

ED KILLEBREW  
CHAIRMAN  
CHASE BARNES  
VICE CHAIRMAN  
GEORGE DELOACH  
BOARD MEMBER  
EARL WALLACE  
BOARD MEMBER  
ANDREW BURNETT  
BOARD MEMBER  
EDIE WILSON  
BOARD MEMBER  
CAITLIN E. OWENS  
BOARD MEMBER



TROY BELL  
CITY MANAGER  
LORENZO AGHEMO  
PLANNING DIRECTOR  
JANE WEST, ESQ.  
CITY ATTORNEY  
SUNNI KRANTZ  
CITY CLERK

Regular meeting 1st Tuesday of each month at 4:00 p.m.

**PLANNING BOARD MEETING  
CITY OF PALATKA  
May 7, 2024**

- 1. CALL TO ORDER**
  - a. Invocation
  - b. Pledge of Allegiance
  - c. Roll Call
  - d. Appeal Procedures & ExParte Communication
- 2. APPROVAL OF MINUTES**
  - a. March 5, 2024
- 3. PUBLIC COMMENTS - (Speakers limited to three minutes - no action taken on items)**
- 4. REGULAR/PUBLIC BUSINESS**
  - \* a. Final Plat Approval for 400 North State Road 19 (Palatka Mall).
- 5. STAFF COMMENTS**
  - \* a. DISCUSSION - Plats & Code Requirements Within Subdivisions
- 6. BOARD MEMBER COMMENTS**
- 7. ADJOURN**

\*Attachment \*\*Separate Cover

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



**CITY COMMISSION AGENDA ITEM - d.**

**SUBJECT:**

Appeal Procedures & ExParte Communication

**SUMMARY:**

NOTICE: 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 INSURE 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

**RECOMMENDED ACTION:**

**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Planning	Cheap, Casey	Approved	4/24/2024 - 1:54 PM



**CITY COMMISSION AGENDA ITEM - a.**

**SUBJECT:**

**SUMMARY:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ March 5, 2024 Minutes	Backup Material

**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Planning	Cheap, Casey	Approved	4/24/2024 - 1:46 PM

ED KILLEBREW  
CHAIRMAN  
CHASE BARNES  
VICE CHAIRMAN  
GEORGE DELOACH  
BOARD MEMBER  
EARL WALLACE  
BOARD MEMBER  
ANDREW BURNETT  
BOARD MEMBER  
EDIE WILSON  
BOARD MEMBER  
CAITLIN E. OWENS  
BOARD MEMBER



TROY BELL, ICMA-CM  
CITY MANAGER  
LORENZO AGHEMO, MRP  
PLANNING DIRECTOR  
JANE WEST, ESQ.  
CITY ATTORNEY  
SUNNI L. KRANTZ, CMC  
CITY CLERK

Regular meeting 1<sup>st</sup> Tuesday of each month.

**PLANNING BOARD  
MINUTES  
March 5, 2024**

The minutes of the proceedings of the regular meeting of the Planning Board held on March 5, 2024, at 4:00 PM, at City Hall, 201 N. 2nd St., Palatka, FL 32177.

**1. CALL TO ORDER**

- a. **Invocation** led by Chaplain Mulberry
- b. **Pledge of Allegiance** led by Mr. Burnett
- c. **Roll Call**

Chair Ed Killebrew                    –Present  
Vice Chair Chase Barnes           –Present  
Earl Wallace                         –Present  
George DeLoach                    –Present  
Caitlin Owens                      –Not present  
Edie Wilson                         –Not present  
Andrew Burnett                    –Present

Also present: Troy Bell, City Manager; Lorenzo Aghemo, Planning Director; Sunni Krantz, City Clerk; Jane West, City Attorney; Casey Cheap, Planner 1; Chad Branford, Deputy Fire Chief; Elizabeth van Rensburg; Robert Wise; Allegra Kitchens, former City Commissioner; Also present via telecommunications technology: Sherri Farmer, Planner I; Alonzo Mulberry, City Chaplain; Kierra Kaymore, CS&R Clerk; Tobi McGuigan

**d. Appeal Procedures & ExParte Communication**

The appeal procedures were read by the Chair.  
Time was allotted for ex parte disclosures.

**2. APPROVAL OF MINUTES**

**a. February 6, 2024**

**Motion to approve by Mr. Barnes. Second by Mr. Burnett. Motion passed unanimously.**

**3. PUBLIC COMMENTS - (Speakers limited to three minutes - no action taken on items)**

The floor was opened to public comment. Hearing none, the floor was closed to public comment.

**4. REGULAR/PUBLIC BUSINESS**

- a. PB23-20: This is a request to amend the future land use and zoning for three (3) parcels at Azalea Place from the existing future land use of Commercial (COM) to a proposed land use of Residential Low (RL). The existing zoning is General Commercial (C-1), and the applicant has proposed a rezoning to Residential Single Family (R-1).

Mr. Aghemo advised Staff recommends approval of the application. Mr. Cheap summarized the request and Staff's findings from the agenda packet. He indicated there are no items of major concern. The proposed project will add 3 dwelling units to the City.

No questions were presented to the applicant.

The floor was opened to public comment:

Robert Wise 150 Kelley Smith School Rd., Palatka, FL 32177 - indicated someone is building a residence on the southwest corner, although the property is presently zoned commercial. He asked for more information on what is going on with the property.

Allegra Kitchens 1027 S. 12th St., Palatka, FL 32177 - advised residential properties coming into cost the City more than the taxes it brings in. She asked for a full picture of the costs to the City.

Hearing no further requests to comment, the floor was closed to public comment.

Mr. Cheap responded that the side facing Kelley Smith (referenced by Mr. Wise) is not a portion of the proposed application today. There is a house on a parcel that has been broken off from this property. The parcels on the Kelley Smith School Road are proposed to be R-1, the other side of the property, will be zoned commercial eventually. It has been intended that the parcels on the southern end will be single-family residences.

The applicant, Tobi McGuigan, advised the addresses there will be on Kelley Smith Road.

Ms. West advised the fees referenced in the Staff Report do not include the impact fees. The City is beginning to phase impact fees back in. There will be impact fees assessed to these residential lots.

Motion by Mr. Barnes to amend the Future Land Use Map from City of Palatka Commercial (COM) to City of Palatka Residential Low (RL) for the three subject parcels. Second by Mr. Burnett. Motion passed unanimously.

Motion by Mr. Barnes to approve the rezoning from City of Palatka General Commercial (C-1) to City of Palatka Single Family Residential (R-1) for the three subject parcels. Second by Mr. Burnett. Motion passed unanimously.

**b. PB 24-03 Parking and Storage of Vehicles ordinance**

Ms. West advised proposed is a draft for a new code on parking and storage of vehicles. Code enforcement is having difficulty with abandoned and commercial and recreational vehicles staying for an extended amount of time. Under the proposal, commercial vehicles could be parked in a driveway or backyard, not in a side yard or front yard.

Ms. West requested input from the board members.

Discussion commenced regarding the efforts of the Code Enforcement personnel to self-report as a part of the Blight to Bright initiative the City is undertaking.

**c. DISCUSSION - Mr. Wallace requested a conversation regarding plats and code requirements within subdivisions at last month's meeting.**

Mr. Wallace advised the board of his concern that the board is approving plats, although truly no plat would pass all of the requirements of the City's current code. One example is the requirement for the plat must be reviewed by a City Engineer and City Surveyor, neither of which are positions currently in the City's personnel. He expressed the subdivision regulations are antiquated. He defined a "plat: as the subdivision and all the regulations pertaining to it.

The Clerk advised Mr. Aghemo is tracking the updates needed to the City code.

The floor was opened to public comment:

Allegra Kitchens 1027 S 12th St., Palatka, FL 32177 - advised a subdivision must be platted. She spoke in favor of defining the terms “subdivision” and “plat” within the City Code.

Hearing no further requests to comment, the floor was closed to public comment.

Mr. Wallace requested the City Attorney review the City’s subdivision regulations and section 74 of the City code and compare the current requirements with Florida Statute 177. Ms. West advised she will provide a memorandum to the board with her research.

**Motion to postpone the item to the April meeting by Mr. Barnes. Second by Mr. Burnett. Motion passed unanimously.**

**5. STAFF COMMENTS**

Ms. West introduced Mr. Aghemo as the new Planning Director. The Clerk introduced Mr. Troy Bell as the new City Manager. Both come to the City with more than 20 years of (individual) experience in local government.

**6. BOARD MEMBER COMMENTS – nothing further.**

**7. ADJOURN at 4:51 PM**

Motion to adjourn by Mr. Deloach

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



**CITY COMMISSION AGENDA ITEM - a.**

**SUBJECT:**

Final Plat Approval for 400 North State Road 19 (Palatka Mall).

**SUMMARY:**

Applicant is requesting approval of a Final Plat to subdivide the existing parcel at 400 North State Road 19 into four (4) parcels therefore creating three (3) new outparcels intended for future development.

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ Staff Report	Cover Memo
▢ Application	Backup Material
▢ Subdivision Narrative	Backup Material
▢ Final Plat	Backup Material
▢ DRAFT Legal Descriptions	Backup Material
▢ Legal Notice	Attachment
▢ Meeting Notice Letter	Attachment
▢ Addresses for letters	Attachment

**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Planning	Cheap, Casey	Approved	4/24/2024 - 1:46 PM

**Case PB 23-27 – Palatka Mall Final Plat**

**Address: 400 N State Road 19, 02-10-26-0000-1260-0000, 31.63 acres**

**Applicant: Schippers-Taivah, LLC, Agent Matthews Design Group, LLC**

# STAFF REPORT: Final Plat Approval

DATE: May 7, 2024  
TO: Planning Board  
FROM: City Staff

## Application Request

The applicant is requesting approval of a Final Plat to subdivide the existing parcel into four (4) parcels therefore creating three (3) new outparcels intended for future development.



Figure 1: Subject Parcel Outlined in Black



Figure 2: Subject Parcel Outlined in Black, Future Land Use (FLU)



Figure 3: Subject Parcel and Surrounding Parcels, Existing Zoning

## **Background**

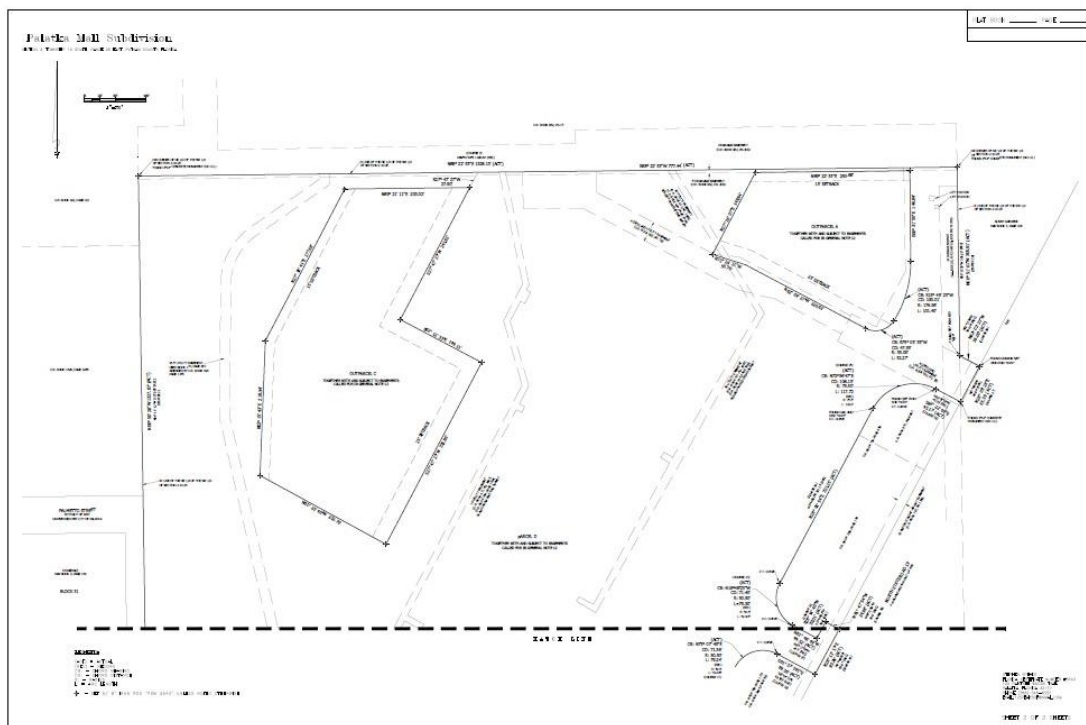
The preliminary plat for this subdivision was reviewed and unanimously approved by the Planning Board on December 5, 2023. The approval was contingent upon the applicant addressing staff concerns included in the staff report. The property in question has a Future Land Use (FLU) of Commercial (COM) and is zoned Intensive Commercial (C-2). The new outparcels to be created will continue to have the same designation and zoning.

The proposed new outparcels are not required to meet minimum dimensions and will have the following sizes:

- Outparcel A: 59,718 sq. ft. (1.37 acres);
- Outparcel B: 46,292 sq. ft. (1.06 acres);
- Outparcel C: 133,339 sq. ft. (3.06 acres); and
- Outparcel D (mall): 1,130,651 sq. ft. (25.96 acres)

All parcels will use the existing 3 accesses from State Road 19 and an internal roadway. The existing mall is served by a stormwater system previously installed. New development will need to be designed and permitted by local and state agencies.

The proposed subdivision parcels meet development standards and is in general conformance with the City of Palatka Code of Ordinances §74-9 and §74-12 and with Florida Statute Chapter 177. The Final Plat is in general conformance and consistent with the previously approved preliminary plat. The applicant has addressed and satisfied the 18 items noted in the staff report; however, the following items listed in the staff recommendations must be resolved before the final plat is submitted for consideration by the City Commission.



**Figure 4:** Proposed Preliminary Plat Sheet 2 (A full size plat is available at City Hall)

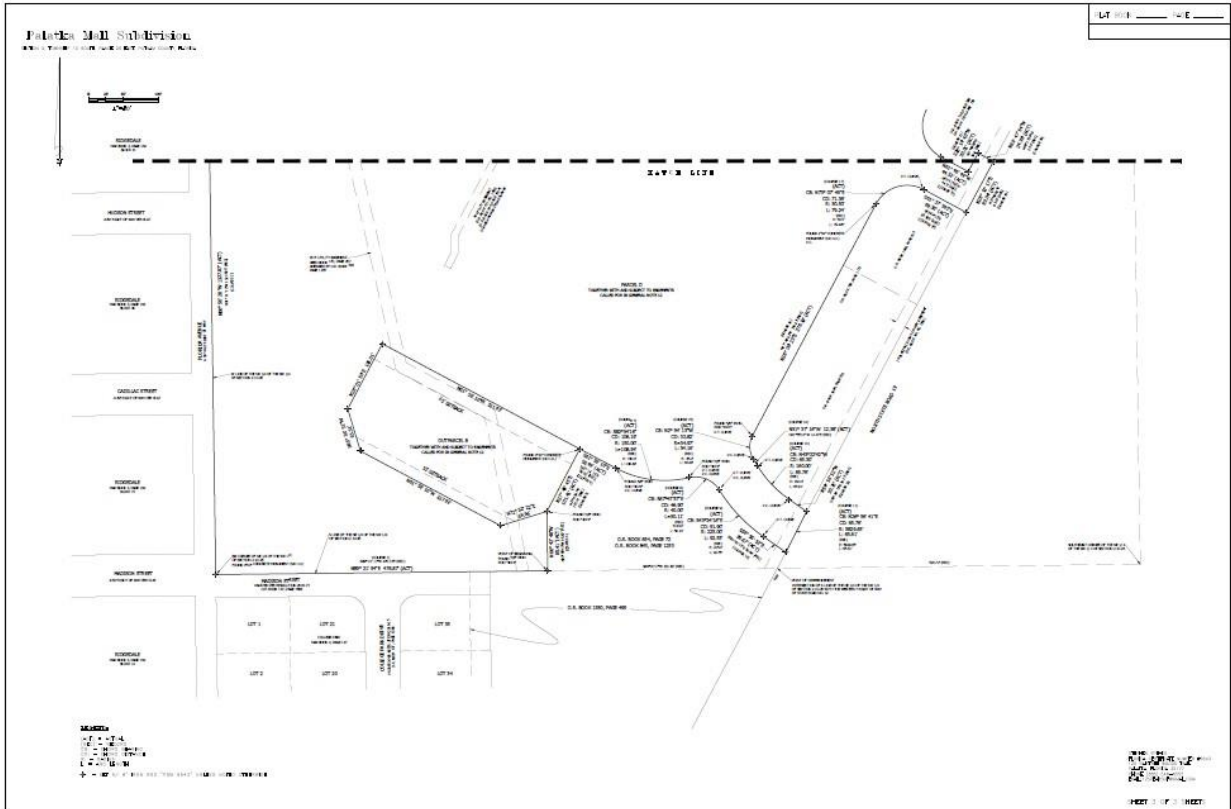


Figure 5: Proposed Preliminary Plat Sheet 3 (A full size plat is available at City Hall)

**Staff Recommendation**

Staff recommends approval of the Final Plat.



PLANNING DEPARTMENT  
 201 N 2<sup>ND</sup> STREET  
 PALATKA, FL 32177  
 386.329.0100 EXT. 327

# Preliminary or Final Plat Application

CASE NUMBER: \_\_\_\_\_

## Application Requirements

This application must be completed and submitted with application fee and ALL required attachments.

REQUIRED ATTACHMENTS: *(Checks payable to the City of Palatka, cash or credit card)*

*The applicant should schedule a pre-application meeting and discuss the proposed plat prior to submitting this application.*

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Fully Executed and Notarized Application        | <input checked="" type="checkbox"/> Letter of Authorization, if applicable                    |
| <input checked="" type="checkbox"/> Copy of Recorded Deed                           | <input checked="" type="checkbox"/> Preliminary or Final Plat, Seven Signed and Sealed Copies |
| <input checked="" type="checkbox"/> Title Opinion (or Title Search)                 | <input checked="" type="checkbox"/> Project Narrative   |
| <input checked="" type="checkbox"/> Copy of Preliminary Plat Approval if applicable | <input checked="" type="checkbox"/> Proof of Taxes Paid                                       |
| <input type="checkbox"/> <del>Certified Engineer's Statement (if required)</del>    | <input checked="" type="checkbox"/> Review Fee  |
| <input type="checkbox"/> <del>Proposed Covenants (if required)</del>                | <input checked="" type="checkbox"/> Legal Description(s)                                      |

## Property Information

- Property Address: 400 N SR 19
- Parcel Number: 02-10-26-0000-1260-0000
- Lot size/acreage: 31.45 AC
- Current Property Use: Mall
- Current Land Use Category: COM Current Zoning Designation: C-2

Description of request: proposes to subdivide the existing parcel into 4 parcels, 1 parcel containing the existing mall and 3 outparcels to be developed with new commercial uses

## Applicant Information

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

Owner Name(s): Schippers-Taivah LLC

Mailing Address: 10 Pierrepont Street, Brooklyn, NY 11201

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

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

Name(s): Autumn L. Martinage, Matthews | DCCM

Mailing Address: 7 Waldo Street, St Augustine, FL 32084

Phone Number(s): 904-374-4667 Email: amartinage@mdginc.com

**Application Submitted By**

Name (Print Name): AUTUMN MARTINAGE

Signature: *[Handwritten Signature]* Date: 4/30/24

STATE OF FLORIDA County of DIVAL

Before me this day personally appeared AUTUMN MARTINAGE 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 30 day of APRIL A.D. 2024.

(Notary Seal)



Christina Evans  
Notary Public

My commission expires: 4/12/2027  
Type of Identification Produced: FL DRIVERS LICENCE State of FLORIDA at Large

**For Official Use Only**

Date Submitted: _____	Received By: _____
Preliminary Review by: _____	Future Land Use Category: _____
Zoning Category: _____	Signs Posted by: _____
Signs Posted Date: _____	Planning Board: _____
Legal Ad Run by: _____	Legal Ad Run Date: _____
Signs Posted Date: _____	Commission Date: _____
Legal Ad Run by: _____	Legal Ad Run Date: _____

## Palatka Mall Subdivision Narrative

### Palatka Mall Project Summary

The proposed development currently comprises one parcel (02-10-26-0000-1260-0000) located on the west side of SR 19, between St Johns Avenue and Reid Street. The subject property is approximately 31.45 acres in size and is currently developed with the Palatka Mall and associated surface parking lot. This Subdivision Application proposes to subdivide the existing parcel into 4 parcels, 1 parcel containing the existing mall and 3 outparcels to be developed with new commercial uses.

### Current Zoning/Land Use

The property is currently zoned Intensive Commercial (C-2) and has a Future Land Use designation of Commercial (COM).

### Lot Size

This Subdivision Application will allow for the creation of 3 new outparcels to be created from the existing larger parcel. The proposed new parcels will be of varying sizes.

The C-2 zoning district does not have minimum lot area, width or depth standards.

Outparcel A: 59,718 square feet or approximately 1.37 acres

Outparcel B: 46,292 square feet or approximately 1.06 acres

Outparcel C: 133,339 square feet or approximately 3.06 acres

Parcel D: 1,130,651 square feet or approximately 25.96 acres

### Vehicular Access/Interconnectivity

Access to these parcels will be from the 3 existing access points of the main property along SR 19 and an internal circulation system.

An easement for pedestrian and vehicular passage and overflow parking on common areas is included on the Final Plat. The Reciprocal Easement Agreement will be recorded following Final Plat approval.

### Parking

Parking will be provided on site, within the new parcels, or through a shared parking agreement with the owner of the Palatka Mall parcel.

### Site Signage

Signage will be provided consistent with Chapter 62, Code of Ordinances of the City of Palatka and Section 94-149(g) Permitted signs within C-2 Zoning Category.

**Stormwater**

The existing development is served by a stormwater system that was constructed prior to the regulatory authority of the SJRWMD. Should the development of any of the outparcels “trip” the threshold requiring a review by SJRWMD, permits authorizing the improvements will be secured prior to construction. A permit determination request will be submitted to SJRWMD to confirm no permit is required for proposed improvements that do not alter existing drainage patterns or runoff characteristics.

In all cases, proposed improvements or modifications to the existing stormwater collection and attenuation facilities will be designed and constructed in accordance with all applicable local, State and Federal regulations.

**Conformance to C-2 Zoning Category Requirements**

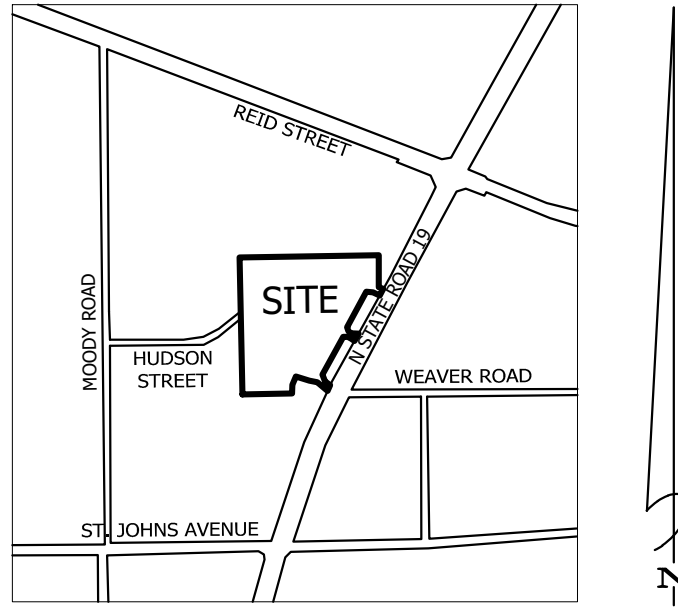
All parcels from this subdivision will meet all the requirements of the C-2 Zoning Category.

**Conformance with the Commercial Future Land Use Designation**

All parcels from this subdivision will meet all the requirements of the Commercial (COM) Future Land Use designation.

# Palatka Mall Subdivision

SECTION 2, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUTNAM COUNTY, FLORIDA.



VICINITY MAP  
Not to Scale

## CAPTION

OFFICIAL RECORDS BOOK 1657, PAGE 1214 OF THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA

A tract of land situated in the NE 1/4 of the SW 1/4 of Section 2, Township 10 South, Range 26 East and in SUNNY GARDENS, a subdivision of part of the N 1/2 of the NW 1/4 of the SE 1/4 of Section 2, recorded in Map Book 3, page 108 of the Public Records of Putnam County, Florida, being lands described in Official Records Book 388, page 508 and part of lands described in Official Records Book 381, page 367 of said Public Records and being more particularly described as follows:  
Commencing at the intersection of the South line of the NE 1/4 of the SW 1/4 of Section 2, Township 10 South, Range 26 East with the Westerly right-of-way of State Road #19, said point being 520.72 feet Westerly, as measured along said South line, from the Southeast corner of the NE 1/4 of the SW 1/4 of Section 2, at the Southeast corner of Out Parcel #1 as described in Official Records Book 654, page 72 of said public records and run thence S 89°01'17" W, along the South line of said lands, being the South line of the NE 1/4 of the SW 1/4 of Section 2, a distance of 331.30 feet to the Southwest corner of Out Parcel #1 as described in Official Records Book 654, page 72 and the Point of Beginning of this description. From Point of Beginning (1) continue S 89°01'17" W, along the South line of said NE 1/4 of the SW 1/4, a distance of 476.725 feet to the Southwest corner of the NE 1/4 of the SW 1/4 of Section 2. (2) Thence run N 1°11'12" W, along the West line of said NE 1/4 of the SW 1/4, a distance of 1327.695 feet to the Northwest corner of the NE 1/4 of the SW 1/4 of Section 2. (3) Thence run N 89°01'49" E, along the North line of said NE 1/4 of the SW 1/4, a distance of 1328.64 feet to the Northeast corner of the NE 1/4 of the SW 1/4 of Section 2. Return to the Point of Beginning and (4) run thence N 0°58'43" W, perpendicular to the South line of the NE 1/4 of the SW 1/4 of Section 2, being along call #8 of Out Parcel #1 as described in Official Records Book 654, page 72, a distance of 85.60 feet to an angle point in the back of curb of the most Southerly parking area of the Palatka Mall Shopping Center. (5) Thence run N 27°45'47" E, along the back of the most Easterly curb of said parking area, and on a Northerly projection thereof, being along call #7 of Out Parcel #1, a distance of 101.41 feet to intersect with the back of curb of the most Southerly driveway around the Palatka Mall Shopping Center. (6) Thence run S 62°14'13" E, along said back of curb, being along call #6 of Out Parcel #1 as described in Official Records Book 654, page 72, a distance of 58.50 feet to the P. C. of a curve, concave to the North, having a radius of 150.0 feet and a central angle of 41°26'30". (7) Thence along said curve and said back of curb, being along call #5 of Out Parcel #1, an arc distance of 108.49 feet to the P.T. of said curve, being the P.C. of a curve, concave to the Southwest, having a radius of 40.0 feet and a central angle of 71°45'30". (8) Thence along said curve and said back of curb, being along call #4 of Out Parcel #1 as described in Official Records Book 654, page 72, an arc distance of 50.10 feet to the P.T. of said curve, being the P.C. of a curve, concave to the Northeast, having a radius of 225.0 feet and a central angle of 23°34'00". (9) Thence along said curve, being the back of the most Southerly curb of the most Southerly entrance into the Palatka Mall Shopping Center and being along call #3 of Out Parcel #1, an arc distance of 92.55 feet to the P.T. of said curve. (10) Thence run S 55°29'13" E, along said back of curb and on a Westerly projection thereof, being along call #2 of Out Parcel #1 as described in Official Records Book 654, page 72, a distance of 39.68 feet to intersect with the Westerly right-of-way of State Road #19 at a point on the arc of a curve, concave to the Southeast, having a radius of 5829.65 feet and a central angle of 11°04". (11) Thence Northerly, along said curve and said right-of-way, an arc distance of 65.61 feet to intersect with an Easterly projection of the back of the most Northerly curb of the Southerly entrance into the Palatka Mall Shopping Center at the most Southerly corner of lands described in Official Records Book 759, page 1172 of said Public Records. (12) Thence run N 55°29'13" W, along said Easterly projection and said back of curb, being along call #4 of lands described in Official Records Book 759, page 1172, a distance of 30.75 feet to the P.C. of a curve, concave to the Northeast, having a radius of 160.0 feet and a central angle of 23°34'00". (13) Thence along said curve, being along the back of the most Northerly curb of said Southerly entrance into the Palatka Mall Shopping Center and being along call #5 of lands described in Official Records Book 759, page 1172, an arc distance of 65.81 feet to the P. T. of said curve. (14) Thence run N 31°55'13" W, along said back of curb, being along call #6 of lands described in Official Records Book 759, page 1172, a distance of 12.375 feet to the P.C. of a curve, concave to the East, having a radius of 35.0 feet and a central angle of 59°43'15". (15) Thence along said curve, being the back of the most Northerly curb of the Southerly entrance into the Palatka Mall Shopping Center and being along call #7 of lands described in Official Records Book 759, page 1172, an arc distance of 36.48 feet to the P.T. of said curve on the back the Easterly curb of the most Easterly driveway around said Palatka Mall. (16) Thence run N 27°48'02" E, along said back of curb, being along call #8 of lands described in Official Records Book 759, page 1172 and along call #3 of lands described in Official Records Book 759, page 1359 of said Public Records, a distance of 376.23 feet to the P.C. of a curve, concave to the Southeast, having a radius of 50.5 feet and a central angle of 90°07'45". (17) Thence along said curve, being the back of the most Southerly curb of the center entrance into the Palatka Mall Shopping Center and being along call #4 of lands described in Official Records Book 759, page 1359, an arc distance of 79.445 feet to the P.T. of said curve. (18) Thence run S 62°04'13" E, along said back of curb and on an Easterly projection thereof, being along call #5 of lands described in Official Records Book 759, page 1359, a distance of 69.385 feet to intersect with the Westerly right-of-way of State Road #19. (19) Thence run N 27°48'02" E, along said Westerly right-of-way, a distance of 83.07 feet to the most Easterly corner of EXCEPTED lands described in Official Records Book 736, page 538 of said Public Records. (20) Thence run N 62°11'58" W, along call #3 of EXCEPTED lands, a distance of 25.0 feet. (21) Thence run S 27°48'02" W, parallel with the Westerly right-of-way of State Road #19, being along call #2 of EXCEPTED lands described in Official Records Book 736, page 538, a distance of 30.0 feet to intersect with the back of the most Northerly curb of the center entrance into the Palatka Mall Shopping Center. (22) Thence run N 62°11'58" W, along said back of curb, being along call #3 of lands described in Official Records Book 736, page 538, a distance of 44.5 feet to the P. C. of a curve, concave to the Northeast, having a radius of 50.5 feet and a central angle of 90°00". (23) Thence along said curve, being the back of the most Northerly curb of the center entrance into the Palatka Mall Shopping Center and being along call #4 of lands described in Official Records Book 736, page 538, an arc distance of 79.325 feet to the P.T. of said curve on the back of the Easterly curb of the most Easterly driveway around the Palatka Mall Shopping Center. (24) Thence run N 27°48'02" E, along the back of said Easterly curb, being along call #5 of lands described in Official Records Book 736, page 538 and along call #3 of Out Parcel #4 as described in Official Records Book 654, page 72, a distance of 321.15 feet to the P.C. of a curve, concave to the Southeast, having a radius of 75.5 feet and a central angle of 89°33'00". (25) Thence along said curve, being the back of the most Southerly curb of the Northerly entrance into the Palatka Mall Shopping Center and being along call #4 of Out Parcel #4, an arc distance of 118.0 feet to the P.T. of said curve. (26) Thence run S 62°38'58" E, along said back of curb and on an Easterly projection thereof, being along call #5 of Out Parcel #4 as described in Official Records Book 654, page 72, a distance of 45.09 feet to intersect with the Westerly right-of-way of State Road #19. Thence run N 27°48'02" E, along said Westerly right-of-way, a distance of 65.0 feet to the most Easterly corner of lands described in Official Records Book 388, page 508 of said Public Records. (28) Thence run N 62°11'58" W, along call #2 of said lands, a distance of 36.018 feet to intersect with the East line of the NE 1/4 of the SW 1/4 of Section 2. Thence run N 1°11'29" W, along said East line, a distance of 306.29 feet to the Easterly end of call (3) and to close.

NOT PART OF RECORD DESCRIPTION  
CONTAINING 31.45 ACRES, MORE OR LESS  
SAID LANDS SITUATED, LYING AND BEING IN PUTNAM COUNTY, FLORIDA.

## GENERAL NOTES:

- NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORMAT OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA.
- LANDS SHOWN HEREON LIE IN FLOOD ZONE "X". FLOOD ZONE LINES SHOWN ON THIS PLAT ARE A GRAPHICAL DEPICTION SCALED & PLOTTED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAPS COMMUNITY PANEL NO. 120273, PANEL NO. 121070193C, EFFECTIVE DATE FEBRUARY 2, 2012 AND ARE NOT FIELD LOCATED. THE FEMA MAPS ARE PERIODICALLY UPDATED SO IT IS THE OWNERS RESPONSIBILITY TO CHECK FOR THE MOST CURRENT MAPS. IF MORE DETAILED INFORMATION IS NEEDED, ADDITIONAL SERVICES ARE REQUIRED.
- THE BOUNDARY SURVEY WAS PREVIOUSLY PERFORMED BY: RODNEY K ROGERS, FL SURVEY PSM#5274 DATED MARCH 23, 2012.
- BEARINGS SHOWN HEREON ARE BASED ON THE WESTERLY RIGHT OF WAY LINE OF N STATE ROAD 19 AS N27°48'02"E (ASSUMED).
- ZONING INTENSIVE COMMERCIAL
- MINIMUM SETBACK REQUIREMENTS:  
FRONT = 25'  
REAR = 15', PLUS ONE FOOT FOR EVERY FOOT OF STRUCTURE HEIGHT OVER 35'.  
SIDE = NA
- ALL PURCHASERS ARE HEREIN NOTIFIED THAT THE IMPROVEMENTS IN THIS SUBDIVISION ARE PRIVATELY 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.
- 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, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID. (CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE)
- TOTAL AREA = 31.45± ACRES  
OUTPARCEL A = 1.37± ACRES  
OUTPARCEL B = 1.06± ACRES  
OUTPARCEL C = 3.06± ACRES  
PARCEL D = 25.96± ACRES
- 911: 400 N STATE RD 19 PALATKA 32177
- ALL DISTANCES AND BEARING SHOWN ARE MEASURED UNLESS OTHERWISE NOTED.
- OWNERS: SCHIPPERS-TAWAH LLC  
10 PIERREPONT ST  
BROOKLYN NY 11201
- There are hereby created and declared the following perpetual, non-exclusive and reciprocal easements for the benefit of each of the Outparcels and Parcel D (collectively, the "Parcels"):

- An easement for surface and underground drainage over, upon, through and under the Outparcels and Parcel D utilizing the drainage pipes, outlets, ponds and other similar facilities presently located on the Parcels.
- An easement for electrical, telephone, sewer, water and other utility purposes over, upon, through and under the Outparcels and Parcel D utilizing the conduits, cables, wires, poles, pipes and other such facilities by which such utilities are furnished from time to time to the buildings and other improvements located thereon.
- An easement for pedestrian and vehicular passage and intermittent, overflow parking (but not permanent or everyday parking, which is prohibited) over, across and upon the driveways, roadways, parking areas and sidewalks located on the common areas of Parcel D and each Outparcel as they may from time to time exist

## LEGEND:

- (ACT) = ACTUAL
- (REC) = RECORD
- CB: = CHORD BEARING
- CD: = CHORD DISTANCE
- R: = RADIUS
- L: = ARC LENGTH
- ◆ = SET 5/ 8" IRON ROD "PSM 6543" UNLESS NOTED OTHERWISE

## MORTGAGEE'S APPROVAL

FIRST CITIZENS BANK & TRUST COMPANY, BY VIRTUE OF ITS INTEREST IN THE DOCUMENTS AND INSTRUMENTS RECORDED IN OFFICIAL RECORDS BOOK 1657, PAGE 1220, AND BOOK 1657, PAGE 1969, ALL OF THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA, DOES HEREBY CONSENT AND AGREE TO THE PLATTING OF THE LANDS ENCOMPASSED IN THIS PLAT AND TO THE DEDICATION SHOWN HEREON.

DATED: \_\_\_\_\_ MORTGAGEE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ BY: \_\_\_\_\_

WITNESS: \_\_\_\_\_ TITLE: \_\_\_\_\_

## ADOPTION AND DEDICATION:

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 "WY PLACE, 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 DEPICTED IN THIS PLAT ARE IMPROVEMENTS WHICH ARE NOW CONSTRUCTED. TITLE TO ALL LANDS DEPICTED 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 LOTS TO PRIVATE PURCHASERS.

BY: \_\_\_\_\_  
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 \_\_\_\_\_, 2024, BY  
JAY SCHIPPERS, MANAGING MEMBER, WHO IS PERSONALLY KNOWN TO ME OR HAVE PRODUCED A \_\_\_\_\_ AS IDENTIFICATION.

PRINT NAME \_\_\_\_\_  
STATE OF FLORIDA  
MY COMMISSION EXPIRES: \_\_\_\_\_  
MY COMMISSION NUMBER: \_\_\_\_\_

## 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 \_\_\_\_\_, 2024, IN MAP BOOK \_\_\_\_\_, PAGE \_\_\_\_\_.

BY: \_\_\_\_\_  
SUNNI KRANTZ, CITY CLERK

## CERTIFICATE OF APPROVAL BY THE PALATKA CITY COMMISSION:

THIS IS TO CERTIFY THAT ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024 THE FOREGOING PLAT WAS APPROVED BY THE PALATKA CITY COMMISSION. THIS APPROVAL SHALL NOT BE DEEMED AS REQUIRING PALATKA, FLORIDA TO PROVIDE FOR CONSTRUCTION OR MAINTENANCE OF ANY PART OF SAID SUBDIVISION.

BY: \_\_\_\_\_  
ROBERTA CORREA, MAYOR

## PALATKA PLANNING BOARD APPROVAL:

THIS CERTIFIES THAT THIS PLAT WAS PRESENTED TO PLANNING BOARD OF PALATKA, FLORIDA AND IS APPROVED AND ACCEPTED FOR RECORD THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

BY: \_\_\_\_\_  
ED KILLBREW, CHAIRMAN  
PALATKA PLANNING BOARD

## THIRD PARTY SURVEYORS CERTIFICATE OF REVIEW:

THIS PLAT HAS BEEN REVIEWED FOR CONFORMITY TO FLORIDA STATUTES CHAPTER 177, PART 1, PLATTING, BY THE OFFICE OF THE COUNTY SURVEYOR FOR PUTNAM COUNTY, FLORIDA.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
PROFESSIONAL LAND SURVEYOR NUMBER: \_\_\_\_\_

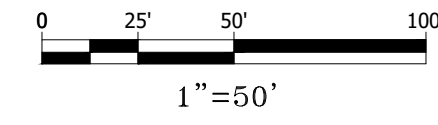
## SURVEYORS CERTIFICATE:

ATTESSED 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 STATUES CHAPTER 177, PART 1  
SIGNED AND SEALED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
STEPHEN SPEAKS  
FLORIDA CERTIFICATE NUMBER #6543  
120 RAINTREE WOODS TRAIL  
PALATKA, FLORIDA 32177  
PHONE (386) 546-6555  
EMAIL:12SPEAKSOF@GMAIL.COM

# Palatka Mall Subdivision

SECTION 2, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUTNAM COUNTY, FLORIDA.



O.R. BOOK 922, PAGE 221

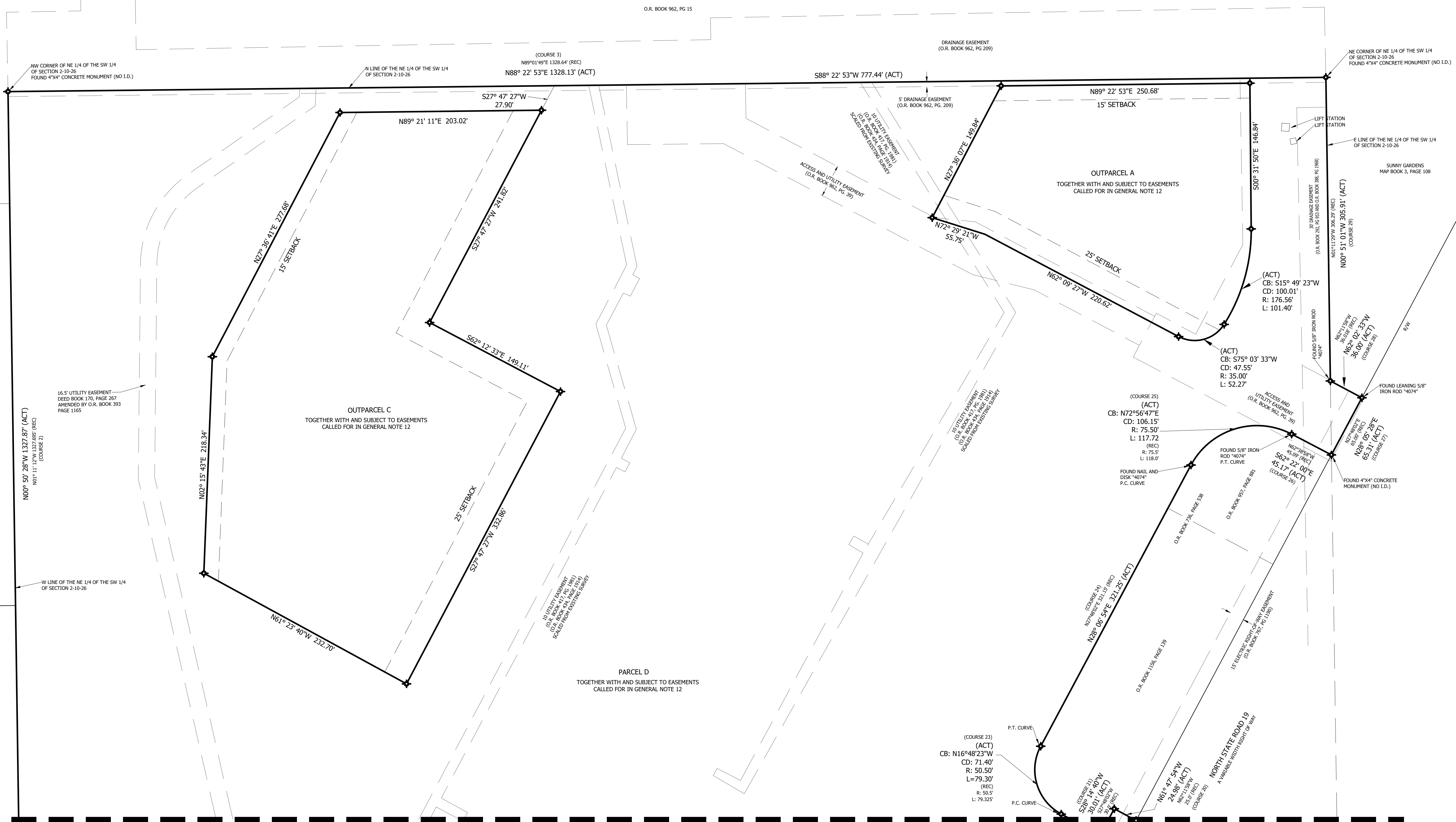
O.R. BOOK 1623, PAGE 1985

PALMETTO STREET  
60' RIGHT OF WAY  
UNIMPROVED PER CITY OF PALATKA

RIDGEDALE  
MAP BOOK 3, PAGE 164

BLOCK 31

**LEGEND:**  
 (ACT) = ACTUAL  
 (REC) = RECORD  
 CB: = CHORD BEARING  
 CD: = CHORD DISTANCE  
 R: = RADIUS  
 L: = ARC LENGTH  
 \* = SET 5/8" IRON ROD "PSM 6543" UNLESS NOTED OTHERWISE

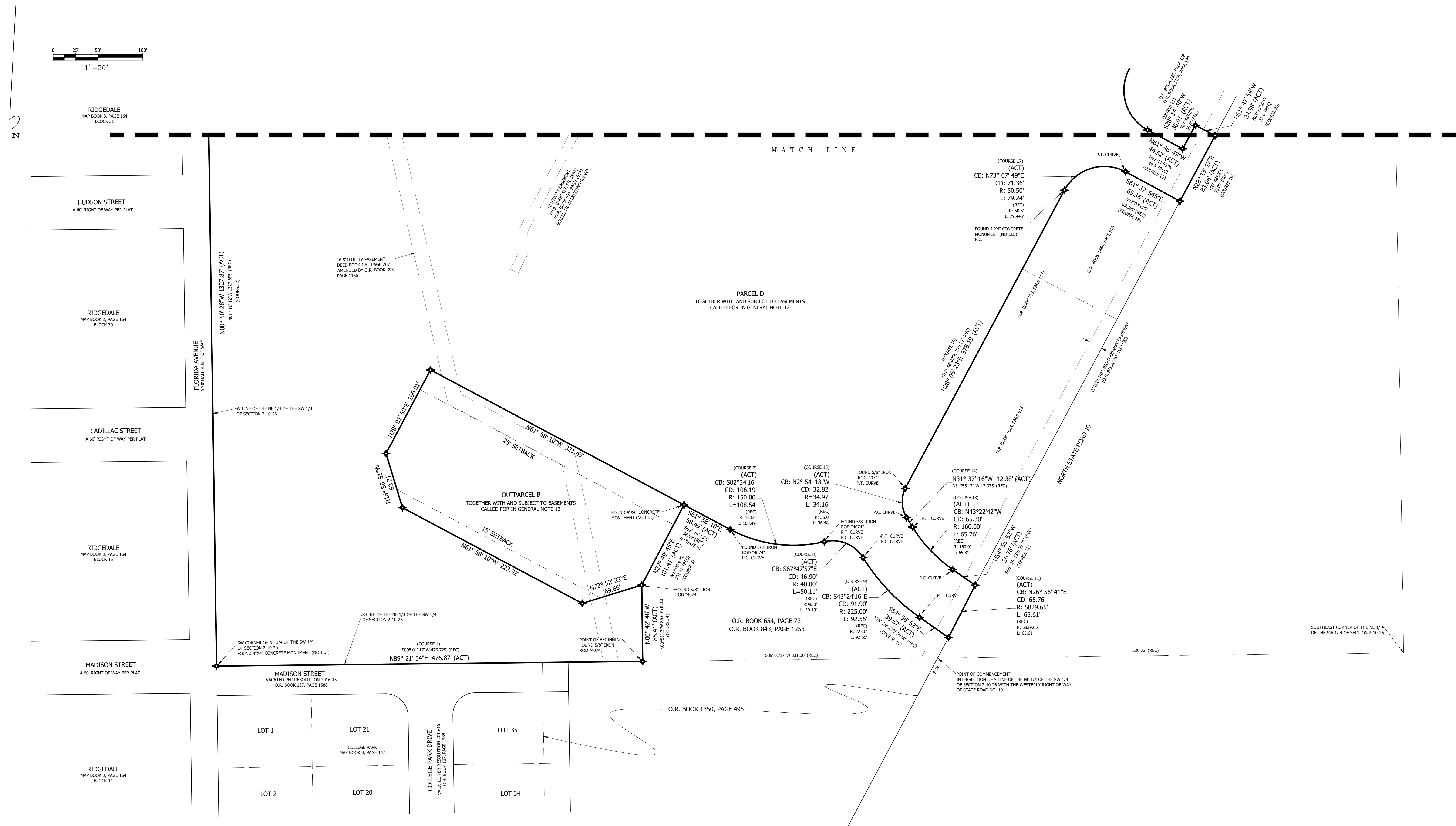
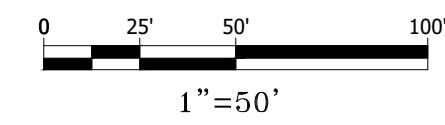


MATCH LINE

STEPHEN SPEAKS  
 FLORIDA CERTIFICATE NUMBER #6543  
 120 RAIN TREE WOODS TRAIL  
 PALATKA, FLORIDA 32177  
 PHONE (386) 546-6555  
 EMAIL: 12SPEAKS@GMAIL.COM

# Palatka Mall Subdivision

SECTION 2, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUTNAM COUNTY, FLORIDA.



**LEGEND:**

- (ACT) = ACTUAL
- (REC) = RECORD
- CB: = CHORD BEARING
- CD: = CHORD DISTANCE
- R: = RADIUS
- L: = ARC LENGTH
- ◆ = SET 5/8" IRON ROD "PSM 6543" UNLESS NOTED OTHERWISE

STEPHEN SPEAKS  
 FLORIDA CERTIFICATE NUMBER #6543  
 120 RAIN TREE WOODS TRAIL  
 PALATKA, FLORIDA 32177  
 PHONE (386) 546-6555  
 EMAIL: 12SPEAKSOF@GMAIL.COM

## Palatka Mall Subdivision

### **Draft Legal Descriptions**

- Outparcel A, Palatka Mall Subdivision, according to the plat thereof, as recorded in Plat Book 'X', Page 'X' of the Public Records of Putnam County, Florida
- Outparcel B, Palatka Mall Subdivision, according to the plat thereof, as recorded in Plat Book 'X', Page 'X' of the Public Records of Putnam County, Florida
- Outparcel C, Palatka Mall Subdivision, according to the plat thereof, as recorded in Plat Book 'X', Page 'X' of the Public Records of Putnam County, Florida
- Parcel D, Palatka Mall Subdivision, according to the plat thereof, as recorded in Plat Book 'X', Page 'X' of the Public Records of Putnam County, Florida

# Notice of City of Palatka Planning Board Meeting

Notice is hereby given the Planning Board will meet at 4:00 PM on Tuesday, May 7, 2024, at City Hall, 201 N. 2nd St., Palatka, FL 32177. The meeting is open to the public. The agenda will be posted on the City website and at City Hall prior to the meeting. For more information call the Planning Department at 386-329-0100. The agenda includes but is not limited to:

PB Case 23-27: Request to subdivide and approve a final plat for 31.63 +/- acres. Owner: Schippers-Taivah, LLC Address: 400 N. SR 19, Palatka, FL 32177; parcel 02-10-26-0000-1260-0000



Please govern yourselves accordingly,  
Lorenzo Aghemo, MRP, Planning Director

NOTICE: Persons with disabilities requiring accommodations to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance.

**ROBERTA M. CORREA**  
MAYOR-COMMISSIONER

**TAMMIE McCASKILL**  
COMMISSIONER

**JUSTIN R. CAMPBELL, SR.**  
COMMISSIONER

**WILL JONES**  
COMMISSIONER

**RUFUS J. BOROM**  
COMMISSIONER



**CITY of Palatka**  
**FLORIDA**

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

**TROY BELL, ICMA-CM,**  
MPA, MS-FINANCE  
CITY MANAGER

**JANE WEST, ESQ.**  
CITY ATTORNEY

**SUNNI KRANTZ, CMC**  
CITY CLERK

**MARCIA G. CARTY, CPA, CGFO,**  
MS-TAXATION  
FINANCE DIRECTOR

**JASON L. SHAW, SR**  
CHIEF, POLICE DEPT.

**CHRIS TAYLOR**  
CHIEF, FIRE DEPT.

April 22<sup>nd</sup>, 2024

Dear property owner:

NOTICE IS HEREBY GIVEN that the Planning Board will conduct a public hearing concerning the following property on Thursday May 7<sup>th</sup>, 2024 at 4:00pm:

- 02-10-26-0000-1260-0000 (400 N State Road 19) PB 23-27

Owners: Schippers – Taivah, LLC

You have received this letter because you own property within 150 feet of the property.  
**Please see the enclosed notice for details.**

If you have any questions, please call us at 386-329-0100 x327.  
Please govern yourselves accordingly.

Lorenzo Aghemo, MRP

Planning Director

LOWES HOME CENTERS INC  
1000 LOWES BOULEVARD-TAX DEPT  
MOORESVILLE, NC, 28117

EXCITE PROPERTY LLC  
30405 CAMINO PORVENIR  
RANCHO PALOS VERDES, CA, 90275

CLAY ELECTRIC COOPERATIVE INC  
PO BOX 308  
KEYSTONE HEIGHTS, FL, 32656-0308

FLORIDA POWER & LIGHT COMPANY  
ATTN: PROPERTY TAX-PSX/JB 700 UNIVER...  
JUNO BEACH, FL, 33408-0420

WILLIAMS CLIFFORD A  
219 STILWELL AVE  
PALATKA, FL, 32177-2465

THE LATEST DIRT LLC+KENNETH+DIANE S...  
126 ELDERBERRY LN  
PALATKA, FL, 32177

HARBOR COMMUNITY BANK  
PO BOX 1287  
ORANGEBURG, SC, 29116

THE LATEST DIRT LLC+KENNETH+DIANE S...  
126 ELDERBERRY LN  
PALATKA, FL, 32177

FREEUP STORAGE PALATKA LLC  
1440 BRICKYARD RD #4  
GOLDEN, CO, 80403

QJB PROPERTIES LLC  
625 STATE ROAD 100  
PALATKA, FL, 32177

THE LATEST DIRT LLC+KENNETH+DIANE SC...  
126 ELDERBERRY LN  
PALATKA, FL, 32177

HARBOR COMMUNITY BANK  
PO BOX 1287  
ORANGEBURG, SC, 29116

GIVENS DEXTURE T + TARSHA L H/W  
PO BOX 234  
E PALATKA, FL, 32131-0234

DOSCH-KING EMULSIONS INC  
16 TROY HILLS RD  
WHIPPANY, NJ, 07981

FLORIDA POWER & LIGHT COMPANY  
ATTN: PROPERTY TAX-PSX/JB 700 UNIVER...  
JUNO BEACH, FL, 33408-0420

PUTNAM STATE BANK  
PO BOX 1287  
ORANGEBURG, SC, 29116

EG PALATKA LLC  
308 SOUTH COCONUT LANE  
MIAMI BEACH, FL, 33139

SCHIPPERS-TAIVAH LLC  
10 PIERREPONT ST  
BROOKLYN, NY, 11201

THE LATEST DIRT LLC+KENNETH+DIANE S...  
126 ELDERBERRY LN  
PALATKA, FL, 32177

TUMALO FARMS I LLC  
PO BOX 52427  
ATLANTA, GA, 30355

EXCITE PROPERTY LLC  
30405 CAMINO PORVENIR  
RANCHO PALOS VERDES, CA, 90275

BELLAMY DONNA LEE  
218 STILLWELL AVE  
PALATKA, FL, 32177-2410

JOHNSON JEROME EDDIE + LAQUISHA LA...  
220 STILWELL AVE  
PALATKA, FL, 32177



**CITY COMMISSION AGENDA ITEM - a.**

**SUBJECT:**

DISCUSSION - Mr. Wallace requested a discussion regarding plats and code requirements. This item is continued from the March 5 meeting.

**SUMMARY:**

City Attorney Jane West will lead the discussion and answer the board's questions.

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ Palatka Municipal Code - Subdivisions and Plats	Backup Material
▢ Placeholder Attachment	Attachment

**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Planning	Cheap, Casey	Approved	4/30/2024 - 4:11 PM

---

## **Sec. 74-8. Conditional approval of preliminary plat.**

- (a) *Preparation of plat.* On reaching conclusions informally, as described in section 74-7, regarding his general program and objectives, the subdivider shall cause to be prepared a preliminary plat, together with other supplementary material as deemed necessary by the city and planning board as specified in section 74-10.
- (b) *Submission of plat.* Eight copies of the preliminary plat and supplementary material specified, together with two copies of a written application for conditional approval of the preliminary plat, shall be submitted to the city clerk and planning board at least 15 days prior to the meeting at which it is to be considered. The eight copies shall be turned over to the city clerk for proper distribution.
- (c) *Review by city engineer.* The city engineer shall examine and check the preliminary plat for general engineering and may require subsurface data of the tract, such as location and results of tests made to ascertain soil, rock and groundwater conditions; depth to groundwater unless test pits are dry at a depth of a predetermined number of feet; and results of soil percolation tests if individual sewage disposal systems are proposed. The city engineer will then make a report of his findings and recommendations to the city clerk within 15 days.
- (d) *Action by planning board.* Within 30 days after the submission of the preliminary plat and other material submitted in compliance with this chapter, the planning board shall express to the subdivider its approval as conditional approval and state the conditions of such approval, if any, or, if disapproval, shall express its disapproval and its reasons therefor. Prior to the meeting of the planning board at which the preliminary plat is to be considered, all owners of property abutting the property proposed for subdivision as shown on the preliminary plat will be notified by the city. A meeting shall be held between these property owners and the planning board in order to ensure the most orderly development of land in the area surrounding the subdivision under consideration.
- (e) *Notation of action on plat.* The action of the planning board shall be noted on two copies of the preliminary plat, referenced and attached to any conditions determined.

(Code 1981, app. A, § 20A-5)

## **Sec. 74-9. Approval of final plat.**

- (a) *Preparation of plat.* The final plat to be prepared as specified in section 74-11 shall conform substantially to the preliminary plat as approved, and if desired by the subdivider it may constitute only that portion of the approved preliminary plat which he proposes to record and develop at the time; provided, however, that such portion conforms to all requirements of this chapter.
- (b) *Submission of plat.* The final plat, including one original tracing, and other supplementary material required for approval, shall be submitted to the city clerk and planning board at least seven days prior to the meeting at which it is to be considered. It shall also be required that the final plat be submitted to the planning board not later than six months after approval of the preliminary plat; otherwise such conditional approval shall become null and void unless an extension of time is applied for and granted by the planning board.
- (c) *Action by planning board.* Within 30 days after the submission of the final plat and supplementary material required for approval, the planning board shall express its approval as conditional approval and state the conditions, if any, of such approval, or, if disapproval, shall express its disapproval and its reasons therefor. Approval of the planning board shall appear on the original tracing.
- (d) *Submission to city commission.* Not later than three days after final action by the planning board, the final plat and other supplementary material required will be transmitted by the planning board to the city commission for final action. Approval of the city commission shall appear on the original tracing.

- 
- (e) *Fee; recording.* At the time of filing the final plat, a fee as set out in appendix A to this Code, as amended from time to time, will be deposited with the planning board. Upon final approval of the city commission, the city clerk shall have the final plat recorded in the office of the clerk of circuit court of the county. The cost of recording will be paid by the subdivider.

(Code 1981, app. A, § 20A-6)

### **Sec. 74-10. Required information at preapplication stage.**

- (a) *Sketch plan.* The sketch plan (two copies) required by this chapter shall show in sketch form the proposed layout of streets, lots and other features in relation to existing conditions. The sketch plan may be a freehand sketch made directly on a print of the boundary and topographic survey. The sketch plan shall include the existing topographic data listed in section 74-11(b), or such of this data as is necessary for consideration of the proposed sketch plan.
- (b) *General subdivision information.* General subdivision information (two copies) shall describe or outline the existing conditions of the site and the proposed development as necessary to supplement the sketch plan. This information may include data on existing covenants, land characteristics and available community facilities and utilities; and information describing the subdivision proposal such as number of residential lots, typical lot width and depth, price range, minimum floor area in structures, business areas, playgrounds, park areas, school areas and other public areas, proposed protective covenants, and proposed utilities and street improvements.
- (c) *Application form.* Written applications as specified in section 74-11(e) may be obtained from the city clerk and used by the subdivider to comply with the requirements of this section.

(Code 1981, app. A, § 20A-7)

### **Sec. 74-11. Preliminary plat submission requirements.**

- (a) *Form and contents of plat.* Eight copies of blue line prints of the preliminary plat shall be submitted, at a scale of 100 feet to one inch. Sheet size shall not exceed 24 inches by 36 inches. The plat shall show all existing conditions required in subsection (b) of this section, and shall show all proposals, including the following:
- (1) Street names, right-of-way widths, central angles of street intersections, dimensions of radii or chords, approximate grades, and similar data for service drives, if any.
  - (2) Lot lines, lot numbers and block numbers.
  - (3) Sites, if any, to be dedicated or reserved for parks, playgrounds, schools or other public uses, together with the purpose and the conditions or limitations of such dedication, if any.
  - (4) Sites, if any, for multifamily dwellings, shopping centers, churches, industry or other nonpublic uses exclusive of single-family dwellings.
  - (5) Minimum building setback lines.
- (b) *Supporting data.* Data required as a basis for the preliminary plat pursuant to subsection (a) of this section shall include the following information and other pertinent data as required to support the preliminary design of the proposed development:
- (1) Boundary lines: bearings, if available, and distances.
  - (2) Easements: location, width and purpose.

---

(Supp. No. 28)

Created: 2024-01-30 17:08:29 [EST]

- 
- (3) Streets on and adjacent to the tract: name, right-of-way width, pavement width and location.
  - (4) Significant contour data at such interval (maximum ten feet) as required to determine the preliminary design of the proposed improvements and other dependent features.
  - (5) Other conditions on the tract: watercourses, utility lines and utility structures (sanitary and storm sewers, water, gas, power and telephone lines, etc.), existing structures and other significant features.
  - (6) Title and certificates: title under which the proposed subdivision is to be recorded, if known, with the name of the owner and the name of the designer.
  - (7) Scale, datum, north arrow, date of survey, date of plat and land lot and district number.
  - (8) Present zoning district.
- (c) *Name of subdivision.* The proposed name of the subdivision shall not duplicate or too closely approximate phonetically the name of any other subdivision in the city or surrounding areas.
  - (d) *Protective covenants.* A draft of protective covenants (one copy) whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development shall be submitted with the preliminary plat.
  - (e) *Application form.* A written application (two copies) on a prepared form furnished by the city clerk containing the same descriptive information specified under general subdivision information, section 74-10(b), shall be submitted with the preliminary plat.

(Code 1981, app. A, § 20A-8)

### **Sec. 74-12. Contents of final plat; prerequisites for final approval.**

- (a) *Installation of improvements.* All improvements required of the subdivider shall be installed, or a surety bond posted to ensure installation thereof, prior to approval of final plat.
- (b) *Form and contents of plat.* The final plat (one original tracing) shall be drawn in ink on tracing cloth or tracing paper. The scale of the final plat shall be 100 feet to one inch. Sheet size shall not exceed 24 inches by 36 inches. If the complete plat cannot be shown on one sheet of this size, the plat shall be shown on several sheets with an index map indicated on each sheet. Five copies of the original tracing shall be furnished to the city clerk. The final plat shall show the following:
  - (1) The plat shall contain sufficient data to determine readily and reproduce on the ground the elevation, location, bearing and length of every street line, lot line, boundary line and building line, whether curved or straight. This shall include but not be limited to the radius, length of arc, interval angles and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets.
  - (2) The plat shall show tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, building setback lines, property lines of residential lots and other sites, and all existing and proposed utility lines and structures; and the boundary lines of the area being subdivided with accurate distances to hundredths of a foot and bearing to half minutes. These boundaries shall be determined by accurate survey in the field, which shall be balanced and closed with an error of closure not to exceed one foot to 10,000 feet. Surveys shall be coordinated and tied into U.S. Government Survey where possible.
  - (3) All dimensions shall be accurate to the nearest one-tenth foot and all angles accurate to the nearest 15 degrees of arc.
  - (4) The name and right-of-way width of each street or other right-of-way shall be shown.

---

Created: 2024-01-30 17:08:29 [EST]

(Supp. No. 28)

- 
- (5) House numbers shall be shown.
  - (6) The title, name and location of the subdivision, north arrow, date, scale, and land lot and district numbers shall be included.
  - (7) The plat shall show the location, dimensions and purpose of any easements and any areas to be dedicated to public use or sites for other than residential use, with notes stating their purpose and limitations.
  - (8) Lots or sites shall be numbered in numerical order and blocks lettered approximately in alphabetical order.
  - (9) Accurate location, material and description of monuments and markers shall be included.
  - (10) A certification showing that the applicant is the landowner and dedicates streets, right-of-way and any sites for public use shall be included.
- (c) *Endorsements.* All acknowledgments and approvals as are required by the general law of the state shall appear on the original tracing of the final plat in addition to the approval of the city commission.
- (Code 1981, app. A, § 20A-9)

\*This page is a placeholder attachment for Regular/Public Business Item B, “Plat and Code Requirements Within Subdivisions. The handout will be distributed during the Planning Board public hearing on May 07, 2024.