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CHASE BARNES
VICE CHAIRMAN

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BOARD MEMBER

EARL WALLACE
BOARD MEMBER

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BOARD MEMBER

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BOARD MEMBER

TOM DOLAN
BOARD MEMBER

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

LORENZO AGHEMO, MRP
PLANNING DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK



AGENDA
PLANNING BOARD MEETING
October 7, 2025 at 4:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call
- d. Appeal Procedures & ExParte Communication
Any person wishing to appeal any decision made by the Planning Board 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

2. APPROVAL OF MINUTES

- a. September 2, 2025, Planning Meeting Minutes

3. PUBLIC COMMENTS

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

4. REGULAR BUSINESS

- a. Comprehensive Plan Update, presentation of goals and policies of all elements of the City of Palatka's Comprehensive Plan.

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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Regular meeting 1st Tuesday of each month.

Minutes
PLANNING BOARD MEETING
September 2, 2025

Invocation

The invocation was led by Mr. George DeLoach.

Pledge of Allegiance

The Pledge of Allegiance was led by r. Tom Dolan.

Roll Call

Mr. Ed Killebrew, Mr. George DeLoach, Mr. Andrew Burnett, Ms. Edie Wilson, and Mr. Tom Dolan were present. Mr. Chase Barnes and Mr. Earl Wallace were excused.

Staff Present: City Attorney Jane West ESQ, City Clerk Karen Hayes, MMC, Planning Director Lorenzo Aghemo, Planner 1, Renee Brown, and Planner 1 Ryan Mickles

Appeal Procedures & ExParte Communication

Mr. Killebrew read the Appeal Procedures and the ExParte Communication.

APPROVAL OF MINUTES

Mr. DeLoach moved to approve August 5, 2025, minutes. Mr. Dolan seconded the motion which passed all ayes.

PUBLIC COMMENTS

There were no comments at this time.

REGULAR BUSINESS

PB 25-16 Annex, Amend Future Land Use Map and Rezone, Parcel No.: 11-10-26-0000-0470-0021

Address: 625 South State Rd. 19 # Unit 1, Approx. 0.36-Acres, Applicants: Crystal Tractor, LLC

Ms. Brown explained this property to the board. She stated staff recommended approval.

Ms. Wilson moved to approve the Annexation for parcel number 11-10-26-000-0470-002. Mr. Burnett seconded the motion which passed unanimously

Ms. Wilson moved to approve the amending of the Future Land Use Map for parcel number 11-10-26-0000-0470-0021. Mr. DeLoach seconded the motion which passed unanimously

Ms. Wilson moved to approve the rezone for parcel number 11-10-0000-0470-0021. Mr. Burnett seconded the motion which passed unanimously.

PB 25-17 Annex, Amend Future Land Use Map and Rezone, Parcel No.: 37-09-26-0000-0060-0140

Address: 300 North Highway 17, Approx. 3.8-Acres, Applicants: CBT Enterprises OP LLC

Ms. Brown explained this property to the board. She stated staff recommended approval.

Mr. Burnett moved to approve the Annexation for parcel number 37-09-26-0000-0060-0140. Mr. DeLoach seconded the motion which passed unanimously

Mr. Burnett has moved to approve the amending of the Future Land Use Map for parcel number 37-09-26-0000-0060-0140. Mr. Dolan seconded the motion which passed unanimously
Mr. Burnett moved to approve the rezone for parcel number 37-09-26-0000-0060-0140. Mr. Dolan seconded the motion which passed unanimously.

Case PB 25-19 Annexation, Amendment to FLUM and Rezoning

Address: 136 Corbett Road, Approx. 0.06 acres +/-, Parcel No.: 10-10-26-0000-0210-0001, Applicant: City of Palatka

Mr. Mickles explained this property to the board. He stated staff recommended approval.

Mr. Dolan moved to approve the Annexation for parcel number 10-10-26-0000-0210-0001. Mr. Burnette seconded the motion which passed unanimously

Mr. Dolan moved to approve the amending of the Future Land Use Map for parcel number 10-10-26-0000-0210-0001. Mr. Burnette seconded the motion which passed unanimously

Mr. Dolan moved to approve the rezone for parcel number 10-10-26-0000-0210-0001. Mr. Deloach seconded the motion which passed unanimously.

STAFF COMMENTS

Ms. West stated, unfortunately, the State Legislative did a little bit more overreach into the Home Rule during this past legislative session. One of the changes they made was to the plat approval requirements. The planning board will no longer be reviewing any plats for the city. It will now go to the administrative staff. Mr. Aghemo stated it also applies to replats.

BOARD MEMBER COMMENTS

Mr. Dolan asked what the effect would be to the board to Ms. West. Ms. West explained in the past the board has always been tasked with reviewing of a replat or final plat for any new subdivisions that were going into the city. It requires a surveyor to do a very careful analysis.

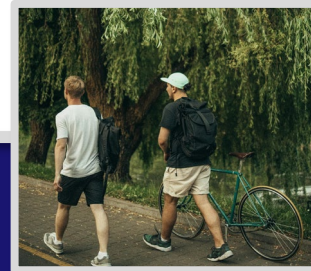
ADJOURN

Ms. Wilson moved to adjourn.

In partnership with:



COMPREHENSIVE PLAN UPDATE



Planning Board Hearing

Tuesday, October 7, 2025



01

Project Background

02

The Comprehensive Plan

03

Proposed Updates

04

Anticipated Next Steps

AGENDA

PROJECT BACKGROUND

Agreement #P0510

COMMUNITY PLANNING TECHNICAL ASSISTANCE
GRANT AGREEMENT
STATE OF FLORIDA
FLORIDA DEPARTMENT OF COMMERCE

THIS GRANT AGREEMENT ("Agreement") is made and entered into by and between the State of Florida, Department of Commerce ("Commerce"), and the City of Palatka, Florida ("Grantee"). Commerce and Grantee are sometimes referred to herein individually as a "Party" and collectively as "the Parties."

WHEREAS, Commerce has the authority to enter into this Agreement and distribute State of Florida funds ("Award Funds") in the amount and manner set forth in this Agreement and in the following Attachments incorporated herein as an integral part of this Agreement:

- Attachment 1: Scope of Work
- Attachment 1-A: Invoice: Grantee's Subcontractor(s) (Contractual Services)
- Attachment 1-B: Invoice: Grantee's Employee(s)
- Attachment 1-C: Invoice: Combination of Grantee's Subcontractor(s) and Grantee's Employee(s)
- Attachment 1-D: Grant Agreement Final Closeout Form
- Attachment 1-E: SERA Access Authorization Form (form provided after execution of this agreement)
- Attachment 2 and Exhibit 1 to Attachment 2: Audit Requirements
- Attachment 3: Audit Compliance Certification

WHEREAS, the Agreement and its aforementioned Attachments are hereinafter collectively referred to as the "Agreement", and if any inconsistencies or conflict between the language of this Agreement and its Attachments arise, then the language of the Attachments shall control, but only to the extent of the conflict or inconsistency;

WHEREAS, Grantee hereby represents and warrants that Grantee's signatory to this Agreement has authority to bind Grantee to this Agreement as of the Effective Date and that Grantee, through its undersigned duly authorized representative in his or her official capacity, has the authority to request, accept, and expend Award Funds for Grantee's purposes in accordance with the terms and conditions of this Agreement;

NOW THEREFORE, for and in consideration of the covenants and obligations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties intending to be legally bound hereby agree to perform the duties described herein in this Agreement as follows:

A. AGREEMENT PERIOD

This Agreement is effective as of July 1, 2024 (the "Effective Date") and shall continue until the earlier to occur of (a) June 30, 2025 (the "Expiration Date") or (b) the date on which either Party terminates this Agreement (the "Termination Date"). The period of time between the Effective Date and the Expiration Date or Termination Date is the "Agreement Period."

B. FUNDING

Rev. 5/23/2024

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Fall 2023

Work begins on **Vision Plan**

May 2024

CPTA grant application submitted for **Comprehensive Plan Update**

Aug. 2024

City of Palatka **Vision Plan** approved

Oct. 2024

CPTA grant awarded

Nov. 2024

City hires planning team to update Comprehensive Plan

PROJECT BACKGROUND



Lorenzo Aghemo
Project Manager (Staff)



Nick Hill, AICP
Project Manager

Kathie Ebaugh, FAICP
Principal in Charge

Jacob Alderman
Planner

PRIME

THE
CORRADINO GROUP

Edward Ng, AICP
Transportation Planner

SUB-CONSULTANT

What is it?

A document that guides and enables the future actions of a community by establishing strategic planning directives and service standards.

The Comprehensive Plan also serves to:



**Coordinate local
decision-making**



**Provide guidance
to landowners**



**Implement a
community vision**

What topics are addressed?

Future Land Use

Housing

Mobility

Recreation & Open Space

Conservation

Public Facilities

Intergovernmental Coordination

Capital Improvements

Private Property Rights

Historic Preservation

Economic Development

■ Required Element
■ Optional Element

Update Objectives



**Maintain Consistency
with Florida Statutes**



**Implement the
Community Vision Plan**



**Align with
Best Practices**



Future Land Use Element

*Goals, Objectives, &
Policies*



Statutory Basis

§163.3177(6)(a), Florida Statutes

Intent

- To set the City's long-term vision for how land is used
- To guide growth in an organized way with supporting infrastructure
- To provide a framework for future zoning and development decisions



Future Land Use Element

*Goals, Objectives, &
Policies*



Statute-Based Changes

- Revises references to outdated Florida Statutes & Rules of the Florida Administrative Code
- Updates the Element's supporting Data & Analysis through the 2045 planning horizon
- Allows *electrical substations* in most future land use categories (§163.3208, F.S.)
- Permits *floating solar facilities* in the Other Public Facilities future land use category (§163.32051, F.S.)



Future Land Use Element

*Goals, Objectives, &
Policies*



Vision-Based Changes

- Creates a Mixed-Use future land use category for the downtown area which allows:
 - 20 dwelling units per acre, and
 - A floor area ratio of 4.0
- Directs the City to evaluate the establishment of:
 - A *Density Bonus Program*, if certain public benefits are provided by the developer
 - *Incentives* to encourage development in areas already served by existing public infrastructure



Future Land Use Element

*Goals, Objectives, &
Policies*



Best Practices Changes

- Consolidates the future land use categories into an easy-to-read table
- Refocuses PUD zoning to be reserved for projects with a superior design that cannot be achieved through standard zoning provisions
- Restructures GOPs for improved readability and organization
- Updates and reformats all maps for aesthetic improvements and readability



Housing Element

*Goals, Objectives, &
Policies*



Statutory Basis

§163.3177(6)(f), Florida Statutes

Intent

- To ensure adequate, safe, and affordable housing for current and future residents
- To improve existing housing and eliminate substandard conditions
- To provide sites for a full range of housing types with needed infrastructure
- To guide programs to create, preserve, and distribute affordable housing across the City



Housing Element

*Goals, Objectives, &
Policies*



Statute-Based Changes

- Directs the City to maintain a public inventory of City-owned properties suitable for affordable housing (§163.3208, F.S.)
- Revises references to outdated Florida Statutes & Rules of the Florida Administrative Code
- Updates the Element's supporting Data & Analysis through the 2045 planning horizon



Housing Element

*Goals, Objectives, &
Policies*



Vision-Based Changes

- Directs the City to evaluate updates to the Land Development Regulations (LDR's) to...
 - support the expansion and diversification of housing
 - incentivize the development of new dedicated affordable housing units
- Directs the City to help property owners preserve and enhance naturally occurring affordable housing



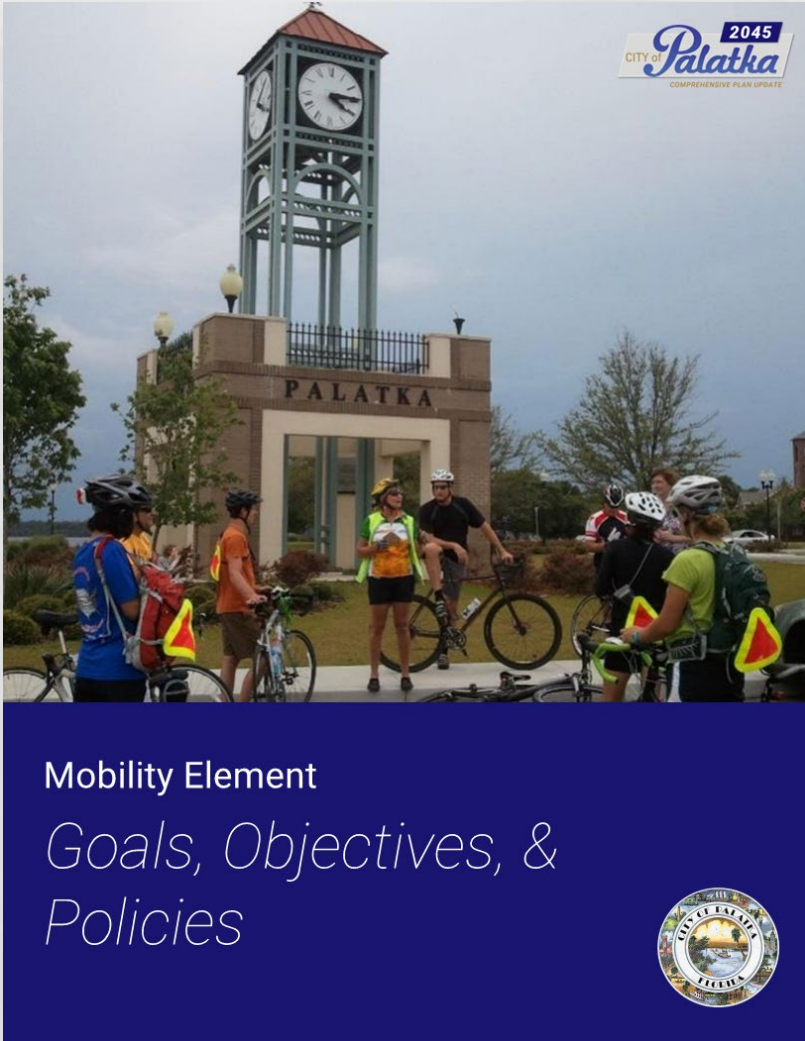
Housing Element

*Goals, Objectives, &
Policies*



Best Practices Changes

- Creates a clear distinction between dedicated affordable housing units and naturally occurring affordable housing
- Adds new provisions related to the rehabilitation and replacement of substandard units
- Restructures GOPs for improved readability and organization

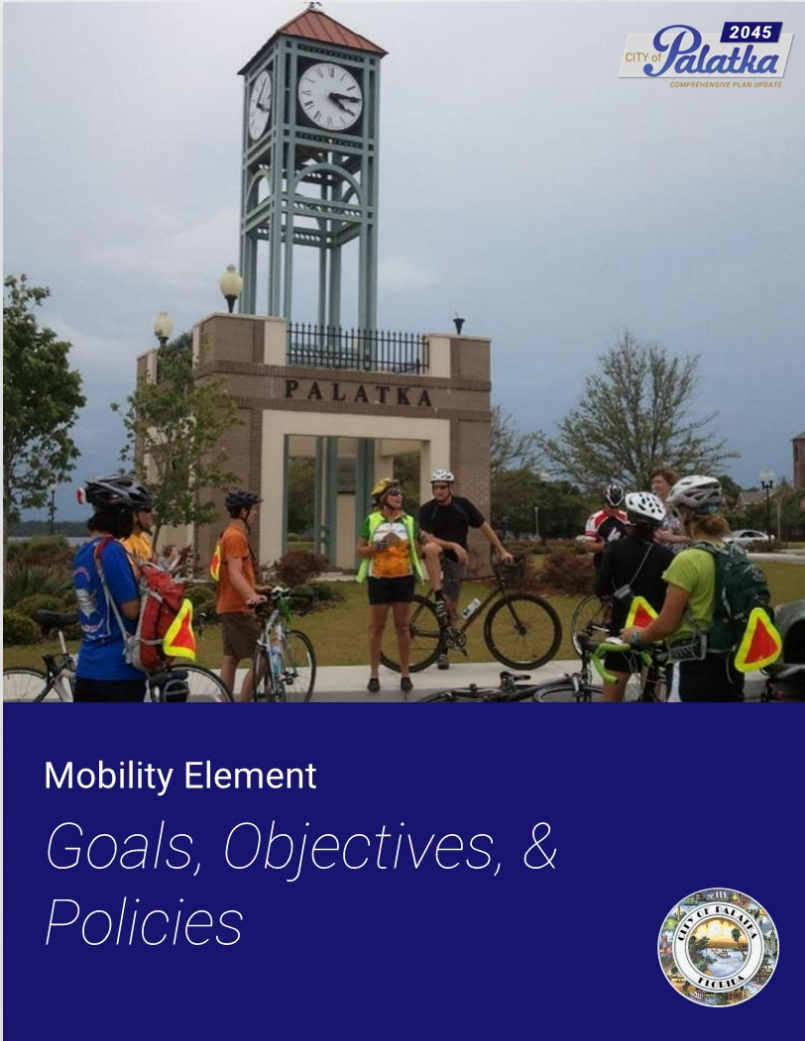


Statutory Basis

§163.3177(6)(b), Florida Statutes

Intent

- To plan for a safe, convenient, and multimodal transportation system
- To emphasize public transit, where feasible, and support all travel modes
- To coordinate transportation with the Future Land Use Map and other plan elements
- To align with state, regional, and MPO transportation plans and programs



Statute-Based Changes

- Revises references to outdated Florida Statutes & Rules of the Florida Administrative Code
- Updates the Element's supporting Data & Analysis through the 2045 planning horizon



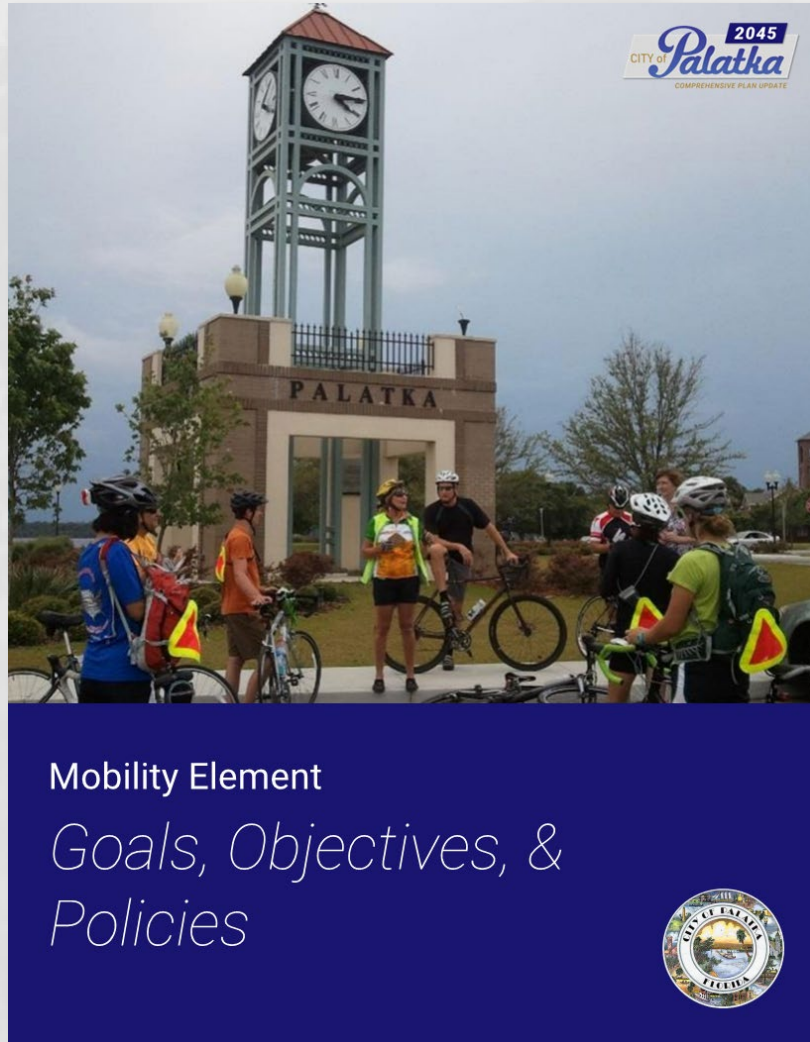
Vision-Based Changes

- Includes a series of policies which allow the City to cultivate a more connected pedestrian network
- Provides supportive policies which support the City's status as a designated Florida Trail Town



Best Practices Changes

- Directs the City to develop a *Long-Range Transportation Master Plan* to enhance the functionality and accessibility of the network
- Identifies potential streets for road diets
- Includes coordination with transit providers
- Lays the groundwork for a water-taxi service
- Restructures GOPs for improved readability and organization





Recreation & Open Space Element

*Goals, Objectives, &
Policies*



Statutory Basis

§163.3177(3)(e), Florida Statutes

Intent

- To plan for a comprehensive system of parks, open spaces, and recreational facilities
- To provide public and private spaces for play, leisure, and community gathering
- To protect and enhance access to natural areas, waterways, and beaches
- To ensure recreation opportunities support quality of life for all residents



Recreation & Open Space Element

*Goals, Objectives, &
Policies*



Statute-Based Changes

- Revises references to outdated Florida Statutes & Rules of the Florida Administrative Code
- Updates the Element's supporting Data & Analysis through the 2045 planning horizon



Recreation & Open Space Element

*Goals, Objectives, &
Policies*



Best Practices Changes

- Enforces the Parks and Recreation Facilities Impact Fee
- Directs the City to update its Level of Service standards for the parks and open space system to:
 - Provide a more formal open space management system
 - Consider facility proximity in addition to total space provided
- Restructures GOPs for improved readability and organization



Conservation Element

*Goals, Objectives, &
Policies*



Statutory Basis

§163.3177(5)(d), Florida Statutes

Intent

- To protect and manage air, water, wetlands, soils, and other vital natural resources
- To conserve wildlife, fisheries, habitats, and native ecosystems for long-term health
- To guide land use and development to avoid harm to environmentally sensitive areas
- To promote sustainable use of resources and coordination with regional conservation efforts



Conservation Element

*Goals, Objectives, &
Policies*



Statute-Based Changes

- Revises references to outdated Florida Statutes & Rules of the Florida Administrative Code
- Updates the Element's supporting Data & Analysis through the 2045 planning horizon



Conservation Element

*Goals, Objectives, &
Policies*



Best Practices Changes

- Directs the City develop regulatory incentives within the LDRs which:
 - Preserve native vegetation and natural resources
 - Result in long-term conservation and restoration of environmentally sensitive lands
 - Protect water resources
- Restructures GOPs for improved readability and organization



Public Facilities Element

*Goals, Objectives, &
Policies*



Statutory Basis

§163.3177(6)(c), Florida Statutes

Intent

- To plan for reliable sewer, water, drainage, solid waste, and aquifer recharge systems
- To identify current deficiencies and future infrastructure needs
- To coordinate facility upgrades and expansion to support planned growth
- To conserve water resources and protect natural drainage and recharge areas



Public Facilities Element

*Goals, Objectives, &
Policies*



Statute-Based Changes

- Adopts a Water Supply Facilities Work Plan, by reference
- Revises references to outdated Florida Statutes & Rules of the Florida Administrative Code
- Updates the Element's supporting Data & Analysis through the 2045 planning horizon



Public Facilities Element

*Goals, Objectives, &
Policies*



Best Practices Changes

- Includes provisions which help implement the Water Supply Facilities Work Plan
- Defers level of service requirements to the Capital Improvements Element
- Restructures GOPs for improved readability and organization



Intergovernmental Coordination Element

*Goals, Objectives, &
Policies*



Statutory Basis

§163.3177(h), Florida Statutes

Intent

- To coordinate the City's Comprehensive Plan with plans of neighboring governments, agencies, and service providers
- To establish joint planning areas and agreements for annexation, infrastructure, and public services, as needed
- To promote collaboration on schools, population projections, and facility planning



Intergovernmental Coordination Element

*Goals, Objectives, &
Policies*



Statute-Based Changes

- Revises references to outdated Florida Statutes & Rules of the Florida Administrative Code
- Updates the Element's supporting Data & Analysis through the 2045 planning horizon



Intergovernmental Coordination Element

*Goals, Objectives, &
Policies*



Best Practices Changes

- Directs the City to attempt an ISBA with Putnam County that establishes clear boundaries for service delivery, revenue sharing, and annexation, providing a collaborative alternative to annexation disputes under Florida Statutes Chapter 171
- Adds language recognizing Putnam County and incorporated municipalities as partners of the Florida Seaport Transportation and Economic Development Council (§163.3178, F.S.)
- Restructures GOPs for improved readability and organization



Capital Improvements Element
*Goals, Objectives, &
Policies*



Statutory Basis

§163.3177(3)(a), Florida Statutes

Intent

- To plan and prioritize major public facility projects to support growth and service needs
- To identify costs, funding sources, timing, and locations for future infrastructure investments
- To ensure facilities meet adopted levels of service and correct existing deficiencies



Capital Improvements Element
*Goals, Objectives, &
Policies*



Statute-Based Changes

- Adopts an updated 5-Year Schedule of Capital Improvements
- Revises references to outdated Florida Statutes & Rules of the Florida Administrative Code
- Updates the Element's supporting Data & Analysis through the 2045 planning horizon



Capital Improvements Element
*Goals, Objectives, &
Policies*



Best Practices Changes

- Consolidates level of service standards within a single element, which:
 - Eliminates redundancies across elements
 - Reduces the chances of conflicting provisions between elements
- General restructuring of GOPs for improved readability and organization



Private Property Rights Element

*Goals, Objectives, &
Policies*



Statutory Basis

§163.3177(i), Florida Statutes

Intent

- To ensure constitutionally protected private property rights are considered
- To protect the right to possess, control, and exclude others from private property
- To recognize the right to use, maintain, develop, and improve property within legal limits
- To affirm the right to sell, gift, or otherwise dispose of private property



Historic Preservation Element

*Goals, Objectives, &
Policies*



Statutory Basis

None (Optional Element per §163.3177, F.S.)

Intent

- To identify, document, and inventory historic and cultural resources
- To promote the protection, restoration, and adaptive reuse of historic structures
- To pursue funding and partnerships to support preservation efforts
- To integrate historic resources into community planning and development decisions



Historic Preservation Element

*Goals, Objectives, &
Policies*



Statute-Based Changes

- Revises references to outdated Florida Statutes & Rules of the Florida Administrative Code
- Updates the Element's supporting Data & Analysis through the 2045 planning horizon



Best Practices Changes

Includes policies which:

- Encourage adaptive reuse
- Implement public awareness and educational programs regarding historic preservation



Historic Preservation Element

*Goals, Objectives, &
Policies*





Economic Development Element

*Goals, Objectives, &
Policies*



Statutory Basis

None (Optional Element per §163.3177, F.S.)

Intent

- To support business growth through incubation, retention, and attraction efforts
- To promote tourism and leverage local assets to strengthen the economy
- To foster collaboration with regional partners and economic development organizations
- To pursue grants, incentives, and programs to expand jobs and investment



Economic Development Element

*Goals, Objectives, &
Policies*



Statute-Based Changes

- Revises references to outdated Florida Statutes & Rules of the Florida Administrative Code
- Updates the Element's supporting Data & Analysis through the 2045 planning horizon



Economic Development Element

*Goals, Objectives, &
Policies*



Best Practices Changes

- Clearly outlines economic development objectives, championing community investment, business incubation, tourism, and industry retention
- Recommends the reestablishment of a Main Street program to invest in and improve Palatka's historic downtown
- Improves the language of policies directed at tourism, wayfinding, and event programming citywide
- Explores opportunities to improve connections to regional trails, activate the waterfront, and accommodate tourism

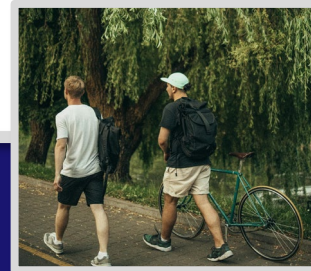
ANTICIPATED NEXT STEPS

- Wednesday, October 15, 2025* ● **Public Open House #2**
- Thursday, October 23, 2025* ● **City Commission (First Reading)**
- November 2025 – January 2026* ● **State Coordinated Review Period**
- February 2026* ● **City Commission (Second Reading)**

In partnership with:



2045
CITY of *Palatka*
COMPREHENSIVE PLAN UPDATE



Planning Board Hearing

Tuesday, October 7, 2025