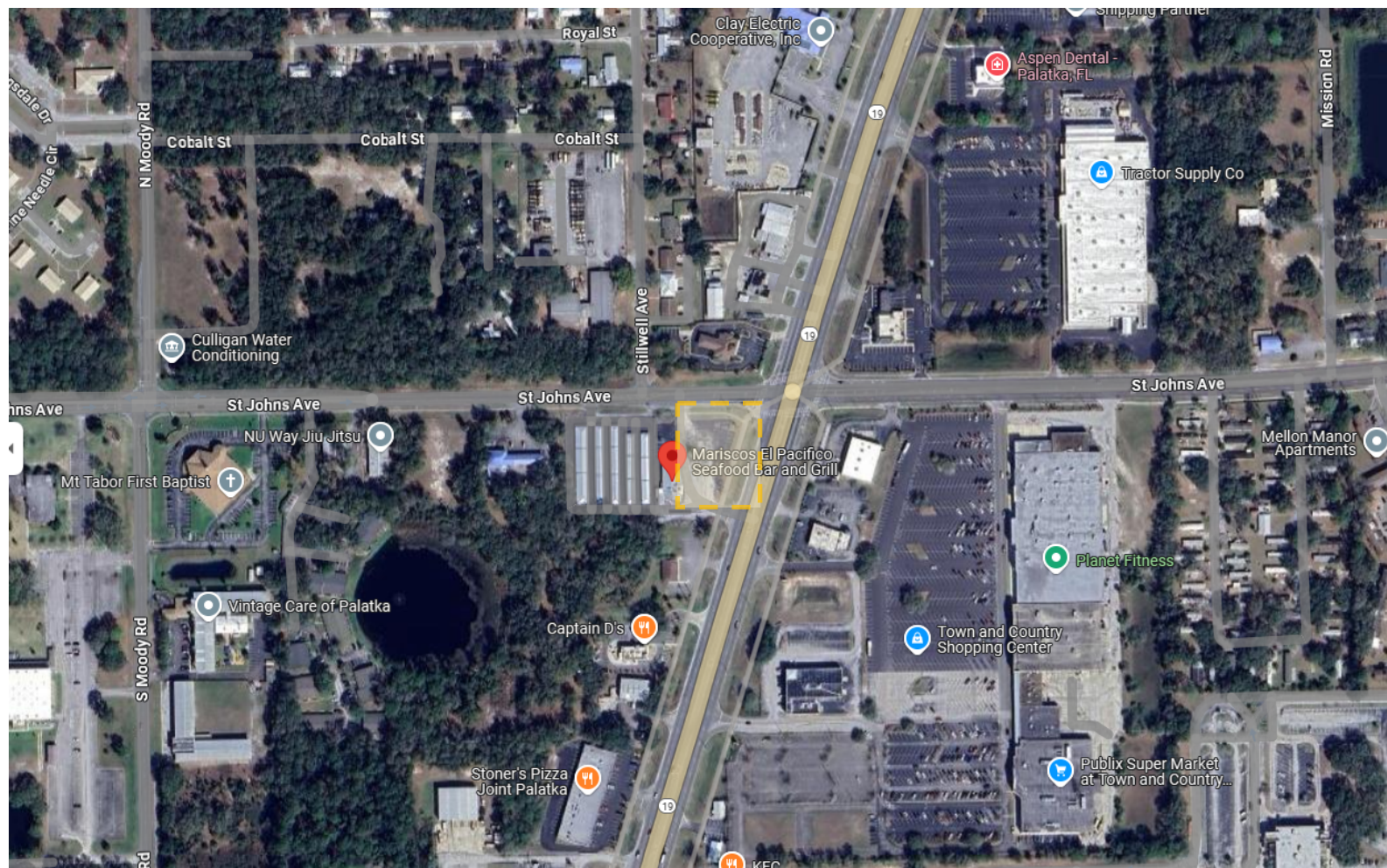


Figure 1Aerial map showing location of proposed drive-up ATM kiosk for Bank of America and surrounding area

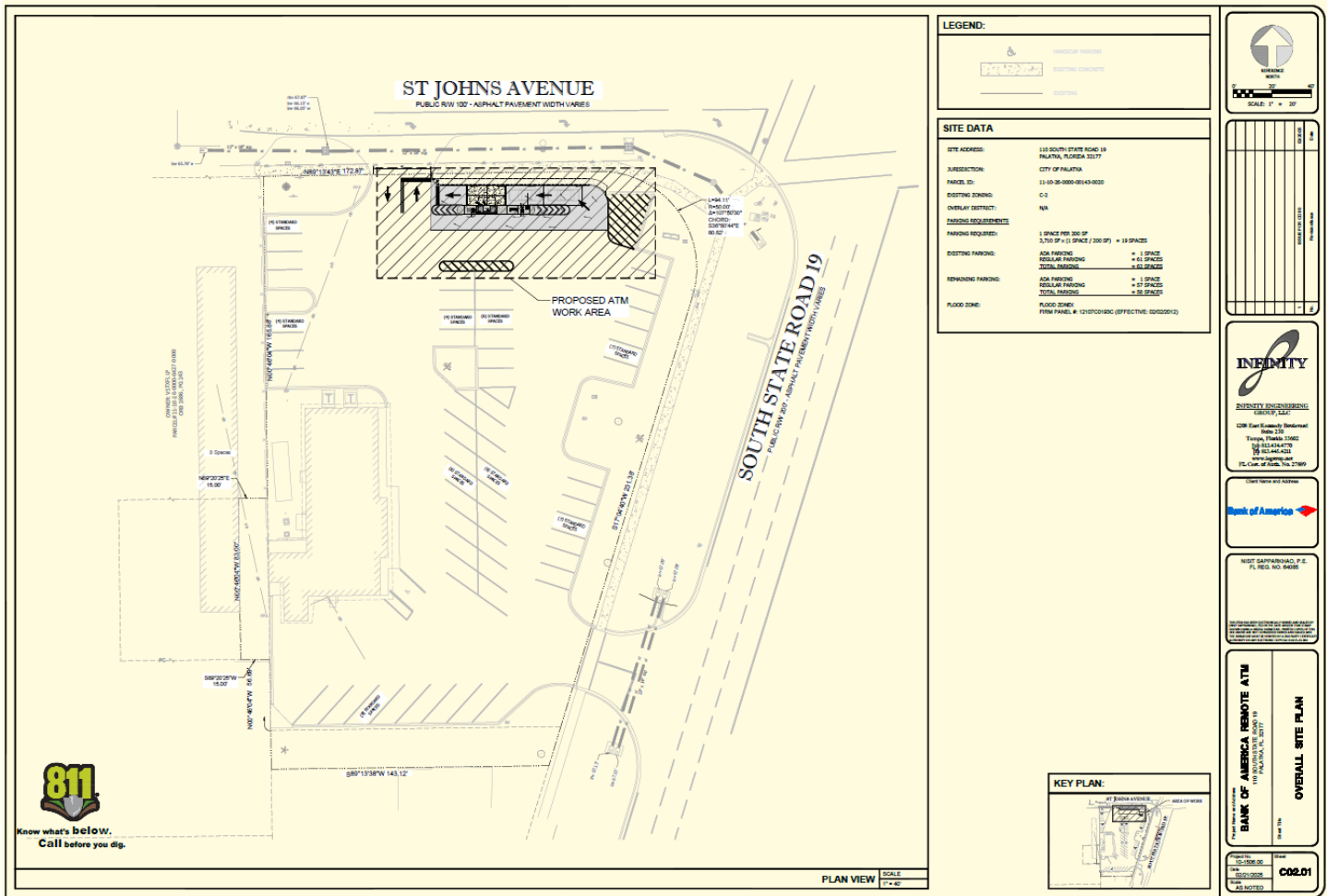


Figure 2 Site plan of proposed Bank of America drive-up ATM kiosk

Figure 2 shows the site plan for the proposed location of the Bank of America ATM kiosk. The ATM would be located on the north side of the site with the new concrete island constructed 16.7-feet from the property line. The Intensive Commercial (C-2) zoning district requires a minimum 25-ft front setback because the parcel is a corner lot.

Section 94-71 of the City of Palatka municipal code sets forth criteria to utilize in evaluating a requested variance:

(1) Special conditions and circumstances exist such as size, shape, topography, or other unique features that are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same vicinity or zoning district;

Staff Response: The site is a corner lot and has two street frontages, and therefore has to meet two front setback requirements as oppose to one for non-corner lots in the Commercial zoning districts. There are not special conditions that are not applicable to other properties.

(2) Such conditions and circumstances were not the result of the affirmative actions of the applicant and the applicant has acted in good faith;

Staff Response: The proposed location for the ATM kiosk is farthest separated from the restaurant building and would have the least impact on vehicular traffic for the restaurant. ATM users will not impact restaurant traffic circulation. Locating the drive-up ATM anywhere else on the property could cause conflicts with vehicular circulation within the parking lot, if the parking area is not redesigned or

reconfigured. However, there is sufficient space in the subject parcel for the proposed kiosk to meet required setbacks.

(3) Granting of the variance request will not confer on the applicant any special privilege that is denied by the Municipal Code to other lands, buildings or structures in the same zoning district;

Staff Response: Any applicant may apply for a variance to setbacks and other requirements in the zoning district and approval is considered on a case by case basis.

(4) Literal interpretation and enforcement of the applicable standard would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Municipal Code, and would work unnecessary and undue hardship on the applicant;

Staff Response: The requested variance is a self-induced hardship as there is sufficient land area to meet the required setback.

(5) No variance may be granted for a use of land or building that is not permitted;

Staff Response: In January 2025, the property was approved by the City Commission to be rezoned from General Commercial (C-1) to Intensive Commercial (C-2) which permits drive-up ATM kiosk.

(6) The variance shall be the minimum variance necessary to alleviate the hardship; and

Staff Response: Read staff response #4.

(7) The variance would not cause substantial detriment to the public health, welfare, and safety of surrounding properties and community.

Staff Response: The proposed location for the ATM kiosk would not cause a substantial detriment to the public health, welfare, and safety of the surrounding properties and community.

Findings of Fact:

- The applicant is requesting a variance to place an ATM kiosk approximately 9-feet inside the 25-ft front setback.
- The proposed location provides visibility for motorists on St. Johns Avenue and Florida State Road 19.

Case PB 25-08- Annex, Amend Future Land Use Map and Rezone
Address: 16-10-26-0000-0240-0013 Kelley Smith School Rd., Approx. 5.5 acres
Applicants: Putnam County School District Board

STAFF REPORT

DATE: May 23, 2025
TO: City of Palatka Planning Board
FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 5.5 acres, into the City of Palatka for the purpose of connecting to the city’s water and sewer system; amend the Future Land Use Map from Putnam County Public Buildings/Grounds/Other Public Facilities (PF) & Urban Reserve (UR) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF), and rezone from Putnam County Agricultural (AG) to City of Palatka Public Buildings and Grounds (PBG-1).

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

Background

The application is for approx. 5.5 acres parcel located at 0 Kelley Smith School Rd. next to the Kelley Smith Elementary school. The Putnam County School District’s ultimate goal is to expand the existing school district facilities. The property is currently vacant. The applicant wishes to connect to the City’s water & sewer facilities which are available nearby. The parcel is adjacent to the City boundaries.

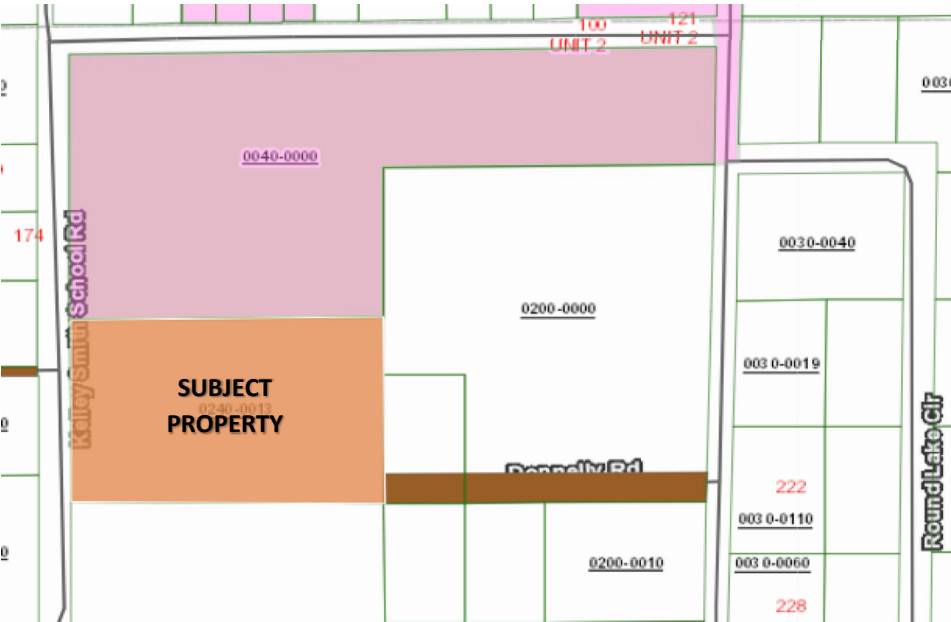


Figure 1: Subject site with City boundaries shown.
Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Vacant	Putnam County Public Buildings/Grounds/Other Public Facilities (PF) & PC Urban Reserve (UR)	Putnam County Agricultural (AG)
Property Proposed	School Related	City of Palatka Public Buildings/Grounds/Other Public Facilities (PF)	City of Palatka Public Buildings and Grounds (PBG-1)
North	City Kelley Smith School	City Public Buildings/Grounds/Other Public Facilities	City Residential, two-family, residential (R-2)
South	County Agricultural	County Public Buildings/Grounds/Other Public Facilities (PF) & Urban Reserve (UR)	County Agricultural (AG)
East	County Agricultural	County Public Buildings/Grounds/Other Public Facilities (PF)	County Agricultural Estate (AE)
West	County Agricultural	County Urban Reserve (UR)	County Agricultural (AG)

PROJECT ANALYSIS

Annexation Analysis

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be “reasonably compact”.

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality’s boundary. As shown previously, in **Figure 1:** Subject site, the property is contiguous to the City limits to the north of the parcel.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns. Annexing this property meets the standard of compactness because it does not create an enclave or pocket.

Connection to Water: Water and sewer are available to the site in question. The applicant desires to connect to the City water and sewer system. The system is adequate to handle the annexation of the site.

Comprehensive Plan Public Facilities Element Policy D.1.2.1.

The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for

areas outside of City limits is conditioned upon annexation only when those properties become contiguous.

Future Land Use Change Analysis

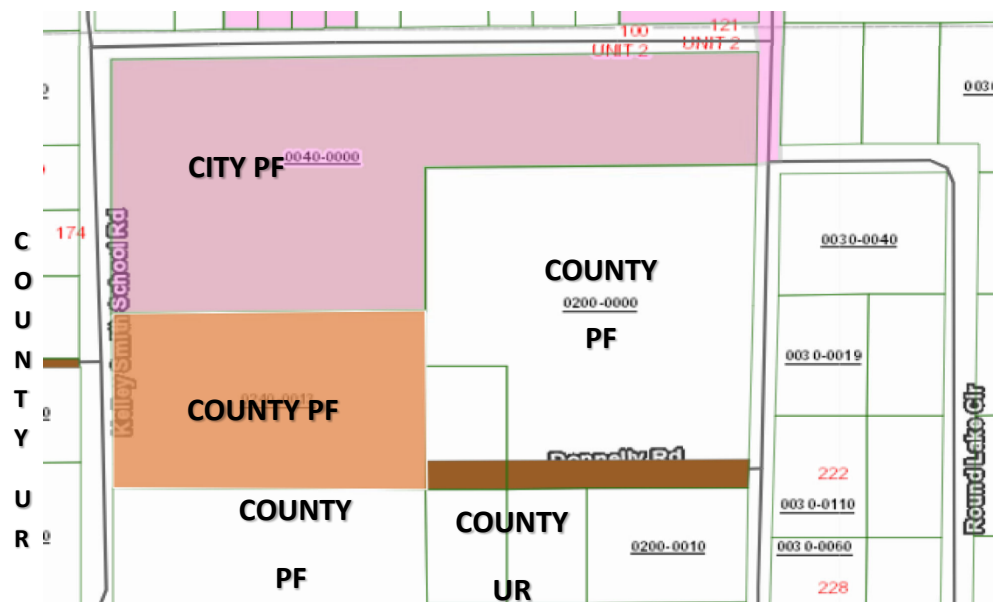


Figure 2: Current Future Land Use

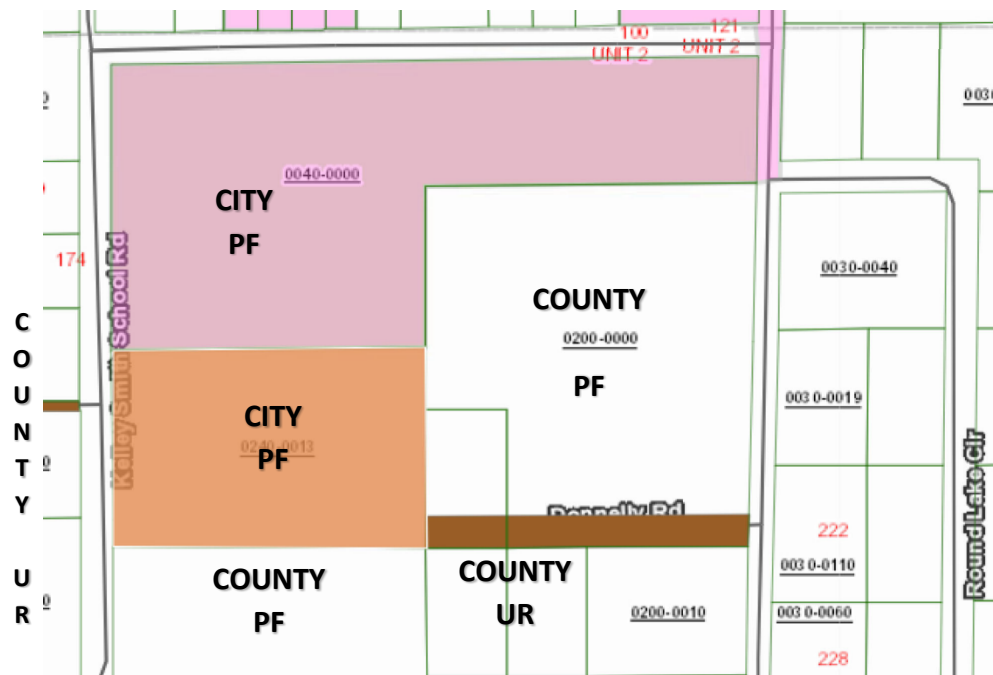


Figure 3: Proposed Future Land Use

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Response: Staff is not aware of any soil or topography conditions that would present major problems for additional future development of this property in accordance with all applicable land development regulations. Nor is staff aware of natural or historic resources on this developed site.

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

Response: The applicant proposes to continue the neighboring use of school related facilities.

Demonstrate that amendment does not further urban sprawl, as determined through the following tests:

- Low-intensity, low-density, or single-use development or uses.
- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
- Radial, strip, isolated, or ribbon development patterns.
- Development that fails to adequately protect and conserve natural resources and agricultural activities
- Development that fails to maximize use of existing and future public facilities and services.
- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

Response: The annexation of this parcel would not contribute to urban sprawl and will not create an undo burden on the water system. Property to the North has water and sewer connections. This annexation would be contiguous, as it borders City limits to the North. The use of this parcel will be school related.

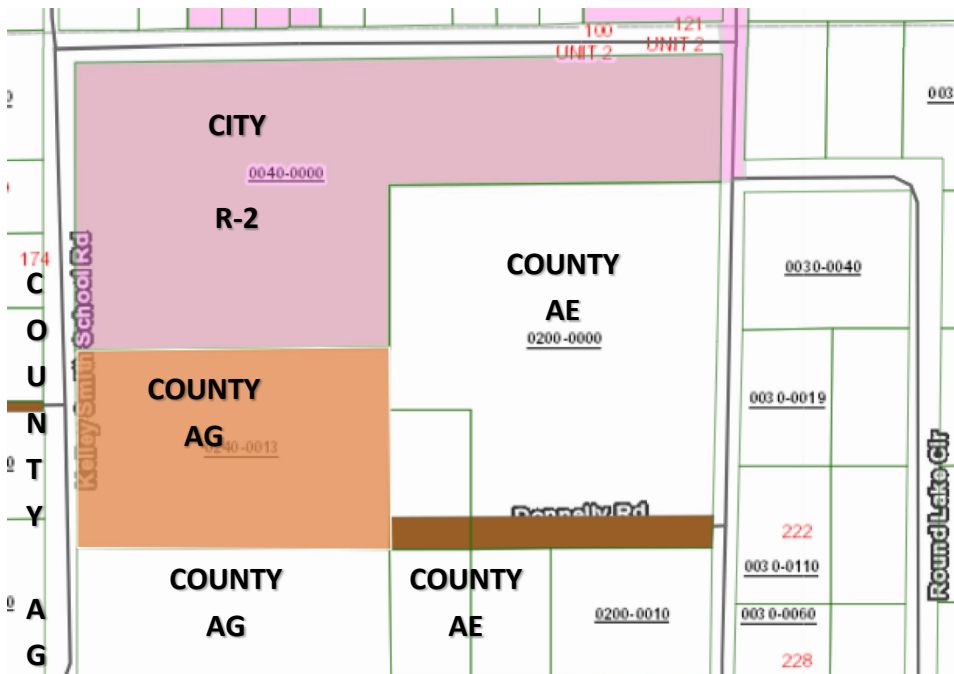


Figure 4: Current Zoning

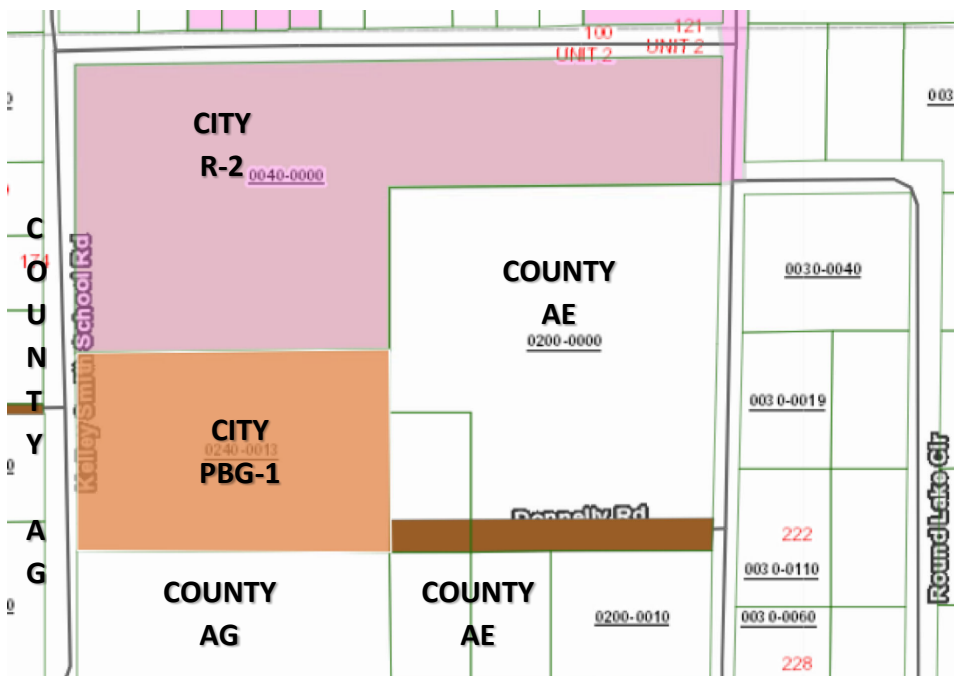


Figure 5; Proposed zoning

Zoning Analysis

Section 94-38(f)(1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

- a. *Whether the proposed change is in conformity with the Comprehensive Plan:*

Response: When a property is annexed into the city, it is often given a similar Future Land Use and Zoning to what existed when in the County. The subject property

currently has a Putnam County Public Buildings/Grounds/Other Public Facilities (PF) land use classification. The proposed rezoning conforms with the Comprehensive Plan.

b. *The existing land use pattern.*

Response: The existing land use pattern in this area is a mix of institutional, residential, and vacant land uses. The proposed land use will not alter existing land use patterns.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.*

Response: The parcel is vacant with school facilities projected. There is already school use next to the subject parcel and being annexed into the city will not alter the existing relationship of the surrounding area.

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*

Response: The subject property is vacant with a proposed school use which is adjoining school property already developed. There will be no increase in population or overtaxing of the load on public facilities.

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

Response: Surrounding parcels are mixed development of school, residential and agricultural. Amending the property zoning to City of Palatka Public Buildings and Grounds (PBG-1) will keep proposed conditions within the same uses.

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

Response: The City endeavors to convert properties on well and septic systems to City water and sewer in order to reduce pollutants released into ground water and increase revenue to the City's water and sewer funds. Conditions in the area of the subject parcel will remain unchanged. Putnam County School Board intends to expand the existing educational facilities.

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

Response: The immediate neighborhood around the subject parcel is a long established school. Any existing living conditions will not change with approval.

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

Response: The traffic patterns in the area are already established and will remain the same nor will it affect public safety. It's not anticipated to be a significant increase of existing daily trips.

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

Response: There should be no impact on drainage in the area.

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

Response: No reduction in light and air to adjacent areas is expected.

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

Response: There should be no impact on property values as it will be an expansion of an existing use.

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

Response: The proposed rezoning will not be a deterrent for the improvement of adjacent property.

- m. Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*

Response: The proposed rezoning will not grant a special privilege to the property owner.

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

Response: The zoning classifications for the use in this area do not differ substantially. The reason for amending the existing zoning is due to the annexation of the parcel into the city limits and connecting it to City water and sewer facilities for school related use.

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

Response: The immediate area is institutional and residential in nature. The zoning already exists and is a part of the neighborhood.

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

Response: It is not impossible, but the purpose of this request is to obtain water & sewer services from the City. The property has a proposed use of school facilities, this zoning is already established in this neighborhood.

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

Response: Not applicable.

Staff Recommendation

1. Staff recommends the request to annex the approximately 5.5 acre property into the City be approved.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Public Buildings/Grounds/Other Public Facilities (PF) & Urban Reserve (UR) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF) be approved.
3. Staff recommends the request to rezone from Putnam County Agricultural (AG) to City of Palatka Public Buildings and Grounds (PBG-1) be approved.



ANNEXATION APPLICATION

DATE RECEIVED: 4/28/25
APP NUMBER: PB - 25-09
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments.
(Checks payable to the City of Palatka)

Annexation: \$700.00 Small scale amendment <50 acres: \$1440.00 Large scale amendment >50 acres: \$2390.00

- | | |
|--|--|
| ☐ Application Fee | ☐ Site Map |
| ☐ Copy of Recorded Deed | ☐ Project Narrative |
| ☐ Legal Description | ☐ Site Plan (for planned development) |
| ☐ Letter of Authorization | ☐ Supplementary Information |
| ☐ Survey | |

Property Information

- Property Address: NONE
- Parcel Number: 16-10-26-0000-0240-0013
- Parcel Dimensions: Approximately 413 ft X 632 ft (5.5 ACRES)
- Current Property Use: VACANT
- Current Future Land Use Map Designation: City: _____ County: PF
- Proposed Future Land Use Map Designation (if applicable): City: _____ County: _____
- Proposed Use: _____
- Current Zoning Designation: AG Requested Zoning Designation: PBG-1
- Square footage of any proposed structures _____ Number & types of structures on property _____

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Putnam County District School Board
Mailing Address: 200 Reid Street, Palatka FL 32177
Phone Number(s): 386-329-0630 Email: tbolling@my.putnamschools.org

Agent/Contractor (Submit proof of authorization to act as agent with your application)

Name(s): Donald F. Holmes, Esq. of Holmes & Young, P.A.
Mailing Address: 222 N. 3rd Street, Palatka FL
Phone Number(s): 386-328-1111 Email: Holmes@HolmesandYoung.com

To Be Notarized

Name (Print Name): Thomas D. Balling Sr., Assistant Scott Support Services

Signature: Thomas D. Balling Sr. Date: April 17, 2025

STATE OF Florida County of Putnam

Before me this day personally appeared Thomas D. Balling Sr. who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 17 day of April A.D. 2025.

(Notary Seal)



Melanie A. Bryan
Notary Public

My commission expires: 08/22/2027 State of Florida at Large.
Type of Identification Produced: Personally Known

For Official Use Only

Date Submitted: _____

FLUM Designation: _____

Received By: _____

Preliminary Review by: _____

Confirmed Current Zoning: _____

Date Legal Ad Ran: _____

(Allowable) Requested Zoning: _____

Sign(s) Posted Date: _____

Surrounding property owner's notices sent: _____

Attachments Reviewed:

- ☐ Copy of Recorded Deed
- ☐ Legal Description
- ☐ Survey
- ☐ Letter of Authorization
- ☐ Application Fee

City of Palatka
201 N 2ND ST
PALATKA FL 32177-3735
(386)329-0100
CASH RECEIPT

Date: 04/29/2025 OPER ID: AROMERO RECEIPT NO:F000691

RECEIVED FROM: ANNEX, FLUM AND REZONE

AMOUNT RECEIVED: 1,720.00 TYPE: CK CHECK: 504503

CHANGE DUE: 0.00

TOTAL RECEIVED: 1,720.00

DISTRIBUTION:

AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
1,720.00		ANNEX, FLUM AND REZONE 16-10-26-0000-0200-0000 16-10-26-0000-0240-0013



FLU AMENDMENT REZONING APPLICATION

DATE RECEIVED: _____
APP NUMBER: PB - _____
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments.
(Checks payable to the City of Palatka)

- | | |
|--|--|
| ☐ Application Fee | ☐ Site Map |
| ☐ Copy of Recorded Deed | ☐ Project Narrative |
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| ☐ Survey | |

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- Current Future Land Use Map Designation: City: _____ County: PF
- Proposed Future Land Use Map Designation (if applicable): City: _____ County: _____
- Proposed Use: School Related
- Current Zoning Designation: AG Requested Zoning Designation: PB6-7
- Square footage of any proposed structures _____ Number & types of structures on property _____

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Putnam County District School Board
Mailing Address: 200 Reid Street, Palatka, FL 32177
Phone Number(s): 386-329-0630 Email: +belling@my.putnamschools.org

Agent/Contractor (Submit proof of authorization to act as agent with your application)

Name(s): Donald E. Holmes, Esq. of Holmes and Young, P.A.
Mailing Address: 222 N. 3rd St, Palatka, FL 32177
Phone Number(s): 386-328-1111 Email: Holmes@HolmesandYoung.com

To Be Notarized

Name (Print Name): Thomas D. Bolling, Sr. Assistant Supt. Support Services

Signature: [Signature] Date: April 17, 2025

STATE OF Florida County of Putnam

Before me this day personally appeared Thomas D. Bolling Sr who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 17 day of April A.D. 2025.

(Notary Seal)



[Signature]
Notary Public

My commission expires: 08/22/2027 State of Florida at Large.
Type of Identification Produced: personally known

For Official Use Only

Date Submitted: _____ FLUM Designation: _____
Received By: _____ Preliminary Review by: _____
Confirmed Current Zoning: _____ Date Legal Ad Ran: _____
(Allowable) Requested Zoning: _____ Sign(s) Posted Date: _____
Surrounding property owner's notices sent: _____

Attachments Reviewed:

- ☐ Copy of Recorded Deed
- ☐ Legal Description
- ☐ Survey
- ☐ Letter of Authorization
- ☐ Application Fee

3

Return to:

Name: Putnam County District School Board

Address: 200 Reid Street
Palatka, FL 32177

This Instrument Prepared by: Walter Fortner

Address: Palatka Abstract & Title Ins. Inc
113 North 4th Street
Palatka, FL 32177
File No. 23-306

Property Appraiser's ID #:
16-10-26-0000-0240-0010

Inst: 202354014144 Date: 06/27/2023 Time: 4:10PM Doc Stamp-
Deed: 1050.00 By: CH, DC, Matt Reynolds, Putnam, County Page
1 of 3 B: 1715 P: 589

WARRANTY DEED

This Warranty Deed is executed this 15 day of June, 2023, by Christopher Kelley and Mallorie Kelley, husband and wife ("Grantor") to Putnam County District School Board ("Grantee").

"Grantor" and "Grantee" are used for singular or plural, as context requires.

Witnesseth, that Grantor, for the sum of \$150,000 and other good and valuable consideration, the receipt of which is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee the following described property:

SEE EXHIBIT A

This conveyance is subject to easements, restrictions, reservations, and limitations of record, if any, and together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining, to have and to hold the same in fee simple forever.

And, Grantor hereby covenants with Grantee that Grantor is lawfully seized of said land in fee simple; that Grantor has good right and lawful authority to sell and convey said land; that Grantor hereby fully warrants the title to said land; and that Grantor will defend the same against the lawful claims of all persons whomever, and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 2022.

In Witness Whereof, Grantor has signed and sealed these presents the day and year above written.

Signed, sealed and delivered as to all Grantors
in the presence of:

Marc Spalding
Signature of Witness 1

Marc Spalding
Print Name of Witness 1

Christopher Kelley
Signature of Grantor 1

Christopher Kelley

Mailing Address of Grantor 1

Walter Fortner
Signature of Witness 2

Walter Fortner
Print Name of Witness 2

Mallorie Kelley
Signature of Grantor 2

Mallorie Kelley

Mailing Address of Grantor 2

Notary Section:

STATE OF FLORIDA

COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me by means of ☒ physical presence
or ☐ online notarization, this 15 day of June, 2023, by Christopher Kelley and Mallorie Kelley.

Personally Known ☐ OR Produced Identification ☒

Type of Identification Produced: Florida Driver's License

(Signature of Notary Public) *Walter Fortner*

(Print, Type, or Stamp Commissioned Name of Notary Public) Walter Fortner

My Commission expires:

Affix Notary SEAL

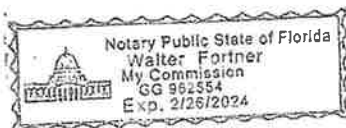


EXHIBIT A

A portion of the South 1/2 of the NE 1/4 of the NW 1/4 of Section 16, Township 10 South, Range 26 East, Putnam County, Florida, being more particularly described as follows:

Commence at the Southwest corner of the North 1/2 of the NE 1/4 of the NW 1/4 of Section 16, Township 10 South, Range 26 East; thence N 89°01'31" E, along the South line of said North 1/2 of the NE 1/4 of the NW 1/4, 33.0 feet to a line lying 33.0 feet Easterly of the West line of said NE 1/4 of the NW 1/4 of Section 16, Township 10 South, Range 26 East and the Point of Beginning, said line also being the Easterly right of way line of Kelly Smith School Road as now established; thence continue N 89°01'31" E, along aforesaid South line of the North 1/2 of the NE 1/4 of the NW 1/4, 637.34 feet to the Northeast corner of the SW 1/4 of the NE 1/4 of the NW 1/4 of Section 16, Township 10 South, Range 26 East; thence S 00°21'31" W, along the East line of said SW 1/4 of the NE 1/4 of the NW 1/4, a distance of 395.12 feet; thence N 88°04'02" W, 633.19 feet to aforesaid line lying 33.0 feet Easterly of the West line of said NE 1/4 of the NW 1/4; also being the Easterly right of way line of Kelly Smith School Road; thence N 00°18'34" W, along last said line, 361.41 feet to the Point of Beginning and to close.
Containing 5.50 Acres.

Case PB 25-09- Annex, Amend Future Land Use Map and Rezone
Address: 16-10-26-0000-0200-0000 221 Round Lake Rd., Approx. 9.99 acres
Applicants: Jeffery & Pamela Bedenbaugh

STAFF REPORT

DATE: May 23, 2025

TO: City of Palatka Planning Board

FROM: STAFF
APPLICATION REQUEST

Request to annex one parcel, approximately 9.99 acres, into the City of Palatka for the purpose of connecting to the city's water and sewer system; amend the Future Land Use Map from Putnam County Public Buildings/Grounds/Other Public Facilities (PF) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF), and rezone from Putnam County Unincorporated Agricultural Estate (AE) to City of Palatka Public Buildings and Grounds (PBG-1).

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

Background

The application is for approx. 9.99 acres parcel located at 221 Round Lake Rd. next to the Kelley Smith Elementary School. The Putnam County School District's ultimate goal is to expand the existing school district facilities. The property has a vacant residential structure. The applicant wishes to connect to the City's water and sewer facilities which are available nearby. The parcel is adjacent to the City boundaries.

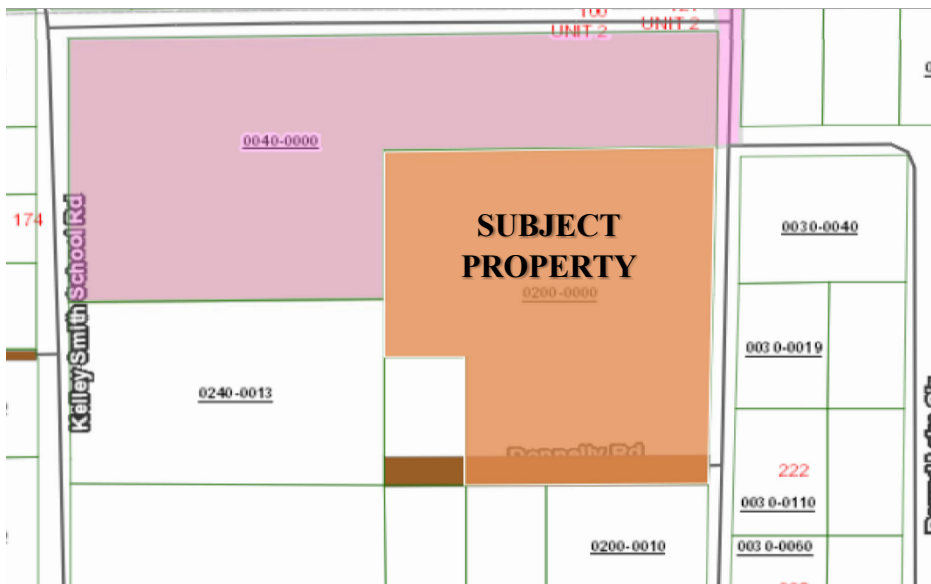


Figure 1: Subject site with City boundaries shown.

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

	Actual Use	FLUM	ZONING
Property Existing	Vacant Residential Structure	Putnam County Public Buildings/Grounds/Other Public Facilities (PF)	Putnam County Unincorporated Agricultural Estate (AE)
Property Proposed	School Related	City of Palatka Public Buildings/Grounds/Other Public Facilities (PF)	City of Palatka Public Buildings and Grounds (PBG-1)
North	City Kelley Smith School	City Public Buildings/Grounds/Other Public Facilities	City Residential, two-family, residential (R-2)
South	County Agricultural	County Urban Reserve (UR)	County Agricultural Estate (AE)
East	County Agricultural	County Public Buildings/Grounds/Other Public Facilities (PF) & Urban Reserve (UR)	County Agricultural (AG)
West	Residential	County Urban Reserve (UR)	County Residential Single-Family Estate (RE)

PROJECT ANALYSIS**Annexation Analysis**

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be “reasonably compact”.

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality’s boundary. As shown previously, in **Figure 1:** Subject site, the property is contiguous to the City limits to the north of the parcel.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns. Annexing this property meets the standard of compactness because it does not create an enclave or pocket.

Connection to Water and Sewer: Water and sewer are available to the site in question. The applicant desires to connect to the City water & sewer system. The system is adequate to handle the annexation of the site.

Comprehensive Plan Public Facilities Element Policy D.1.2.1.

The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for

areas outside of City limits is conditioned upon annexation only when those properties become contiguous.

Future Land Use Change Analysis

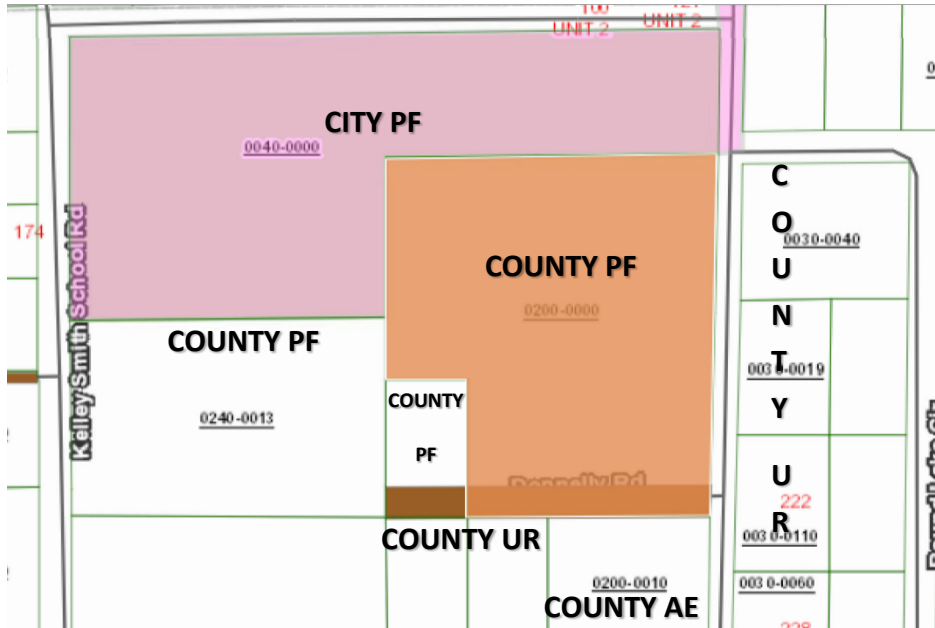


Figure 2: Current Future Land Use

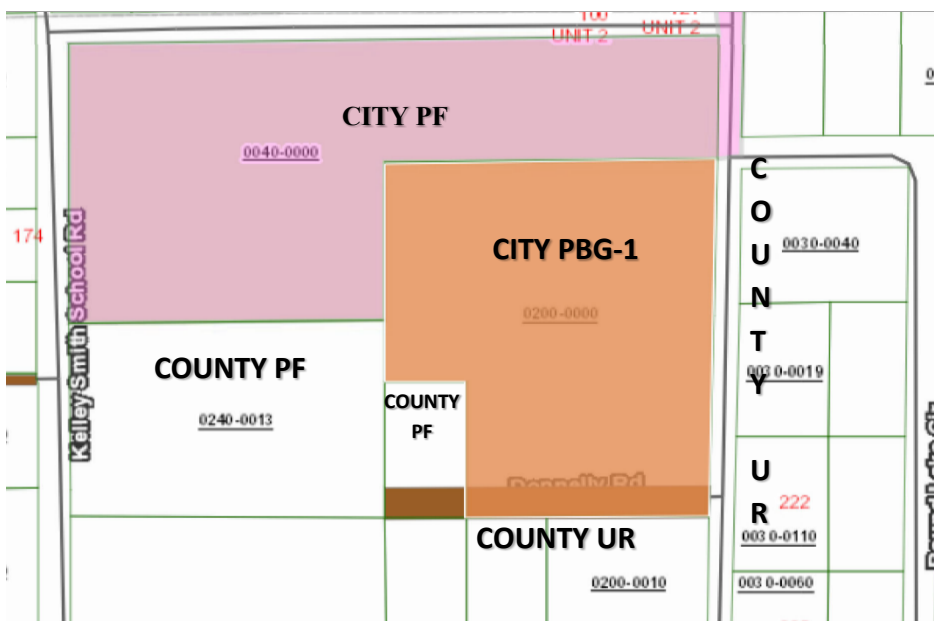


Figure 3: Proposed Future Land Use

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Response: Staff is not aware of any soil or topography conditions that would present major problems for additional future development of this property in accordance with all applicable land development regulations. Nor is staff aware of natural or historic resources on this developed site.

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

Response: The applicant proposes to continue the neighboring use of school related facilities.

Demonstrate that amendment does not further urban sprawl, as determined through the following tests:

- Low-intensity, low-density, or single-use development or uses.
- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
- Radial, strip, isolated, or ribbon development patterns.
- Development that fails to adequately protect and conserve natural resources and agricultural activities
- Development that fails to maximize use of existing and future public facilities and services.
- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

Response: The annexation of this parcel would not contribute to urban sprawl and will not create an undo burden on the water system. Property to the North has water connections. This annexation would be contiguous, as it borders City limits to the North. The use of this parcel will be school related.

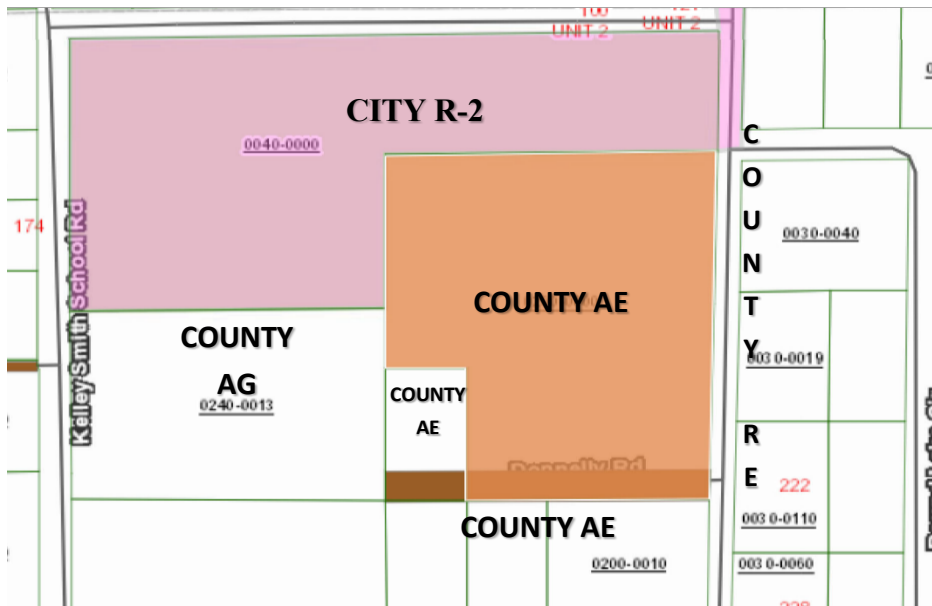


Figure 4: Current Zoning

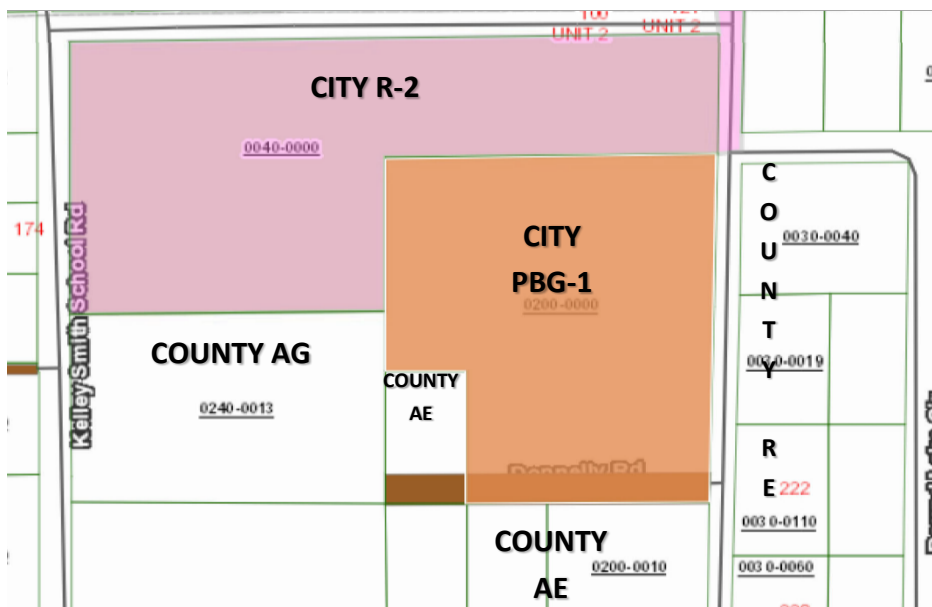


Figure 5; Proposed Zoning

Zoning Analysis

Section 94-38(f)(1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

- a. *Whether the proposed change is in conformity with the Comprehensive Plan:*
Response: When a property is annexed into the city, it is often given a similar Future Land Use and Zoning to what existed when in the County. The subject property currently has a Putnam County Public Buildings/Grounds/Other Public Facilities (PF) land use classification. The proposed rezoning conforms with the Comprehensive Plan.
- b. *The existing land use pattern.*
Response: The existing land use pattern in this area is a mix of institutional, residential, and vacant land uses. The proposed land use will not alter existing land use patterns.
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.*
Response: The parcel is vacant with school facilities projected. There is already school use next to the subject parcel and being annexed into the city will not alter the existing relationship of the surrounding area.
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
Response: The subject property is vacant with a proposed school use which is adjoining school property already developed. There will be no increase in population or overtaxing of the load on public facilities.
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: Surrounding parcels are mixed development of school, residential, and agricultural. Amending the property zoning to City of Palatka Public Buildings and Grounds (PBG-1) will keep proposed conditions within the same uses.
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: The City endeavors to convert properties on well and septic systems to City water and sewer in order to reduce pollutants released into ground water and increase revenue to the City's water and sewer funds. Conditions in the area of the subject parcel will remain unchanged. Putnam County School Board intends to expand the existing educational facilities.
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The immediate neighborhood around the subject parcel is a long established school. Any existing living conditions will not change with approval.
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*

Response: The traffic patterns in the area are already established and will remain the same nor will it affect public safety. It is not anticipated to be a significant increase of existing daily trips.

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

Response: There should be no impact on drainage in the area.

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

Response: No reduction in light and air to adjacent areas is expected.

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

Response: There should be no impact on property values as it will be an expansion of an existing use.

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

Response: The proposed rezoning will not be a deterrent for the improvement of adjacent property.

- m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*

Response: The proposed rezoning will not grant a special privilege to the property owner.

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

Response: The zoning classifications for the use in this area do not differ substantially. The reason for amending the existing zoning is due to the annexation of the parcel into the city limits and connecting it to City water and sewer facilities for school related use.

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

Response: The immediate area is institutional and residential in nature. The zoning already exists and is a part of the neighborhood.

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

Response: It is not impossible, but the purpose of this request is to obtain water & sewer services from the City. The property has a proposed use of school facilities, this zoning is already established in this neighborhood.

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

Response: Not applicable.

Staff Recommendation

1. Staff recommends the request to annex the approximately 9.99 acre property into the City be approved.

2. Staff recommends the request to amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF) be approved.
3. Staff recommends the request to rezone from Putnam County Unincorporated Residential Single-Family Estate (RE) to City of Palatka Public Buildings and Grounds (PBG-1) be approved.



ANNEXATION APPLICATION

DATE RECEIVED: 1 PB-25-09
APP NUMBER: PB-
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments.
(Checks payable to the City of Palatka)

Annexation: \$700.00 Small scale amendment <50 acres: \$1440.00 Large scale amendment >50 acres: \$2390.00

- | | |
|--|--|
| ☐ Application Fee | ☐ Site Map |
| ☐ Copy of Recorded Deed | ☐ Project Narrative |
| ☐ Legal Description | ☐ Site Plan (for planned development) |
| ☐ Letter of Authorization | ☐ Supplementary Information |
| ☐ Survey | |

Property Information

- Property Address: 221 Round Lake Rd Palatka FL 32177
- Parcel Number: 16-10-26-0000-0200-0000
- Parcel Dimensions: 676' X 746' X 511' X 284' X 165' X 457' (9.9 ac. ±)
- Current Property Use: RESIDENTIAL / VACANT
- Current Future Land Use Map Designation: City: _____ County: PF
- Proposed Future Land Use Map Designation (if applicable): City: PBG-7 County: _____
- Proposed Use: SCHOOL RELATED
- Current Zoning Designation: AE Requested Zoning Designation: PBG-1
- Square footage of any proposed structures unk Number & types of structures on property 1. RES

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Jeffrey A. Bridenbaugh + Pamela G. Bridenbaugh, H + W
Mailing Address: 227 Round Lake Rd, Palatka, FL 32177
Phone Number(s): _____ Email: _____

Agent/Contractor (Submit proof of authorization to act as agent with your application)

Name(s): Donald E. Holmes Esq., Holmes + Young, P.A.
Mailing Address: 222 N. 3rd Street, Palatka FL 32177
Phone Number(s): 386-328-1111 Email: Holmes@HolmesandYoung.com

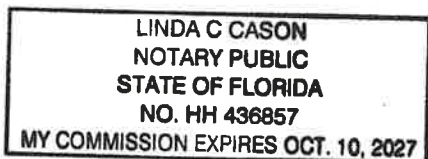
To Be Notarized

Name (Print Name): Jeffrey A. Bedenbaugh Pamela G. Bedenbaugh
Signature: [Signature] Pamela M. Bedenbaugh Date: 4/17/25
STATE OF Florida County of Putnam

Before me this day personally appeared Jeffrey A. Bedenbaugh + Pamela G. Bedenbaugh who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 17th day of April A.D. 2025.

(Notary Seal)



[Signature]
Notary Public

My commission expires: 10/10/2027 State of Florida at Large.
Type of Identification Produced: Personally Known

For Official Use Only

Date Submitted: _____ FLUM Designation: _____
Received By: _____ Preliminary Review by: _____
Confirmed Current Zoning: _____ Date Legal Ad Ran: _____
(Allowable) Requested Zoning: _____ Sign(s) Posted Date: _____
Surrounding property owner's notices sent: _____

Attachments Reviewed:

- ☐ Copy of Recorded Deed
- ☐ Legal Description
- ☐ Survey
- ☐ Letter of Authorization
- ☐ Application Fee

City of Palatka
201 N 2ND ST
PALATKA FL 32177-3735
(386) 329-0100
CASH RECEIPT

Date: 04/29/2025 OPER ID: AROMERO RECEIPT NO: F000691
RECEIVED FROM: ANNEX, FLUM AND REZONE

AMOUNT RECEIVED: 1,720.00 TYPE: CK CHECK: 504503
CHANGE DUE: 0.00
TOTAL RECEIVED: 1,720.00

DISTRIBUTION:		DESCRIPTION / FOR
AMOUNT	ACCOUNT NUMBER	
1,720.00		ANNEX, FLUM AND REZONE
		16-10-26-0000-0200-0000
		16-10-26-0000-0240-0013



FLU AMENDMENT REZONING APPLICATION

DATE RECEIVED: _____
APP NUMBER: PB - _____
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments.
(Checks payable to the City of Palatka)

- | | |
|--|--|
| ☐ Application Fee | ☐ Site Map |
| ☐ Copy of Recorded Deed | ☐ Project Narrative |
| ☐ Legal Description | ☐ Site Plan (for planned development) |
| ☐ Letter of Authorization | ☐ Supplementary Information |
| ☐ Survey | |

Property Information

- Property Address: 221 Round Lake Road Palatka, FL 32977
- Parcel Number: 16-12-26-0000-0200-0000
- Parcel Dimensions: 676' X 746' X 511' X 284' X 165' X 457' (9.9 AC. ±)
- Current Property Use: RESIDENTIAL / VACANT
- Current Future Land Use Map Designation: City: _____ County: PF
- Proposed Future Land Use Map Designation (if applicable): City: PBG County: _____
- Proposed Use: SCHOOL RELATED
- Current Zoning Designation: AE Requested Zoning Designation: PBG-1
- Square footage of any proposed structures unk Number & types of structures on property 1 - RES

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Jeffrey A. Badenbaugh & Pamela G. Badenbaugh, H&R
Mailing Address: 227 Round Lake Rd., Palatka, FL 32977
Phone Number(s): _____ Email: _____

Agent/Contractor (Submit proof of authorization to act as agent with your application)

Name(s): Donald E. Holmes, Esq., Holmes & Young, P.A.
Mailing Address: 222 N. 3rd St., Palatka, FL 32977
Phone Number(s): 386-328-1111 Email: Holmes@HolmesAndYoung.com

To Be Notarized

Name (Print Name): Jeffrey A. Bedenbaugh, Pamela G. Bedenbaugh

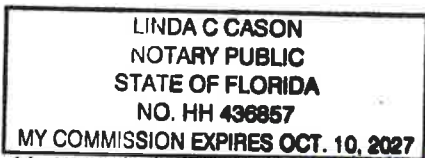
Signature: [Signature] Pamela G. Bedenbaugh Date: 4/17/25

STATE OF Florida County of Putnam

Before me this day personally appeared Jeffrey A. Bedenbaugh + Pamela G. Bedenbaugh who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 17th day of April A.D. 2025.

(Notary Seal)



[Signature]
Notary Public

My commission expires: 10/10/2027 State of Florida at Large.

Type of Identification Produced: Personally Known

For Official Use Only

Date Submitted: _____

FLUM Designation: _____

Received By: _____

Preliminary Review by: _____

Confirmed Current Zoning: _____

Date Legal Ad Ran: _____

(Allowable) Requested Zoning: _____

Sign(s) Posted Date: _____

Surrounding property owner's notices sent: _____

Attachments Reviewed:

- ☐ Copy of Recorded Deed
- ☐ Legal Description
- ☐ Survey
- ☐ Letter of Authorization
- ☐ Application Fee

* OFFICIAL RECORDS * 1of1
BK 831.0 PG 666

Prepared by and return to:
Lana K. Bunton

Tito S. Smith
601 St. Johns Avenue
Palatka, Florida 32177

File Number: 20245718
Will Call No.:

Grantee S.S. No. [REDACTED] and [REDACTED]
Parcel Identification No. 16-10-26-0000-0200-0000

Documentary Tax PD. # 1106.00
Certificate # 64-0000000-00-01
Edward L. Brooks, Clerk of Circuit Court
By Milene [Signature]

Doc Stamps \$1,106.00
Intangible Tax \$.00

[Space Above This Line For Recording Data]

Warranty Deed

(STATUTORY FORM - SECTION 689.02, F.S.)

This Indenture made this 31st day of July, 2000 between Veradine Donnelly, an unmarried widow and surviving spouse of Edmund Leroy Donnelly, deceased whose post office address is 660 Old Poor Robin Road, Sylvania, Georgia 30467 of the County of Screven, State of Georgia, grantor*, and Jeffrey A. Bedenbaugh and Pamela G. Bedenbaugh, husband and wife whose post office address is 227 Round Lake Road, Palatka, Florida 32177 of the County of Putnam, State of Florida, grantee*,

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Putnam County, Florida, to-wit:

The S 1/2 of the NE 1/4 of the NE 1/4 of the NW 1/4 and the SE 1/4 of the NE 1/4 of the NW 1/4, all in Section 16, Township 10 South, Range 26 East, lying and being in Putnam County, Florida, EXCEPTING THEREFROM the following parcels of lands being more particularly described in those certain Warranty Deeds being recorded in O. R. Book 468, page 472, O. R. Book 469, page 1985, O. R. Book 455, page 1503, O. R. Book 462, page 716 and O. R. Book 543, page 658, all of the above references being in the public records of Putnam County, Florida.

and said grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

* "Grantor" and "Grantee" are used for singular or plural, as context requires.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Laura E. Anderson Jr.
Witness Name: Laura E. Anderson Jr.
Mark E. Smith
Witness Name: Mark E. Smith

Veradine Donnelly (Seal)
Veradine Donnelly

State of Georgia
County of Screven

The foregoing instrument was acknowledged before me this 31st day of July, 2000 by Veradine Donnelly, who ☐ is personally known or ☒ has produced a driver's license as identification.

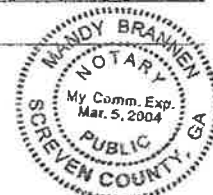
[Notary Seal]



Mandy Brannen
Notary Public

Printed Name: MANDY BRANNEN

My Commission Expires: _____



FILE # 393497
RCD: Aug 01 2000 @ 11:20AM

HONORABLE EDWARD L. BROOKS, CLERK OF COURT,
PUTNAM

DoubleTime