



**PUTNAM COUNTY
BOARD OF COUNTY COMMISSIONERS
REGULAR AND PORT AUTHORITY MEETING REVISED**
Tuesday, June 10, 2025 at 9:00 a.m.
2509 Crill Avenue, Suite 100, Palatka, FL 32177

9:00 a.m. 1. CALL TO ORDER- Chair Leota Wilkinson

Invocation – Pastor Terry Wright, Grace Fellowship
Pledge of Allegiance – Walton Pellicer

2. APPROVAL OF MINUTES

A. Approval of Minutes;

- i. Board of County Commissioner Regular Meeting, May 13, 2025

5-17

9:00 a.m. 3. PORT AUTHORITY

A. Approval of Minutes;

- i. Port Authority Regular Meeting, May 13, 2025

18-19

B. Port Logo Contest

20

C. Public Comment

D. General Discussion

4. PRESENTATIONS

- A. Gerald Donnelly, Veteran of Foreign War Post 3349, Sheriff of the Year is Deputy Geoffrey Kaelin

- B. Mischa Johns and Wendy Symonds, Library Services; County Libraries – Summer Programs

21-22

- C. Laurie Parker, Human Resources;

- i. Employee of the Month (March 2025); Trever Nelson. Veterans Services

23-24

5. PUBLIC COMMENT ON AGENDA ITEMS - This portion of the agenda is designed to allow citizens an opportunity to bring matters to the attention of the Board. It is not reasonable to expect that the Board will engage in debate or deliberation about matters on which the Board has received no prior information as part of the agenda. Please limit to three minutes. Public comment cards are conveniently placed at the meeting room entrance and should be submitted prior to the meeting to the Deputy Clerk who sits to the right of the podium.

6. CONSENT

- A. Correspondence List Distributed to Become Part of the Record

25-33

- B. Emergency Services; Certificate of Public Convenience and Necessity (COPCN) for Courtesy Transport Services, LLC (Renewal)

34-58

- C. Procurement; RFQ 25-16 professional CEI Services for the Resurfacing of CR 315 South

59-65

D. Procurement; Surplus Inventory	66-67
E. Sanitation; Leachate Treatment Feasibility Study – Sanitation Dept., \$118,200.00	68-74
F. Sheriff; COPS Hiring Program Grant Application	75
G. Sheriff; FDLE JAG Grant Applications/Forms	76-77
H. Public Works; Task Order #3 to award Engineering Services for North Putnam Drainage FDEP Grant Agreement LPA370 - \$148,000.00 Added	243-263

7. **CODE ENFORCEMENT**

A. Fine Reduction Request – Codes Case No. 23-000908	78-81
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8. **NEW BUSINESS**

A. Public Works; Request to Advertise for a Public Hearing to Vacate Undeveloped Rights of Way in Huntington Groves and Huntington Unit B Subdivisions (<i>Resolution 2025-036</i>)	82-85
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9. **PUBLIC COMMENT ON MISCELLANEOUS ITEMS** - this portion of the agenda is designed to allow citizens an opportunity to bring matters to the attention of the Board. It is not reasonable to expect that the Board will engage in debate or deliberation about matters on which the Board has received no prior information as part of the agenda. Please limit to three minutes. Public comment cards are conveniently placed at the meeting room entrance and should be submitted prior to the meeting to the Deputy Clerk who sits to the right of the podium.

10. **APPOINTMENTS** – Board Members (*Willing to be Reappointed)

Affordable Housing Advisory Committee

One Appointment

At-Large – Vacant (Term Expiration: 02/28/2024)

Animal Services Advisory Committee

Three Appointments

District 1 – Vacant (Resignation. Term Expiration: 12/31/2026)

District 4 – Vacant (Term Expiration: 12/31/2023)

At-Large – Scott Brauman (Term Expiration: 06/30/2025)*

Better Place Plan Oversight Committee

Three Appointments

District 2 – Charles Smith (Resignation. Term Expiration: 12/31/2025)

District 3 – Brenda Fletcher (Resignation. Term Expiration: 12/31/2025)

District 5 – Vacant (Term Expiration: 12/31/2023)

Contractors' Review Board

One Appointment

Air Conditioning Contractor – Vacant (Resignation. Term Expiration: 12/31/2025)

Fair Authority

Four Appointments

District 1 – Wayne McClain (Term Expiration: 06/30/2025)*

District 3 – April Singleton (Term Expiration: 06/30/2025)

District 4 – Amber Couver (Term Expiration: 06/30/2025)

District 5 – Kyle Hines (Term Expiration: 06/30/2025)*

Greenbelt Advisory Board

Two Appointments

District 1 – John Newbold (Term Expiration: 06/30/2025)

District 5 – Mike Barican (Term Expiration: 06/30/2025)

Library Board

Two Appointments

District 3 – Vacant (Resignation. Term Expiration: 12/31/2024)

District 5 – Vacant (Resignation. Term Expiration: 06/30/2027)

Parks and Recreation

One Appointment

District 4 – Vacant (Term Expiration: 12/31/2024)

Planning Commission

One Appointment

District 4 – Vacant (Term Expiration: 12/31/2022)

Waterways and Trails Committee

One Appointment

District 4 – Vacant (Term Expiration: 03/31/2023)

Zoning Board of Adjustment

Two Appointments

At-Large – Vacant (Term Expiration: 12/31/2024)

At Large – Vacant (Term Expiration: 12/31/2026)

11. **CLERK OF COURT** – Matt Reynolds

12. **COUNTY ATTORNEY** – Rich Komando

13. **COUNTY ADMINISTRATOR** - Terry Suggs

14. **COMMISSIONER COMMENTS**

5:05 p.m. 15. **PLANNING & DEVELOPMENT PUBLIC HEARING**

A. Impact Fee Report (*Ordinance 2025-015*) Meeting 2 of 2 (*Disregard Pages 116 to 237*)

86-237

5:05 p.m. 16. **BUDGET PUBLIC HEARING**

A. Administration; Mid-Year Budget Amendment, \$27,830,367.00 (*Resolution 2025-037*)

238-242

B. Administration; Mid-Year Budget Amendment Supplemental Info – Correction of scrivener's error, \$27,830,367.00 **Added**

264-267

17. **ADJOURN**

NOTICE: **APPEAL PROCESS** - ANY PERSON DESIRING TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS FOR SUCH PURPOSE SAID PERSON MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FLORIDA STATUTES 286.0105.

NOTICE OF AGENDA

The items listed in the above agenda constitute topics of discussion known at the time the agenda was prepared for the meeting. The agenda may not constitute a complete list of topics that may be discussed at the meeting. Additional items may be added to the agenda between the time of publication of the agenda and the

time of the meeting by the Board of County Commissioners and additional topics of discussion may be added at the request of members of the public during the meeting. While a workshop meeting is designed primarily to facilitate a fuller discussion of topics that may have previously been addressed at a regular meeting of the Board of County Commissioners or will be addressed at a future regular meeting of the Board of County Commissioners, votes by the Board of County Commissioners may be cast and official action may be undertaken thereby during the workshop. Additionally, times listed on the agenda for consideration of the particular items are approximate and designed for the convenience of members of the public wishing to attend and address those items. However, consideration of other items preceding an item for which a specific time is provided may delay the time that consideration of the time-specific item will occur.

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER EVEN WHEN WE DISAGREE.

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

Meetings may be recorded and if so, audio files may be requested from the deputy clerk. Please silence your cell phone/ devices and keep talking within the audience to a minimum to allow the citizens surrounding you the opportunity to hear the discussion. Hearing Assistance Equipment is available in the audio room located at the entrance to the Commissioner Board Room.

May 13, 2025

**BOARD OF COUNTY COMMISSIONERS MEETING
TUESDAY, MAY 13, 2025
PUTNAM COUNTY, FLORIDA**

The Board of County Commissioners convened in a regular session on Tuesday, May 13, 2025, at 9:00 a.m. in the Board of County Commissioners Meeting Room, located at 2509 567890=th Avenue, Palatka, Florida.

Present were: Commissioner JR Newbold, District 1; Commissioner Leota Wilkinson, District 2; Commissioner Josh Alexander, District 3; Commissioner Larry Harvey, District 4; Commissioner Walton Pellicer, District 5.

Also present were: Terry Suggs, County Administrator; Julianne Young, Deputy County Administrator of Administration; Matt Reynolds, Clerk of Court and Comptroller; JR Grimes, Deputy County Administrator of Operations; Rich Komando, County Attorney; Laura Berardi, Staff Assistant; Ashley Beard, Deputy Clerk

CALL TO ORDER

Commissioner Wilkinson called the meeting to order at 9:00 a.m.

INVOCATION/PLEDGE OF ALLEGIANCE

Steve Burkowske, Open Door Church of God, led the Invocation, and Commissioner Harvey led the Pledge of Allegiance.

APPROVAL OF MINUTES

On Motion of Commissioner Harvey, seconded by Commissioner Newbold, the Board unanimously approved the following minutes, as presented:

April 8, 2025, Board of County Commissioners Meeting.

(Visit main.putnam-fl.com for a copy of Minutes)

**RECESS BOARD OF COUNTY COMMISSIONERS MEETING/
CONVENE PORT AUTHORITY MEETING**

The Board of County Commissioners' regular meeting was recessed at 9:03 a.m., and the Port Authority meeting was called to order at 9:03 a.m.

ADJOURN PORT AUTHORITY MEETING/ RECONVENE BOARD OF COUNTY COMMISSIONERS MEETING

The Port Authority Meeting adjourned at 9:04 a.m. The Board of County Commissioners' regular meeting reconvened at 9:04 a.m.

PRESENTATIONS

JR NEWBOLD, PRESIDENT AND WILLIAM LAURIE, VICE-PRESIDENT, OF THE FRUITLAND PENINSULA HISTORICAL SOCIETY, AND NICOLE GRACE, PRESIDENT OF THE PUTNAM COUNTY HISTORICAL SOCIETY; HISTORIC PRESERVATION MONTH (PROCLAMATION 2025-027)

Commissioner Newbold read aloud the proclamation 2025-027 Historic Preservation Month.

On a Motion by Commissioner Newbold, Seconded by Commissioner Alexander, the Board unanimously approved the Historic Preservation Month (Proclamation 2025-028).

(See Supplementary File for a copy of Information)

TREVOR NELSON, VETERAN SERVICES; MEMORIAL DAY 2025 (PROCLAMATION 2025-028)

Commissioner Pellicier read aloud the proclamation 2025-028, Memorial Day.

On a Motion by Commissioner Pellicier, Seconded by Commissioner Harvey, The Board unanimously approved the Memorial Day 2025 (Proclamation 2025-029).

(See Supplementary File for a copy of Information)

GERALD DONNELLY, VETERAN OF FOREIGN WAR POST 3349, SHERIFF OF THE YEAR IS DEPUTY GEOFFREY KAEIN

This item was pulled from the agenda.

(See Supplementary File for a copy of Information)

JAMES MOORE & CO.; PRESENTATION OF FY 2024 AUDIT

Brandon McKendrick, James Moore & Co., gave a detailed presentation of the FY 2024 Audit.

Matt Reynolds, Clerk of Court and Comptroller, thanked everyone for their support and participation during the audit.

A brief discussion followed regarding the summary of the audit.

(See Supplementary File for a copy of Information)

RICK PAUL, SMALL BUSINESS DEVELOPMENT CENTER (SBDC); UPDATE ON SBDC ACTIVITIES

Rick Paul, Small Business Development Center, gave a detailed presentation on the update for SBDC activities.

(See Supplementary File for a copy of Information)

BOYD THOMPSON AND MARICARMEN BELTRAN, RIDE SOLUTIONS PRESENTATION

MariCarmen, Ride Solutions, said partial services have resumed within the city for four hours two times a week.

A discussion followed on the current rates and routes.

(See Supplementary File for a copy of Information)

**LAURIE PARKER, HUMAN RESOURCES
EMPLOYEE OF THE MONTH (FEBRUARY 2025) HANNAH FOWLER, PUBLIC WORKS**

Hannah Fowler with the Public Works Department was recognized as Employee of the Month for February 2025.

(See Supplementary File for a copy of Information)

PLANNING & DEVELOPMENT PUBLIC HEARING

REZONE (REZ25-000001) "KELCH" (ORDINANCE 2025-011)

Mikal Graves, Planning and Development, review (Rez25-000001) Kelch (Ordinance 2025-011).

PUBLIC COMMENT-PUBLIC HEARING

The floor was opened for public comment. There being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Alexander, The Board unanimously approved the Rezone (REZ25-000001) "Kelch" (Ordinance 2025-011

(See Supplementary File for a copy of Information)

LDC TEXT AMENDMENT (LDC25-000001) (ORDINANCE 20025-009)

Commissioner Wilkinson recommended pulling this item to allow more time for discussion at a later date.

On a Motion by Commissioner Harvey, seconded by Commissioner Alexander, the Board unanimously approved a motion to pull the LDC Text Amendment (LDC25-000001) (Ordinance 2025-009).

(See Supplementary File for a copy of Information)

PUBLIC COMMENT AGENDA ITEMS

Michael Woodward, A Citizen, spoke on the LDC Text Amendment.

Don Holmes, speaking on behalf of a property owner, spoke on item 9, the purchase of property adjacent to the wastewater plant. He spoke on his concern regarding the time frame in which the item was communicated to the public. He requested additional time to allow his client an adequate opportunity to address the board regarding the purchase of the property. He spoke of his client's property being impacted by the purchase.

Rich Komando, County Attorney, discussed the property purchase and the time frame of the communication regarding the public notice.

May 13, 2025

Commissioner Pellicier recommends tabling the item to allow more time.

Commissioner Wilkinson recommends hearing the item before making the decision.

CONSENT AGENDA

Commissioner Newbold asked for more information on item B, unclaimed funds.

Matt Reynolds, Clerk of Court and Comptroller, explained the process for unclaimed funds.

Commissioner Wilkinson pulled Item G for discussion.

On Motion of Commissioner Harvey, Seconded by Commissioner Alexander, the Board unanimously approved the Consent Agenda Items A, B, C, D, E, F, AND H.

A.) CORRESPONDENCE LIST DISTRIBUTED TO BECOME PART OF THE RECORD

The Board unanimously approved the Correspondence List Distributed to Become Part of the Record.

(See Supplementary File for a copy of Information)

B.) ADMINISTRATION; 2023 UNCLAIMED MONIES LIST AND PROOF OF PUBLICATION

The Board unanimously approved the 2023 Unclaimed Monies List and Proof of Publication.

(See Supplementary File for a copy of Information)

C.) ADMINISTRATION; RESOLUTION STATING PROPOSED PUBLIC PURPOSE OF HANDLING CONTROL OF LAND TO COUNTY FOR THE PURPOSE OF CONSTRUCTING A BOAT RAMP (RESOLUTION 2025-029)

The Board unanimously approved the Resolution Stating Proposed Public Purpose of Handling Control of Land to County for the Purpose of Constructing a Boat Ramp (Resolution 2025-030)

(See Supplementary File for a copy of Information)

May 13, 2025

D.) ADMINISTRATION; RESOLUTION SUPPORTING APPLICATION FOR A FLORIDA BOATING IMPROVEMENT PROGRAM GRANT (RESOLUTION 2025-030)

The Board unanimously approved the Resolution Supporting Application for a Florida Boating Improvement Program Grant (Resolution 2025-031).

(See Supplementary File for a copy of Information)

E.) ADMINISTRATION; SHIP-HOUSING EMERGENCY ASSISTANCE-FILE NO. 2024-035 LOIS DARLENE LAIBLE-CROWE

The Board unanimously approved the SHIP – Housing Emergency Assistance – File No. 2024-035 Lois Darlene Laibl-Crowe.

(See Supplementary File for a copy of Information)

F.) PROCUREMENT; RFP 25-15 MISDEMEANOR PROBATION SUPERVISION SERVICES

The Board unanimously approved the RFP 25-15 Misdemeanor Probation Supervision Services.

(See Supplementary File for a copy of Information)

H.) PROCUREMENT; CONTRACT RENEWAL #3 FOR BID 22-16 FILL DIRT, SHELL, AND / OR LIME ROCK SUPPLIER

The Board unanimously approved the Contract Renewal #3 for Bid 22-16 Fill Dirt, Shell and /or Lime Rock Supplier.

(See Supplementary File for a copy of Information)

PULLED FROM THE CONSENT AGENDA

G.) PUBLIC WORKS; MARCH WATER METER READINGS

Commissioner Wilkinson asked JT Stout to speak on the March Meter Readings.

JT Stout, Public Works Director, explained the issue with the billing system and the reading being read 7 days later, and the customers would need to be reinstated

On a Motion by Commissioner Harvey, Seconded by Commissioner Newbold, The Board unanimously approved the March Water Meter Readings.

(See Supplementary File for a copy of Information)

CODE ENFORCEMENT

FINE REDUCTION REQUEST-CODES CASE NO. 2005-00797

Thomas Moore, Code Enforcement, reviewed case NO. 2005-00797

PUBLIC COMMENT-CASE 2005-00797

The floor was opened for public comment, but there being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Alexander, the Board unanimously approved a Motion in Codes Case No. 2005-00797 reducing the code enforcement fines to a total of \$0.00.

(See Supplementary File for a copy of Information)

FINE REDUCTION REQUEST-CODES CASE NO. 2006-00663

Thomas Moore, Code Enforcement, reviewed case NO. 2006-00663

PUBLIC COMMENT-CASE 2006-00663

The floor was opened for public comment, but there being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Alexander, The Board unanimously approved a Motion in Codes Case No. 2006-00663 reducing the code enforcement fines to a total of \$1,512.00 of which \$23.00 is to be paid by tax surplus, leaving a total of \$1,489.05 to be paid within 90 days.

(See Supplementary File for a copy of Information)

FINE REDUCTION REQUEST-CODES CASE NO. 2009-00289

Thomas Moore, Code Enforcement, reviewed case NO. 2009-00289

PUBLIC COMMENT-CASE 2009-00289

The floor was opened for public comment, but there being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Alexander, the Board unanimously approved a Motion in Codes Case No. 2009-00289, reducing the code enforcement fines to a total of \$0.00, as the fine was paid by tax surplus.

(See Supplementary File for a copy of Information)

FINE REDUCTION REQUEST-CODES CASE NO. 2010-00021

Thomas Moore, Code Enforcement, reviewed case NO. 2010-00021

PUBLIC COMMENT-CASE 2010-00021

The floor was opened for public comment, but there being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Alexander, the Board unanimously approved a Motion in Codes Case No. 2010-00021 reducing the code enforcement fines to a total of \$2,464.66 to be paid within 90 days.

(See Supplementary File for a copy of Information)

FINE REDUCTION REQUEST-CODES CASE NO. 2010-00291

Thomas Moore, Code Enforcement, reviewed case NO. 2010-00291

PUBLIC COMMENT-CASE 2010-00291

The floor was opened for public comment, but there being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Alexander, the Board unanimously approved a Motion in Codes Case No. 2010-00291 reducing the code enforcement fines to a total of \$2,317.22 to be paid within 90 days.

(See Supplementary File for a copy of Information)

FINE REDUCTION REQUEST-CODES CASE NO. 2017-00291

Thomas Moore, Code Enforcement, reviewed case NO. 2017-00291

PUBLIC COMMENT-CASE 2017-00291

The floor was opened for public comment, but there being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Alexander, the Board unanimously approved a Motion in Codes Case No. 2017-00291 reducing the code enforcement fines to a total of \$2,268.00 to be paid within 180 days.

(See Supplementary File for a copy of Information)

FINE REDUCTION REQUEST-CODES CASE NO. 2017-00380

Thomas Moore, Code Enforcement, reviewed case NO. 2017-00380

PUBLIC COMMENT-CASE 2017-00380

Michael Eden, Property Owner, spoke about the property details regarding the code violations.

On a Motion by Commissioner Harvey, Seconded by Commissioner Alexander, the Board unanimously approved a Motion in Codes Case No. 2017-00380 reducing the code enforcement fines to a total of \$2,036.00 to be paid within 120 days.

(See Supplementary File for a copy of Information)

FINE REDUCTION REQUEST-CODES CASE NO. 2021-00008

Thomas Moore, Code Enforcement, reviewed case NO. 2021-00008

PUBLIC COMMENT-CASE 2021-00008

The floor was opened for public comment, but there being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Alexander, the Board unanimously approved a Motion in Codes Case No. 2021-00008 reducing the code enforcement fines to a total of \$2,012.00 to be paid by tax surplus.

(See Supplementary File for a copy of Information)

FINE REDUCTION REQUEST-CODES CASE NO. 22-001673

Thomas Moore, Code Enforcement, reviewed case NO. 22-001673

PUBLIC COMMENT-CASE 22-001673

The floor was opened for public comment, but there being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Alexander, The Board unanimously approved a Motion in Codes Case No. 22-001673 reducing the code enforcement fines to a total of \$1,926.00 to be paid within 90 days.

(See Supplementary File for a copy of Information)

FINE REDUCTION REQUEST-CODES CASE NO. 23-006631

Thomas Moore, Code Enforcement, reviewed case NO. 23-006631

PUBLIC COMMENT-CASE 23-006631

The floor was opened for public comment, but there being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Alexander, the Board unanimously approved a Motion in Codes Case No. 23-006631 reducing the code enforcement fines to a total of \$1,740.00 to be paid by tax surplus.

(See Supplementary File for a copy of Information)

NEW BUSINESS

ADMINISTRATION; PURCHASE OF PROPERTY- ADJACENT TO WASTE WATER TREATMENT PLANT \$1,050,000.00 (RESOLUTION 2025-031)

Commissioner Wilkinson reviewed the terms of the purchase of the property.

Commissioner Harvey asked Rich Komando to review the agreement further.

Rich Komando, County Attorney, spoke about mineral rights and provisions in place. He spoke about the due diligence aspect for the Board.

Commissioner Wilkinson said if the Board were to enter into a purchase and sale agreement, it would be subject to appraisal and approval by the Board at a future date.

Terry Suggs, County Administrator, spoke about the time frame of the notice of the intent of the meeting.

JR Grimes, Deputy County Administrator of Operations, spoke about the importance of obtaining the property. He spoke of the wastewater plant capacity and the current lack of a reuse system inside the county and an end user for reclaimed water.

Commissioner Alexander said he supported the purchase. He discussed the potential use of the property.

A lengthy discussion ensued on the due diligence of the board regarding the purchase of the property.

RECESS/ RECONVENE

The Board of County Commissioners Meeting was recessed at 11:11 a.m. and reconvened at 11:23 a.m.

Commissioner Wilkinson spoke of her support for the purchase of the property. She discussed the need to engage in preliminary action steps to ensure the land is suitable and recommended a 90-day due diligence before final approval.

PUBLIC COMMENT

Don Holmes further spoke about the notice of intent and the property usage.

Further discussion ensued on the subject of the due diligence.

On a Motion by Commissioner Harvey, Seconded by Commissioner Newbold, The Board unanimously approved a motion to authorize staff to negotiate the buy/sell agreement and engage in preliminary action steps needed to ensure the land is suitable; surveys, environmental studies and other related services needed to fully vet the land to ensure its suitability for the county needs, with a 90 day due diligence and then bring before the Board for approval. For agenda item: Purchase of Property - Adjacent to Waste Water Treatment Plant, \$1,050,000.00 (Resolution 2025-031).

(See Supplementary File for a copy of Information)

PUBLIC COMMENT ON MISCELLANEOUS

Connie Benham, 117 Musket Drive Satsuma, spoke about St. Johns River Estates taxes being too high.

Susan Epting, 117 Suwannee Hunting Club Rd, spoke of concerns regarding road issues.

Donald Barber spoke of his concerns regarding citizens living in tents and small houses.

APPOINTMENTS

There were no appointments made.

CLERK OF COURT- MATT REYNOLDS

Matt Reynolds, Clerk of Court and Comptroller, spoke of the success of the audit findings.

COUNTY ATTORNEY- RICH KOMANDO

Rich Komando, County Attorney, had no remarks.

COUNTY ADMINISTRATOR-TERRY SUGGS

Terry Suggs, County Administrator, spoke of the discussion of the meeting and the success of the audit.

JR Grimes spoke on the house fire tragedy that occurred and asked everyone to keep the family and the fire rescue in their prayers.

Julianne Young spoke on the success of the audit.

COMMISSIONER COMMENTS

Commissioner Alexander thanked the Board for their discussions today and thanked Commissioner Wilkinson and Harvey for their efforts.

Commissioner Pellicier spoke about his absence at the last meeting and thanked Putnam County Community Hospital for their excellent service they provided.

Commissioner Newbold spoke of the audit results and thanked the staff for their efforts.

Commissioner Harvey spoke on the tent users and discussed the law regarding the matter. He thanked the staff for their efforts regarding the audit.

Commissioner Wilkinson spoke about the April 30th Safety Task Force Meeting that was held.

ADJOURNED

There being no further business, the Board of County Commissioners Meeting adjourned at 12:08 p.m.

May 13, 2025

**BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA**

BY: _____
Leota D. Wilkinson, Chairman

ATTEST:

**Matt Reynolds, Clerk of Courts
And Comptroller**

Minutes By: Deputy Clerk, Ashley Beard.

**MINUTES OF THE
PORT AUTHORITY MEETING
TUESDAY, MAY 13, 2025
PUTNAM COUNTY, FLORIDA**

The Port Authority Meeting convened in a regular session on Tuesday, May 13, 2025, at 9:00 a.m. in the Board of County Commissioners Meeting Room, located at 2509 Crill Avenue, Suite 100, Palatka, Florida.

Present were: Commissioner JR Newbold, District 1; Commissioner Leota Wilkinson, District 2; Commissioner Josh Alexander, District 3; Commissioner Larry Harvey, District 4; Commissioner Walton Pellicer, District 5.

Also present were: Terry Suggs, County Administrator; Julianne Young, Deputy County Administrator of Administration; Matt Reynolds, Clerk of Court and Comptroller; JR Grimes, Deputy County Administrator of Operations; Rich Komando, County Attorney; Laura Berardi, Staff Assistant; Ashley Cusack, Deputy Clerk

CALL TO ORDER

The meeting was called to order at 9:03 a.m. by Commissioner Wilkinson.

APPROVAL OF MINUTES

On Motion of Commissioner Harvey, Seconded by Commissioner Newbold, the Board unanimously approved the following minutes, as presented:

April 8, 2025 Port Authority Regular Meeting

(Visit main.putnam-fl.com for copy of Minutes)

LEASE EXTENSION

Sam Sullivan, Port Authority Manager, spoke about the lease to Victoria Marine and the details of lease extension.

On a Motion by Commissioner Harvey, Seconded by Commissioner Alexander, The Board unanimously approved the Lease Extension with Victoria Marine.

PUBLIC COMMENT PORT AUTHORITY

The floor was open for public comment. There being none, public comment was closed.

May 13, 2025

GENERAL DISCUSSION

There was no general discussion.

ADJOURNED

There being no further business, the Port Authority Meeting adjourned at 9:06 a.m.

**BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA**

BY: _____
Leota D. Wilkinson, Chair

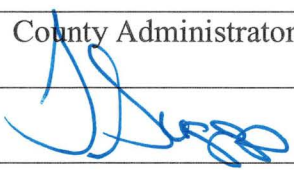
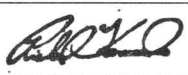
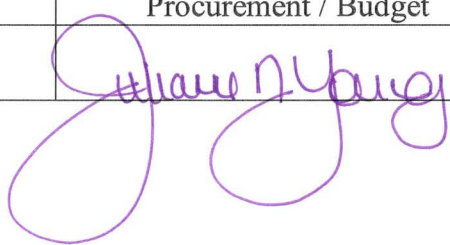
ATTEST:

**Matt Reynolds, Clerk of Courts
And Comptroller**

Minutes By: Deputy Clerk, Ashley Beard

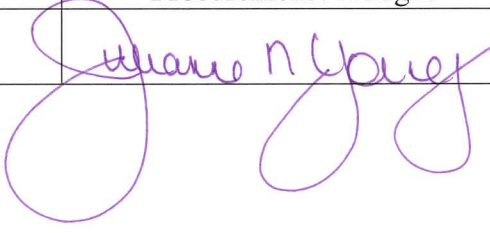
BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: Port Logo Contest	DEPARTMENT: Port Putnam	
AGENDA SECTION: Port Authority	AMOUNT: \$0.00	
ATTACHMENTS: ☐ ORDINANCE ☐ RESOLUTION ☒ OTHER (See Summary Highlights) ☐ SUPPORTING DOCUMENTS	DATE: June 10, 2025	
SUMMARY HIGHLIGHTS: With collaboration from the Putnam County Chamber of Commerce, Rep. Bobby Payne, the Putnam County School Board and Peniel Baptist Academy, Port Putnam conducted a logo design contest open to all Putnam County students grades 7 through 12 inclusive. All submissions were independently review by a panel of 5 individuals: Leigh Doran (Procurement), Julianne Young (Administration), James Stout (Public Works), Laura Pavlus (Chamber of Commerce) and Sam Sullivan (Port Putnam). The five top evaluated entries were then reviewed by the sitting members of the Putnam County Port Authority who determined the contest winner as well as second and third place recipients. All winners will be announced during the presentation.		
PUBLIC PURPOSE: Design a logo for Port Putnam		
RECOMMENDED ACTION: Recognize the contestants, announce the winners, and award the prizes for first, second and third place.		
DEPARTMENT HEAD:		
County Administrator	County Attorney	Deputy County Administrator Procurement / Budget
		

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: County Libraries - Summer Programs	DEPARTMENT: Library	
AGENDA SECTION: Presentations	AMOUNT: n/a	
ATTACHMENTS: () ORDINANCE () RESOLUTION () OTHER (See Summary Highlights) (x) SUPPORTING DOCUMENTS	DATE: June 10, 2025	
SUMMARY HIGHLIGHTS: Summer Library Programs		
PUBLIC PURPOSE: Provide the public with information about the Summer Library Program Event that is organized and held at all five libraries in the County – Palatka Library, Bostwick Library, Interlachen Library, Melrose Library and Crescent City Library. Presenters: Mischa Johns and Wendy Symonds		
RECOMMENDED ACTION: Have fun at your local library		
DEPARTMENT HEAD: 		
County Administrator 	County Attorney 	Deputy County Administrator Procurement / Budget 

JUNE A CARAVAN OF STORIES

Summer Reading at your Putnam County Library

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Program Location Key

(P)

Palatka Library
601 College Road
Palatka, FL 32177
(386) 329-0126

(I)

Interlachen Library
133 County Road 315
Interlachen, FL 32148
(386) 684-1600

(CC)

Crescent City Library
610 Summit Street
Crescent City, FL 32112
(386) 698-2600

(B)

Bostwick Library
125 Tillman Street
Palatka, FL 32177
(386) 326-2750

(M)

Melrose Library
312 Wynnwood Avenue
Melrose, FL 32666
(352) 475-1237

(All)

Available at
all libraries

For a full online calendar, program information, social media links, and location information for all five of your Putnam County Libraries, visit us online at www.funinputnam.com!

The Summer
Reading Challenge Begins
June 7th!
Don't forget to pick up
your logs!



Come kick off your summer reading
with us at the Palatka Library with
fun and games!

(P) 0-5 Storytime @ 10:30
(P) Summer Cinema @ 1:00
(P) Wreath Making @ 1:00
(P) Bingo for Books @ 4:00

9

(P) Drop in Crafts All Day
(All) The Art of Gaming 1:00-3:00
(I) Bingo For Books @ 4:00
(B) Bingo For Books @ 4:00

10

(P) FAB Workshop All Day
(P) 6-11 Storytime @ 10:30
(M) 0-5 Storytime @ 10:30
(I) 0-5 Storytime @ 10:30
(M) Summer Cinema @ 12:00
(B) Summer Cinema @ 1:30
(CC) 0-5 Storytime @ 3:30
(B) 6-11 Storytime @ 4:00

11

(P) Fantasy Mapmaking @ 11:00
(All) Makerspace Masterpieces
Palatka @ 2:00-8:00
Other Branches @ 2:00-6:00

12

(M) 6-11 Storytime @ 10:30
(I) 6-11 Storytime @ 10:30
(I) Summer Cinema @ 12:00
(CC) 6-11 Storytime @ 3:30
(B) 0-5 Storytime @ 4:00
(CC) Summer Cinema @ 4:30

13

(CC) Canvas Painting @ 10:00
(All) Concrete Canvas @ 10:30
(P) Flight School 1 @ 10:30

14

(P) 0-5 Storytime @ 10:30
(P) Summer Cinema @ 1:00
(P) Bingo for Books @ 4:00

16

(P) Drop in Crafts All Day
(All) The Art of Gaming 1:00-3:00
(M) Bingo For Books @ 4:00
(CC) Bingo For Books @ 4:00

17

(P) FAB Workshop All Day
(P) 6-11 Storytime @ 10:30
(M) 0-5 Storytime @ 10:30
(I) 0-5 Storytime @ 10:30
(M) Summer Cinema @ 12:00
(B) Summer Cinema @ 1:30
(CC) 0-5 Storytime @ 3:30
(B) 6-11 Storytime @ 4:00

18

(M) Fantasy Mapmaking @ 11:00
(I) Fantasy Mapmaking @ 11:00
(All) Makerspace Masterpieces
Palatka @ 2:00-8:00
Other Branches @ 2:00-6:00

19

(M) 6-11 Storytime @ 10:30
(I) 6-11 Storytime @ 10:30
(I) Summer Cinema @ 12:00
(CC) 6-11 Storytime @ 3:30
(B) 0-5 Storytime @ 4:00
(CC) Summer Cinema @ 4:30

20

(CC) Summer Cinema @ 10:00
(All) Concrete Canvas @ 10:30
(P) Flight School 2 @ 10:30
(B) Flight School 1 @ 10:30
(P) Crochet Clubhouse @ 10:30

21

(P) 0-5 Storytime @ 10:30
(P) Summer Cinema @ 1:00
(P) So Into Sewing @ 10:30-5:30
(P) Bingo for Books @ 4:00

23

(P) Drop in Crafts All Day
(All) The Art of Gaming 1:00-3:00
(I) Bingo For Books @ 4:00
(B) Bingo For Books @ 4:00

24

(P) FAB Workshop All Day
(P) 6-11 Storytime @ 10:30
(M) 0-5 Storytime @ 10:30
(I) 0-5 Storytime @ 10:30
(M) Summer Cinema @ 12:00
(B) Summer Cinema @ 1:30
(CC) 0-5 Storytime @ 3:30
(B) 6-11 Storytime @ 4:00

25

(P) Beginner Gardening 10:00
(B) Fantasy Mapmaking @ 11:00
(CC) Fantasy Mapmaking @ 11:00
(All) Makerspace Masterpieces
Palatka @ 2:00-8:00
Other Branches @ 2:00-6:00
(CC) Intro to Computers @ 3:00
(P) Beginner Gardening @ 6:00

26

(M) 6-11 Storytime @ 10:30
(I) 6-11 Storytime @ 10:30
(I) Summer Cinema @ 12:00
(CC) 6-11 Storytime @ 3:30
(B) 0-5 Storytime @ 4:00
(CC) Summer Cinema @ 4:30

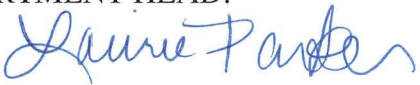
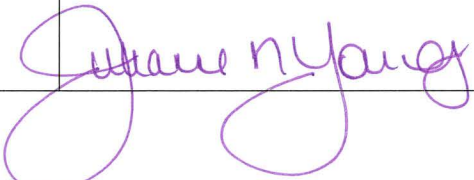
27

(CC) Classy Cursive Class @ 10:00
(P) Super Science @ 10:00
(All) Concrete Canvas @ 10:30
(B) Flight School 2 @ 10:30

28

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: Employee Recognition	DEPARTMENT: Human Resources
AGENDA SECTION: Presentations	AMOUNT: n/a
ATTACHMENTS: ☐ ORDINANCE ☐ RESOLUTION ☒ OTHER (See Summary Highlights) ☐ SUPPORTING DOCUMENTS	DATE: June 10, 2025
SUMMARY HIGHLIGHTS: Nominations were reviewed by the committee and the following employee was selected for recognition: Employee of the Month for March, 2025 – Trever Nelson, Veterans Service Officer	
PUBLIC PURPOSE: Employee recognition allows citizens to see the efforts of BOCC staff as well as accomplishments of the County. This recognition addresses strategic plan goal #7 – creating a professional and supportive work environment.	
RECOMMENDED ACTION: The Manager will recognize the selected employee and present the award, per policy.	
DEPARTMENT HEAD: 	
County Administrator 	County Attorney 
Deputy County Administrator Procurement / Budget 	

EMPLOYEE OF THE MONTH NOMINATION

DATE: 05/01 /2025

NOMINEE'S NAME: Trever Nelson

POSITION: Veteran service Officer

DEPARTMENT: Veteran Services

EXPLAIN HOW WELL THE NOMINEE PERFORMS DUTIES: Trever has the upmost respect of the veterans that he serves in Putnam County. Google reviews speak for him. GOOGLE REVIEW QUOTE " I wish I gone here sooner, I never thought I deserved or would get help. Trevor's exceptional expertise and concern made the whole process smooth. Thank you so much" He is professional in the office.

DESCRIBE WILLINGNESS TO HELP AND TRAIN OTHERS: Google Quotes " Trevor and Zach go above and beyond. I wish I had gone sooner! They listen, understand and know how to get things done. If you have waited or undecided, just go. You earned it."

"Good morning. My experiences with these amazing service officers is nothing short of fantastic! Their broad knowledge and intense focus on my issues were overwhelming to me. I highly recommend that any veteran who has questions on situations concerning benefits, education or filing claims, should definitely go see Allan, Trevor or Zack. You will not be disappointed!"

LIST WAYS NOMINEE SHOWS CREATIVITY IN JOB PERFORMANCE TO REDUCE COST: N/A

DESCRIBE COMMUNICATION SKILLS RELATED TO JOB FUNCTION: Interacts with Putnam county residents and veterans every day. He is always looking for improvement in his professional and personal life

DESCRIBE NOMINEE'S INTERACTION WITH CO-WORKERS: Willing to take on extra duty as needed without hesitation.

ADDITIONAL COMMENTS STATING WHY YOU THINK THIS NOMINEE SHOULD BE VOTED AS "EMPLOYEE OF THE MONTH": In the last month Trever did his due diligence in getting a blind veteran \$110,000.00 from the VA for the modification of the veterans home so that it could be adapted to the veterans disability of blindness.

LIST OF CORRESPONDENCE DISTRIBUTED TO THE BOARD OF COUNTY COMMISSIONERS FROM MAY 1, 2025 TO MAY 31, 2025 TO BECOME A PART OF THE RECORD FOR THE BOARD MEETING ON JANUARY 28, 2025

- a. Florida Department of Health, Putnam Health Department, Quarterly Report

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the Healthiest State in the Nation

June 01 2025

The Honorable Leota Wilkinson, Chairman
Putnam Board of County Commissioners
2509 Crill Ave
Palatka, Florida 32177

RE: FY 2024-25 Contract between the Putnam Board of County Commissioners and the Department of Health for operation of the Putnam County Health Department

Dear Commissioner Wilkinson:

The above-referenced Core Contract and Section 154.02, Florida Statutes, require that the Department of Health submit quarterly reports to the County with the following information.

As specified in Section 6., Paragraphs o.i and ii, also enclosed are the DE385L1 Contract Management Variance Report and the DE580L1 Analysis of Fund Equities Report. A written explanation is provided for any service level expenditure variance that deviates more than 25 percent from the planned service expenditure amount and exceeds three percent of the total planned expenditures for the corresponding level of service at the end of the contract year.

If you have any questions, please feel free to contact Jake Quigley, Business Manager at (386) 326-3221.

Sincerely,

Sherry Duncan
Administrator / Health Officer
Florida Department of Health in Putnam County

Enclosures

Cc: Demonica Connell, Office of Budget and Revenue Management

Putnam Contract Management Variance Report for Period 10/01/2024 to 03/31/2025												
Program	Reported FTEs	Planned FTEs	% Variance FTE	Reported Clients/Units	Planned Clients/Units	% Variance Clients/Units	Reported Visits/Services	Planned Visits/Services	% Variance Visits/Services	Reported Expenditures	Planned Expenditures	% Variance Expenditures
Communicable Disease Section												
01:Immunization	0.93	0.79	17.72	187	291	-35.74	244	350	-30.29	\$46,388.52	\$40,197.00	15.40
02:Sexually Trans. Dis.	3.41	4.22	-19.19	291	357	-18.37	508	484	4.96	\$157,198.70	\$189,424.00	-17.01
03-A1:HIV/AIDS Prevention	0.00	0.14	-100.00	0	0		0	0		\$3,747.05	\$13,719.00	-72.69
03-A2:HIV/AIDS Surveillance	0.01	0.08	-87.50	0	0		0	0		\$427.11	\$4,602.00	-90.72
03-A3:HIV/AIDS Patient Care	1.51	1.33	13.53	44	47	-6.38	128	109	17.97	\$134,440.22	\$92,606.00	45.17
03-A4:ADAP	0.50	0.60	-16.67	0	2	-100.00	0	2	-100.00	\$19,658.98	\$21,009.00	-6.43
04:Tuberculosis	0.17	0.40	-57.50	0	0		58	0		\$11,282.04	\$15,170.00	-25.63
06:Comm. Dis. Surv.	1.83	1.21	51.24	0	0		3,640	3,317	9.74	\$79,839.02	\$46,190.00	72.85
09:Hepatitis	0.00	0.00		0	0		0	0		\$0.00	\$0.00	
16:Preparedness and Response	4.05	0.94	330.85	0	0		0	7	-100.00	\$105,113.85	\$47,048.00	123.42
18:Refugee Health	0.00	0.00		0	0		0	0		\$0.00	\$0.00	
80:Vital Records	1.80	1.91	-5.76	2,222	2,665	-16.61	5,056	5,752	-12.09	\$60,391.09	\$59,661.00	1.22
Communicable Disease Totals	14.21	11.62	22.29	2,744	3,361	-18.36	9,634	10,020	-3.85	\$618,486.59	\$529,626.00	16.78
Primary Care Section												
10:Chronic Disease Prevention Pro	1.64	1.56	5.13	22	3	780.00	32	43	-24.71	\$90,916.42	\$79,901.00	13.79
12:Tobacco Use Intervention	0.06	0.09	-33.33	0	0		0	0		\$8,546.82	\$11,537.00	-25.92
21-W1:WIC	9.34	13.00	-28.15	1,162	1,774	-34.50	12,596	17,243	-26.95	\$391,058.57	\$519,750.00	-24.76
21-W2:WIC Breastfeeding Peer Counseling	0.77	1.00	-23.00	0	0		1,249	1,498	-16.59	\$13,292.44	\$29,386.00	-54.77
23:Family Planning	4.58	4.96	-7.66	352	435	-18.99	796	867	-8.19	\$211,370.29	\$215,490.00	-1.91
25:Improved Pregnancy Outcome	0.16	0.12	33.33	1	0		1	0		\$14,622.11	\$8,744.00	67.22
27:Healthy Start Prenatal	0.02	0.01	100.00	31	14	121.43	82	22	272.73	\$760.86	\$219.00	247.42
29:Comprehensive Child Health	5.51	7.84	-29.72	0	1	-100.00	60	105	-42.86	\$217,228.48	\$294,342.00	-26.20
31:Healthy Start Child	0.03	0.01	200.00	8	4	128.57	16	5	220.00	\$553.06	\$219.00	152.54
34:School Health	1.89	2.09	-9.57	0	0		67,888	52,944	28.23	\$81,546.66	\$95,551.00	-14.66

37:Comprehensive Adult Health	4.70	2.09	124.88	4	1	700.00	51	31	64.52	\$89,144.99	\$78,305.00	13.84
38:Community Health Development	3.67	2.94	24.83	0	0		316	42	652.38	\$243,846.27	\$182,817.00	33.38
40:Dental Health	3.51	4.65	-24.52	255	571	-55.30	300	851	-64.75	\$135,621.65	\$228,320.00	-40.60
Primary Care Totals	35.88	40.36	-11.10	1,835	2,800	-34.46	83,387	73,650	13.22	\$1,498,508.61	\$1,744,581.00	-14.10
Environmental Health Section												
44:TATTOO FACILITIES SERVICES	0.00	0.00		9	0		0	0		\$0.00	\$0.00	
45:Community Envir. Health	0.00	0.01	-100.00	0	0		0	0		\$0.00	\$249.00	-100.00
46:Injury Prevention	3.78	2.73	38.46	0	0		403	0		\$113,685.01	\$112,825.00	0.76
47:Coastal Beach Monitoring	0.17	0.07	142.86	0	0		-8	0		(\$3,094.07)	\$3,066.00	-200.92
48:Food Hygiene	0.29	0.34	-14.71	29	36	-19.44	92	113	-18.22	\$5,582.89	\$13,333.00	-58.13
49:Body Piercing Facilities Services	0.01	0.00		2	0		0	0		(\$234.94)	\$0.00	
50:Lead Monitoring Services	0.01	0.00		0	0		0	0		\$514.12	\$0.00	
51:Group Care Facility	0.04	0.12	-66.67	8	33	-75.38	7	37	-81.08	\$403.23	\$5,027.00	-91.98
52:Migrant Labor Camp	0.04	0.08	-50.00	5	5	0.00	29	39	-25.64	\$1,814.92	\$3,510.00	-48.29
53:Housing & Pub. Bldg.	0.00	0.00		0	0		0	0		\$0.00	\$0.00	
54:Mobile Home And Park	0.10	0.14	-28.57	61	27	125.93	71	78	-8.39	\$4,893.89	\$5,759.00	-15.02
55:Storage Tank Compliance Servic	0.00	0.00		0	0		0	0		\$0.00	\$0.00	
56:SUPER Act Services	0.00	0.01	-100.00	0	0		0	0		\$0.00	\$241.00	-100.00
57:Limited Use Public Water Systems	0.20	0.27	-25.93	111	50	122.00	134	138	-2.55	\$16,589.18	\$18,882.00	-12.14
58:Public Water System	0.01	0.01	0.00	0	0		0	0		\$912.23	\$747.00	22.12
59:Private Water System	0.07	0.15	-53.33	0	0		0	2	-100.00	\$4,846.24	\$6,669.00	-27.33
60:Pools/Bathing Places	0.04	0.08	-50.00	0	16	-100.00	21	40	-47.50	\$846.12	\$3,672.00	-76.96
61:Onsite Sewage Treatment and Disposal	2.79	3.97	-29.72	695	625	11.29	887	1,086	-18.32	\$131,013.73	\$167,915.00	-21.98
62:Public Sewage	0.00	0.00		0	0		0	0		\$0.00	\$10.00	-100.00
63:Solid Waste Disposal Service	0.00	0.00		0	0		0	0		\$67.47	\$0.00	
64:Biomedical Waste Services	0.01	0.01	0.00	82	47	76.34	0	0		\$189.11	\$342.00	-44.70
65:Sanitary Nuisance	0.07	0.20	-65.00	21	25	-14.29	28	79	-64.56	\$3,752.39	\$8,701.00	-56.87
66:Rabies Surveillance	0.00	0.00		0	0		0	0		\$375.50	\$20.00	1,777.50
67:Arbovirus Surveill.	0.00	0.00		0	0		0	0		\$0.00	\$50.00	-100.00
68:Rodent/ Arthropod Control	0.00	0.01	-100.00	0	0		0	0		\$0.00	\$464.00	-100.00
69:Tanning Facility	0.00	0.02	-100.00	2	2	0.00	0	3	-100.00	\$0.00	\$837.00	-100.00

Services												
70:Water Pollution	0.00	0.01	-100.00	0	0	0	0		\$0.00	\$516.00	-100.00	
71:Indoor Air	0.00	0.00		0	0	0	0		\$0.00	\$0.00		
72:Radiological Health	0.00	0.00		0	0	0	0		\$0.00	\$0.00		
73:Toxic Substances	0.00	0.00		0	0	0	0		\$0.00	\$0.00		
Environmental Health Totals	7.63	8.23	-7.29	1,025	864	18.63	1,664	1,613	3.16	\$282,157.00	\$352,835.00	-20.03
CHD Totals	57.72	60.21	-4.14	5,604	7,025	-20.23	94,685	85,283	11.02	\$2,399,152.21	\$2,627,042.00	-8.67



Putnam DE580 Analysis of Fund Equities Report

**Note: This report is based upon Schedule C, FIRS
and year-to-date FLAIR transactions as of 03/31/2025**

Get this report as an Excel worksheet...

Putnam CHD (643654) DE580 Analysis of Fund Equities Report for fiscal year 2024-2025 as of 03/31/2025

Actual Year-to-Date (through Mar)						
OCA	OCA Title	Beginning Cash	Revenues YTD	Expenditures YTD	Certified Forward Expenditures YTD	Actual Cash YTD
State						
1E000	ON SITE SEWAGE DISPOSAL PERMIT FEES	117,658.59	174,595.60	188,770.16	0.00	103,484.03
1O000	SANITATION CERTIFICATES (FOOD INSPECTION)	0.00	1,889.00	1,889.00	0.00	0.00
4B000	AIDS PATIENT CARE	73,762.96	75,000.00	57,166.49	4,679.48	86,916.99
7F000	CHD - TB COMMUNITY PROGRAM	44,446.17	10,263.00	9,831.06	0.00	44,878.11
9P000	SEXUALLY TRANSMITTED DISEASE CONTROL PROGRAM GR	(2,079.81)	16,500.00	5,744.12	0.00	8,676.07
ADA25	AIDS DRUG ASSISTANCE PROGRAM ADMIN HQ	(2,690.08)	11,324.02	8,937.97	0.00	(304.03)
ADA26	AIDS DRUG ASSISTANCE PROGRAM ADMIN HQ	0.00	0.00	0.00	0.00	0.00
ARP24	AMERICAN RESCUE PLAN GRANTS TO SUPPORT SURVIVORS	0.00	0.00	30,719.51	0.00	(30,719.51)
B9000	SEPTIC TANK RESEARCH SURCHARGE	295.00	1,935.00	1,910.00	0.00	320.00
BCA20	BREAST & CERVICAL CANCER - ADMIN/CASE MANAGEMENT	(23,180.42)	0.00	0.00	0.00	(23,180.42)
BCA21	BREAST & CERVICAL CANCER - ADMIN/CASE MANAGEMENT	10.00	0.00	0.00	0.00	10.00
BCA22	BREAST & CERVICAL CANCER - ADMIN/CASE MANAGEMENT	(5,218.81)	0.00	0.00	0.00	(5,218.81)
BCA24	BREAST & CERVICAL CANCER - ADMIN/CASE MANAGEMENT	(7,736.74)	16,107.44	4,205.35	4,165.35	0.00
BCA25	BREAST & CERVICAL CANCER - ADMIN/CASE MANAGEMENT	0.00	74,070.58	78,279.46	0.00	(4,208.88)
BPC22	WIC BREASTFEEDING PEER COUNSELING PROG	(120.70)	24,057.17	21,656.87	1,214.13	1,065.47
BPC23	WIC BREASTFEEDING PEER COUNSELING PROG	0.00	0.00	2,645.31	0.00	(2,645.31)
BY000	SEPTIC TANK VARIANCE FEES 50%	0.00	200.00	0.00	0.00	200.00
CIP23	COMPREHENSIVE COMMUNITY CARDIO - PHBG	(2,434.54)	15,310.38	10,684.52	2,191.32	0.00

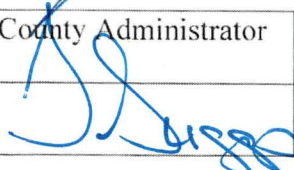
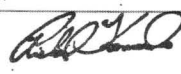
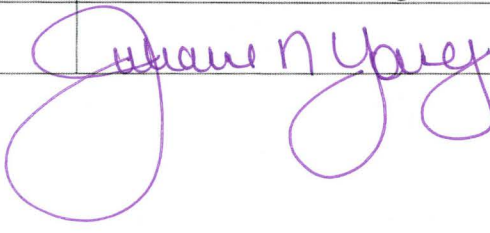
CIP24	COMPREHENSIVE COMMUNITY CARDIO - PHBG	0.00	6,355.58	6,401.87	0.00	(46.29)
DBN21	DIABETES - PREVENT & MGT	(2,639.69)	0.00	0.00	0.00	(2,639.69)
DBN22	DIABETES - PREVENT & MGT	(5.58)	0.00	(5.58)	0.00	0.00
DIB25	STRATEG APPR TO HLTH EQ FOR POPULA WITH DIABETES	0.00	12,785.10	12,933.60	0.00	(148.50)
DIS23	STRENGTHENING STD PREVENTION AND CONTROL	(1,784.10)	1,754.81	(29.29)	0.00	0.00
DNSPJ	DENTAL SPECIAL INITIATIVE PROJECTS	5,090.07	4,728.00	9,585.02	0.00	233.05
ENVFE	CHD STATEWIDE ENVIRONMENTAL FEES	1,454.34	32,226.60	13,859.84	8,882.48	10,938.62
FMP25	FAMILY PLANNING TITLE X - GRANT	(10,645.34)	62,137.55	54,602.81	0.00	(3,110.60)
FMP26	FAMILY PLANNING TITLE X - GRANT	0.00	0.00	0.00	0.00	0.00
FMPGR	FAMILY PLANNING GENERAL REVENUE	(3,301.03)	50,286.00	47,876.69	0.00	(891.72)
HDG21	HEALTH DISPARITIES GRANT COVID-19	0.00	484.05	0.00	0.00	484.05
HIW23	PUBLIC HLTH INFRASTRUCTURE & WORKFORCE/CENTRAL 1	(3,995.00)	116,598.95	114,871.14	0.00	(2,267.19)
HRT24	THE NATIONAL CARDIOVASCULAR HEALTH PROGRAM	0.00	258.78	258.78	0.00	0.00
HRT25	THE NATIONAL CARDIOVASCULAR HEALTH PROGRAM	0.00	5,470.98	5,830.83	0.00	(359.85)
HTN21	HEART - PREVENT & MGT	19.47	0.00	19.47	0.00	0.00
HTN23	HEART - PREVENT & MGT	(88.90)	0.00	(88.90)	0.00	0.00
ICV21	IMMUNIZATION & VFC COVID RESPONSE FOR VACCINES	(254.39)	254.00	0.00	0.00	(0.39)
IFM23	INFANT MORTALITY	(3,094.45)	2,808.96	(285.49)	0.00	0.00
IFM24	INFANT MORTALITY	0.00	5,520.66	7,794.40	0.00	(2,273.74)
IMM22	IMMUNIZATION ACTION PLAN	(1,287.13)	0.00	(1,287.13)	0.00	0.00
IMM25	IMMUNIZATION ACTION PLAN	0.00	13,610.25	14,897.38	0.00	(1,287.13)
K3000	PUBLIC SWIMMING POOL PERMIT FEES-10% HQ TRANSFER	50.00	75.00	125.00	0.00	0.00
M5000	DRINKING WATER PROGRAM OPERATIONS	0.00	1,071.00	1,071.00	0.00	0.00
MC382	MCH SPEC PRJ SOCIAL DETERMINANTS HLTH COMM EDU	120.02	0.00	120.02	0.00	0.00
MC389	MCH SPEC PRJ SOCIAL DETERMINANTS HLTH COMM EDU	74.58	0.00	0.00	0.00	74.58
MPT23	MCH SPECIAL PROJECTS DENTAL	(13,720.27)	43,548.84	29,828.57	0.00	0.00
MSD23	MCH SPEC PRJ SOCIAL DETERMINANTS HLTH COMM EDU	(12.80)	1,061.74	1,048.94	0.00	0.00
MSD24	MCH SPEC PRJ SOCIAL DETERMINANTS HLTH COMM EDU	0.00	7,719.70	10,330.42	0.00	(2,610.72)
NAC21	NATIONAL ASSOCIATION OF CHRONIC DISEASE DIRECTOR	(5,866.12)	0.00	0.00	0.00	(5,866.12)
NAC22	NATIONAL ASSOCIATION OF CHRONIC DISEASE DIRECTOR	(9,923.32)	0.00	0.00	0.00	(9,923.32)
NAC23	NATIONAL ASSOCIATION OF CHRONIC DISEASE DIRECTOR	17,917.82	0.00	0.00	0.00	17,917.82
NCGRV	CHD GENERAL REVENUE NON-CATEGORICAL	21,292.84	899,966.02	737,956.46	42,296.15	141,006.25
PCG00	PRIMARY CARE PROGRAM	1,376.59	142,122.00	113,713.33	3,401.91	26,383.35

PHCP3	BASE COMMUNITY PREPAREDNESS CAPABILITY	0.00	6,163.60	6,163.60	0.00	0.00
PHCP5	BASE COMMUNITY PREPAREDNESS CAPABILITY	0.00	51,283.19	54,664.06	0.00	(3,380.87)
PHD23	CDC GRANT IMPROVE AND EXPAND PUBLIC HLTH DENTAL	(1,042.09)	0.00	(1,042.09)	0.00	0.00
PSG22	POOL SAFELY GRANT PROGRAM	(5,000.00)	5,000.00	0.00	0.00	0.00
PTC25	RYAN WHITE TITLE II GRANT/CHD CONSORTIUM	(5,532.33)	83,182.08	87,851.31	1,458.57	(11,660.13)
PTC26	RYAN WHITE TITLE II GRANT/CHD CONSORTIUM	0.00	0.00	0.00	0.00	0.00
R9000	TANNING FACILITIES	0.00	63.00	63.00	0.00	0.00
REDCH	RACIAL & ETHNIC DISPARITIES - CHD EXPENSES	13,215.43	39,000.00	39,425.78	0.00	12,789.65
SCHOL	SCHOOL HEALTH SERVICES	54,047.95	127,793.74	97,898.10	3,564.34	80,379.25
SEWTN	ONSITE SEWAGE TRAINING CENTER	(345.00)	695.00	630.00	0.00	(280.00)
SF061	RAPE CRISIS PTF SEXUAL BATTERY VICTIMS ACCESS	13,342.13	11,694.00	15,908.96	0.00	9,127.17
SF069	RAPE CRISIS CENTER	36,732.53	42,426.00	22,942.38	0.00	56,216.15
SWIMV	SWIMMING LESSONS VOUCHER PROGRAM	0.00	4,500.00	0.00	0.00	4,500.00
TOBBX	CESSATION TREATMENT AND COUNSELING	18,404.78	35,889.00	32,557.72	1,250.77	20,485.29
TOBHB	TOBACCO STATE & COMMUNITY HEALTHY BABY	12,449.85	7,500.00	8,748.28	900.00	10,301.57
TOBNP	TOBACCO NON PILOT EXPENDITURES	15,103.35	0.00	1,846.90	108.00	13,148.45
TSIDA	TROPICAL STORM IDALIA	(11,421.51)	0.00	0.00	0.00	(11,421.51)
UQ000	MOBILE HOME & RV PARK FEES	0.00	892.40	882.40	0.00	10.00
VOCAG	VICTIMS OF CRIME ACT GRANTS - FL OAG	(9,959.46)	60,780.21	71,552.84	4,852.55	(25,584.64)
WIC22	WIC PROGRAM ADMINISTRATION	(1.64)	0.00	(1.64)	0.00	0.00
WIC24	WIC PROGRAM ADMINISTRATION	(24,449.70)	203,563.99	163,586.01	15,518.28	10.00
WIC25	WIC PROGRAM ADMINISTRATION	0.00	259,315.49	282,514.97	0.00	(23,199.48)
	State Total	289,033.52	2,771,838.46	2,490,061.58	94,483.33	476,327.07
Local						
BCASD	BREAST & CERVICAL CANCER SPECIAL DONATIONS	3,607.30	0.00	0.00	0.00	3,607.30
CLFEE	CHD CLINIC FEES	126,843.69	192,109.00	311,243.98	19,330.69	(11,621.98)
CPGCR	GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	(764.13)	6,782.31	9,070.50	0.00	(3,052.32)
CURNT	CURANT 340B REVENUE AND EXPENSE TRACKING	0.00	7,977.43	5,507.53	0.00	2,469.90
ENVLF	CHD LOCAL ENVIRONMENTAL FEES	174,892.43	191,077.40	84,213.33	664.41	281,092.09
HFFLA	HEALTHY FAMILIES FLORIDA	(188,311.32)	307,428.76	252,199.01	7,276.34	(140,357.91)
HSCNT	CHD HEALTHY START COALITION CONTRACT	(657.26)	894.00	1,273.80	0.00	(1,037.06)
JV000	VITAL STATISTICS CERTIFIED RECORDS	38,746.03	65,942.50	60,195.82	1,067.47	43,425.24

LOGOV	CHD LOCAL REVENUE & EXPENDITURES	9,239.85	154,853.64	167,233.31	4,667.78	(7,807.60)
MLH2A	MIGRANT LABOR HOUSING INSPECTION H-2A PROGRAM	607.50	972.00	169.06	0.00	1,410.44
NACMR	NACCHO - MEDICAL RESERVE CORPS	15,980.44	0.00	0.00	0.00	15,980.44
OAG16	FLORIDA COALITION AGAINST SEXUAL VIOLENCE	0.00	0.00	3.90	0.00	(3.90)
SALGS	CHD SALE OF SERVICES IN OR OUTSIDE OF STATE GOVT	67,816.07	1,459.85	3,176.44	0.00	66,099.48
SCHHL	SCHOOL HEALTH CLINICS FUNDED BY SCHOOL BOARD	24,625.51	0.00	2,330.37	0.00	22,295.14
TSELS	TROPICAL STORM ELSA	(4,449.90)	0.00	0.00	0.00	(4,449.90)
TSHLN	TROPICAL STORM HELENE	0.00	0.00	18,317.10	0.00	(18,317.10)
TSMIL	TROPICAL DEPRESSION 14 - MILTON	0.00	0.00	44,678.24	0.00	(44,678.24)
xxxxC	All Collocated OCAs	700.85	0.00	555.77	0.00	145.08
	Local Total	268,877.06	929,496.89	960,168.16	33,006.69	205,199.10
	Grand Total	557,910.58	3,701,335.35	3,450,229.74	127,490.02	681,526.17

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: Certificate Of Public Convenience and Necessity (COPCN) for Courtesy Transport Services, LLC (Renewal)		DEPARTMENT: Emergency Services
AGENDA SECTION: Consent		AMOUNT: N/A
ATTACHMENTS: () ORDINANCE () RESOLUTION () OTHER (See Summary Highlights) (X) SUPPORTING DOCUMENTS		DATE: 6/10/2025
SUMMARY HIGHLIGHTS: Courtesy Transport Services, LLC is requesting to renew their COPCN in conjunction with their Emergency and Non-Emergency Class B, Class C, and Class D Certificates to allow them to assist the County when notified by Putnam County Fire Rescue Chief or Field Duty Officer of need for assistance in providing emergency medical services.		
PUBLIC PURPOSE: To serve the citizens and visitors of Putnam County with Emergency Medical Services on an as needed basis.		
RECOMMENDED ACTION: Recommend the Board approve the issuance of the COPCN for Courtesy Transport Services, LLC and authorize the Chair's signature on the attached COPCN.		
DEPARTMENT HEAD: 		
County Administrator 	County Attorney 	Deputy County Administrator Procurement / Budget 



CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

WHEREAS, Courtesy Transport Services, LLC, is capable of providing quality emergency and non-emergency medical services to the citizens of PUTNAM COUNTY, and

WHEREAS, there may be a need for this ambulance service to operate in the county on an as-needed basis to assist Putnam County Fire EMS in providing essential services to the citizens of this County, upon being notified by the Putnam County Fire EMS Chief or field Duty Officer, and

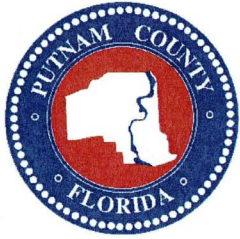
WHEREAS, the above ambulance service has indicated that it will comply with all of the requirements of the Emergency Medical Services Act of 1973, and the ambulance service has agreed it will only provide emergency medical services as authorized under the Class B, Class C, and Class D Certificates and/or upon being notified by the Putnam County Fire EMS Chief or field Duty Officer, of a need for assistance in providing emergency medical services. Now, therefore, be it resolved that the Board of County Commissioners of Putnam County, does hereby issue a Certificate of Public Convenience and Necessity to Courtesy Transport Services, LLC for a period of one year, which shall expire June 10, 2026 and said Certificate is subject to immediate revocation upon failure to provide as needed assistance to Putnam County Fire EMS upon proper notification as outlined above.

In issuing this certificate, it is understood that the above named ambulance service will meet the requirements of state legislation and provide emergency medical services on an as-needed, twenty-four hour basis upon request for the following area:

PUTNAM COUNTY

Signed: _____

Leota Wilkinson, Chair
Putnam County Board of County Commissioners



CERTIFICATE

This is to certify that Courtesy Transport Services, LLC is authorized and licensed to provide emergency and non-emergency medical transportation services as contemplated by Article II, Chapter 20 of the Putnam County Code. Authorized Licensed Classifications are:

CLASS B – Certificates for government entities, businesses, agencies and hospitals that provide non-emergency transportation to persons whose condition is not likely to need medical attention during transport to or from a medical appointment.

CLASS C – Certificates for governmental entities that provide rescue units, or businesses, agencies and hospitals that provide ambulances to conduct non-emergency medical transport or transport services at the BLS level.

CLASS D – Certificates for governmental entities that provide rescue units, or businesses, agencies, and hospitals that provide ambulances to conduct emergency or non-emergency inter-facility medical transport or transport service requiring on-board clinical capabilities which may exceed those of a conventionally equipped and staffed ALS ambulance which services originate within the county pursuant to a physician's order, inter-hospital neonatal and emergency or non-emergency organ/blood transport, including the transport of transplant teams or other emergency or non-emergency inter-hospital medical transport services at the ALS or BLS level between two establishments licensed as hospitals pursuant to chapter 395, Florida statutes.

This license is effective for one year beginning June 10, 2025 and expires June 10, 2026.

Signed: _____

County Administrator
Putnam County, Florida



PUTNAM COUNTY
EMERGENCY AND NON-EMERGENCY MEDICAL
TRANSPORTATION SERVICES LICENSE APPLICATION
PUTNAM COUNTY CODE, SECTION 20.93



TYPE OF APPLICATION:

DATE: 5-9-25

☐ New

☒ Renewal

TYPE & NUMBER OF CONVEYANCE(S):

Wheelchair _____

Stretcher

4

Combination _____

CLASSIFICATION OF CERTIFICATES:

☐ **CLASS A** – Certificates for governmental entities that provide ALS rescue units to conduct emergency and non-emergency pre-hospital medical transport system or transport services, ALS or BLS service. **Class A Certificates shall be valid for a two year period.**

☒ **CLASS B** – Certificates for government entities, businesses, agencies and hospitals that provide non-emergency transportation to persons whose condition is not likely to need medical attention during transport to or from a medical appointment. **Class B Certificates shall be valid for a one year period.**

☒ **CLASS C** – Certificates for governmental entities that provide rescue units, or businesses, agencies and hospitals that provide ambulances to conduct non-emergency medical transport or transport services at the BLS level. **Class C Certificates shall be valid for a one year period.**

☒ **CLASS D** – Certificates for governmental entities that provide rescue units, or businesses, agencies, and hospitals that provide ambulances to conduct emergency or non-emergency inter-facility medical transport or transport service requiring on-board clinical capabilities which may exceed those of a conventionally equipped and staffed ALS ambulance which services originate within the county pursuant to a physician's order, inter-hospital neonatal and emergency or non-emergency organ/blood transport, including the transport of transplant teams or other emergency or non-emergency inter-hospital medical transport services at the ALS or BLS level between two establishments licensed as hospitals pursuant to chapter 395, Florida statutes. **Class D Certificates shall be valid for a one year period.**



PUTNAM COUNTY
EMERGENCY AND NON-EMERGENCY MEDICAL
TRANSPORTATION SERVICES LICENSE APPLICATION
PUTNAM COUNTY CODE, SECTION 20.93



Name of Transport Service: Courtesy Transport Services LLC
Mailing Address: 1711 NE 40th Ave Ocala Fl. 34470
Physical Address: 1306 S Palm Ave Palatka Fl. 32177
Owner's Name: Melanie Burger / John Milanick
Owner's Mailing Address: 1711 NE 40th Ave Ocala Fl. 34470
Owner's Physical Address: 1711 NE 40th Ave Ocala Fl. 34470
Operator's Name: Melanie Burger
Phone Number: 386-336-9514 Email Address: melburger@courtesytransport.net

Type of Ownership (IE: Corporate, Governmental, Private, Funeral Home, Association, Volunteer, etc.): Corporate

List all Officers, Directors and Shareholders (use separate sheet if necessary)

Name	Address	Position
Melanie Burger	1711 NE 40 th Ave Ocala Fl.	Manager
John Milanick	PO Box 1601 Palatka Fl	Manager

List the address and describe the location of your base station and all substations. (Use a separate sheet if necessary): 1306 S Palm Ave Palatka Fl. 32177
Brown Brick Single Story building with white
privacy fence.

Describe the proposed geographic area(s) to be covered by your service.

Putnam County



PUTNAM COUNTY
EMERGENCY AND NON-EMERGENCY MEDICAL
TRANSPORTATION SERVICES LICENSE APPLICATION
PUTNAM COUNTY CODE, SECTION 20.93



Items required to be considered:

1. Submit this completed application and meet all requirements of Putnam County Ordinance No. 2021-028 related to Sections 20.93 through Section 20.104 of the Putnam County Code.
2. Submit any required fee(s).
3. Submit a completed vehicle permit application on a BOCC approved form and provide documentation that its vehicles and equipment are in good working order and have been inspected by the County pursuant to Section 20-100. A permit for each vehicle will be issued upon receipt of any required fee.
4. Provide proof of adequate insurance coverage for claims arising out of injury or death to persons and damage to property resulting from any event for which the owner of said business or service would be liable. Insurance coverage must protect against liability for bodily injury and property damage, commercial general liability insurance, commercial vehicle insurance and machinery insurance, all to be in amounts and forms of insurance policies as may from time to time be reviewed by County. The minimum amount of insurance coverage required shall be \$ 3,000,000 combined single limit and Putnam County shall be named as an additional insured. A copy of this must be sent to the attention of the County Administrator annually.
5. Provide evidence that its emergency or non-emergency medical transportation vehicles are staffed by adequately trained and certified personnel to ensure safe loading, treatment, transport and unloading of patients as established by state statute as applicable. Provide a listing of current employees along with their title/certifications.
6. Provide a copy of your State ALS and/or BLS License including the vehicle listing.

Upon compliance with the foregoing and a determination that the issuance of a license is in the best interest of the County, the County Administrator shall issue the license.

EMS Provider COURTESY TRANSPORT SERVICES, LLC Provider # 5403

Business Address 1710 NE 40TH AVENUE

City OCALA State FL Zip Code 34470 County MARION

Enclose Permit Fee(s). **Do not send cash.** Checks should be made payable to Emergency Medical Services and mailed to 4052 Bald Cypress Way, Bin A22, Tallahassee, Florida 32399-1738. **All fees are nonrefundable** §401.34(1), Florida Statute, (F.S.).

I, the undersigned representative of the above named firm, do hereby affirm that all equipment and medical supplies required by Chapter 401, F.S., and Rule 64J-1, Florida Administrative Code (F.A.C.), are present and in working order on the above described vehicles. I also affirm that the equipment and medical supplies in the required quantities will be continuously maintained at the specified level. I further affirm that the above described vehicles will be staffed, during operation, in accordance with Chapters 395 and 401, F.S., and Chapter 64J-1, F.A.C.

5/8/2025
DATE

Page 040

INSURANCE INFO

Insurance Company

National Interstate Ins. Co.
Capitol Specialty Ins. Corp.

Type of Insurance

Vehicle Liability
Professional Liability

Insurance Expiration Date

06/22/2022
06/21/2022

SERVICE INFO

County of Service

Putnam

Date Certificate of Public Convenience and Necessity Expires

06/15/2025

VEHICLE INFO

Permit #	Type	Sub-Type	Make	Model	Year	License Status	Issue Date	Vehicle Identifier	Permit Fee
4659	BLS	T	FORD	E350	1992	Clear	06/12/2013	1FDKE30M4NHB14781	25.00
4733	BLS	T	FORD	AMBULANCE	1993	Clear	12/16/2013	1FDKE30M5PHB92330	25.00
4746	BLS	T	FORD	VAN	1995	Clear	02/18/2014	1FDJE30F1SHC17861	25.00
4757	BLS	T	FORD	AM	2002	Clear	03/31/2014	1FDWF36F02EC46375	25.00
4946	BLS	T	FORD	F350	1993	Clear	02/01/2016	1FDWF36F63EA63273	25.00
5908	BLS	T	FORD	AM	2002	Clear	08/22/2019	1FDWF36FD2EC94684	6.00
6400	BLS	T	FORD	AM	2011	Clear	07/19/2021	1FDWE3FS1BDB04767	25.00
6410	BLS	T	FORD	AMB	2011	Clear	08/02/2021	1FDRF3HT8BEA79814	25.00

Count of vehicles with status of "Issued"

Total	BLS	ALS (Transport)	ALS (Non-Transport)	AIR
8	8	0	0	0

Kathryn Parrish

From: Melanie Burger <melburger@courtesytransport.net>
Sent: Tuesday, May 13, 2025 2:23 PM
To: Kathryn Parrish
Subject: [EXTERNAL] RE: Putnam County COCPN Renewal

Good Afternoon Ms. Parrish,
We only have the 4 trucks at this time the other 4 trucks are no longer in service.

I will get the rest of the paperwork to you very shortly.

Thank You



Melanie Burger

General Manager
Courtesy Transport Services, LLC
DBA: Courtesy Ambulance Service
386-336-9514
melburger@courtesytransport.net

From: Kathryn Parrish <kathryn.parrish@putnam-fl.gov>
Sent: Tuesday, May 13, 2025 2:09 PM
To: Melanie Burger <melburger@courtesytransport.net>
Subject: FW: Putnam County COCPN Renewal

Good Afternoon Melanie,

We received your COCPN renewal application. We do have a few questions that we need your confirmation on and one issue to correct.

- 1- There are (8) vehicles registered on Courtesy Transport's registration with the State of Florida, however only (4) listed on your application. Are the other (4) vehicles no longer in service? **The other 4 are no longer in service.**
- 2- Class D Certification for inter-facility transport was not selected on your application. There is no additional fee for this certificate. Are you positive Courtesy Transport would never use that certification? If you would like to add that to your application, email me an updated Page 1 of your application with that selection included.
- 3- As listed on Page 3 section 4 of the application. Putnam County needs to be named as additional insured on the Certificate of Liability Insurance. Holder Insurance Agency should be able to adjust that for you.



Berkshire Hathaway

HOMESTATE COMPANIES

1314 Douglas Street, Suite 1300 • Omaha, NE 68102

June 28, 2024

COURTESY TRANSPORT SERVICES LLC.
DBA: COURTESY AMBULANCE SERVICE
1306 S PALM AVE
OCALA, FL 34470

Billing services:

1-877-680-2442

Monday - Friday

7:00 AM - 7:00 PM Central Time

Claim reporting:

1-800-356-5750

24 hours a day

7 days a week

Policy Number **04APM048651-01**
Billing Account Number **373224**
Policy Term **06/22/2024 12:01 AM to 06/22/2025 12:01 AM**

To our policyholder:

North Florida Agents Network, Inc. has placed your policy with Oak River Insurance Company. Oak River Insurance Company is a member of Berkshire Hathaway Homestate Companies and has the highest financial strength rating in the insurance industry.

We are happy to present you with your policy packet for the next policy term. Please take a moment to review the packet to make sure you agree with the policy limits and the coverages shown. If you would like to make changes to your policy, please contact your agency representative at North Florida Agents Network, Inc..

Billing

Billing statements will be mailed to you based on the payment plan you selected. If you have not done so already, you may sign up for recurring payments. Recurring payments are a convenient and secure option to automatically deduct your insurance payment from your bank account, credit card or debit card on the scheduled due date. When enrolled in recurring payments the installment fee is eliminated, lowering your bill. Please see the enclosed sign-up form.

If your financial institution does not honor your down payment for any reason then we will send you notice of cancellation by certified mail. If you fail to provide valid funds within 5 days after you receive our notice or 15 days after we send the notice, whichever occurs first, your policy will be void from inception.

If applicable, we have issued your motor carrier transportation authority, public utility commission authority, or any similar governmental requirements requested over the course of the expiring term.

We appreciate your business. If you have any questions or would like to request changes to your policy, please contact your agent, North Florida Agents Network, Inc..

Regards,

Oak River Insurance Company



Individual Risk Experience as of 04/30/2025

Policy Number: APM048651 **Effective Date:** 06/22/2024
Named Insured: COURTESY TRANSPORT SERVICES LL **Expiration Date:** 06/22/2025
Company: OAK RIVER INSURANCE COMPANY
Policy Effective Year: 2024

Line of Business	Date of Loss	Total Paid	Open/Closed	Claim Number	Accident Description
AUTO COLLISION					
TOTAL: AUTO COLLISION		0			
AUTO COMPREHENSIVE					
TOTAL: AUTO COMPREHENSIVE		0			
AUTO LIABILITY					
TOTAL: AUTO LIABILITY		0			
POLICY YEAR TOTAL:		0	0 *		

*Open Reserve, if any

GRAND TOTAL:	0	0 *
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Loss Run Report

COURTESY TRANSPORT SERVICES LL

Evaluation Date: 5/8/2025

Company: 01 NATIONAL INTERSTATE INS CO

Account Number: 4510000146

Broker: HOLDER INSURANCE AGENCY, INC

Date of Loss	Report Date	File Number	ID	Type	Location of Loss	ST	Status									
Claimant	Driver	Facts of Loss				Loss Reserve	Loss Paid	Exp Reserve	Exp Paid	Total Incurred						
Start: Policy Number: AAL000014600		Policy Term: 6/22/2019 to 6/22/2020														
		000000000000	0	NOTHING TO REPORT				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
												OCCURRENCE:				
Subtotal						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
End: Policy Number: AAL000014600		Policy Term: 6/22/2019 to 6/22/2020										\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Start: Policy Number: AAL000014601		Policy Term: 6/22/2020 to 6/22/2021														
Auto Liability																
8/31/2020	10/12/2020	000001360910	2	PD	FL, United States	FL	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
BUCHANAN, ELESIA		TIFFANY MONTANO	OV WAS REAR ENDED BY IV WHEN STOPPED AT LIGHT, NO INJURIES, NO TOWS.				OCCURRENCE:									
4/20/2021	5/24/2021	000001374833	1	BI	FL United States	FL	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
HERMAN, HENRY		GLEN SWIGER	WHEN REMOVING PATIENT ON STRETCHER FROM VEHICLE, STRETCHER DROPPED. PATIENT REMAINED ON STRETCHER AN				OCCURRENCE:									
Subtotal Auto Liability						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
End: Policy Number: AAL000014601		Policy Term: 6/22/2020 to 6/22/2021										\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Start: Policy Number: AAL000014602		Policy Term: 6/22/2021 to 6/22/2022														
Auto Liability																
4/13/2022	4/14/2022	000001398061	2	BI	Hawthorne, FL, United States	FL	C	\$0.00	\$0.00	\$0.00	\$6,016.27	\$6,016.27				
RAMOS VAZQUEZ, ANNIE		PASQUAL RIVIERA	IV WAS ON HWY 20 IN-HAWTHRON FL. IVD FELL A SLEEP AND DROVE OFF ROAD OVER THE CURB. AIRBAG WENT OFF				OCCURRENCE:									
Subtotal Auto Liability						\$0.00	\$0.00	\$0.00	\$6,016.27	\$6,016.27						

Loss Run Report

COURTESY TRANSPORT SERVICES LL

Evaluation Date: 5/8/2025

Company: 01 NATIONAL INTERSTATE INS CO

Account Number: 4510000146

Broker: HOLDER INSURANCE AGENCY, INC

Date of Loss	Report Date	File Number	ID	Type	Location of Loss	ST	Status					
Claimant	Driver	Facts of Loss				Loss Reserve	Loss Paid	Exp Reserve	Exp Paid	Total Incurred		
Auto Physical Damage												
4/13/2022	4/14/2022	000001398061	1	COLL	Hawthorne, FL, United States	FL	C	\$0.00	\$11,290.35	\$0.00	\$261.28	\$11,551.63
COURTESY TRANSPORT SERVICE 1711 NE 40TH AVE	PASQUAL RIVIERA	IV WAS ON HWY 20 IN HAWTHRON FL. IVD FELL A SLEEP AND DROVE OFF ROAD OVER THE CURB. AIRBAG WENT OFF				OCCURRENCE:						
Subtotal Auto Physical Damage								\$0.00	\$11,290.35	\$0.00	\$261.28	\$11,551.63
End: Policy Number: AAL000014602				Policy Term: 6/22/2021 to 6/22/2022				\$0.00	\$11,290.35	\$0.00	\$6,277.55	\$17,567.90
Start: Policy Number: AAL000014603				Policy Term: 6/22/2022 to 6/22/2023								
Auto Liability												
11/2/2022	11/2/2022	000001413237	1	BI	6400 St Johns Ave, Palatka, FL 32177, United States	FL	C	\$0.00	\$0.00	\$0.00	\$2,610.80	\$2,610.80
STEVENS, HANNAH E	Jeremy Sepulveda	IV PULLED OUT OF PARKING LOT AND SIDESWIPEO OV. OV TAKEN TO HOSPITAL FOR WHIPLASH. OV TOWED.				OCCURRENCE:						
11/2/2022	11/2/2022	000001413237	1	PD	6400 St Johns Ave, Palatka, FL 32177, United States	FL	C	\$0.00	\$0.00	\$0.00	\$411.99	\$411.99
STEVENS, HANNAH E	Jeremy Sepulveda	IV PULLED OUT OF PARKING LOT AND SIDESWIPEO OV. OV TAKEN TO HOSPITAL FOR WHIPLASH. OV TOWED.				OCCURRENCE:						
11/2/2022	11/2/2022	000001413237	2	PD	6400 St Johns Ave, Palatka, FL 32177, United States	FL	C	\$0.00	\$17,323.43	\$0.00	\$0.00	\$17,323.43
COSTELLO, BILLY G	Jeremy Sepulveda	IV PULLED OUT OF PARKING LOT AND SIDESWIPEO OV. OV TAKEN TO HOSPITAL FOR WHIPLASH. OV TOWED.				OCCURRENCE:						
Subtotal Auto Liability								\$0.00	\$17,323.43	\$0.00	\$3,022.79	\$20,346.22
End: Policy Number: AAL000014603				Policy Term: 6/22/2022 to 6/22/2023				\$0.00	\$17,323.43	\$0.00	\$3,022.79	\$20,346.22
Start: Policy Number: AAL000014604				Policy Term: 6/22/2023 to 6/22/2024								
		000000000000	0		NOTHING TO REPORT			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
												OCCURRENCE:

Loss Run Report**COURTESY TRANSPORT SERVICES LL**

Evaluation Date: 5/8/2025

Company: 01 NATIONAL INTERSTATE INS CO

Account Number: 4510000146

Broker: HOLDER INSURANCE AGENCY, INC

Date of Loss	Report Date	File Number	ID	Type	Location of Loss	ST	Status				
Claimant	Driver		Facts of Loss			Loss Reserve		Loss Paid	Exp Reserve	Exp Paid	Total Incurred
Subtotal						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
End: Policy Number: AAL000014604			Policy Term: 6/22/2023 to 6/22/2024			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4510000146						\$0.00	\$28,613.78	\$0.00	\$9,300.34	\$37,914.12	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/13/2025

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

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

PRODUCER		CONTACT NAME: Madison Nugent	
Holder Insurance Agency, Inc		PHONE (A/C, No, Ext): (352) 237-1141	FAX (A/C, No):
1635 SW 1st Avenue		E-MAIL ADDRESS: madison@holderinsurance.com	
Ocala FL 34471		INSURER(S) AFFORDING COVERAGE	
		INSURER A: CAPITOL SPECIALTY INS CORP	NAIC # 10328
		INSURER B: OAK RIVER INS CO	34630
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	X		MM20202266-05	06/21/2024	06/21/2025	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 3,000,000
	☒ POLICY ☐ PROJECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 1,000,000
	OTHER:						\$
B	AUTOMOBILE LIABILITY	X		04APM048651-01	06/22/2024	06/21/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	☒ SCHEDULED AUTOS NON-OWNED AUTOS ONLY					\$	
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Errors and Omissions			MM20202266-05	06/21/2024	06/21/2025	GC 1,000,000 General Aggregate 3,000,000 DefenseLimitOutside

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Non-emergency medical transport

CERTIFICATE HOLDER

Putnam County	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
410 S State Rd 19	
Palatka FL 32177	AUTHORIZED REPRESENTATIVE Diana Holder

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NEW

RENEWAL NUMBER

CROSS REFERENCE NUMBER

04 APM 048651 - 01

OAK RIVER INSURANCE COMPANY
OMAHA, NEBRASKA
BUSINESS AUTO COVERAGE DECLARATIONS

☐ The Declarations
include a second part
designated "Part 2".

ITEM ONE NAMED INSURED & ADDRESS

COURTESY TRANSPORT SERVICES LLC.
DBA: COURTESY AMBULANCE SERVICE
1306 S PALM AVE
OCALA, FL 34470

Producer

North Florida Agents Network, Inc.
 1342 Timberlane Rd Ste 202
 Tallahassee, FL 32312

FORM OF NAMED INSURED'S BUSINESS: LLC

NAMED INSURED'S BUSINESS: NON-EMERGENCY (MEDIVAN, PARATRANSIT)

POLICY PERIOD: Policy covers FROM: 06/22/2024 12:01 AM TO 06/22/2025 12:01 A.M. Standard Time at the Named Insured's Address stated above.

ITEM TWO - SCHEDULE OF COVERAGES AND COVERED AUTOS

This policy provides only those coverages where a charge is shown in the premium column below. Each of these coverages will apply only to those "autos" shown as covered "autos". "Autos" are shown as covered "autos" for a particular coverage by the entry of one or more of the symbols from the COVERED AUTO Section of the Business Auto Coverage Form next to the name of the coverage.

COVERAGES	COVERED AUTOS (Entry of one or more of the symbols from the COVERED AUTOS Section of the Business Auto Coverage Form shows which autos are covered autos)	LIMIT OF INSURANCE THE MOST WE WILL PAY FOR ANY ONE ACCIDENT OR LOSS	PREMIUM
LIABILITY	7	\$ 500,000 CSL	\$ 77,232
PERSONAL INJURY PROTECTION (P.I.P.) (or equivalent No-fault coverage)	7	SEPARATELY STATED IN EACH P.I.P. ENDORSEMENT MINUS \$ Deductible	\$ 6,513
ADDED P.I.P. (or equivalent added No-fault cov.)		SEPARATELY STATED IN EACH ADDED P.I.P. ENDORSEMENT	\$
PROPERTY PROTECTION INSURANCE (P.P.I.) (Michigan only)		SEPARATELY STATED IN THE P.P.I. ENDORSEMENT MINUS \$ Deductible FOR EACH ACCIDENT	\$
AUTO MEDICAL PAYMENTS	7	\$ 2,000	\$ 609
UNINSURED MOTORISTS	7	\$ 20,000 CSL (BI Only)	\$ 2,387
UNDERINSURED MOTORISTS (when not included in Uninsured Motorists coverage)		\$	\$
PHYSICAL DAMAGE INSURANCE			
COMPREHENSIVE COVERAGE	7	\$ See M 3912b (08/2001)	\$ INCL
SPECIFIED CAUSES OF LOSS		\$	\$
COLLISION COVERAGE	7	\$ See M 3912b (08/2001)	\$ 1,886
TOWING AND LABOR		\$ Deductible FOR EACH COVERED AUTO	\$
FORMS AND ENDORSEMENTS CONTAINED IN THIS POLICY AT ITS INCEPTION See M4572 (12/1994)			PREMIUM FOR ENDORSEMENTS \$
			ESTIMATED TOTAL PREMIUM \$ 88,627
ENTER SYMBOL 10 DESCRIPTION HERE:			
POLICY SUBJECT TO A FULLY EARNED POLICYWRITING MINIMUM PREMIUM OF \$ 0 IF CANCELLED BY THE INSURED.			
ITEM THREE - SCHEDULE OF COVERED AUTOS AS ATTACHED			

Countersigned At Tallahassee, FL

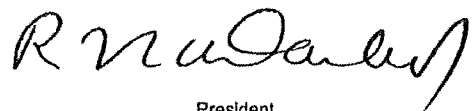
By North Florida Agents Network, Inc.

In Witness whereof, we have caused this policy to be executed and attested.

AUTHORIZED SIGNATURE



Secretary



President

Declarations

Healthcare Organizations Professional Liability Package Policy

Policy No.:	MM20202266-05	Renewal of Policy No.:	MM20202266-04
Issuing Company:	Capitol Specialty Insurance Corporation		

THIS POLICY MAY INCLUDE BOTH CLAIMS MADE AND OCCURRENCE COVERAGES, AS INDICATED IN EACH COVERAGE SECTION. IF THE COVERAGE PROVIDED UNDER A COVERAGE SECTION APPLIES ON AN OCCURRENCE BASIS, THEN COVERAGE IS LIMITED TO LIABILITY FOR ONLY THOSE CLAIMS ARISING OUT OF EVENTS OR ACTS WHICH TAKE PLACE DURING THE POLICY PERIOD. IF THE COVERAGE PROVIDED UNDER A COVERAGE SECTION APPLIES ON A CLAIMS MADE AND REPORTED BASIS, COVERAGE IS LIMITED TO LIABILITY FOR ONLY THOSE CLAIMS THAT ARE FIRST MADE AGAINST AN INSURED DURING THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIOD, AND REPORTED TO US IN ACCORDANCE WITH THE TERMS SET FORTH IN THE POLICY.

THE LIMITS OF INSURANCE MAY BE REDUCED AND EXHAUSTED BY THE PAYMENT OF COSTS INCURRED IN THE DEFENSE AND INVESTIGATION CLAIM. PLEASE SEE THE TERMS APPLICABLE TO EACH COVERAGE SECTION.

PLEASE READ THIS POLICY CAREFULLY TO DETERMINE COVERAGE HEREUNDER, AND DISCUSS WITH YOUR INSURANCE AGENT OR BROKER.

Item 1. Named Insured and Mailing Address:	Courtesy Transport Services, LLC DBA Courtesy Ambulance Service 1711 NE 40th Ave Ocala, FL 34470		
---	---	--	--

	Effective Date	Expiration Date
Item 2. Policy Period:	June 21, 2024	June 21, 2025

12:01 a.m. standard time at the mailing address of the **Named Insured** first listed in Item 1. above.

Item 3. Coverage Terms:

A. Professional Liability Coverage

(1) Coverage Type:	Claims Made		
(2) Retroactive Date:	June 21, 2017		
(3) Defense Expenses:	Outside the Limits		
(4) Limits of Liability:	(a)	\$ 1,000,000	Each Claim - Professional Liability Coverage
	(b)	\$ 3,000,000	Coverage Aggregate
	(c)	\$ 1,000	Each Patient - Damage to Patient's Property
		\$ 5,000	All Loss to All Patients - Damage to Patient's Property
	(d)	\$ 25,000	Each Disciplinary Proceeding - Disciplinary Proceedings Coverage
		\$ 75,000	All Disciplinary Proceedings - Disciplinary Proceedings Coverage
	(e)	\$ 25,000	Each Public Relations Event - Public Relations Event Coverage
		\$ 75,000	All Public Relations Event Expenses - Public Relations Event Coverage
	(f)	\$ 25,000	Each HIPAA Claim - HIPAA Claims Coverage
		\$ 75,000	All HIPAA Claims - HIPAA Claims Coverage
	(g)	\$ Not Covered	Each Billing Error Claim - Billing Errors and Omissions Coverage
		\$ Not Covered	All Billing Error Claims - Billing Errors and Omissions Coverage
	(h)	\$ 5,000	Each Subpoena - Subpoena Defense Coverage
		\$ 5,000	All Subpoenas - Subpoena Defense Coverage
	(i)	\$ 25,000	Each Evacuation - Evacuation Expense Coverage
		\$ 75,000	All Evacuation Expenses - Evacuation Expense Coverage
(5) Deductible:	\$	15,000	Each Claim

B. General Liability Coverage

(1) Coverage Type:	Occurrence		
(2) Retroactive Date:	Not Applicable		
(3) Defense Expenses:	Outside the Limits		
(4) Limits of Liability:	(a)	\$ 1,000,000	Each Occurrence - General Liability Coverage

Declarations

Policy No.:	MM20202266-05
Named Insured:	Courtesy Transport Services, LLC
	(b) \$ 1,000,000 Each Offense - Personal Injury and Advertising Injury Coverage
	(c) \$ 1,000,000 Aggregate - Products Completed Operations Hazard Coverage
	(d) \$ 100,000 Each Fire - Damage to Premises Rented to You
	(e) \$ 5,000 Each Injured Person - Medical Payments
	(f) \$ 3,000,000 Coverage Aggregate
(5) Deductible:	\$ 15,000 Each Occurrence or Offense

C. Employee Benefits Liability Coverage

COVERAGE NOT PURCHASED

D. Sexual Misconduct Liability Coverage

(1) Coverage Type:	Claims Made
(2) Retroactive Date:	June 21, 2017
(3) Defense Expenses:	Within the Limits
(4) Limits of Liability:	(a) \$ 1,000,000 Each Claim
	(b) \$ 1,000,000 Coverage Aggregate
	(c) \$ 25,000 Each Public Relations Event - Public Relations Event Coverage
	\$ 75,000 All Public Relations Event Expenses - Public Relations Event Coverage
(5) Deductible:	\$ 15,000 Each Claim

Item 4. Policy Aggregate:

Policy Aggregate Limit of Liability:	(a) \$ 5,000,000 Policy Aggregate for all Claims and all Occurrences/Wrongful Acts (Applies to all purchased coverages, including General Liability.)
---	--

Item 5. Premium and Applicable Taxes / Fees:

All Purchased Coverage(s):	\$ 9,000.00
Terrorism:	\$ Rejected
Total:	\$ 9,000.00 *

* The Issuing Company is not responsible for and does not collect or file surplus lines taxes or any other applicable fees. It is the responsibility of the surplus lines producing agent to determine such amounts, and collect and file those taxes and fees in accordance with the applicable state surplus lines laws and/or regulations.

Item 6. Extended Reporting Period Options:

Applicable Only to Claims-Made Coverages

Term	Percentage of Total Premium
One Year:	100%
Three Years:	150%
Five Years:	200%
Unlimited:	225%

Item 7. Forms and Endorsements:

WHAT TO DO IF YOU HAVE A CLAIM OR POTENTIAL CLAIM OR INCIDENT
 Healthcare Organizations Professional Liability Package Policy Declarations
 General Terms and Conditions
 Professional Liability Coverage Section - Claims Made

N-200 (10/23)
 D-HCO-1000 (09/20)
 HCO-GTC-001 (12/18)
 HCO-PL-007 (12/18)

Declarations

Policy No.:	MM20202266-05
Named Insured:	Courtesy Transport Services, LLC
General Liability Coverage Section - Occurrence	HCO-GL-004 (12/18)
Sexual Misconduct Liability Coverage Section - Claims Made	HCO-SML-005 (12/18)
1 Florida - Cancellation; No Obligation to Renew	E-PL-7018-FL (08/17)
2 Service of Suit	E-9000 (04/21)
3 Billing Errors and Omissions Coverage - Deleted	HCO-PL-455 (12/18)
4 Information and Network Security Coverage - Claims Made	HCO-PL-123 (01/20)
5 Amend Aircraft, Auto, Watercraft Exclusion	HCO-VAR-623 (04/23)
6 Deductible Eroded by Defense Expenses	HCO-VAR-011 (04/22)
7 Exclusion - Biometric Data	HCO-VAR-615 (07/22)
8 Exclusion - Communicable Disease and Virus	HCO-VAR-484 (08/20)
9 Exclusion - Theft of Patient Property	HCO-VAR-469 (04/20)
10 Opioid Claims Exclusion	HCO-VAR-418 (09/20)
11 Stem Cell Claims Exclusion	HCO-VAR-413 (12/18)
FLORIDA - NOTICE TO POLICYHOLDERS	N-149FL (05/22)
12 Conditional Exclusion of Terrorism	E-PL-7013 (04/17)
13 Exclusion of Certified Acts of Terrorism	E-PL-7015 (04/17)

THESE DECLARATIONS, THE COVERAGE FORMS AND COVERAGE SECTIONS AND ANY ENDORSEMENTS THERETO, THE GENERAL TERM AND CONDITIONS, AND THE APPLICATION, CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE INSURER AND THE INSUREE RELATING TO THIS INSURANCE.

In Witness Whereof, we have caused this policy to be executed and attested, and, if required by state law, this policy shall not be valid unless countersigned by our authorized representative.

Suzanne M Broadbent
 Secretary

Adrian T. Hall
 Authorized Representative

Adrian T. Hall
 President

June 26, 2024
 Date



**STATE OF FLORIDA
DEPARTMENT OF HEALTH
BUREAU OF EMERGENCY MEDICAL OVERSIGHT**

BASIC LIFE SUPPORT SERVICE LICENSE

This is to certify that COURTESY TRANSPORT SERVICES, LLC. Provider Number # 5403
Name of Provider

1710 NORTH EAST 40TH AVENUE OCALA, FLORIDA 34470
Address

has complied with Chapter 401, Florida Statutes, and Chapter 64J-1, Florida Administrative Code, and is authorized to operate as an
Basic Life Support Service subject to any and all limitations specified in the applicable Certificate(s) of Public Convenience and
Necessity and/or Mutual Aid Agreements for the County(s) listed below:

MARION
County(s)

A handwritten signature in black ink, appearing to read "M. Hall", is positioned above the printed name of the Section Administrator.

Michael Hall, Section Administrator
Emergency Medical Services
Florida Department of Health

THIS CERTIFICATE EXPIRES ON: 07/05/2025

This certificate shall be posted in the above mentioned establishment

**Emergency Medical Services
License Application Profile Report**

Name: COURTESY TRANSPORT SERVICES, LLC

ID NUMBER: 5403

Phone: 386-336-9515

Manager Name: Melanie Burger, General Manager

COUNTY: MARION

Fax: 888-475-1300

Mailing Address: 1710 North East 40th Avenue

Service Type

Email: melburger@courtesytransport.net

OCALA, FL 34470

Physical Address: 1710 North East 40th Avenue

For Profit

Private

Corporation

OCALA, FL 34470

Certification Number: 702

Date Issued: 06/03/2021

Expires: 07/05/2023

Status: CLEAR

Service Type: BLS

Amount Required: \$810.00

Amount paid: \$810.00

Name: MILANICK, JOHN C

License Number: ME 54477

License Expires: 01/31/2024

Phone: 386-569-6965

DEA Reg. #: 00 0000000

DEA Reg. Expires: 01/01/1901

Address: PO Box 1601

Contract End Date: 01/01/1901

PALATKA FL 32178

Name:

License Number:

License Expires:

Phone:

DEA Reg. #:

DEA Reg. Expires:

Address:

Contract End Date:



THOMAS C BURGER JR

License Number: EMT577598

Data As Of 5/9/2025

Profession	Emergency Medical Technician
License	EMT577598
License Status	CLEAR/Active
License Expiration Date	12/1/2026
License Original Issue Date	02/22/2022
Address of Record	902 Read Ave CRESCENT CITY, FL 32112
Discipline on File	No
Public Complaint	No

Secondary Locations

No secondary locations found.

Discipline/Admin Action

Emergency Actions

No Emergency Actions Found

Discipline Cases

No Discipline Found

Public Complaints

No Public Complaint Found

If a link does not appear for the case number, we do not have a scanned copy of the final order available in our database. To obtain a paper copy, please contact Public Records by clicking the link below:

[Discipline Public Records Request](#)

You may also contact Public Records by telephone at (850) 245-4252, option 4 or by written correspondence at:
Division of Medical Quality Assurance
Public Records
4052 Bald Cypress Way, Bin C01
Tallahassee, FL 32399-3251

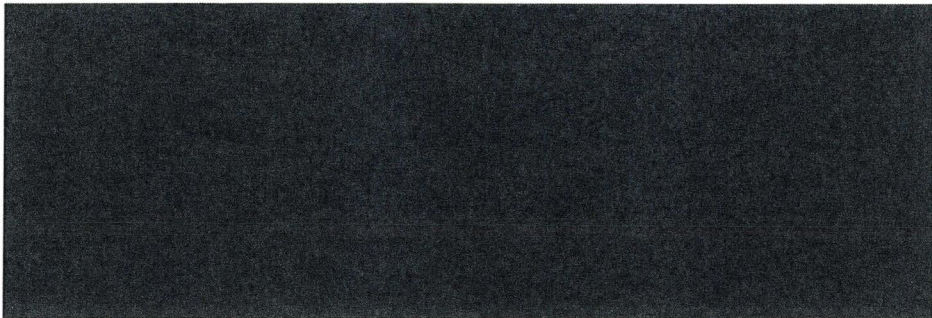
Please include the following:

1. Full name and license number of the practitioner;
2. Name and address where documents are to be sent; and
3. If you require certification of the documents, a \$25 fee will be charged, in addition to the duplicating charges. Certification of the requested records will not be done unless specifically requested. An invoice will be sent to you and payment will be expected within thirty days. Upon receipt of payment, material will be sent to you.

The information on this page is a secure, primary source for license verification provided by the Florida Department of Health, Division of Medical Quality Assurance. This website is maintained by Division staff and is updated immediately upon a change to our licensing and enforcement database.



- This card is the property of the NREMT and must be surrendered upon request.
- You must present your National EMS Certification to the proper state authorities to receive state licensure in order to practice.
- Possession of this card allows you to use the appropriate post-nominal letters identifying your certification (as noted in your letter).
- It is your personal responsibility to maintain your certification.
- Please keep your contact information current by using www.nremt.org.



Your license number is EMT 592036.

Please use it in all correspondence with your board/council. Each licensee is solely responsible for notifying the Department in writing of the licensee's current mailing address and practice location address. If you have not received your renewal notice 90 days prior to the expiration date shown on this license, please visit www.FLHealthSource.gov and click "Renew A License" to renew online.

The Medical Quality Assurance Online Services Portal gives you the ability to manage your license to perform address updates, name changes and much more.



STATE OF FLORIDA DEPARTMENT OF HEALTH DIVISION OF MEDICAL QUALITY ASSURANCE		
DATE	CERTIFICATE NO.	CONTROL NO.
02272025	EMT 592036	482358

THE EMERGENCY MEDICAL TECHNICIAN
NAMED BELOW HAS MET ALL REQUIREMENTS OF
THE LAWS AND RULES OF THE STATE OF FLORIDA

EXPIRATION DATE: **DECEMBER 1, 2026**

ANTHONY EDWARD PRIORE, III
2801 LUNDY ROAD UNIT B
PALATKA, FL - 32177


Ron DeSantis
GOVERNOR


Joseph A. Ladapo, MD, PhD
STATE SURGEON GENERAL

Scan QR Code for
License Authentication

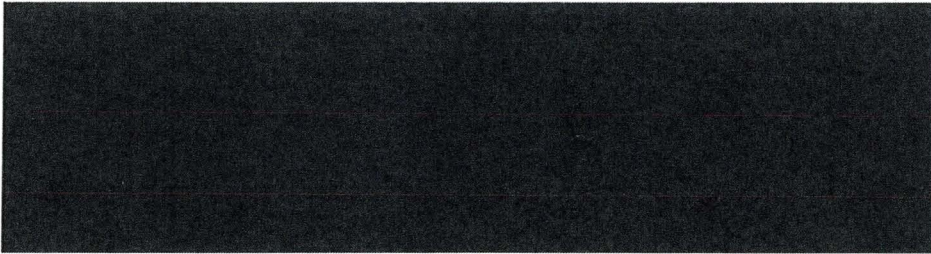
DISPLAY IF REQUIRED BY LAW

STATE OF FLORIDA DEPARTMENT OF HEALTH DIVISION OF MEDICAL QUALITY ASSURANCE		
DATE	CERTIFICATE NO.	CONTROL NO.
02272025	EMT 592036	482358

THE EMERGENCY MEDICAL TECHNICIAN
NAMED BELOW HAS MET ALL REQUIREMENTS OF
THE LAWS AND RULES OF THE STATE OF FLORIDA

ANTHONY EDWARD PRIORE, III
EXPIRATION DATE: **DECEMBER 1, 2026**

CERTIFICATE HOLDER SIGNATURE



STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	CERTIFICATE NO.	CONTROL NO.
OCTOBER 8, 2024	EMT 589924	444117

THE EMERGENCY MEDICAL TECHNICIAN
NAMED BELOW HAS MET ALL REQUIREMENTS OF
THE LAWS AND RULES OF THE STATE OF FLORIDA.

EXPIRATION DATE: DECEMBER 1, 2026

PHENEX ALAN HAUVER
315 SE 15TH ST.
GAINESVILLE
GAINESVILLE, FL - 32641



Ron DeSantis
GOVERNOR



Joseph A. Ladapo, MD, PhD
STATE SURGEON GENERAL

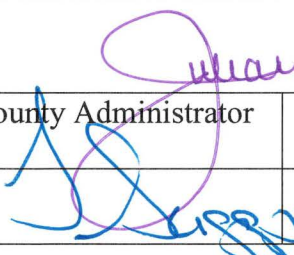
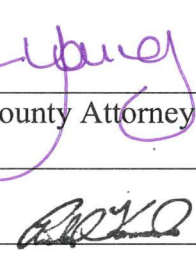
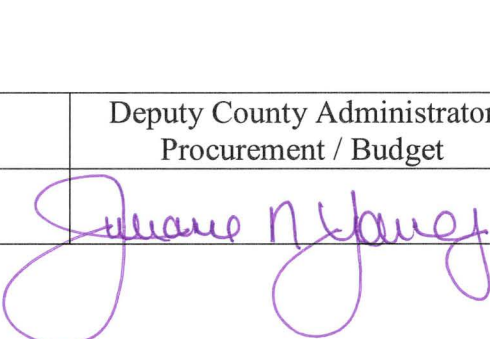
Scan QR Code for
License Authentication



DISPLAY IF REQUIRED BY LAW

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: RFQ 25-16 Professional CEI Services for the Resurfacing of CR 315 South	DEPARTMENT: Procurement	
AGENDA SECTION: Consent	AMOUNT: N/A	
ATTACHMENTS: () ORDINANCE () RESOLUTION (X) OTHER (See Summary Highlights) (X) SUPPORTING DOCUMENTS	DATE: June 10, 2025	
SUMMARY HIGHLIGHTS: RFQ 25-16 was issued soliciting responses from qualified firms to perform Construction Engineering & Inspection (CEI) services for the construction of the Resurfacing of CR 315 from CR 310 to SR 20 and from the Marion County Line to CR 310. Services provided by the Consultant shall comply with Florida Department of Transportation manuals, procedures, and memorandums. Twelve (12) firms attended the pre-proposal meeting and seven (7) firms responded to the RFQ solicitation. An evaluation committee was assembled to review information submitted in the proposals and to evaluate the firms based on the published evaluation criteria.. After careful deliberation the evaluation committee scored proposals and ranked the firms in rank order as follows: (1) NV5 (2) CDM Smith (3) GAI Consultants (4) LJA Engineering (5) CPC (6) SAI (7) CSI Geo		
PUBLIC PURPOSE: The public purpose is to enter into negotiations with the top ranked firm to complete the CEI services for the resurfacing of CR 315 from CR 310 to SR 20 and from the Marion County Line to CR 310.		
RECOMMENDED ACTION: Approve rank order as proposed and allow for contract negotiations to commence. Rank Order: (1) NV5 (2) CDM Smith (3) GAI Consultants (4) LJA Engineering (5) CPC (6) SAI (7) CSI Geo		
DEPARTMENT HEAD:		
County Administrator	County Attorney	Deputy County Administrator Procurement / Budget
		

leigh doran

From: Webb, Paul <Paul.Webb@dot.state.fl.us>
Sent: Friday, May 30, 2025 11:35 AM
To: leigh doran
Cc: scott knowles; doneda cole; RJ White; james stout; McGauley-Steinberg, Cheryl
Subject: Re: RFQ 25-16 CEI for CR 315 South Resurfacing
Attachments: RFQ 25-16. Master Mbr Scoring Matrix.Final Eval.pdf; image001.gif

No concerns. Concurrence granted to move forward with awarding the CEI.

Thanks,

Paul Webb, P.E.
District Two Program Administration Engineer

From: leigh doran <leigh.doran@putnam-fl.gov>
Sent: Friday, May 30, 2025 10:53:10 AM
To: Webb, Paul <Paul.Webb@dot.state.fl.us>
Cc: scott knowles <scott.knowles@putnam-fl.gov>; doneda cole <doneda.cole@putnam-fl.gov>; RJ White <RJ.White@putnam-fl.gov>; james stout <james.stout@putnam-fl.gov>
Subject: RFQ 25-16 CEI for CR 315 South Resurfacing

EXTERNAL SENDER: Use caution with links and attachments.

Good morning,

Our evaluation team for CEI Services for the Resurfacing of CR 315 South met today. They established rank order, with NV5 being the top ranked firm. We would like to request concurrence to take this rank order to our BOCC for approval. The master scoring matrix is attached to this email.

Thank you,

Leigh Doran
Procurement Supervisor
Putnam County Board of County Commissioners
2509 Crill Avenue, Suite 200
Palatka, FL 32177
(386)329-0376
Leigh.Doran@Putnam-FL.gov



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RFQ 25-16

Professional CEI Services for the Resurfacing of CR 315 South

Bid Tally

Tuesday, May 20, 2025

Name of Vendor	Proposal Received	1 Original, 3 Duplicates, 1 USB
AE Com	No Bid	N/A
Carnahan, Proctor, and Cross (CPC)	Yes	Yes
CDM Smith	Yes	Yes
Conzor	No Bid	N/A
CSI Geo	Yes	Yes
GAI Consultants, Inc	Yes	Yes
JMT	No Bid	N/A
LJA Engineering	Yes	Yes
Matthews / DCCM	No Bid	N/A
North Florida Professional Services (NFPS)	No Bid	N/A
NV5	Yes	Yes
SAI	Yes	Yes



RFQ 25-16
Professional CEI Services for the Resurfacing of CR 315 from CR 310 to SR 20 and from Marion County Line to CR 310
Evaluation Meeting
Friday, May 30, 2025

Name of Vendor	Introduction Letter Max Points - 20	Organizational Chart Max Points - 20	Planned Approach and Technical Expertise Max Points - 20	Quality Control Procedures Max Points - 20	Experience and References Max Points - 20	Cumulative Total	Ranking
Carnahan, Proctor, and Cross (CPC)							5
SK	17	17	18	17	18	87	
DC	20	18	17	19	20	94	
RW	18	17	18	15	15	83	
Total						264	
CDM Smith							2
Mbr #1	17	18	17	17	18	87	
Mbr #2	19	19	18	20	20	96	
Mbr #3	20	19	18	20	17	94	
Total						277	
CSI Geo							7
Mbr #1	19	17	17	17	18	88	
Mbr #2	19	18	20	20	20	97	
Mbr #3	17	13	15	15	12	72	
Total						257	
GAI Consultants, Inc							3
Mbr #1	18	17	17	16	16	84	
Mbr #2	20	19	17	19	19	94	
Mbr #3	18	20	19	18	20	95	
Total						273	
LJA Engineering							4
Mbr #1	18	19	20	17	19	93	
Mbr #2	20	20	20	19	20	99	
Mbr #3	15	15	15	15	13	73	
Total						265	
NV5							1
Mbr #1	19	18	19	18	19	93	
Mbr #2	20	18	18	20	20	96	
Mbr #3	18	18	18	19	20	93	
Total						282	
SAI							6
Mbr #1	16	18	18	17	16	85	
Mbr #2	20	20	19	20	20	99	
Mbr #3	14	18	15	12	15	74	
Total						258	

1 NV5	282
2 CDM Smith	277
3 GAI Consultants	273
4 LJA Engineering	265
5 CPC	264
6 SAI	258
7 CSI Geo	257



PUTNAM COUNTY
PROCUREMENT DEPARTMENT
2509 CRILL AVE., SUITE 200
PALATKA, FL. 32177

Notice of Intended Action – Rank Order

RFQ 25-16

Professional CEI Services for the Resurfacing of CR 315 from CR 310 to SR 20 and from Marion County Line to CR 310

June 2, 2025

Action to approve the following ranked firms by the Putnam County Board of County Commission is expected at their regularly scheduled meeting on June 10, 2025. Upon approval, contract negotiations will commence in rank order with the top ranked firm(s).

1. NV5, Inc.
11801 Research Drive
Alachua, FL 32615
2. CDM Smith Inc.
7029 Commonwealth Ave. Ste. 1
Jacksonville, FL 32220
3. GAI Consultants, Inc.
12574 Flagler Center Boulevard,
Suite 202
Jacksonville, FL 32258
4. IJA Engineering
301 West Bay Street, Suite 1476
Jacksonville, FL 32202
5. Carnahan, Proctor and Cross, Inc.
4110 Southpointe Blvd, Suite 114
Jacksonville, FL 32216
6. SAI Consulting Engineers, Inc.
735 Primera Blvd., Suite 220
Lake Mary, FL 32746
7. CSI Geo, Inc.
2394 St. Johns Bluff Road, South,
Suite 200
Jacksonville, FL 32246

Award Protest Information:

Please be aware under state purchasing laws, unsuccessful bidders may protest the intent to award decision. Therefore, this intent to award is conditional upon the review and resolution of any and all protests filed.

Failure to follow the Bid Protest procedures prescribed by the Putnam County Purchasing

Ordinance shall constitute a waiver of your protest and any resulting claims.

Any protest to this decision or intended decision must be delivered prior to the Protest End Date/Time specified in this Notice.

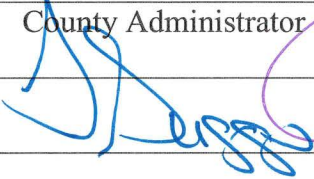
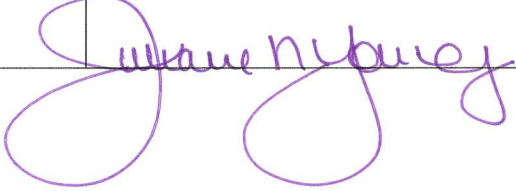
Protests must be delivered to:
Julianne Young
Deputy County Administrator
Putnam County BOCC
2509 Crill Ave, Ste 200
Palatka, FL 32177

Intent to Award Distributed:	June 2, 2025 by or before 4:00 pm, EST
Protest Period End Date / Time:	June 5, 2024 at 4:00 pm, EST
Notice Posted by:	Leigh Doran Procurement Supervisor

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

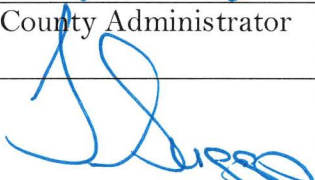
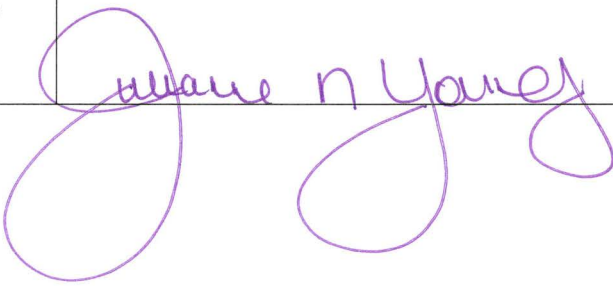
AGENDA ITEM

ITEM: Surplus Inventory	DEPARTMENT: Procurement																																																																
AGENDA SECTION: Consent	AMOUNT: N/A																																																																
ATTACHMENTS: ☐ ORDINANCE ☐ RESOLUTION ☒ OTHER (See Summary Highlights) ☐ SUPPORTING DOCUMENTS	DATE: 06/10/2025																																																																
SUMMARY HIGHLIGHTS: These Items have been inventoried by Procurement and our recommendation is that they be removed from inventory and be declared Surplus.																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Department</th> <th style="width: 20%;">Fixed Asset Number</th> <th style="width: 30%;">Description</th> <th style="width: 25%;">Reason for Disposal</th> </tr> </thead> <tbody> <tr><td>DES</td><td>5105 0723</td><td>Life Pak</td><td>Outdated</td></tr> <tr><td>DES</td><td>5105 0673</td><td>Life Pak</td><td>Outdated</td></tr> <tr><td>DES</td><td>5105 0499</td><td>Motorola MCS2000</td><td>Outdated/No Longer Compatible</td></tr> <tr><td>DES</td><td>5105 0499</td><td>Motorola MCS2000</td><td>Outdated/No Longer Compatible</td></tr> <tr><td>DES</td><td>5105 0513</td><td>Motorola MCS2000</td><td>Outdated/No Longer Compatible</td></tr> <tr><td>DES</td><td>5105 0736</td><td>Motorola MCS2000</td><td>Outdated/No Longer Compatible</td></tr> <tr><td>DES</td><td>5105 0737</td><td>Motorola MCS2000</td><td>Outdated/No Longer Compatible</td></tr> <tr><td>DES</td><td>5105 0739</td><td>Motorola MCS2000</td><td>Outdated/No Longer Compatible</td></tr> <tr><td>DES</td><td>3991 0431</td><td>Harris Mobile Radio</td><td>Outdated/No Longer Compatible</td></tr> <tr><td>DES</td><td>3991 0440</td><td>Harris Mobile Radio</td><td>Outdated/No Longer Compatible</td></tr> <tr><td>DES</td><td>3991 0433</td><td>Harris Mobile Radio</td><td>Outdated/No Longer Compatible</td></tr> <tr><td>DES</td><td>3991 0435</td><td>Harris Mobile Radio</td><td>Outdated/No Longer Compatible</td></tr> <tr><td>DES</td><td>3991 0436</td><td>Harris Mobile Radio</td><td>Outdated/No Longer Compatible</td></tr> <tr><td>DES</td><td>3993 0004</td><td>LP Gas Generator</td><td>Broken/Unrepairable</td></tr> <tr><td>DES</td><td>3205 0027</td><td>Guardian 40/34</td><td>Broken/Unrepairable</td></tr> </tbody> </table>		Department	Fixed Asset Number	Description	Reason for Disposal	DES	5105 0723	Life Pak	Outdated	DES	5105 0673	Life Pak	Outdated	DES	5105 0499	Motorola MCS2000	Outdated/No Longer Compatible	DES	5105 0499	Motorola MCS2000	Outdated/No Longer Compatible	DES	5105 0513	Motorola MCS2000	Outdated/No Longer Compatible	DES	5105 0736	Motorola MCS2000	Outdated/No Longer Compatible	DES	5105 0737	Motorola MCS2000	Outdated/No Longer Compatible	DES	5105 0739	Motorola MCS2000	Outdated/No Longer Compatible	DES	3991 0431	Harris Mobile Radio	Outdated/No Longer Compatible	DES	3991 0440	Harris Mobile Radio	Outdated/No Longer Compatible	DES	3991 0433	Harris Mobile Radio	Outdated/No Longer Compatible	DES	3991 0435	Harris Mobile Radio	Outdated/No Longer Compatible	DES	3991 0436	Harris Mobile Radio	Outdated/No Longer Compatible	DES	3993 0004	LP Gas Generator	Broken/Unrepairable	DES	3205 0027	Guardian 40/34	Broken/Unrepairable
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PUBLIC PURPOSE: Declare Surplus to bring funds back into the County		
RECOMMENDED ACTION: Approve the list above to be deemed Surplus and dispose of the property according to statute.		
DEPARTMENT HEAD:		
County Administrator 	County Attorney 	Deputy County Administrator Procurement / Budget 

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: Leachate Treatment Feasibility Study – Sanitation Dept.	DEPARTMENT: Sanitation	
AGENDA SECTION: Consent	AMOUNT: \$118,200	
ATTACHMENTS: () ORDINANCE () RESOLUTION () OTHER (See Summary Highlights) (X) SUPPORTING DOCUMENTS	DATE: June 10, 2025	
SUMMARY HIGHLIGHTS: Putnam County Central Landfill generates leachate from the landfill which is stored and treated on site with a reverse osmosis (RO) process and trucked to one of JEA's Water Reclamation Facilities (WRF) for final treatment and disposal. The purpose of this study is to evaluate the feasibility of handling landfill leachate and disposal via sprayfield land application within the County eliminated the need and expense of external hauling/disposal of leachate. The funding was budgeted in the Capital Improvement Plan for FY25 in line item 401-4210-543.63-01		
PUBLIC PURPOSE: To promote health, safety and welfare for Putnam County Citizens.		
RECOMMENDED ACTION: (1) Authorize the chair to sign the proposal to Wright-Pierce to engage the contractor to perform the leachate treatment feasibility study.		
DEPARTMENT HEAD:		
County Administrator 	County Attorney 	Deputy County Administrator Procurement & Budget Officer 

May 27, 2025
WP Project No. T18622

Mr. Scott A. Knowles, PE, LEED AP, County Engineer
Putnam County Public Works
223 Putnam County Boulevard
East Palatka, FL 32131

**Subject: Proposal for Professional Engineering Services for Leachate Treatment Feasibility Study
Putnam County, FL**

Dear Mr. Knowles,

As discussed, this is Wright-Pierce's (WP's) proposal to perform professional engineering services for the Putnam County (County) Leachate Treatment Feasibility Study. This proposal is based on our April 11, 2025, meeting that was held with you and your staff.

Background

Based on our understanding, the County owns, operates and maintains the Putnam County Central Landfill. Leachate from the landfill is stored and treated onsite with a reverse osmosis (RO) process and trucked to one of JEA's Water Reclamation Facilities (WRF) for final treatment and disposal. The County desires to evaluate the feasibility of handling landfill leachate and disposal via sprayfield land application within the County. Based on Wright-Pierce's experience with landfill leachate treatment and a preliminary evaluation of the County's current leachate handling practices, we suggest the County consider the following potential options for leachate treatment:

- Continued operation of the existing RO treatment as a pretreatment as desired by the County.
- A wastewater treatment facility operating permit for the proposed leachate treatment facility and sprayfield land application system by Florida Department of Environmental Protection (FDEP)
- A new leachate treatment facility with the following potential features:
 - Flow equalization to normalize high degree of seasonal flows and loads variations of leachate;
 - Biological nitrogen removal process for CBOD₅ and total nitrogen removal for land application with the expected inhibition and toxicity from leachate constituents;
 - Supplemental carbon addition for biological nitrogen removal process due to expected low CBOD₅ to TKN ratio of leachate considering the age of the landfill;
 - Supplemental alkalinity addition and/or pH adjustment;
 - Chemical oxidation to further reduce COD; and
 - Other leachate treatment unit processes to meet the land application requirements.

The feasibility of FDEP permitting and the treatability of leachate to meet the land application requirements will need to be evaluated. The County also desires to construct the proposed leachate treatment facility so

that it could potentially be converted to a domestic wastewater treatment facility for combined treatment of domestic wastewater and landfill leachate in the future with the anticipated population growth in the County. The County has identified a potential site for the proposed treatment facility. The flows and loads characteristics of landfill leachate are substantially different from those of typical domestic wastewater requiring unique treatment options and sizing. Therefore, the feasibility of the proposed conversion of the leachate treatment facility to a domestic wastewater treatment facility will need to be evaluated.

Based on the above and our current understanding of the project, our proposed scope of services is as follows:

Scope of Services

Task 1 – Project Management and Meetings

1. Perform project management tasks including:
 - a. Initial project management tasks such as initiating and resourcing project in WP's project management software, finalizing project schedules based on notice to proceed date, and other similar tasks.
 - b. Perform necessary monthly project management tasks such as monthly invoicing, prepare monthly status reports, process subconsultant invoices, evaluate budget and schedule, and provide ongoing coordination and leadership.
2. Prepare for and attend an initial kick-off meeting with the County and WP project team members. At the meeting, conduct the following:
 - a. Introduce key project team members from the County and WP; review the scope of work and project fee; review the data received and data still required from the County; establish schedules for deliverables and meetings; establish procedures for effective communication and project data exchange between WP and the County throughout the project; and identify critical success factors.
 - b. WP will set up a project SharePoint website for uploading large file size project documents and data.
 - c. Visit the County landfill and proposed wastewater treatment facility site.
 - d. Prepare and distribute an agenda and meeting summary via email.
 - e. Deliverables:
 - i. Kick-off meeting agenda (electronic, distributed via email).
 - ii. Kick-off meeting summary (electronic, distributed via email).

Task 2 – Obtain and Review Existing Information and Data

1. Collect and review available background information and data including:
 - a. Historical leachate monitoring data
 - i. Leachate daily flowrate if available
 - ii. Landfill leachate level monitoring data
 - iii. Leachate storage data
 - iv. Raw leachate quality
 - v. Reverse osmosis effluent quality
 - b. Pretreatment Disposal Requirements or agreement with other municipalities/utilities
 - c. Topographic or property boundary survey of the landfill site
 - d. Historical subsurface geotechnical or wetland delineation reports

- e. Record drawings and O&M manuals of the existing leachate handling system
 - i. Storage tanks
 - ii. Reverse osmosis
 - iii. Pumping station, if any
- 2. Additional leachate and RO effluent sampling and analysis for four weeks. WP will prepare a sampling plan with sampling locations, frequency, and leachate RO effluent constituents for analysis.

Task 3 – Characterize Leachate Flows and Loads and Future Projection

- 1. Develop leachate flows and loads characteristics based on the historical data review and processing
 - a. Leachate flows with seasonal variations
 - b. Leachate quality and loads with seasonal variations
- 2. Develop future leachate flows and loads projection

Task 4 – Evaluate Feasibility of Leachate Treatment and FDEP Permitting

- 1. Develop treatment goals for the proposed spray field land application
 - a. Florida Administration Code regulatory requirements for slow-rate restricted public access reclaimed water reuse
 - b. Basin management action plan requirements
- 2. Evaluate feasibility of leachate treatment (literature review and data evaluation only)
 - a. Biological treatment feasibility evaluation:
 - i. Toxicity and inhibition evaluation for nitrification and BOD removal
 - ii. External carbon source addition needs for total nitrogen removal
 - iii. pH adjustment/alkalinity addition needs
 - iv. Other chemical treatment needs
 - b. Chemical treatment needs (e.g., chemical oxidation)
 - c. Tertiary and advanced treatment needs for organics, inorganics, heavy metal, etc.
- 3. Evaluate feasibility of FDEP permitting of spray field disposal of treated leachate
 - a. Regulatory review
 - b. Consult FDEP Northeast District
 - c. Evaluate feasibility of other disposal methods if the proposed spray field disposal is not feasible
- 4. Deliverables:
 - a. Draft and Final Technical Memorandum to summarize Task 2 through Task 4.
- 5. Meetings:
 - a. Technical Memorandum review meeting

Task 5 – Develop Leachate Treatment Facility Conceptual Design (conditional upon the feasibility of treatment and permitting from Task 4)

- 1. Conduct unit process design for the leachate treatment facility.
 - a. Leachate storage
 - b. Preliminary treatment
 - c. Biological treatment system
 - d. Chemical feed systems (external carbon source, pH, chem oxidation etc.)

- e. Tertiary and advanced treatment
 - f. Biosolids treatment and disposal
 - g. Develop site layout
 - h. Identify Structural, Electrical, and instrumentation and control needs.
- 2. Identify permitting requirements.
- 3. Develop opinions of probable construction costs and annual O&M costs.
- 4. Evaluate feasibility of conversion of the proposed leachate treatment facility to a domestic water reclamation facility with combined leachate treatment in the future.

Task 6 – Prepare Final Report with Summary and Recommendations

- 1. Prepare Draft and Final Report with summary of Technical Memorandum, results of Task 5 Leachate Treatment Facility Conceptual Design, and overall recommendations.
 - a. Submit the Draft Final Report to the County for review and comment.
 - b. Prepare for and attend a Draft Final Report Review Meeting. The County comments will be incorporated into the Final Report.
- 2. Deliverables:
 - a. Prepare an agenda and submit minutes from the workshop meeting via email.
 - b. Submit electronic .pdf versions of the Draft and Final Report Electronic versions via email.

County Responsibilities

The County shall assist WP in executing the services outlined herein, including:

- 1. **Background Information** – the County shall provide all available and pertinent background information associated with the project including: property deeds, easement descriptions, record drawings, reports, historical flow data, storm water permits, GIS mapping of the drainage area, flood mapping, potable water data, wastewater collection piping, property and tax maps associated with the project.
- 2. **Document Review** – the County shall provide timely review of project submittals. Typical review period of 2 weeks (14 calendar days) shall be allocated for each Design Deliverable.
- 3. **Access to the Project Site** – the County shall provide access to the project site to allow for WP to enter and conduct field observations on the Putnam County Central Landfill and the candidate site for the proposed leachate treatment facility.
- 4. **Additional leachate sampling and analysis** – the County shall conduct the additional leachate and RO effluent sampling and pay for laboratory analysis. WP will provide a sampling plan.
- 5. **Meetings** – the County shall be responsible for coordinating meetings with appropriate County Departments. All meetings, unless otherwise noted, will be held at the County's office or via Microsoft Teams.

Project Schedule

We propose the services described above over a 8-month project period. The proposed schedule for the feasibility study services is indicated in the table below.

Proposed Schedule

Task	Days from Notice to Proceed
Task 1 – Project Management and Meetings	240
Task 2 – Obtain and Review Existing Information and Data	30
Task 3 – Characterize Leachate Flows and Loads and Future Projection	60
Task 4 – Evaluate Feasibility of Leachate Treatment and FDEP Permitting	130
Task 5 – Develop Leachate Treatment Facility Conceptual Design	210
Task 6 – Prepare Final Report	240

Compensation

We propose to provide the Scope of Services described above on an hourly time-charge basis plus reimbursable expenses for a not-to-exceed fee of **\$118,200** in accordance with the Agreement for Consulting Services between Putnam County Florida and Wright-Pierce, Inc., dated March 11, 2025. This project budget will not be exceeded without the County's written approval.

Summary of Engineering Costs

Task	Estimated Fee Amount
Task 1 – Project Management and Meetings	\$20,200
Task 2 – Obtain and Review Existing Information and Data	\$9,900
Task 3 – Characterize Leachate Flows and Loads and Future Projection	\$16,300
Task 4 – Evaluate Feasibility of Leachate Treatment and FDEP Permitting	\$20,800
Task 5 – Develop Leachate Treatment Facility Conceptual Design	\$35,900
Task 6 – Prepare Final Report	\$15,100
Total	\$118,200

5/27/2025
Mr. Scott Knowles, City Engineer
Page 6 of 6

Upon receiving authorization to proceed with our services, we will schedule the initial kick-off meeting and initiate the subconsultant's work. We appreciate being selected for this assignment and look forward to working with you and your staff. Should you have any questions, please do not hesitate to contact me at 321.234.6456 or at the e-mail address listed below.

Sincerely,
WRIGHT-PIERCE

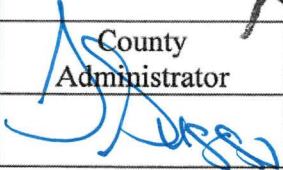
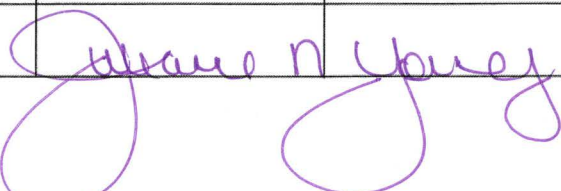
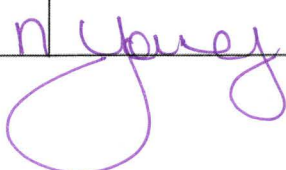
Don Lee, PhD, P.E., BCEE
Senior Project Manager
don.lee@wright-pierce.com

Enclosures

Cc: Steve Hallowell, Wright-Pierce

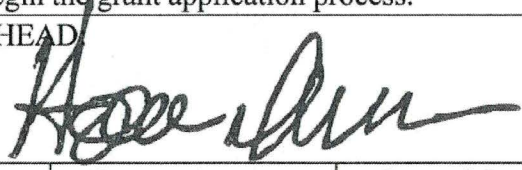
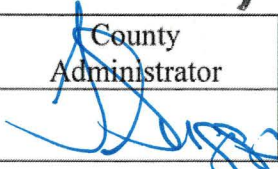
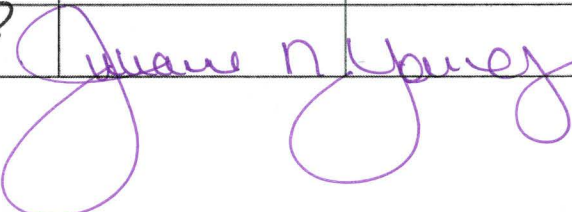
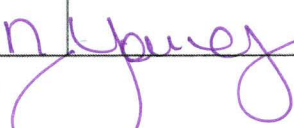
BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: COPS Hiring Program Grant application	DEPARTMENT: Putnam County Sheriff's Office		
AGENDA SECTION: Consent Agenda	AMOUNT: TBD		
ATTACHMENTS: ☐ ORDINANCE ☐ RESOLUTION ☒ OTHER (See Summary Highlights) ☐ SUPPORTING DOCUMENTS	DATE: June 10, 2025		
SUMMARY HIGHLIGHTS: The Putnam County Sheriff's Office anticipates applying for a COPS Hiring Program Grant. This grant is intended to partially fund the hiring of additional deputies over a 3-year period to add to our Stratified Crime Control Strategy in our service districts. The grant application electronic submission is due by June 25, 2025. Putnam County Board of County Commission is the grant recipient; the Putnam County Sheriff's Office is the Implementing Agency. There will be a minimum 25% local match requirement for this grant. The match amount will be covered by regular board appropriations. The final application submission will require an electronic signature from the Chairperson, so onboarding to the justice grants website will be initiated.			
PUBLIC PURPOSE: Acquiring this grant will allow the Putnam County Sheriff's Office to more efficiently develop meaningful responses to neighborhood issues, mediate disputes, develop and conduct crime prevention initiatives and analyze responses to determine success of efforts.			
RECOMMENDED ACTION: Requesting approval from the Board of County Commission to submit the application.			
DEPARTMENT HEAD: 			
County Administrator	County Attorney	General Services Director	Budget Officer
			

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: FDLE JAG Grant application/forms	DEPARTMENT: Putnam County Sheriff's Office		
AGENDA SECTION: Consent Agenda			
ATTACHMENTS: ☐ ORDINANCE ☐ RESOLUTION ☒ OTHER (See Summary Highlights) ☐ SUPPORTING DOCUMENTS	DATE: June 10, 2025		
SUMMARY HIGHLIGHTS: The Putnam County Sheriff's Office anticipates applying for a Florida Department of Law Enforcement Federal Fiscal Year 2024 Edward Byrne Memorial Justice Assistance Grant – JAG Countywide. The Putnam County Board of County Commissioners is the Subgrant Recipient; the Putnam County Sheriff's Office is the Implementing Agency. There are no local match requirements for this grant. To begin the application process, a "Certificate of Participation" signed by the Board Chairman must be submitted prior to the application being completed online. This document grants permission to the Grants Coordinator at the Putnam County Sheriff's Office to coordinate the application process with the county municipalities.			
PUBLIC PURPOSE: Applying for grant funds will aid the Putnam County Sheriff's Office in improving the safety of our residents and visitors.			
RECOMMENDED ACTION: Requesting approval from the Board of County Commission to sign the Certificate of Participation to begin the grant application process.			
DEPARTMENT HEAD 			
County Administrator	County Attorney	General Services Director	Budget Officer
			

CERTIFICATE OF PARTICIPATION
Edward Byrne Memorial
Justice Assistance Grant (JAG) Program

Mr. Cody Menacof
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308

Dear Mr. Menacof:

This letter provides notification that Putnam County Board of Commissioners accepts to serve as the coordinating unit of government for the Florida Department of Law Enforcement's Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide Program.

I understand, for the purposes of the JAG Countywide Program, the county can only request and approve applications for eligible subrecipients. In order to meet eligibility requirements, the county, and each organization or agency identified through the 51% planning process (as provided by Florida Administrative Code, Chapter 11D-9.002), must be able to document compliance with the following requirements prior to receiving a subaward:

- 2 C.F.R. Part 25—Universal Identifier and System for Award Management (SAM) Requirements
- 8 U.S.C §1373 & 1644—Communication Between Governments and the Immigration and Naturalization Service
- 28 C.F.R. Part 42—Nondiscrimination; Equal Employment Opportunity; Policies and Procedures
- 2 C.F.R. §200.318-327—Federal Procurement Standards
- 2 C.F.R Part 200.300-309—Standards for Financial and Program Management

For purposes of coordinating the preparation of application(s) for grant funds with the Office of Criminal Justice Grants, the following individual is designated as County Coordinator for the county's **FY24 JAG Countywide** subawards:

Name: Sandi Reynolds
Title: Grants Coordinator
Email: sreynolds@putnamsheriff.org
Phone: 386-329-0843

Agency: Putnam County Sheriff's Office
Address: 130 Orie Griffin Boulevard
City: Palatka
Zip: 32177

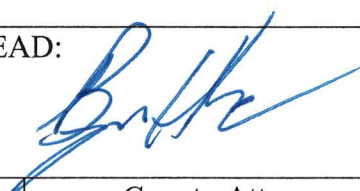
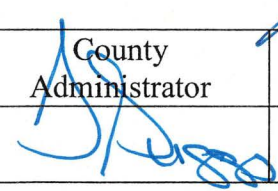
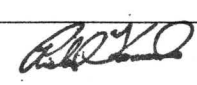
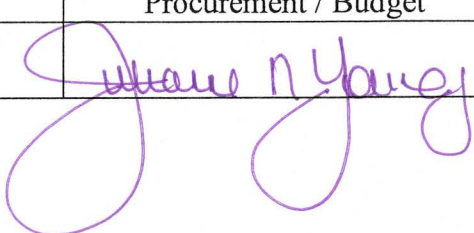
I acknowledge and understand the responsibility placed upon the county to ensure grant funds are used for improving criminal justice and subawards, as identified through the 51% process, are only approved to eligible subrecipients.

Sincerely,

Leota Wilkinson
Chair
Putnam County Board of Commissioners

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: Code Enforcement Fine Reduction Request Case 23-000908: Valerie Brown	DEPARTMENT: Code Enforcement	
AGENDA SECTION: Consent	AMOUNT: N/A	
ATTACHMENTS: () ORDINANCE () RESOLUTION () OTHER (See Summary Highlights) (X) SUPPORTING DOCUMENTS	DATE: 06/10/2025	
SUMMARY HIGHLIGHTS: Codes Case 23-000908 is now in compliance. The total amount of the fine accrued is \$17,700.00. Staff has calculated the actual hard costs of enforcement to be \$1,826.00 as shown on the attached Fine Reduction Worksheet		
PUBLIC PURPOSE: Community Enhancement		
RECOMMENDED ACTION: Approve staff recommendation and reduce the fines to the actual hard costs of \$1,826.00 and apply the Tax Surplus Funds for \$60.70 to bring the balance to \$1,765.30 which is to be paid within 90 days on case 23-000908		
DEPARTMENT HEAD: 		
County Administrator 	County Attorney 	Deputy County Administrator Procurement / Budget 

Fine Reduction Worksheet

Code Case: 23-000908

Address: 217 Lenore Ave

Property owner's name: Valerie Brown

Violation: Permit Required and Care of Premises

Original Fine Amount: **\$17,700.00**

Tax Surplus Received: \$60.70

Item	Cost per Unit	Units	Cost
Administrative / Research	\$100.00		\$100.00
Inspections / Postings \$50/insp. If > 5 inspections, \$35/insp. If <5 inspections	\$50.00	14	\$700.00
Letters / Priority Mail	\$11.00	0	\$0.00
Letters / Certified Mail	\$16.00	7	\$112.00
Recording	\$37.00	2	\$74.00
Hearing / C E Officer	\$40.00	3	\$120.00
Administrative / Monthly	\$10.00	17	\$170.00
Special Magistrate/ Administrative Hearings	\$100.00	3	\$300.00
Legal Cost			\$250.00
Abatement Cost			
TOTAL COST OF ENFORCEMENT ACTION			\$1,826.00

Case Summary:

The property owner has recently purchased the property. The property is now compliant and the owner is requesting a fine reduction. We are requesting approval for the fine reduction and requesting approval to use the tax surplus received for \$60.70 which would bring the total still due to \$1,765.30. If the board approves we recommend the reduced fine to be paid within 90 days.

Prepared by: Thomas Moore

I bought this Property at
217 Lenore Ave Interlachen
at ~~at~~ tax Sale to move to a
more quiet place to live and I
boarded it up within a couple of
weeks of owning it and then
find out there is a lien against ~~for~~
that I wasn't expecting and don't
have the money for I feel I cleaned up
what I bought to avoid this.

All I want is to move my
home here and live a peaceful
life.

I have spent everything on this
property and I have nothing left
to give

Valerie Brown

i horoe 76@gmail
407-948-3741



May 21, 2025 10:28:47 AM EDT

DZ

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: Request to Advertise for a Public Hearing to Vacate Undeveloped Rights of Way in Huntington Groves and Huntington Unit B Subdivisions	DEPARTMENT: Public Works
AGENDA SECTION: New Business	AMOUNT: N/A
ATTACHMENTS: () ORDINANCE (X) RESOLUTION (X) OTHER (See Summary Highlights) (X) SUPPORTING DOCUMENTS	DATE: 6/10/2025
SUMMARY HIGHLIGHTS: Iris Ruzicka, who owns multiple parcels south of County Road 308 and West of Palmer Sawmill Road in Crescent City, has submitted an application to vacate several undeveloped Rights of Way as shown on the attached image. She owns the properties on both sides of each street to be vacated. The streets she's requesting to vacate were dedicated to the public in the plats of Huntington Groves recorded in Map Book 3, Page 82 in 1925 and Huntington Unit B Map Book 3, Page 93 in 1926. Public Works staff has determined that the surrounding properties would still retain both physical and legal access if the streets are vacated and that the streets don't currently serve a public purpose. Having no objection to the proposed road vacations, the Public Works Department is requesting the Board's Approval and the Chairwoman's signature on the attached Resolution authorizing the date of a public hearing to consider the matter. The date and time of the public hearing set forth in the Resolution is July 8, 2025 at 9:05 A.M. or as soon thereafter as possible. PUBLIC PURPOSE: To request a public hearing to consider the vacation of public Rights of Way that are not being utilized by the public. RECOMMENDED ACTION: The Public Works Department recommends the Board's approval and the Chairwoman's signature on the Resolution being presented to authorize setting the Public Hearing regarding the proposed vacation of several undeveloped roads in the Huntington Groves and Huntington, Unit B Subdivisions for July 8, 2025 at 9:05 A.M.	
DEPARTMENT HEAD:	
County Administrator	County Attorney
Deputy County Administrator Procurement / Budget	

RESOLUTION NO. 2025- 036

**AUTHORIZING THE ADVERTISEMENT FOR VACATING STREETS IN THE
HUNTINGTON GROVES AND HUNTINGTON, UNIT B SUBDIVISIONS AND
PROVIDING AN EFFECTIVE PUBLIC HEARING DATE**

WHEREAS, the Board of County Commissioners received an application from property owner, Iris Ruzicka, to vacate several streets in Crescent City, Florida as shown on the plats of Huntington Groves recorded in Map Book 3, Page 82 and Huntington, Unit B recorded in Map Book 3, Page 93 of the Public Records of Putnam County, Florida; and

WHEREAS, the Board of County Commissioners wishes to adopt a resolution declaring that, at a definite time and place, a public hearing will be held to consider the matter.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS OF PUTNAM COUNTY, FLORIDA:**

1. The Board hereby authorizes the advertisement of a notice of public hearing as described in **Exhibit "A"** attached hereto, to be published in a newspaper of general circulation within Putnam County not less than two weeks prior to the date of such hearing.

DULY ADOPTED in regular session, this 10th day of June, A.D., 2025.

SEAL

**BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA**

By: _____
Leota Wilkinson, Chairwoman

ATTEST:

Matt Reynolds, Clerk of Courts



Proposed Area to Vacate

EXHIBIT "A"

NOTICE OF PUBLIC HEARING FOR CLOSING STREETS IN THE HUNTINGTON GROVES AND HUNTINGTON, UNIT B SUBDIVISIONS IN CRESCENT CITY

TO WHOM IT MAY CONCERN:

You will please take notice that the Board of County Commissioners of Putnam County, Florida will at 9:05 A.M. or as soon thereafter as possible, on the 8th day of July, 2025, in the County Commissioner Meeting Room located in the Governmental Complex, 2509 Crill Avenue, Suite 100, Palatka, Florida, consider and determine whether or not the County will vacate, abandon, discontinue, renounce and disclaim any right of the County and the public to the streets in Huntington Groves and Huntington, Unit B in Crescent City, Putnam County, Florida, more particularly described as follows:

ALL STREETS LYING WESTERLY OF PALMER SAWMILL ROAD AND EAST OF SECTION LINE FOR SECTION 23, TOWNSHIP 12 SOUTH, RANGE 27 EAST, PUTNAM COUNTY, FLORIDA, BEING A PART OF HUNTINGTON, UNIT B ACCORDING TO PLAT THEREOF RECORDED IN MAP BOOK 3, PAGE 93 AND A PART OF HUNTINGTON GROVES ACCORDING TO PLAT THEREOF RECORDED IN MAP BOOK 3, PAGE 82 OF THE PUBLIC RECORDS OF SAID COUNTY.

EXCEPTING THEREFROM ANY PORTION OF THAT UNNAMED STREET LOCATED SOUTH OF AND ADJACENT TO LOT 51, BLOCK 4, HUNTINGTON GROVES.

Persons interested may appear and be heard at the time and place specified above.

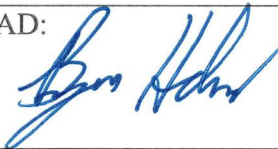
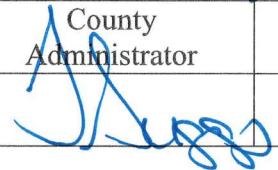
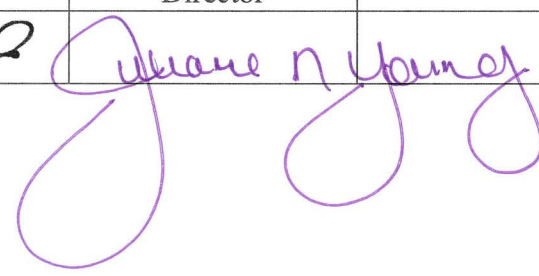
Dated this ____ day of _____, 2025.

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

By: James Stout, Executive Director of Public Works

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: Impact Fee	DEPARTMENT: Planning and Development Services		
AGENDA SECTION: Planning and Development Public Hearing – 5:05PM	AMOUNT: N/A		
ATTACHMENTS: (X) ORDINANCE () RESOLUTION (X) OTHER (See Summary Highlights) (X) SUPPORTING DOCUMENTS	DATE: June 10, 2025		
SUMMARY HIGHLIGHTS: Presentation and review of the Final Reports for the water/wastewater Impact Fee study and the non-utility Impact Fee study. Second reading of the Impact Fee Ordinance.			
PUBLIC PURPOSE: Presentation of Impact Fee report findings to the Board of County Commissioners and opportunity for Commission to adopt associated ordinance.			
RECOMMENDED ACTION: Staff recommends the BOCC proceed with Impact Fees by determining a date and time for the adoption hearing of the subject ordinance which complies with Chapter 125.66(5)(b), <i>Florida Statutes</i> . Meeting 2 of 2			
DEPARTMENT HEAD: 			
County Administrator	County Attorney	General Services Director	Budget Officer
			

IMPACT FEE ORDINANCE
ORDINANCE NO. 2025 - 015

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF PUTNAM COUNTY, FLORIDA, REPEALING ORDINANCES 2006-37, 2006-38, 2006-39, 2006-40 AND 2006-41; AMENDING CHAPTER 24 OF THE PUTNAM COUNTY CODE; ADOPTING AN IMPACT FEE STUDY WHICH ESTABLISHES PUBLIC FACILITIES DISTRICTS AND PROVIDES FOR IMPACT FEES FOR FIRE PROTECTION, LAW ENFORCEMENT, COUNTY GOVERNMENT FACILITIES, PARKS AND RECREATION, TRANSPORTATION, WATER AND WASTEWATER FACILITIES, INCLUDING PROVISIONS FOR FINDINGS; PURPOSES; INTENT OF IMPACT FEES; DEFINITIONS; THE IMPOSITION OF FEES, APPLICABILITY AND EXEMPTIONS; CALCULATION OF FEES THROUGH A FEE SCHEDULE; DEVELOPER CONTRIBUTION CREDITS; USE OF FUNDS; REFUND OF FEES; PERIODIC REVIEW OF FEES; PAYMENT OF FEES; PENALTIES, INTEREST AND LIENS RELATING TO UNPAID FEES; CREDITS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

Putnam County, Florida

June 10, 2025

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NOW THEREFORE, BE IT ORDAINED by the Putnam County Board of County Commissioners, Putnam County, Florida that:

SECTION 1. Section Chapter 24 of the Putnam County Code is hereby amended to read as follows:

IMPACT FEES

Article I. County Public Facilities Impact Fees

24-1. Short Title

This chapter shall be known and may be cited as the Putnam County Impact Fee Ordinance.

24-2. Territorial Applicability

This chapter applies to the unincorporated areas of the county and to the incorporated areas of the county to the extent authorized by law and as provided in this chapter.

24-3. Statutory Authority

The board of county commissioners has the authority to adopt this chapter under Florida law, including Article VIII of the Constitution of the State of Florida and Chapters 125 and 163, *Florida Statutes*.

24-4. Findings Of Fact, Purpose, and Intent Of Ordinance

The board of county commissioners makes the following findings and determinations:

- (a) This chapter is intended to implement and be consistent with the county's comprehensive plan under the Florida Community Planning Act, codified in Chapter 163, *Florida Statutes*;
- (b) Both existing development and development necessitated by the growth contemplated in the comprehensive plan will require improvements and additions to the county's fire and rescue facilities, law enforcement facilities, government buildings, parks and recreation facilities, transportation system, water facilities, and wastewater facilities to accommodate growth while maintaining the existing level of service standards for these facilities;
- (c) New impact-generating land development activity should contribute its proportional and reasonable share of the cost of capacity-adding improvements and additions to the fire and rescue facilities, law enforcement facilities, government buildings, parks and recreation facilities, transportation system, water facilities, and wastewater facilities required to accommodate capital infrastructure demands

24-4. Findings Of Fact, Purpose, and Intent Of Ordinance

generated by such growth as contemplated in the comprehensive plan;

- (d) Implementation of reasonable impact fees to ensure future impact-generating land development activity contributes its proportional and reasonable share of the cost of required new capital infrastructure capacity is an integral and vital element of the regulatory plan of growth management incorporated in the comprehensive plan;
- (e) Public facility planning is an evolving process, and the capital infrastructure improvements and additions to the fire and rescue facilities, law enforcement facilities, government buildings, parks and recreation facilities, transportation system, water facilities, and wastewater facilities identified on the date of adoption of this ordinance are projections of growth patterns and improvements and additions based on present knowledge and judgment. Therefore, in recognition of changing growth patterns and the dynamic nature of population growth, the board of county commissioners intends that the identified improvements and additions to the public facilities should be reviewed and adjusted periodically to ensure that impact fees are imposed equitably and lawfully and are utilized effectively based upon actual and anticipated conditions at the time of their imposition;
- (f) The purpose of this chapter is to require payment of impact fees from new impact-generating land development activities in the county, and if applicable participating municipalities, and to provide for the cost of capital infrastructure improvements to the county's public facilities, which are required to accommodate the additional demand caused by these development activities;
- (g) The impact fees mandated by this chapter are limited to the proportionate and reasonable cost of new public facility capacity necessary to serve new impact-generating land development activities and have neither the purpose nor the effect of funding any general increase in the level of service of existing facilities;
- (h) Required improvements and additions to county public facilities needed to correct existing deficiencies will be financed by revenue sources other than impact fees in order to maintain levels of service, as provided herein;
- (i) The county, in coordination with participating municipalities, has and will maintain capital improvement plans sufficient to ensure improvements and additions to public facilities funding by impact fee revenues will provide a benefit to serve new impact-generating land development activities proportionate to impact fees paid, based on levels of service as provided herein, and
- (j) This chapter shall not be construed to permit the collection of impact fees from impact-generating land development activities over the proportionate amount

reasonably anticipated to offset the proportional demand new growth will have on the county's public facilities.

24-5. Definitions

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context indicates a different meaning.

Access improvements mean improvements designed to ensure safe and adequate ingress and egress.

Arterial road means a road that is a main traffic artery carrying relatively high traffic volume for relatively long distances. Generally, an arterial road is greater than two lanes in width and longer than two miles in distance.

Building permit means the development permit issued by the county building department or any other county or city office before any building or construction activity can be initiated on a parcel of land.

Capital infrastructure means capacity-adding fixed capital expenditures or fixed capital outlays, excluding the cost of repairs or maintenance, associated with the construction, reconstruction, or improvement of public facilities that have a life expectancy of at least 5 years; related land acquisition, land improvement, design, engineering, and permitting costs; and other related construction costs required to bring the public facility into service. The term also includes a fire and rescue department vehicle, an emergency medical service vehicle, a sheriff's office vehicle, a police department vehicle, and the equipment necessary to outfit the vehicle for its official use.

Collector road means a road that carries traffic from local roads to arterial roads. Collector roads have more continuity, carry higher traffic volumes, and may provide less access than local roads. Collector roads are generally two-lane facilities and generally operate at a lower capacity and operating speeds than do arterial roads.

County administrator means the county administrator appointed by the board of county commissioners, or the administrator's designees.

County coordinator means the county coordinator appointed by the county administrator and the coordinator's designees, for the purpose of administering this chapter.

Encumber means to legally obligate by contract or otherwise to commit to use by appropriation or another official act of the county.

Equivalent residential connection, or ERC, means the equivalent of the average water and wastewater usage requirements of a single-family residential customer, as the term is used

in the applicable impact fee study.

External trip means any trip that either has its origin from or its destination at the development site and that impacts the major road network system.

Feepayer means a person commencing impact-generating land development activity who is obligated to pay an impact fee under the terms of this chapter.

Fire rescue facilities mean public facilities used in the operation of fire and rescue services by the Putnam County Fire Rescue Department, including all capital infrastructure, in accordance with the applicable impact fee study.

Government buildings mean buildings and associated land improvements used in the operation of Putnam County's general governmental operations, including all capital infrastructure, in accordance with the applicable impact fee study.

Impact Fee Act means the Florida Impact Fee Act, codified as section 163.31801, *Florida Statutes*.

Impact fees studies mean the technical report applicable to a category of public facility used in the calculation of impact fees imposed by this chapter and adopted herein.

Impact-generating land development activity means land development, or a new use designed or intended to permit a use of the land that will create new demand for public facilities, in accordance with the findings of the applicable impact fee study by increasing the impact units associated with the property.

Impact unit means the increment of new demand created by a unit of new development, as defined by the applicable impact fee study.

Land means the earth, water, and air above, below, or on the surface, and includes any improvements or structures customarily regarded as land.

Law enforcement facilities mean public facilities used in the operations of the Putnam County Sheriff's Department and include buildings, land, equipment, and vehicles, in accordance with the applicable impact fee study.

Off-site roadway improvement means roadway improvements located outside the boundaries of the parcel proposed for development, except on-site arterial and major collector roads, which are required by the county to serve the development's external trips on its major road network system. Off-site roadway improvements do not include access improvements.

On-site roadway improvement means roadway improvements at or near the land

24-6. Adoption of Impact Fee Studies

development activity that are necessary to access the land development's external trips upon the major road network system or are necessary to access the land development's internal trips upon the major road network system where a portion of the major road network system is included within the development.

Parks and recreation facilities mean public facilities used in the operation of the Putnam County Parks and Recreation Department, including all capital infrastructure, in accordance with the applicable impact fee study.

Person means an individual, corporation, governmental agency, business trust, estate, trust, partnership, association, two or more persons having a joint or common interest, or any other entity.

Public facilities mean the county's fire and rescue facilities, law enforcement facilities, government buildings, parks and recreation facilities, transportation system, water facilities, and wastewater facilities.

Road means a way open to travel by the public, including, but not limited to, a street, highway, or alley. The term includes associated sidewalks, the roadbed, the right-of-way, and all culverts, drains, sluices, ditches, water storage areas, waterways, embankments, slopes, retaining walls, bridges, tunnels, viaducts necessary for the maintenance of travel, and all ferries used in connection with roads.

Transportation facilities mean public facilities used in the operation of Putnam County's transportation system, including all capital infrastructure, in accordance with the applicable impact fee study.

Water facilities mean public facilities used in the operation of Putnam County's water system, including all capital infrastructure, in accordance with the applicable impact fee study.

Wastewater facilities mean public facilities used in the operation of Putnam County's wastewater system, including all capital infrastructure, in accordance with the applicable impact fee study.

24-6. Adoption of Impact Fee Studies

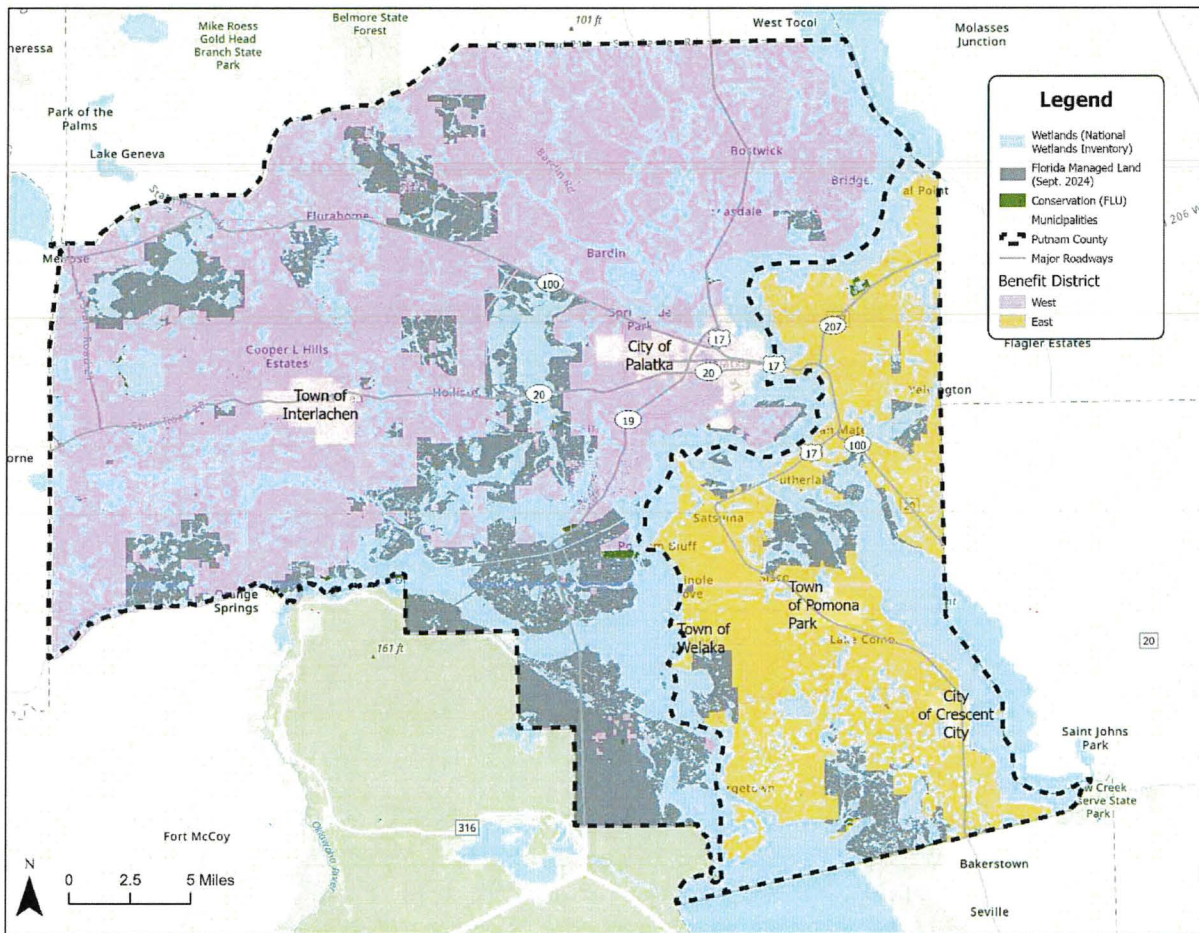
The board of county commissioners adopts and incorporates by reference the studies entitled "Putnam County Impact Fee Update Study," dated April 2025 and "Water and Wastewater Impact Fee Study," dated April 10, 2025, including the assumptions, conclusions and findings in the studies regarding additions to the county's public facilities and the allocation of anticipated costs of capital infrastructure improvements between the costs required to accommodate existing development and the costs required to accommodate the demands of future impact-generating land

development activities as contemplated in the comprehensive plan.

24-7. Public Facilities Districts

- (a) In accordance with the impact fee studies, the county adopts the following public facilities districts to ensure fee payers receive a reasonable and proportionate benefit for fees paid in the service areas for each impact fee assessed by this chapter:
 - (1) A fire rescue facilities district that consists of a single district containing the unincorporated areas of the county and any municipalities served by county fire rescue services;
 - (2) A law enforcement facilities district that consists of a single district containing the unincorporated areas of the county and any municipalities served by county law enforcement;
 - (3) A government buildings facilities district that consists of a single district containing the unincorporated areas of the county and any municipalities served by county government buildings;
 - (4) Parks and recreation facilities districts that consist of two public facility districts, one reflecting the needs and planned parks and recreation improvements in the western portion of the County, and the other reflecting the needs and planned parks and recreation improvements in the eastern portion of the County, as shown in Figure 1. *Impact Fee District Map* and is generally described as follows:
 - a. A West District that includes unincorporated areas of the County and any municipalities served by county parks to the west of the St. John's River; and
 - b. An East District that includes unincorporated areas of the County and any municipalities served by county parks to the east of the St. John's River.

Figure 1. Impact Fee District Map



- (5) Transportation facilities districts that consist of two public facility districts, one reflecting the needs and planned transportation improvements in the western portion of the County, and the other reflecting the needs and planned transportation improvements in the eastern portion of the County, as shown in Figure 1. Impact Fee District Map and is generally described as follows:
 - a. A West District that includes unincorporated areas of the County and any municipalities served by the county road system to the west of the St. John's River; and
 - b. An East District that includes unincorporated areas of the County and any municipalities served by the county road system to the east of the St. John's River.
- (6) A water facilities district that consists of a single district containing the

unincorporated areas of the county and any municipalities served by the county water system; and

- (7) A wastewater facilities district that consists of a single district containing the unincorporated areas of the county and any municipalities served by the county wastewater system.
- (b) Impact fees collected from each category of public facility shall be spent to the benefit of that public facility district where it was collected, as provided in section 24-13.
- (c) *Interlocal Agreements.* The County will maintain interlocal agreements or other binding instruments as are necessary to ensure the collection and expenditure of impact fees in the impact fee districts adopted under this chapter, as required by applicable law. Any administrative fees assessed by the county or other jurisdiction pursuant to this chapter shall comply with the Florida Impact Fee Act, if applicable.

24-8. Fees Imposed

- (a) *Payment of Fees Required.* Any person or governmental body that engages in any impact-generating land development activity shall pay all impact fees required by this chapter, except as otherwise expressly provided. To the extent municipalities are included a facility district, the county coordinator will involve representatives from those jurisdictions as agreed.
- (b) *Calculation of Fees.*
 - (1) The county coordinator will calculate impact fees due for a proposed impact-generating development activity based on:
 - a. The information provided in the building permit application; and
 - b. The impact fee regulations that are in effect at the time of the issuance of the building permit.
 - (2) If the building permit is for less than the entire development planned as part of an impact-generating land development activity, the fees will only be computed for the portion of the development covered by the permit.
- (c) *Impact Fee Schedule.*
 - (1) The amount of impact fees due shall be determined by the fee schedule shown in Table 24-1, subject to any modification and updates to the impact fee schedule adopted pursuant to this chapter.

- (2) The land uses listed in Table 24-1 have the meanings defined by the county land development code, consistent with the applicable impact fee study.
- (d) *Additions to Buildings and Changes of Use.*
 - (1) The county coordinator will calculate impact fees for additions or renovations to an existing building for the additional impact units created by the addition or renovation based on the applicable impact fee study.
 - (2) Impact fees will be assessed for changes of use only to the extent that they also represent an increase in impact units.
- (e) *Timing of Payment.* The feepayer shall pay the impact fee to the county at the time of, and no sooner than, issuance of a building permit for the impact-generating development.
- (f) *Increases to impact fee rates.*
 - (1) Increases to impact fee rates are subject to the limitations and requirements of the Impact Fee Act, if applicable.
 - (2) Increases in impact fee rates must comply with the credit provisions in section 24-12 and must ensure the holders of any impact fee credits in existence before a fee increase receive the full benefit of the intensity or density prepaid by the credit balance as of the date it was first established, including credits granted under sections 163.3180 or 380.06, *Florida Statutes*, if applicable.

See Exhibit A: Table 24-1. Master Impact Fee Schedule – non-utility

See Exhibit B: Table 24-2. Water and Wastewater Impact Fee Schedule

24-9. Exemptions

- (a) The following conditions are exempt from payment of the impact fees required under this chapter:
 - (1) Alterations or expansion of an existing residential building where no additional impact units are created and where the use is not changed;
 - (2) The construction of buildings or structures that are accessory to a residential building, where no additional impact units are created;

24-10. Calculation of Fees for Unlisted and Mixed Uses

- (3) The replacement of a residential land use where no additional impact units are created;
 - (4) Temporary construction of a shed or trailer used to assist construction and maintained only during the term of active building permits for related construction activities;
 - (5) Public schools and charter schools, pursuant to section 1002.33(18)(d), *Florida Statutes*, if applicable; and
 - (6) Any other use that is exempted by law.
- (b) An exemption must be claimed by the fee payer before payment of an impact fee and issuance of a building permit. Any exemption not so claimed will be deemed waived by the fee payer.
 - (c) The County will not increase impact fee rates to offset any reduced revenue resulting from exemptions granted under this section, if any.
 - (d) The County will ensure sufficient funding is available to maintain levels of service provided in the impact fee studies to the extent an impact-generating development activity is exempt, except as expressly authorized in the Impact Fee Act provisions for affordable housing, as applicable.

24-10. Calculation of Fees for Unlisted and Mixed Uses

- (a) *Unlisted Uses.* If an impact-generating land development activity involves a land use not listed under the impact fee land use categories listed in section 24-8, the county coordinator will determine the impact on the applicable public facilities to be generated by the land development and shall calculate the impact fees utilizing a methodology generally consistent with section 24-11.
- (b) *Mixed-Use Developments.*
 - (1) If an impact-generating land development activity involves more than one use classification, the county coordinator will calculate the impact fees based upon the demand, by category of public facility, to be generated by each separate land use category included in the proposed mixed-use development.
 - (2) Impact fees for buildings located on outparcels within larger developments will be calculated individually and will not be included in the overall square footage of the development to calculate impact fees.

24-11. Individual Impact Assessment

(a) *Generally.*

- (1) If a feepayer believes the impact to the county's fire and rescue facilities, law enforcement facilities, government buildings, parks and recreation facilities, transportation system, water facilities, or wastewater facilities caused by the feepayer's proposed impact-generating land development activity is less than the fee established in this chapter, the feepayer may undertake an individual assessment of its impact on public facilities before the issuance of the building permit for the development.
- (2) The feepayer shall pay all costs to develop the individual assessment of impact as well as any impact fees due when the assessment is under consideration.

(b) *Methodology of individual assessment.*

- (1) If a feepayer elects to conduct an alternative impact fee assessment, the methodology for the assessment must be approved by the county coordinator before the feepayer begins the assessment, based on the provisions of this chapter.
- (2) The alternative impact fee assessment should be based on the general methodology used in the applicable impact fee study.
- (3) An alternative impact fee assessment may calculate the demand component for a proposed development in a different way than the applicable impact fee study adopted in this chapter if the alternative impact fee assessment shows that the alternative approach accurately reflects the development's impact on public facilities.
- (4) The person who prepares an alternative impact fee calculation must assume that the impact-generating land development activity will have the maximum impact on the public facility for the land use category contemplated under the impact fee rate.
- (5) The cost and credit components for the alternative impact fee assessment must be those included in the applicable impact fee study, with adjustments for changes adopted by the board of county commissioners to the fees calculated in the impact fee study.

(c) *Individual assessment application.*

- (1) An application for an alternative impact fee should be submitted to the county coordinator and should include all calculations and supporting information.
- (2) Applications for alternative impact fees for transportation facilities shall include:
 - a. Trip generation rates for the proposed development, consistent with the applicable impact fee study approved under this chapter, based on local empirical surveys for the same or similar land use types; and
 - b. Percent new trips and total trip length generated from the proposed development to the county's transportation system. The trip calculations should be consistent with the applicable impact fee study and use local empirical surveys of similar land use types.
- (3) Applications for alternative impact fees for parks and recreation facilities, fire rescue facilities, law enforcement facilities, government buildings, water facilities, and wastewater facilities¹ impact fees shall include:
 - a. Public facility demand for the proposed development, based on local empirical surveys for the same or similar land use types; and
 - b. The estimated population, based on local empirical surveys of similar land use types.
- (4) The alternative impact fee calculations should be consistent with the data, information, and assumptions contained in the applicable impact fee study.
- (5) Use of independent sources is allowed, provided that:
 - a. The independent source is a source of engineering or planning information that is generally accepted in the field and is the most recent and localized data available; or
 - b. The independent source is a local study that:
 1. Is supported by an adequate database for the conclusions contained in the local study,

2. Is performed by a professional engineer or planner;
3. Uses a generally accepted methodology of engineering or planning; and
4. Uses the most recent and localized data available.

(d) *Review of Individual Assessment Application.*

(1) *Completeness Review.*

- a. The county coordinator will decide within ten business days of submission of an application whether:
 1. The application for an alternative impact fee calculation is complete; and
 2. The calculations and methodology comply with the requirements of this chapter.
- b. If the county coordinator determines that the application is not complete, he or she will send a written statement specifying the deficiencies to the person who submitted the application.
- c. The application will be deemed complete if no deficiencies are specified by the coordinator.
- d. After verifying the applicant received the statement of deficiencies, the coordinator will take no further action on the application until it is deemed complete.

(2) *Review of Fee Calculation.*

- a. The county coordinator will review complete applications and render a written decision within 20 business days from the date the application is deemed complete on whether the impact fee should be modified and, if so, what the amount should be.
- b. If the county coordinator determines that the data, information, and assumptions used by the fee payer to calculate the alternative impact fee comply with the requirements of this section, the fee payer shall pay the alternative impact fee in satisfaction of the impact fee requirements of this chapter.
- c. If the county coordinator determines that the data, information, and

assumptions used by the applicant to calculate the alternative impact fee do not support an alternative fee amount, based on the requirements of this section, the coordinator will notify the feepayer and the person who submitted the application in writing.

24-12. Developer Contribution Credits

(a) *Generally.*

- (1) A person who initiates any impact-generating land development activity may apply for a dollar-for-dollar credit against impact fees required by this chapter for any contribution, payment, construction, or dedication of land accepted and received by the county for public facilities, consistent with the assumptions and methodologies of the applicable impact fee study and included on the county's five-year capital improvement plan.
- (2) Approvals of credits under this section shall provide, in the event of a future impact fee rate increase, how holders of credits will receive the full benefit of the intensity or density prepaid by the credit balance as of the date the credits are approved.

(b) *Calculation of Impact Fee Credits.*

- (1) A contribution, payment, construction, or dedication will be credited in an amount equal to its full fair market value at the time of the contribution, payment, construction, or dedication as provided for and according to any limitations under this chapter.
- (2) Credits against impact fees due for a category of public facilities will be recognized if the capital infrastructure improvements satisfy an obligation to fund, acquire, construct, or develop a capital infrastructure improvement included in the county's current five-year capital improvement plan.
- (3) The credit for any particular public facility impact fee will not exceed the full obligation of the impact fees for that particular public facility's impact fee for the proposed land development activity, unless provided for otherwise in a credit agreement.

(c) *Application for Credit Agreement.*

- (1) A feepayer who seeks an impact fee credit may apply for a credit agreement to the county coordinator.
- (2) If the proposed application for a credit agreement involves credit for the

dedication of land, the application shall include:

- a. A drawing and legal description of the land;
- b. The appraised fair market value of the land at the date a building permit is proposed to be issued for the impact-generating land development activity, prepared by a professional real estate appraiser who is a member of the Member Appraisal Institute (MAI) or who is a member of Senior Residential Appraisers (SRA); and
- c. If applicable, a certified copy of the development order for the dedication.

(3) If the proposed application for a credit agreement involves construction, the application shall include:

- a. The proposed plan of the specific construction prepared and certified by a duly qualified and licensed Florida engineer or contractor; and
- b. The projected costs for the suggested improvement, based on local information for similar improvements and the construction timetable for the completion of the proposed construction. The estimate should include:
 1. The cost of construction or reconstruction;
 2. The cost of all labor and materials;
 3. The cost of all land, property, rights, easements, and franchises acquired;
 4. Financing charges and interest before, during, and for one year after completion of construction,
 5. Cost of plans and specifications;
 6. Surveys of estimates of costs and revenues;
 7. Cost of professional services; and
 8. Any other expenses necessary or incidental to determining the feasibility or practicability of such construction or reconstruction.

- (4) If the proposed credit agreement includes a request for credit resulting from any other contribution or payment to the county, the application shall include:
 - a. A certified copy of the development order for the contribution or payment; and
 - b. If payment has been made, proof of payment, or, if payment has not been made, the proposed method of payment.
- (d) *Review of Application for Credit Agreement.*
 - (1) *Completeness Review.*
 - a. The county coordinator will decide within ten business days of receipt of an application for credit agreement whether the application is complete.
 - b. If the county coordinator determines that the application is not complete, he or she will send a written statement specifying the deficiencies to the person who submitted the application.
 - c. The application will be deemed complete if no deficiencies are specified by the coordinator.
 - d. After verifying the applicant received the statement of deficiencies, the coordinator will take no further action on the application until it is deemed complete.
 - (2) *Review of Credit Calculation.*
 - a. The county coordinator will review complete applications and render a written decision within 20 business days from the date the application is deemed complete.
 - b. If the application is approved, a credit agreement will be prepared and executed by the fee payer and the board of county commissioners.
 - c. In addition to other material matters, the fee agreement shall specifically state:
 - 1. The contribution, payment, construction, or land dedication that is the subject of the credit;

2. The completion deadline for the subject of the credit to be completed, dedicated, or paid;
 3. Whether and in what situations extensions of time are permitted; and
 4. The value of the credit the applicant will receive for the contribution, payment, or construction.
- (e) *Allocation and Transfer of Credits.* Impact fee credits for a particular capital infrastructure improvement are assignable and transferable from one property to another in the same impact fee district or in a district adjacent to the district where the credit-eligible improvement or contribution was made, regardless of the date the credits were approved.
- (f) *Valuation.* If the county increases its impact fee rates, the holder of any impact fee credits that were in existence before the fee increase, whether granted under this Article, section 380.06, *Florida Statutes*, or other authority, is entitled to the full benefit of the intensity or density prepaid by the credit balance as of the date it was first established. This paragraph applies only to credits granted after the effective date of section 163.31801(5), *Florida Statutes*, as applicable.

24-13. Use of Funds

- (a) *Impact fee accounts.* To ensure impact fee revenues are spent to the proportional benefit of new development, the board of county commissioners will establish and maintain a separate accounting fund for each of the following categories of capital facilities, for each public facility district, as established by section 24-7:
- (1) Fire rescue facilities;
 - (2) Law enforcement facilities;
 - (3) Government buildings;
 - (4) Parks and recreation facilities-east;
 - (5) Parks and recreation facilities-west;
 - (6) Transportation facilities-east;
 - (7) Transportation facilities-west;
 - (8) Water facilities; and

- (9) Wastewater facilities.
- (b) The monies deposited into an impact fee accounting fund shall be used solely to acquire, construct, or improve capital infrastructure included on the county's five-year capital improvement plan.
- (c) Funds on deposit in an impact fee fund shall not be used, in whole or in part, to pay existing debt or for previously approved public facilities, unless such expenditures are reasonably connected to and have a rational nexus with increased impacts on such facilities by new construction.
- (d) Funds on deposit in an impact fee fund shall not be used for any expenditure that would be classified as a maintenance, operation, or repair expense or to cure an existing deficiency in the capital improvement system.
- (e) Funds on deposit in an impact fee fund shall not be used for any expenditure other than for the same category of public facility for which the fee was collected, in accordance with the applicable impact fee study and the capital improvement plan.
- (f) Funds on deposit in an impact fee fund shall be spent within the public facility district from which they were collected, except as other allowed herein.
- (g) The monies deposited into an impact fee fund shall be used solely to provide additional capital improvement capacity to the city's capital improvement system required to accommodate new impact-generating development activities, as provided in the county's five-year capital improvement plan.
- (h) Any monies on deposit that are not immediately necessary for expenditure shall be invested in interest-bearing accounts by the city. All interest income derived from such investments shall remain or be deposited in the impact fee accounting fund in which the interest income was earned.
- (i) *Annual Recommendation for Expenditure of Fees.*
 - (1) When the annual budget is reviewed each year, the county administrator shall propose appropriations to be spent from each public facilities accounting fund to the board of county commissioners.
 - (2) After review of the county administrator's recommendation, the board of county commissioners shall either approve, modify, or deny the recommended expenditures of the impact fee account monies.
 - (3) Any amounts not appropriated from the impact fee accounts, together with any interest earnings, shall be carried over in the specific impact fee account

to the following fiscal period.

(j) *Annual Reporting and Audit.*

- (1) The county will submit with the annual financial report required under section 218.32, *Florida Statutes*, or its financial audit report required under section 218.39, *Florida Statutes*, a separate affidavit signed by the county's chief financial or executive officer attesting, to the best of their knowledge, all impact fees were collected and expended by the county, or on the county's behalf, in full compliance with the spending provisions in this chapter and that funds expended from each impact fee account or fund were used only to acquire, construct, or improve specific capital infrastructure needs.
- (2) In addition to the items that are reported in the annual financial reports required under section 218.32, *Florida Statutes*, the county will issue a report on impact fees assessed under this chapter that includes:
 - a. Materials requested by the board of county commissioners;
 - b. Data required by the Impact Fee Act, if applicable; and
 - c. Any other materials deemed relevant to verifying ongoing compliance with this chapter and the Act.

24-14. Refunds

- (a) *Generally.* The impact fees collected pursuant to this chapter shall be returned to the applicant who paid them on the building permit if:
 - (1) The building permit for which the impact fees were paid is revoked, expires, withdrawn, or is cancelled before completion of the developer's project; or
 - (2) Impact fee revenues collected have not been expended or encumbered before the end of the fiscal year immediately following the seventh anniversary of the date upon which such fees were paid.
- (b) *Refund application.*
 - (1) A refund application may be submitted within one year following the expiration of the building permit on an uncompleted project or one year following the end of the fiscal year immediately following the seventh anniversary of the date when the impact fee was paid on the proposed development.

- (2) The refund application shall include the following information:
 - a. A copy of the dated receipt issued for payment of impact fees;
 - b. A copy of the associated building permit or permits;
 - c. If applicable, evidence that the applicant is the legal successor in interest to the feepayer, who has waived all claims to a refund in writing.

(c) *Review of refund application.*

(1) *Completeness Review.*

- a. The county coordinator will decide within ten business days of receipt of a refund application whether the application is complete.
- b. If the county coordinator determines that the application is not complete, he or she will send a written statement specifying the deficiencies to the person who submitted the application.
- c. The application will be deemed complete if no deficiencies are specified by the coordinator.
- d. After verifying the applicant received the statement of deficiencies, the coordinator will take no further action on the application until it is deemed complete.

(2) *Review of Application.*

- a. The county coordinator will review complete applications and render a written decision on the application within 20 business days after the application is deemed complete.
- b. If the application is approved, the county will refund the impact fees paid plus two percent interest per year.

24-15. Review of Fees

- (a) The fee schedule contained in Table 24-1 and any interlocal agreements shall be reviewed by the board of county commissioners at least once every two years to ensure ongoing compliance with county codes and state law.
- (b) At least every five years, the fee schedule shall be updated, according to the requirements of the Impact Fee Act or other applicable law.

24-16. Penalty

- (a) *Misdemeanor Offense.* Violations of this chapter are a misdemeanor offense punishable as provided in section 1-6, *Putnam County Code*.
- (b) *Lien for Non-Payment.*
 - (1) The county shall have the power to sue in civil court to enforce the provisions of this chapter or to collect from any feepayer the sums due under this chapter.
 - (2) Any fee not paid when due shall become a lien in favor of the county on the property subject to the fee and may be foreclosed by the method for foreclosure of special assessment liens provided in section 38-59, *Putnam County Code*.
 - (3) In any foreclosure, the county shall be entitled to recover its costs and attorneys' fees for the foreclosure action, which also shall be secured by the lien.

24-17. Appeals

- (a) *Timing.* A feepayer may appeal any final decision by the county coordinator under this chapter by filing a petition with the board of county commissioners within 30 days of the decision.
- (b) *Standard of Review.* In reviewing the county coordinator's decision, the board of county commissioners shall use the following standards:
 - (1) To reverse a decision of the county coordinator, the board of county commissioners must find that there was a clear and demonstrable error in the application of the facts in the record to the applicable standards of this chapter;
 - (2) The board shall reverse the decision of the county administrator only if there is competent, substantial evidence in the record that the decision failed to comply with this chapter and applicable law; and
 - (3) The board of county commissioners does not have the authority to negotiate the amount of the impact fees or waive impact fees otherwise specified in this chapter, except as expressly provided in this chapter.
- (c) *Action by board of county commissioners.*
 - (1) The decision of the board of county commissioners is final.

- (2) If the board of county commissioners reverses or modifies the coordinator's decision, it will provide the coordinator with clear direction on the proper decision.
- (d) *Appeal of Board's Decision.* The decision of the board of county commissioners reviewing an appeal under this section shall be reviewable by petition to the circuit court for writ of certiorari.

24-18. Severability

If any section, subsection, sentence, clause, phrase, or portion of this chapter is held invalid or unconstitutional by any court of competent jurisdiction, the invalid or unconstitutional portion shall be deemed a separate, distinct, and independent provision, and the court's holding shall not affect the validity of the remainder of this Ordinance.

24-19. Effective Date

- (a) The impact fees in place at the time of filing of a complete building permit application apply to determine the amount of the impact fee.
- (b) Except as expressly provided otherwise by the Impact Fee Act, if applicable, this ordinance and any amendments to it will take effect 90 days from the date of adoption by the board of county commissioners.
- (c) New or different impact fees will not apply to current or pending building permit applications submitted before the effective date of this ordinance or an amendment to it.
- (a) Increases to a current impact fee rate are subject to limitations and requirements of the Impact Fee Act, if applicable.

DONE, ORDERED AND ADOPTED this 27th day of May 2025.

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY FLORIDA

By: _____

Leota Wilkinson, Chair

ATTEST:

Matt Reynolds, Clerk of Court

Impact Fee Ordinance
Putnam County, Florida

Exhibit A - Master Impact Fee Schedule
Table 24-1
(To be Recorded With Ordinance)

Table 24-1. Master Impact Fee Schedule

ITE LUC	Land Use	Unit	Calculated Impact Fees					
			Fire Rescue	Law Enforcement	General Government Buildings	Parks and Recreation Facilities	Transportation	Total
RESIDENTIAL:								
210	Single Family (Detached)	du	\$921	\$148	\$1,270	\$445	\$4,927	\$7,711
215	Single Family (Attached)	du	\$921	\$148	\$1,270	\$445	\$4,265	\$7,049
220	Multi-Family Housing (Low-Rise, 1-3 floors)	du	\$738	\$97	\$1,018	\$356	\$3,280	\$5,489
221/222	Multi-Family Housing (Mid/High-Rise, 4+ floors)	du	\$738	\$97	\$1,018	\$356	\$2,199	\$4,408
240	Mobile Home / Mobile Home Park	du	\$868	\$141	\$1,197	\$420	\$1,768	\$4,394
251	Senior Adult Housing (Single Family)	du	\$555	\$89	\$765	\$268	\$1,806	\$3,483
252	Senior Adult Housing (Multi-Family)	du	\$437	\$59	\$603	\$213	\$1,188	\$2,500
LODGING:								
310	Hotel	room	\$579	\$114	\$941	-	\$2,177	\$3,811
320	Motel	room	\$484	\$95	\$787	-	\$1,026	\$2,392
RECREATION:								
416	Campground/RV Park	site	\$272	\$53	\$442	-	\$560	\$1,327
492	Health/Fitness Club	1,000 sf	\$1,240	\$244	\$2,016	-	\$12,849	\$16,349
495	Recreational Community Center	1,000 sf	\$1,069	\$210	\$1,738	-	\$10,274	\$13,291
INSTITUTIONS:								
520	Elementary School (Private)	student	\$59	\$12	\$96	-	\$438	\$605
522	Middle/Junior High School (Private)	student	\$53	\$10	\$86	-	\$408	\$557
525	High School (Private)	student	\$47	\$9	\$77	-	\$414	\$547
540/550	University/Junior College (7,500 or fewer students) (Private)	student	\$59	\$12	\$96	-	\$940	\$1,107
	University/Junior College (more than 7,500 students) (Private)	student	\$47	\$9	\$77	-	\$709	\$842
560	Church	1,000 sf	\$277	\$55	\$451	-	\$1,991	\$2,774
565	Day Care Center	1,000 sf	\$502	\$99	\$816	-	\$4,647	\$6,064
MEDICAL:								
610	Hospital	1,000 sf	\$756	\$149	\$1,229	-	\$5,290	\$7,424
620	Nursing Home	1,000 sf	\$1,535	\$302	\$2,496	-	\$1,315	\$5,648
630	Clinic	1,000 sf	\$850	\$167	\$1,383	-	\$16,531	\$18,931
OFFICE:								
710	General Office	1,000 sf	\$561	\$110	\$912	-	\$4,800	\$6,383
720	Medical Office 10,000 sq ft or less	1,000 sf	\$685	\$135	\$1,114	-	\$11,046	\$12,980
	Medical Office greater than 10,000 sq ft	1,000 sf	\$986	\$194	\$1,604	-	\$15,861	\$18,645
RETAIL:								
822	Retail less than 40,000 sfgla	1,000 sfgla	\$1,163	\$229	\$1,892	-	\$2,115	\$5,399
821	Retail 40,000 to 150,000 sfgla	1,000 sfgla	\$1,618	\$319	\$2,631	-	\$4,654	\$9,222
820	Retail greater than 150,000 sfgla	1,000 sfgla	\$1,110	\$219	\$1,805	-	\$5,395	\$8,529
840/841	New/Used Auto Sales	1,000 sf	\$868	\$171	\$1,411	-	\$6,776	\$9,226
850	Supermarket	1,000 sf	\$1,334	\$263	\$2,170	-	\$7,010	\$10,777
851	Convenience Market (24 hour)	1,000 sf	\$3,424	\$674	\$5,569	-	\$13,941	\$23,608
862	Home Improvement Superstore	1,000 sf	\$1,069	\$210	\$1,738	-	\$3,047	\$6,064

Table 24-1. Master Impact Fee Schedule

880/ 881	Pharmacy with & without Drive-Thru	1,000 sf	\$998	\$196	\$1,623	-	\$4,399	\$7,216
890	Furniture Store	1,000 sf	\$183	\$36	\$298	-	\$1,623	\$2,140
SERVICES:								
912	Bank/Savings Drive-In	1,000 sf	\$838	\$165	\$1,363	-	\$7,886	\$10,252
931	Fine Dining (Low-Turnover) Restaurant	1,000 sf	\$3,383	\$666	\$5,502	-	\$14,837	\$24,388
932	High-Turnover (Sit-Down) Restaurant	1,000 sf	\$3,182	\$627	\$5,175	-	\$16,629	\$25,613
934	Fast Food Restaurant w/Drive-Thru	1,000 sf	\$5,703	\$1,123	\$9,275	-	\$36,152	\$52,253
944	Gas Station w/Convenience Market <2,000 sq ft	fuel pos.	\$779	\$153	\$1,267	-	\$4,657	\$6,856
945	Gas Station w/Convenience Market 2,000-5,499 sq ft	fuel pos.	\$1,228	\$242	\$1,997	-	\$7,165	\$10,632
	Gas Station w/Convenience Market 5,500+ sq ft	fuel pos.	\$1,600	\$315	\$2,602	-	\$9,367	\$13,884
INDUSTRIAL:								
110	General Light Industrial	1,000 sf	\$266	\$52	\$432	-	\$2,146	\$2,896
130	Industrial Park	1,000 sf	\$195	\$38	\$317	-	\$1,488	\$2,038
140	Manufacturing	1,000 sf	\$313	\$62	\$509	-	\$2,092	\$2,976
150	Warehousing	1,000 sf	\$71	\$14	\$115	-	\$900	\$1,100
151	Mini-Warehouse	1,000 sf	\$18	\$3	\$29	-	\$417	\$884

**Exhibit B - Water and Wastewater
Impact Fee Schedule
Table 24-2
(To be Recorded With Ordinance)**

Table 24-2
Putnam County, Florida
Water and Wastewater Impact Fee Study

Proposed Water and Wastewater Impact Fee Schedule

Line No.	Description	Meter Equivalent Factor [*]	Water	Wastewater	Combined
1	For all customers, the impact fees due shall be the greater of i) the amounts derived from the estimated flow approach described below; or ii) the amounts shown in the below meter equivalent approach schedule. The County Administrator or their designee has the authority to determine the applicable impact fees based on the adopted fees, the intent of the fees, and the customer's specific configurations or circumstances.				
	<u>Estimated Flow Approach:</u>				
	<u>Water Service - Estimated Flow Approach</u>				
2	Each customer's estimated average daily flow requirements in gallons for water service shall be multiplied by \$8.68 per gallon of capacity.				
	<u>Wastewater Service - Estimated Flow Approach</u>				
3	Each customer's estimated average daily flow requirements in gallons for wastewater service shall be multiplied by \$22.73 per gallon of capacity.				
	<u>Meter Equivalent Approach:</u>				
	<u>Meter Size (Inches)</u>				
4	3/4"	1.00	\$2,605	\$5,455	\$8,060
5	1"	1.67	4,340	9,090	13,430
6	1.5"	3.33	8,680	18,180	26,860
7	2"	5.33	13,890	29,090	42,980
8	3"	10.67	27,785	58,185	85,970
9	4"	16.67	43,415	90,915	134,330
10	6"	33.33	86,830	181,830	268,660
11	8"	53.33	138,930	290,930	429,860
12	10"	76.67	199,715	418,215	617,930
13	12"	143.33	373,380	781,880	1,155,260

[*] Reflects meter equivalent factors implied by the size of the meter serving the premises based on information published by the American Water Works Association (AWWA) regarding meter capacities.



PLANNING DIVISION STAFF REPORT

Board of County Commissioners Public Hearing May 13, 2025

APPLICATION: LDC25-000001: County initiated text amendment; intent to revise Article II, Divisions 3 and 4; Article III, Division 2; Article VI, Division 3; Article VII, Divisions 2, 10, and 11; Article IX, Divisions 2 and 4; Article XI, Division 2; Article XII, Divisions 1, 5, 8, and 9; and Article XIII of the Putnam County Land Development Code.

APPLICANT: Putnam County Planning Division

BACKGROUND AND PROPOSED TEXT AMENDMENT:

The proposed text amendment is being brought to the Putnam County Planning Commission and Board of County Commissioners to address inaccuracies and ambiguities found in the Putnam County Land Development Code after the adoption of Ordinance 2024-012. Ordinance 24-12, adopted July 9, 2024, was the last major amendment to the Putnam County Land Development Code in which all Articles of the Code were revised in some manner, adding allowed uses, strengthening growth management regulations, and establishing new policies and procedures for reviewing and approving new developments. Due to the comprehensive review and revisions associated with the most recent text amendment, marginal errors were made throughout the Land Development Code which were not accounted for prior to adoption. Since adoption, the Putnam County Planning and Zoning staff and citizens have noted these errors and staff composed a list of all errors and ambiguities which needed to be addressed. The intent of this text amendment is to address these errors in order to produce a complete document which upholds the purpose of the Land Development Code; no revision being brought forward with this amendment is intended to hinder, or otherwise complicate, the development process within unincorporated Putnam County.

In accordance with Section 125.66(5)(b), *Florida Statutes*, the Commission may consider an Ordinance, initiated by the County, proposing permitted, conditional, or prohibited uses in a zoning category after following the notice and public hearing requirements detailed in said Statute. The proposed Land Development Code text amendment, which is greater detailed in this report, will be presented to the Putnam County Board of County Commissioners at a minimum of two public hearings before adoption of such Ordinance can occur.

A ~~strike through~~/underline version of the proposed text amendments are included as an Attachment (Attachment A) to this report; a summary of each revision is provided herein.

Analysis of Proposed Text Amendment:

The purpose of this text amendment is to provide clarification within the Putnam County Land Development Code and to eliminate known errors within the aforementioned document which is established in accordance with Section 163.3202, *Florida Statutes*. Section 45-963 of the Putnam County Land Development Code establishes that staff of the Planning and Development Services Department are responsible for the day-to-day administration, and assisting citizens in understanding the provisions of, the Putnam County Land Development Code; this text amendment will provide staff the continued ability of administering and enforcing the Land Development Code.

The proposed revisions to Article II, Division 3 are summarized by providing for accessory dwelling units (ADUs) in the Commercial zoning district with an approved Special Use Permit to provide consistency with Policy A.1.9.4.A.5.b. of the Putnam County Comprehensive Plan. The cited Policy refers to the Commercial Future Land Use designation which establishes provisions for an ancillary residential unit to commercial uses. Requiring the ADU to be approved via Special Use Permit offers staff the ability to ensure the Commercial use is consistent with the zoning district in which it is located; achieving greater compliance with growth management regulations in the LDC. ADUs for Commercial uses would follow the same sizing requirements established in LDC Section 45-110(6). Proposed revisions to Article II, Division 4 include non-residential farm buildings in residential zoning districts prior to the establishment of a primary use if the property is green-belted as a bona fide farm (Section 604.50, *Florida Statutes*), revision to Table 2.04A regarding ADUs in Commercial districts, setback reductions for well houses, and revising punctuation throughout LDC Section 45-110.

Proposed revisions in Article III, Division 2 pertains to the supplemental standards of temporary RV occupancy, artificial ponds, and Manufactured Home Parks. Staff has proposed additional language to LDC Section 45-131 clarifying the prohibitions of leaving an RV on a vacant lot or parcel. Regarding LDC Section 45-165, staff suggests language requiring current and proposed structures to adhere to the waterfront building setback in relation to artificial ponds to reduce risk of damages to persons or property in the event that a structure is damaged due to its' proximity to an artificial pond; no standard existed for setback requirements in prior Code editions. In the event that a property owner cannot adhere to waterfront setbacks for the artificial pond, a Variance could be reviewed by the Administrative Deviation Committee or Zoning Board of Adjustment. Modifications to LDC Section 45-186 included a consistency measure added to capitalize "Mobile Home Park" throughout the legislation to align with the zoning designation and the definition of the subject use. In addition, staff recommends striking language referring to Public Works approval of a drainage plan; this is achieved during the Development Review Committees' review of the expansion and development. Another provision staff recommends striking pertains to a required emergency storm shelter pursuant to requirements in Article X of the Code; there are no storm shelter design standards anywhere in the Land Development Code.

The revision to Article VI, Division 3 simply includes canals as a water body; the definition of water body was also revised in Article XIII of the Land Development Code. Canals contain submerged lands, connect to navigable waterways, provide a habitat for protected species, and are

permanent in the sense that massive improvements are required to restore canals to unsubmerged lands.

Suggested amendments to Article VII include proposing changes to the Dimensional Requirements, Roadways and Sidewalks, and Access Management divisions of said Article. When the LDC was amended last, the intent was to make consistent impervious surface values in all single-family residential zoning districts to be 50%; however, the Residential-2 zoning district was approved with a 70% impervious surface value. Staff have acknowledged this to be a scrivener's error as there were no justifications for a higher impervious surface value than any other residential zoning district. Staff suggests revising the scrivener's error to 50%. All other dimensional requirements and elements of Article XII, Division 2 will remain the same. The next revision is proposed to strike language from LDC Section 45-611(d)(2), removing a sentence isolating major and minor collectors. No other legislative documents adopted by Putnam County differentiate between major and minor collectors except for the Roadway Functional Classification Map in the Putnam County Comprehensive Plan. There are no specified standards or thresholds adopted in the Land Development Code or Comprehensive Plan establishing a difference between major and minor collector roads. The Public Works Department, in collaboration with this text amendment, made suggestions for revisions to LDC Section 45-616 which addresses roadway drainage improvements. Scott Knowles, County Engineer, provided "[t]he revision to Section 45-616 (b)(1) and to Table 7.10K [are] proposed to update the pipe material to be more consistent with currently commercially available material as well as specifying acceptable material used in common practice for drainage associate with roadways." Finally, the last proposed revision to Article VII addresses LDC Section 45-636 which establishes standards for an easement which is intended to service two residential properties. The intent of this code is to provide design and improvement standards for a shared driveway, not as design standards for a private road which would service three or more properties. A restriction was added to the end of LDC Section 45-636 which simply provides that easements (private roads) accessing three or more residential units had to conform to alternative design standards within the Land Development Code.

Proposed amendments to Article IX will revise language for vesting criteria of Lots of Record, review of Variances by the Administrative Deviation Committee, and an amendment to the language prefacing Appendix IX. Proposed amendments to LDC Section 45-797 and Appendix IX suggest reducing the minimum right-of-way widths that can be approved by the Public Works Director from 35 feet to 30 feet; if approved, any right-of-way less than 30 feet would have to be approved by the Board of County Commissioners. Additional language is proposed in Appendix IX which clarifies right-of-way type for ingress and egress and a provision which requires all new roads to comply with applicable design standards. The proposed changes for LDC Section 45-836 remove the applicant's responsibility of providing the Planning and Zoning Department with abutting property owners' contact information when applying for an Administrative Variance. The Planning and Zoning Department uses a specific GIS-based software to ascertain which property owners live within the notification zone and use mailing addresses registered with the Putnam County Property Appraiser to send notification letters. The other proposed amendment to LDC Section 45-836 clarifies the extent to which an Administrative Variance can be implemented for setback reductions.

The proposed amendment to Article XI, Division 2 repeals the current Development Review Committee membership back to those which existed prior to July 9, 2024 when Ordinance 2024-012 was adopted to modify the Land Development Code. The purpose of this proposal is to ensure which Departments are voting members and make it easier for the Development Review Committee to verify if a quorum is present during biweekly DRC meetings. Furthermore, inclusion of all voting and non-voting members within the Land Development Code ensures all interested governmental agencies are made aware of potential impacts caused by any one, or multiple developments, coming to Putnam County.

Most of the proposed amendments to Article XII of the Land Development Code are revisions to probable scrivener's errors from the last major LDC update with the exception of proposed language which better clarifies or specifies an existing piece of legislation. An expansion of the definition for "parent tract" was added to LDC Section 45-1032 which coincides with the existing definition for Lots of record. A minor revision to LDC Section 45-1033 is proposed which would rename Exempt Subdivisions to Boundary Line Adjustments making it easier to communicate the purpose of the exempt subdivision process. A provision is proposed to LDC Section 45-1051 within the *Review procedure* section of the applicable Code. These procedures are relevant for any administrative subdivision (Type II, Type III, Type IV, Lot Splits, and Exempt Subdivisions) which, in part, requires the survey to be reviewed by the County Surveyor. The proposal would give citizens the ability to have a second surveyor, other than the surveyor or surveying firm who prepared the survey for submittal, review the proposed subdivision and certify the work of the surveyor who prepared the survey map and legal description. If approved, the provision should aide in expedited returns of the subdivision review by omitting the County Surveyor's review. There would be no difference in the application fee administered by Putnam County if a citizen elects to exercise this right. Finally, staff included new language in LDC Section 45-1052, the section which addresses standards and restrictions of a Lot Split – the procedure which is utilized to subdivide one parcel into two new parcels. Staff is proposing a *Defacto* lot split which is a practice utilized by Planning and Zoning staff but is not defined or legislated in the Land Development Code. There are few and finite times in which a defacto lot split can be implemented and the process harnesses a common sense approach for allowing property owners to make the best use of their land. As an example, if someone has a two acre parcel which is bifurcated by a road creating two one-acre tracts of land, they would be prohibited from building a second house due to the restrictions in LDC Section 45-484. The defacto lot split is implemented to allow those property owners to separate the tracts into two separate parcels, thus making development possible on either side of the road. The most common reason these scenarios occurred is from unchecked subdivisions, or in most cases taking of land for new roads, which occurred prior to Comprehensive Plan adoption and other growth management laws.

Finally, staff have proposed some modifications and additions to Article XIII, the glossary, of the Land Development Code. Amendments to existing definitions were included to make the definitions consistent with the proposed amendments hereto, or to make the definitions more exact in what term was being defined. Staff are suggesting the addition of new definitions for canals and defacto lot splits which were described above in this report.

Consistency with the Comprehensive Plan

The proposed text amendments are consistent with the Putnam County Comprehensive Plan.

The Putnam County Comprehensive Plan establishes Goals, Objectives, and Policies through 10 pillars which uphold State legislation initiatives to promote efficient and sustainable development of the community. Since the Comprehensive Plan is an instrument establishing Goals, Objectives, and Policies initiated by statutory legislation, there are no requirements within that document mandating certain legislative requirements of the Land Development Code; however, the Land Development Code, also a statutorily required instrument, is established to implement and further enforce the legislation provided in the Comprehensive Plan. The proposed text amendment being considered does not include any language which would undermine the Comprehensive Plan. Furthermore, it is argued by staff that the proposed text amendment will make implementation of the Comprehensive Plan more feasible as the revisions herein provide more context to the relevant Land Development Code language and aide in dissolving any ambiguities which may have been inadvertently approved when the LDC was adopted in July 2024.

STAFF RECOMMENDATION

Staff recommends **approval** of the proposed amendments to the Land Development Code as the request is consistent with Florida Statutes and consistent with the intent of the Putnam County Comprehensive Plan and the Goals, Objectives, and Policies therein.

Attachment A:
~~Strikethrough~~/Underline for portions of
Articles II; III; VI; VII; IX; XI; XII; and XIII

Sec. 45-80. Commercial, professional office (CPO).

- (a) *Purpose.* The purpose of the commercial professional office zoning district is provide a commercial zoning district for the professional office land Use in the rural center, urban reserve, urban service and commercial future land Use classifications shown on the Putnam County Future Land Use Map.
- (b) *Uses categories and certain uses allowed in the CPO district.*
- (1) Office
 - (2) Religious facility
 - (3) Cultural
 - (4) Hospitals
 - (5) Nursing homes
 - (6) Assisted living facilities
 - (7) Child and adult Day Care Centers
 - (7)(8) Emergency Services
- (c) *Uses categories that require a special Use permit to locate in the CPO district.*
- (1) Retail sales—General
 - (2) Retail sales—Food
 - (3) Services, except that tattoo parlors shall be prohibited
 - (4) Essential public service
 - ~~(5) Emergency services~~
 - (5) Any drive-through facility
 - (6) Accessory Dwelling Unit occupied by owner/tenant of existing commercial use

Sec. 45-81. Commercial, neighborhood (C-1).

- (a) *Purpose.* The purpose of the C-1 zoning district is to provide a commercial zoning district for neighborhood commercial land Use in the rural center, urban reserve, urban service, commercial future land Use classifications, and in some limited cases the rural residential future land Use classification shown on the Putnam County Future Land Use Map.
- (b) *Use categories allowed in the C-1 district.*
- (1) Retail sales—General
 - (2) Retail sales—Food
 - (3) Services, except tattoo parlors
 - (4) Office
 - (5) Child and adult Day Care Center
 - (5)(6) Emergency Services
- (c) *Use categories that require a special Use permit to locate in the C-1 district.*
- (1) Clubs
 - (2) Essential public services

~~(3)~~ Emergency services

~~(4)~~(3) Cultural

(d) *Certain uses that require a special Use permit to locate in the C-1 district.*

(1) Religious facility

~~(2)~~ Any drive-through facility

~~(2)~~(3) Accessory Dwelling Unit occupied by owner/tenant of existing commercial use

Sec. 45-82. Commercial, retail (C-2).

(a) *Purpose.* The purpose of the C-2 zoning district is to provide a commercial zoning district for light commercial land Use in the rural center, urban service, urban reserve and commercial future land Use classifications shown on the Putnam County Future Land Use Map.

(1) *Use categories and certain uses allowed in the C-2 district.*

(2) Retail sales—General

(3) Retail sales—Food

(4) Services

(5) Office

(6) Commercial recreation and entertainment—Indoor

(7) Cultural

(8) Civic

(9) Religious facility

(10) Child and adult Day Care Centers

(11) Nursing home

(12) Hospital

(13) Assisted living facility

(14) Passenger vehicle service limited to tire, battery and oil changes

(15) Lodging

(16) Emergency services

(17) Carwash

(18) Drive-through facilities

(19) Club

(b) *Use categories that require a special Use permit to locate in the C-2 district.*

(1) Education

~~(2)~~ Essential public services

~~(2)~~(3) Accessory Dwelling Unit occupied by owner/tenant of existing commercial use

(c) *Certain uses that require a special Use permit to locate in the C-2 district.*

(1) Nightclub

(2) Portable building sales

- (3) Mini-warehouse

Sec. 45-83. Commercial, general (C-3).

- (a) *Purpose.* The purpose of the C-3 zoning district is to provide a general commercial zoning district for a mixture of light and medium intensity Commercial Uses that require immediate access to ~~major and minor~~ arterial roadways in the rural center, urban reserve, urban service and commercial future land Use categories shown on the Putnam County Future Land Use Map.
- (b) *Use categories and certain uses allowed in the C-3 district.*
 - (1) Retail sales—General
 - (2) Retail sales—Food
 - (3) Services
 - (4) Office
 - (5) Club
 - (6) Commercial recreation and entertainment—Outdoor
 - (7) Commercial recreation and entertainment—Indoor
 - (8) Lodging
 - (9) Cultural
 - (10) Civic
 - (11) Religious facility
 - (12) Emergency services
 - (13) Child and adult Day Care Center
 - (14) Passenger vehicle sales, rental and service (excluding auto body repair shops)
 - (15) Recreational vehicle and boat sales and service
 - (16) Portable building display and sales
 - (17) Mini-warehouses
 - (18) Hospital
- (c) *Use categories that require a special Use permit to locate in the C-3 district.*
 - (1) Educational
 - ~~(2)~~ (2) Essential public services
 - ~~(2)~~ (3) Accessory Dwelling Unit occupied by owner/tenant of existing commercial use
- (d) *Certain uses that require a special Use permit to locate in the C-3 district.*
 - (1) Outdoor auction
 - (2) Auto body repair shops
 - (3) Child and adult Day Care Center
 - (4) Group Residential Home
 - (5) Nursing home
 - (6) Assisted living facility

- (7) Heavy vehicle sales, rental and service
- (8) Flea market
- (9) Nightclub
- (10) Kennel
- (11) Communication towers
- (12) Heavy Equipment sales and service

Sec. 45-84. Commercial, intensive (C-4).

- (a) *Purpose.* The purpose of the C-4 zoning district is to provide a general commercial zoning district for intensive Commercial Uses that require immediate access to ~~major and minor~~ arterial roads.
- (b) *Use categories and certain uses allowed in the C-4 district.*
 - (1) Office
 - (2) Retail sales—General
 - (3) Retail sales—Food
 - (4) Services
 - (5) Recreation and entertainment—Outdoor
 - (6) Recreation and entertainment—Indoor
 - (7) Lodging
 - (8) Cultural
 - (9) Civic
 - (10) Emergency services
 - (11) Essential public services
 - (12) Religious facilities
 - (13) Manufactured housing sales and service
 - (14) Auto body repair shop
 - (15) Truck Stop
 - (16) Passenger vehicle sales, service and repair
 - (17) Recreational vehicle and boat sales, service and repair
 - (18) Heavy vehicle sales, service and repair
 - (19) Heavy Equipment sales, service and repair
 - (20) Mini-warehouses
- (c) *Use categories that require a special Use permit to locate in the C-4 district.*
 - (1) Educational
 - ~~(2)~~ Light industrial
 - ~~(2)~~(3) Accessory Dwelling Unit occupied by owner/tenant of existing commercial use
- (d) *Certain uses that require a special Use permit to locate in the C-4 district.*

- (1) Outdoor auction
- (2) Bulk storage of toxic or hazardous materials
- (3) Dry Dock
- (4) Flea market
- (5) Hospital
- (6) Nightclub
- (7) Communications towers
- (8) Construction trades with outdoor storage

Sec. 45-106. Use of structures.

- (a) A Structure that is attached to a principal Structure shall be considered part of the principal Structure and shall not be considered an accessory Structure.
- (b) In residential zoning districts, an accessory Structure may not be placed on the property and used prior to establishment of a principal Use or Structure unless the property Owner has submitted a Development Permit application that includes plans for the principal Structure and a site plan showing the location of the proposed principle Structure in relation to all property lines and other structures. This restriction does not apply to the following:
 - (1) Docks
 - (2) Boat houses
 - (2)(3) Non-residential farm buildings for bonafide farms
- (c) In commercial and industrial zoning districts an accessory Structure may be placed on the property and used prior to establishment of a principal Structure on the Lot.
- (d) In the agricultural general (AG) zoning district, an accessory Structure may be placed on the property prior to a principal Structure as follows:
 - (1) Parcels five acres or larger, or bonafide farms, may place an accessory Structure on a Lot prior to the establishment of a principal Use Structure with proper permits.
 - (2) Parcels between two acres and 4.99 acres may place one accessory Structure 2500 square feet or less with proper permits.
 - (3) Parcels less than two acres must have a main Use Structure, or Building Permits issued for a main Use Structure and the proposed accessory Structure, prior to having an accessory Structure placed on them.
 - (4) An Owner may apply for an administrative deviation to the standards in this subparagraph (d) pursuant to Section 45-836 or may apply for a variance to the standards in this subparagraph (d) pursuant to Section 45- 832.

Sec. 45-109. Accessory uses and structures allowed in each zoning district.

Table 2.04A, below, provides a list of typical accessory uses and structures, and the zoning districts in which they are allowed. Accessory uses and structures allowed in the zoning districts are indicated by an X. Accessory uses and structures that may require a special use permit are indicated by an "SUP." Section 45-110, below defines each of the listed accessory uses and provides for supplemental regulations. Table 2.04A is not intended to be a complete list of all accessory uses and structures allowed. For accessory structures that are not listed, the director will make a determination whether or not an accessory Use or Structure meets the requirements of section 45-103

and is consistent with the requirements of the applicable zoning district.

Table 2.04A—Table of Accessory Uses and Structures

	AE, AG, RE, Residential-1 Residential-2	R3, R4, RMH	CPO, C1, C2, C3, C4	IL, IH, M
A/C Compressor, Propane Tanks, Solar Panels, Generators	X	X	X	X
Accessory Dwelling Unit	X; SUP may apply (see supplemental regulations for accessory Dwelling Units)		<u>SUP with conforming commercial use</u>	
Boathouses/Boat Shelters/Docks	X	X	X	X
Carport	X	X	X	X
Fences	X	X	X	X
Garage, Private	X	X	X	X
Garden and Grove, Non-Comm.	X	X	X	X
Gazebo	X	X	X	X
Greenhouse, Non-Commercial	X	X		
Home Occupation	X	X		
Plant Nursery, Non-Commercial	X	X		
Residential Dwelling	X	X		
Satellite Dish Antenna	X	X	X	X
Storage Building	X	X	X	X
Swimming Pool (Private)	X	X	X	X
Well or Pump House	X	X	X	X

Sec. 45-110. Supplemental regulations for accessory uses and structures.

This section provides definitions and supplemental regulations for the accessory uses listed in the table of accessory uses and structures in section 45-109 above. These supplemental regulations should be read in conjunction with the site development standards found in articles II, IV, VI, VII, VIII, and IX.

(1) Accessory equipment. In all zoning districts, equipment designed to serve the main Structure, including air conditioning compressors, solar panels, propane tanks, water softeners, generators and other similar equipment may be located in any required side or rear set back, but no closer than five feet to any Lot line. No such equipment shall be located within the required front setback. Well or pump houses which are less than sixty square feet and less than eight feet in height are permitted in any setback provided the structure is at least three feet from any given property line. In all cases, a site plan shall be submitted demonstrating compliance with this section. Any storage of propane which equals or exceeds a total of 2,000 gallons shall be deemed to be bulk storage of a toxic and/or flammable substance and require a special Use permit where allowable. In the commercial and industrial zoning districts, additional screening and buffering may be required as per article VII, division 3 of this Code.

(2) Boathouses and Docks.

- a. The term "boathouse" means a Structure where a Personal, recreational watercraft is stored, and includes the term boat shelter. A Dock, or pier, is a boardwalk type Structure that extends over

water to allow direct access to the water for fishing, swimming or boating, and may include a boathouse.

- b. A boathouse or Dock cannot be enclosed or used as a habitable Structure. The Dock or boathouse must remain open on all sides.
 - c. The boathouse or Dock Structure, including any electrical or plumbing services, must be in compliance with all other regulatory agencies' requirements, including, but not limited to, Florida Department of Environmental Protection and Army Corps of Engineers permitting requirements.
 - d. The Dock and/or boathouse cannot be used as a revenue generating or income related activity unless such activity is permitted in the zoning district in which the property is located.
 - e. Up to 600 square feet of boat slip areas, including the footprint of the roof covering the slip(s) plus the footprint of any portions of the catwalk that extends beyond the roof line may be covered. The roof may be constructed over catwalks or accessory platforms that are adjacent to the boat slip(s). Portions of the roof that overhang the access pier or terminal platform are not included in the 600 square foot limitation. The boathouse shall not exceed 600 square feet in area unless a special Use permit is obtained.
 - f. The main access pier shall not exceed five feet in width.
 - g. Catwalks shall not exceed three feet in width.
 - h. The boathouse must be at least ten feet from any principal Structure.
 - i. There shall be only one boat house per Lot or Parcel unless a special Use permit, or Development Agreement approved by the Board of County Commissioners, allows for more than one boat house.
- (3) Fences are allowed to be located inside any required setback area subject to the requirements in article VII, division 4 of this Code. Privacy, buffer and decorative walls are considered fences for purposes of this section and article VII, division 4 of this Code. Article VII, division 4 of this Code establishes standards for the height and appropriate materials for fences and privacy/buffer walls.
- (4) Garage, private. A private garage is an accessory Structure designed or used for inside parking of private passenger vehicles by the occupants of the principal Structure. A private garage attached to or a part of a principal Structure is considered part of the principal Structure. For purposes of this Code, attached shall include any Structure within three feet of the principal Structure. An unattached private garage is to be considered as an accessory Structure.
- (5) "Gazebo" means a free-standing, roofed, open-sided Structure, sometimes known as a pavilion, which provides a shady resting place and is usually situated so as to command a view.
- (6) Accessory Dwelling Unit.
- a. Definition. An "accessory Dwelling Unit" is a Dwelling Unit located on the same Lot as the principal residential Structure which may be separate from the principal residential Structure or contained within it. Accessory Dwelling Unit shall be an allowed use in all single-family residential zoning districts, including Agriculture and Agriculture Estate, subject to the provisions listed below. Accessory Dwelling Units shall not be counted as an additional residential unit for purposes of the overall Density limitations for the property.
 - b. The accessory Dwelling Unit is intended to be used only for Occupancy by guests or family members on a non-fee basis and shall not be sold separately from the main Use Structure unless a Lot split is approved by Putnam County.
 - c. The Parcel must be a minimum of one-half acre in size and all requirements of the Florida Department of Health must be met. The one-half acre minimum Lot size shall not apply if the Parcel is served by central water and sewer and the proposed accessory Dwelling Unit conforms

to the dimensional requirements of the subject zoning district in which the accessory Dwelling Unit is located.

- d. No more than one accessory Dwelling Unit is allowed to serve the primary residence.
- e. The primary residence must be constructed as a conventional, site built or modular residence.
- f. The accessory Dwelling Unit must be constructed as conventional, site built or modular housing. A Mobile Home or park model shall not be permitted to serve as a guest house in any zoning district.
- g. The accessory Dwelling Unit may have a kitchen, in addition to other typical amenities, such as a living area, bathroom, and bedroom(s).
- h. The accessory Dwelling Unit shall be no smaller than 375 square feet and no larger than 75% of the enclosed square footage of the primary residence, not to exceed 2,000 square feet of enclosed living space. In all cases, accessory Dwelling Units shall be smaller in size and, and clearly subordinate to the primary residence.
- i. The accessory Dwelling Unit shall be limited to two (2) bedrooms. A maximum of one (1) additional bedroom for an accessory Dwelling Unit may be allowed if approved by a special use permit from the Zoning Board of Adjustment. Under no circumstance will an accessory Dwelling Unit be permitted to have four (4) or more bedrooms.

(7) Home occupation.

- a. *Defined.* A "home occupation," also known as a "home based business;" is a business, profession, occupation or trade conducted entirely within a residential building or Structure accessory thereto, which is clearly accessory, incidental and secondary to the use of the building for dwelling purposes and does not change the residential character or appearance of such building and property.
- b. *Authorization required.*
 - 1. All home occupations or home-based businesses located on property Occupied for residential use and within residentially or agriculturally zoned property meeting the following criteria shall be allowed by right.
 - i. The employees of the business who work at the residential dwelling must also reside in the residential dwelling, except that up to a total of two employees or independent contractors who do not reside at the residential dwelling may work at the business. The business may have additional remote employees that do not work at the residential dwelling;
 - ii. Parking generated by the business may not be greater in volume than would normally be expected at a similar residence where no business is conducted;
 - iii. For residentially zoned property, heavy vehicles shall not be parked or stored on the property. For agriculturally zoned property, no more than one heavy vehicle shall be parked or stored on the property;
 - iv. For residentially zoned property, Heavy Equipment shall not be stored or used in the conduct of the business on the property;
 - v. External modifications made to a residential dwelling to accommodate a home based business must conform to the residential character and architectural aesthetics of the neighborhood. The home-based business may not conduct retail transactions at a Structure other than the residential dwelling.
 - vi. No equipment or process shall be used in such home occupation which creates noise, vibration, heat, smoke, dust, glare, fumes, noxious odors or electrical

interference detectable to the normal senses on or off the Lot-. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the Premises, or causes fluctuations in line voltage off the Premises.

- vii. All business activities shall comply with any relevant State and Federal regulations with respect to the Use, storage, or disposal of any corrosive, combustible, or other hazardous or flammable materials or liquids.
2. *Special Use permit.* With the exception of bone fide agricultural uses in agriculture zoning districts, a special Use permit shall be required for any home occupation that exceeds any one of the following standards:
- i. The business employs three (3) or more Persons or independent contractors, other than Persons residing on the Premises, to engage in the occupation on the Premises.
 - ii. For residentially zoned property, the business requires one or more heavy vehicle(s) to be used, parked or stored outside at the Premises. For agriculturally zoned property, the business requires two (2) or more heavy vehicles.
 - iii. For residentially zoned property, the business requires Heavy Equipment to be used, parked or stored outside at the Premises.

~~Premises.~~

c. *Standard conditions.*

- 1. Each home occupation, including those approved by special Use permit, shall include the following conditions:
 - i. The Use of the Premises shall be clearly incidental and subordinate to its Use for residential purposes and shall, under no circumstance, change the residential character thereof.
 - ii. There shall be no change in outside appearance of building or Premises, or other visible evidence of the conduct of such home occupation, except that one non-Illuminated Sign, not exceeding two (2) square feet in area, may be mounted flat against the wall of the building, at a position not more than two (2) feet from the main entrance to the building.
 - iii. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood and any need for parking, generated by the conduct of such home occupation, shall be met off the street, in the front or at the side of the residence, and shall be setback in accord with the required front or side Yard setbacks.
 - iv. No equipment or process shall be used in such home occupation which creates noise, vibration, heat, smoke, dust, glare, fumes, noxious odors or electrical interference detectable to the normal senses on or off the Lot-. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the Premises, or causes fluctuations in line voltage off the Premises.

~~Use~~

- v. Prior to commencing the proposed Use, the Applicant will submit written confirmation that the proposed site and Use have been reviewed for compliance with applicable rules and regulations concerning sewage disposal

by the Florida Department of Health, Environmental Health Unit for Putnam County with no objections.

2. Additional conditions may be placed on a home occupation including, but not limited to, conditions addressing the following:
 - i. Activities allowed outside the residence
 - ii. Parking
 - iii. Hours of operation
 - iv. Number of employees
 - v. Storage of materials
 - vi. Conduct of retail sales
- d. *Prohibited uses.* The following uses shall, in all circumstances, be prohibited as home occupations:
 1. Mechanical, paint and body repair, and/or detailing services upon any motor vehicles, and trailers, including, but not limited to, automobiles, trucks, boats, motor homes, buses, tractors, Heavy Equipment, Mobile Homes, and travel trailers;
 2. Health salons, gyms, dance studios, aerobic exercise studios, massage and tattoo parlors;
 3. Limousine service or taxi service where more than one limousine or taxi vehicle is kept on the Premises;
 4. Medical or dental office or laboratory, or nursing home facility;
 5. Private clubs;
 6. Tow truck services or other trucking services;
 7. Veterinary facility;
 8. Gift shop or thrift store.
- (8) "Plant nursery" means a place where such items as trees, shrubs, vines, flowers, or ferns are propagated for transplanting or for Use as stock or grafting.
- (9) Satellite dish antenna.
 - a. Definition. A "satellite dish antenna" is a device in the shape of a shallow dish, cone, horn, or cornucopia used to transmit and/or receive radio or electromagnetic waves.
 - b. Allowed in CPO and C-1 zoning districts subject to meeting the following setbacks:
 1. The standard front setback for the zoning district.
 2. Five feet from rear or side property line.
 - c. Allowed in C-2, C-3, IL and IH zoning districts subject to meeting the following setbacks:
 1. Ten feet from front property line.
 2. Three feet from rear or side property line.
 - d. Allowed in residential, AG, AE, and public Use zoning districts subject to meeting the following:
 1. Only one freestanding unit per Lot or Parcel.
 2. Units over 36 inches in diameter must be installed as a freestanding unit.
 3. Any number of units with diameters of 36 inches or less and which are mounted on a

building may be allowed.

4. No unit shall be located so as to impair the vision of traffic.
5. Units may not be located in the standard front or side set back area unless it can be demonstrated that it is necessary to locate the unit in that area.
6. No portion of a unit shall be located closer than three feet from a side or rear property line.
7. No unit shall exceed a height of 14 feet.

(10) Storage building. A motor home, Mobile Home, truck body, camper, or other similar unit, with or without wheels, may not be used as a permanent storage building. Cargo shipping containers may be permitted as a permanent storage building provided they are:

- a. Installed in accordance with the Florida Building Code, as determined by the building official;
- b. Used only in the AG or AE zoning districts;
- c. Visually buffered from view from adjoining Parcels by a type "A" buffer five feet in width or an acceptable alternative approved by the director.

(11) Swimming pool (private).

- a. Definition. In this article, "private swimming pool" means any body of water in an artificial or semi-artificial receptacle or other container located outdoors which is constructed in such a manner as to permit a water depth of 24 inches or more and is used or intended to be used for swimming or wading.
- b. A private swimming pool shall be allowed as an accessory Use only if it fully complies with the following conditions:
 1. The pool is intended and is to be used solely for the enjoyment of the occupants of the dwelling to which the pool is accessory, or to the bona fide guests thereof.
 2. The pool shall meet the required setbacks of the applicable zoning district as provided in subsection 45-503(c)(7).
 3. The pool shall be constructed and enclosed in compliance with the requirements set forth in the applicable building code as adopted and amended by Putnam County.

Sec. 45-131. Recreational vehicle as temporary shelter.

This section describes when a recreational vehicle (RV) may be allowed as a temporary shelter on property other than a lawfully established RV park. Article III of this Code regulates the Use of RVs in an RV park.

- (1) *Permit required.* The temporary Use of RVs for shelter may be allowed on agriculturally zoned or residentially zoned property by temporary Use permit as follows:
 - a. Pursuant to a temporary Use permit during land Clearing of the site where a new Dwelling Unit is proposed to be located. The maximum duration of the temporary Use permit for this purpose shall be 60 days. All wastewater and solid waste shall be disposed of properly at a licensed facility.
 - b. Pursuant to temporary Use permit for Use during construction of a home subject to the following:
 1. All building and construction related permits for the principal Dwelling Unit have been secured, and construction will commence within 90 days.
 2. Payment of the permit fee for the electrical and plumbing inspections, in addition to the application fee is required.
 3. All units must be self-contained or lawfully connected to an outside source of electrical power,

potable water, and sewage disposal (septic tank).

4. The temporary Use permit shall have a duration limited to six months from time approval of the setup of the RV is received, subject to an extension of time of up to six months if the director or designee finds that construction of the principle residence is diligently proceeding. Maximum time allowed for set-up is 12 months. Use of the RV as shelter shall discontinue within 30 days of final inspection of the principal dwelling.
- c. For Use during demonstrated extreme hardship situations such as a medical emergency, subject to the following:
 1. The permit shall have a maximum duration of six months.
 2. The recreational vehicle shall be self-contained or shall be lawfully connected to an outside source of electrical power, potable water, and sewage disposal.
 3. The recreational vehicle is located on the same parcel of land as the principal structure.
- (2) *Permit not required—Residential zoning districts.* RVs may be used for temporary shelter on residentially zoned property containing an existing Dwelling Unit without need of a temporary Use permit under the following conditions:
 - a. The Use is for temporary visits on a non-fee basis by the property Owner or by friends and family members of the Owner or occupant of the property, with permission of the property Owner.
 - b. The RV is self-contained.
 - c. The extent of the stay of the RV does not exceed 14 consecutive days or 60 non-consecutive days.
 - d. The RV is not parked inside any of the required setbacks for the zoning district.
 - e. There is no more than one RV on the Premises at any one time.
 - e.f. Under no circumstance is an RV to be stored, left, or abandoned on a vacant property. Vacant is defined as having no Dwelling Unit on the property.
- (3) *Permit not required—Agriculture zoning districts.* RVs may be used for temporary shelter on Agriculturally zoned property containing an existing Dwelling Unit without need of a temporary Use permit under the following conditions:
 - a. For lots or Parcels that are one acre or less in size or for lots less than five acres in size that are part of a vested subdivision plan, Use of an RV as a temporary shelter shall be as provided in paragraph (2) above.
 - b. For all other Agriculturally zoned lots or Parcels, RVs may be used for temporary shelter subject to the following conditions:
 1. The Use is for temporary visits on a non-fee basis from the property Owner or from friends and family members with the express permission of the property Owner.
 2. The RVs are self-contained or lawfully connected to an outside source of electrical service, a potable water well and sewer or septic facilities that have been installed pursuant to permits issued by the health department and the Planning and Development Services Department, where required.
 3. The extent of the stay in the RV does not exceed 90 consecutive days or 180 non-consecutive days in a given calendar year.
 4. The RV is not parked inside any of the required setbacks for the zoning district.
 5. There is no more than one RV per acre of land on the Premises at any one time, with a maximum of ten RVs regardless of the acreage.
 - 5-6. Except for the circumstance provided in section 7 below, no RV may be stored, left, or

abandoned on a vacant property. Vacant is defined as having no Dwelling Unit on the property.

7. Parcels greater than five acres may be approved to have a single RV as a temporary use if approved by a Special Use Permit subject to the following conditions:
 - i. An E911 address shall be assigned to the property before a Special Use Permit application can be submitted, and the applicant shall provide proof that an E911 address has been issued.
 - ii. The RV must be registered with the Florida Department of Motor Vehicles. The applicant shall provide proof of current registration at the time of application for the Special Use Permit. The RV and property subject to the Special Use Permit application shall be in common ownership unless the occupant of the RV has written permission from the Land Owner to temporarily occupy the RV on the subject property.
 - iii. The RV shall be lawfully connected to an outside source of electrical service, potable water well, and septic or sewer facilities that have been installed pursuant to permits issued by the Planning and Development Services Department, the Florida Department of Health, or a municipal utility service. Failure to provide proof of such improvements within 90 days of approval for the Special Use Permit shall render any approval null and void and the RV will be subject to paragraph (3) b.6. above.
- 6-iv. The Special Use Permit shall be valid for six months; however, the land owner may renew the Special Use Permit one time for an additional six month period. Subsequent renewals are required to wait six months before new applications can be submitted. If renewal of the Special Use Permit is not completed, the RV will be subject to paragraph (3) b.6. above.

- (4) *Permit not required—Religious facilities.* It is hereby recognized that the temporary Use of RVs for visiting pastors, speakers or choral groups, as well as for temporary evangelical gatherings where allowed, is common practice for religious facilities. As a result, RVs may be used for temporary shelter without need of a temporary Use permit when used in connection with a lawfully established religious facility, subject to the following conditions:
 - a. The Use is for temporary visits on a non-fee basis for matters directly related to the religious facility.
 - b. The religious facility is allowed in the applicable zoning district by right or by an approved special Use permit.
 - c. The RVs are self-contained or they are lawfully connected appropriate electrical, well and sewer/septic facilities that have been installed pursuant to permits issued by the health department and the Planning and Development Services Department, where required.
 - d. The extent of the stay of the RV does not exceed 14 consecutive days or 60 non-consecutive days in a given calendar year.
 - e. The RV is not parked inside any of the required setbacks for the zoning district.
 - f. The Lot or Parcel is at least one acre in size and there is no more than one RV per acre of land on the Premises at any one time, with a maximum of ten RVs regardless of the acreage.
 - g. Nothing contained in this section shall limit property used for religious facilities from using RVs for temporary shelter as provided in paragraphs (1) through (3) above.
- (5) *Permit not required.* RVs may be used for temporary shelter without the need for a temporary Use permit following the declaration of a state of emergency issued by the Governor for a natural emergency during which a permanent residential Structure was damaged and rendered uninhabitable. The Use of the RV for temporary shelter is subject to the following conditions:
 - a. Located on the same Lot or Parcel as the damaged residential Structure;

- b. The extent of the temporary RV shelter does not exceed 36 months after the date of the declaration or until a certificate of occupancy is issued on the permanent residential Structure on the property, whichever occurs first.
 - c. The resident(s) make a good faith effort to rebuild or renovate the damaged permanent residential Structure, including, but not limited to, applying for a Building Permit, submitting a plan or design to the County, or obtaining a construction loan.
 - d. The temporary shelter is connected to water and electric utilities and does not present a threat to health and human safety.
- (6) *No permanent Use allowed.* Under no circumstances will an RV be permitted to serve as a permanent shelter or housing solution within any zoning district. An RV shall not be attached in any way to a permanent foundation or other Structure, and shall not have any permanent connections to utilities.

Sec. 45-165. Artificial pond.

- (a) *Definition.* "Artificial pond" means a manmade excavated or impounded body of water. If the excavated material is to be removed from the site, the site must be permitted as a borrow area or as a mine and shall not be considered an artificial pond for purposes of this section.
- (b) *Exemptions.*
 - (1) Ponds established for bona fide agricultural purposes in AG, AE or M zoning districts and which meet the natural resource and conservation service design standards and approved by the Putnam Soil and Water Conservation District, are exempt from this subsection.
 - (2) Ponds created to comply with stormwater management requirements shall be subject to the permitting requirements of article XII of this Code and design requirements of article VII, division 8 of this Code, and thus exempt from this subsection.
- (c) *Supplemental regulations.*
 - (1) Property on which an artificial pond is to be dug must have sufficient area to meet all setback and fencing requirements of this section.
 - (2) A Development Permit must be obtained from the Public Works Director or his designee.
 - (3) The property must be fenced.
 - (4) Setbacks. The pond must be set back a minimum of 25 feet from all property lines. Unless approved by a Variance, existing and proposed residential structures and accessory structures shall conform the waterfront principal building setbacks of the applicable zoning district as measured from the top of the bank of the artificial pond. A permit cannot be issued if the pond is over ten feet in depth and within 100 feet of an adjoining property Owner's well, or, if the pond is over 25 feet in depth, and within 200 feet of an existing property Owner's well.
 - (5) The slope of the sides. The area beginning at the Mean High Water Line to a point six feet below the low water line shall be designed with a slope not to exceed six feet horizontal and one-foot vertical.
 - (6) The pond shall be subject a minimum of one final inspection to ensure compliance with the approved design. Construction of the pond must be completed within 180 days of the issuance of the permit; however the Applicant may request for a maximum of two 180-day extensions, which may be granted by the Administrative Deviation Committee if the Applicant is showing reasonable diligence in completing the pond.
- (d) *Application.* A Site Work pP Permit application for an artificial pond shall, at a minimum, include the following information:
 - (1) Proof of permit or a letter of no action from the St. Johns River Water Management District and the Florida Department of Environmental Protection.

- (2) A site plan drawn to scale showing the dimensions of the pond and the setbacks from all property lines and any existing structures on the site.
- (3) A cross-section of the pond showing depth and slopes of the pond and the depth of the water table.

Sec. 45-186. Manufactured ~~H~~home ~~P~~arks.

- (a) *Definition.* "Manufactured Home Park" is a Parcel of land set aside and rented by any Person for the parking and accommodation of Mobile Homes and/or Modular Homes which are to be Occupied for sleeping or eating in exchange for consideration or benefit to the Owner of the Mobile Home ~~P~~ark, and includes all land, buildings, structures or facilities used by occupants of homes on such Premises.

- (b) *Supplementary regulations.*

- (1) Manufactured home parks are permitted in RMH zoning only and are allowed to contain accessory and support facilities customarily incidental to the operation of the Manufactured Home Park as approved on the site plan. Such facilities shall include recreational, maintenance and laundry facilities for use by park residents.
- (2) Minimum site requirements for a Manufactured Home Park.
 - a. One hundred feet wide at ingress and egress points.
 - b. Two hundred feet wide at the portion of the site used for Mobile Home lots.
 - c. Five-acre minimum total site area.
 - d. Internal separation between structures/units shall not be less than 20 feet, except that one accessory building 150 square feet or less in size may be placed no closer than three feet to the unit being served and six feet from any other units or accessory buildings.
- (3) Each home space in a Manufactured Home Park in the RMH district shall be provided with a paved patio with a minimum of 120 square feet.
- (4) Each Manufactured Home Park must have a Park and recreational area having a minimum area of 200 square feet per home space. Any such area must contain a minimum of 500 square feet.
- (5) Internal streets must be a minimum of 20 feet wide and meet the standards for construction and drainage in article VII of this Code. Sidewalks shall meet the standards of Sections 45-618 and 45-656 of this Code.
- (6) Each home space shall be clearly defined by means of concrete, steel or iron pipe markers placed at all corners.
- (7) Each Manufactured Home Park shall be provided with a management office and such service buildings as are necessary to provide facilities for mail distribution, and storage space for supplies and maintenance materials.
- (8) A landscaped buffer at least five feet wide with an opaque screen at least six feet high, shall be maintained along the perimeter of each Manufactured Home Park. Standards for buffer and screening are provided in article VII of this Code.
- (9) A drainage plan for the Manufactured Home Park which meets the requirements of article VII of this Code ~~must be submitted to the Public Works Department. Approval of the design and implementation of the plan must be obtained from public works.~~
- ~~(10) Emergency storm shelters shall be provided as required by article X of this Code.~~
- ~~(11)~~(10) All homes shall be set back at least 15 feet from the boundaries of the Park. Accessory structures need not meet this setback requirement.
- ~~(12)~~(11) Central water and sewer systems shall be provided for parks with home spaces that are less than

one- half acre in size.

~~(13)~~(12) Existing Manufactured Home Parks shall comply with the requirements at section 45-813 of this Code.

~~(14)~~(13) Manufactured home parks are only allowed in RMH zoning.

~~(15)~~(14) Up to four recreational vehicle (RV) sites may be allowed in a Manufactured Home Park without need of a special use permit. Whether allowed by right or by special use permit, each RV site in a Manufactured Home Park shall comply with the dimensional requirements for a standard home space and the RV itself shall be licensed and operable to travel over the public roadways. Carports, screen rooms, storage sheds or other permanent structures may be located on the RV site as provided herein, however, such Structure shall not be attached or affixed in any fashion to the RV itself. The use of the RV shall be subject to the temporary Occupancy requirements established for overnight recreational parks in section 45-196 of this article.

Sec. 45-401. Purpose and intent.

In order to maintain surface water quality and reduce nutrient loading in canals, lakes, rivers, creeks, streams and estuaries (hereinafter referred to collectively as "water body"), this section is enacted as a measure to protect the public health and welfare by requiring that new structures be setback a reasonable distance from surface waters, and by requiring retention of vegetated Shorelines.

Sec. 45-501. Generally.

Table 7.02A contains the basic dimensional requirements for all development subject to the requirements of this Code. Supplemental requirements that further clarify or limit the dimensional requirements in Table 7.02A are contained in section 45-503 below, and should be consulted before making development decisions under the requirements of Table 7.02A. Note that minimum Lot area for each zoning category may be further limited upon application of subsection 45-503(e) below, as well as the Density limitations under the Future Land Use element of the Comprehensive Plan and article II of this Code.

Table 7.02A—Dimensional Requirements

Zoning District	Dimensional Requirements
RE	Minimum setback requirements: Front: 40 feet Rear: 20 feet Side: 20 feet Corner Side: 30 feet Minimum Lot requirements: Lot Width: 150 feet Lot Area: 43,560 square feet (1 acre) Maximum impervious surface area: 50% Maximum building height: 35 feet

R-1	Minimum setback requirements: Front: 25 feet Rear: 20 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Lot Width: 100 feet Lot Area: 15,000 square feet Maximum impervious surface area: 50% Maximum building height: 35 feet
R-1A	Minimum setback requirements: Front: 25 feet Rear: 20 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Lot Width: 75 feet Lot Area: 7,500 square feet

	Maximum impervious surface area: 50% Maximum building height: 35 feet
R-1HA	Minimum setback requirements: Front: 25 feet Rear: 20 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Lot Width: 100 feet Lot Area: 21,780 square feet (½ acre) Maximum impervious surface area: 50% Maximum building height: 35 feet
R-2	Minimum setback requirements: Front: 25 feet Rear: 10 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Lot Width: 75 feet Lot Area: 7,500 square feet Maximum impervious surface area: 70 50 % Maximum building height: 35 feet
R-2HA	Minimum setback requirements: Front: 25 feet Rear: 10 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Width: 100 feet Area: 21,780 square feet Maximum impervious surface area: 50% Maximum building height: 35 feet
R-3	Minimum setback requirements: Front: 25 feet Rear: 10 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Lot Width: 75 feet Lot Area: 7,500 square feet Gross Density shall not exceed six Dwelling Units per acre. Maximum impervious surface area: 70% Maximum building height: 35 feet
R-4	Minimum setback requirements: Front: 35 feet (add 1' for every 2' of building height over 45') Rear: 10 feet (add 1' for every 2' of building height over 45') Side: 10 feet (add 1' for every 2' of building height over 45') Corner side: 20 feet (add 5' for every 5' of building height over 45') Minimum Lot requirements: Lot Width: 75 feet

	Lot Area: 7,500 square feet Maximum impervious surface area: Depends on future land Use category as outlined in Table 7.02B below Maximum building height: 45 feet. Structure may extend as high as 105 feet, subject to increased setbacks.
RMH* <i>*See article II and article III for RMH zoning and special Mobile Home park development requirements.</i>	Minimum setback requirements: Property line setbacks: Front: 25 feet Rear: 10 feet Side: 10 feet Corner side: 25 feet Internal separation between structures/units: 20 feet, except that one accessory building 150 square feet or less in size may be placed no closer than three feet the unit being served and six feet from any other units or accessory buildings. Minimum Lot requirements: Mobile Home park width: 1. 100 feet at ingress and egress points. 2. 200 feet at the portion of the site used for Mobile Home lots. Lot area for Mobile Home park: 5 acres Maximum gross Density: 8 Dwelling Units per acre. Maximum impervious surface area: Depends upon Future Land Use category as outlined in Table 7.02B below. Maximum building height: 35 feet
CPO	Minimum setback requirements: Front: 25 feet Rear: 15 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: The minimum Lot size needed by the various uses in the CPO district will be determined by the space requirements dictated by the proposed Use, the required setbacks and parking, and any other applicable provisions of this article. Maximum impervious surface area: Depends upon Future Land Use category as outlined in Table 7.02B below. Maximum building height: 35 feet
C-1	Minimum setback requirements: Front: 35 feet Rear: 15 feet Side: 10 feet; provided that no side setback is required if the developer is constructing two or more buildings on contiguous lots; however, a ten-foot access way from the front of the buildings to their rear setbacks must be provided. Corner side: 20 feet Minimum Lot requirements: The minimum Lot size needed by the various uses in the C-1 district will be determined by the space requirements dictated by the proposed Use, the required setbacks and parking, and any other applicable provisions of this article. Maximum impervious surface area: Depends upon Future Land Use category as outlined in Table 7.02B below. Maximum building height: 35 feet
C-2	Minimum setback requirements: Front: 35 feet

	Rear: 15 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: The minimum Lot size needed by the various uses in the C-2 district will be determined by the space requirements dictated by the proposed Use, the required setbacks and the number of parking spaces required by this article. Maximum impervious surface area: Depends on Future Land Use category as outlined in Table 7.02B below Maximum building height: 35 feet
C-3	Minimum setback requirements: Front: 35 feet (add 1' for every 2' of building height over 45') Rear: 10 feet (add 1' for every 2' of building height over 45') Side: 10 feet; provided that no side setback is required if the developer is constructing two or more buildings on contiguous lots; however, a ten-foot access way from the front of the buildings to their rear setbacks must be provided. (add 1' for every 2' of building height over 45') Corner side: 20 feet Minimum Lot requirements: The minimum Lot size needed by the various uses in the C-3 district will be determined by the space requirements dictated by the proposed Use, the required setbacks and parking, and any other applicable provisions of this article. Maximum impervious surface area: Depends on Future Land Use category as outlined in Table 7.02B below Maximum building height: 45 feet. Structure may extend as high as 105 feet, subject to increased setbacks.
C-4	Minimum setback requirements: Front: 35 feet (add 1' for every 2' of building height over 45') Rear: 10 feet (add 1' for every 2' of building height over 45') Side: 10 feet; provided that no side setback is required if the developer is constructing two or more buildings on contiguous lots; however, a ten-foot access way from the front of the buildings to their rear setbacks must be provided. (add 1' for every 2' of building height over 45') Corner side: 20 feet Minimum Lot requirements: The minimum Lot size needed by the various uses in the C-4 district will be determined by the space requirements dictated by the proposed Use, the required setbacks and parking, and any other applicable provisions of this article. Maximum impervious surface area: Depends on Future Land Use category as outlined in Table 7.02B below Maximum building height: 45 feet. Structure may extend as high as 105 feet, subject to increased setbacks.
IL	Minimum setback requirements: Front: 35 feet (add 1' for every 2' of building height over 45') Rear: 15 feet (add 1' for every 2' of building height over 45') Side: 15 feet (add 1' for every 2' of building height over 45') Corner side: 25 feet (add 1' for every 2' of building height over 45') Minimum Lot requirements: The minimum Lot size needed by the various uses in the IL district will be determined by the space requirements dictated by the proposed Use, the required setbacks and parking, and any other applicable provisions of this article. Maximum impervious surface area: Depends on Future Land Use category as outlined in Table 7.02B below

	Maximum building height: 45 feet. Structure may extend as high as 105 feet, subject to increased setbacks.
IH	Minimum setback requirements: Front: 50 feet (add 1' for every 2' of building height over 45') Rear: 25 feet (add 1' for every 2' of building height over 45') Side: 20 feet (add 1' for every 2' of building height over 45') Corner side: 30 feet (add 1' for every 2' of building height over 45') Minimum Lot requirements: The minimum Lot size needed by the various uses in the IH district will be determined by the space requirements dictated by the proposed Use, the required setbacks and parking, and any other applicable provisions of this article. Maximum impervious surface area: Depends on Future Land Use category as outlined in Table 7.02B below Maximum building height: 45 feet. Structure may extend as high as 105 feet, subject to increased setbacks.
Mining	Minimum Lot requirements: Area: 5 acres Distance from water body: As determined in the master mining plan approved by the Board of County Commissioners.
AE	Minimum setback requirements: Front: 40 feet Rear: 20 feet Side: 20 feet Corner side: 30 feet Minimum Lot requirements: Single-family dwellings or churches: Lot Width: 150 feet Lot Area: 43,560 square feet (1 acre) Other: For other uses not specifically listed here, the Lot area will be determined by the space requirements dictated by the proposed Use, the required setbacks, and any other applicable provisions of this article. Maximum impervious surface area: 50% Maximum building height: 35 feet
A	Minimum setback requirements: Front: 25 feet Rear: 10 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Single-family dwellings and Mobile Homes on individual lots: Lot Width: 150 feet; maximum reduction by variance to 100 feet Lot Area: 43,560 square feet (1 acre) Other: For other uses not specifically listed here, the Lot area will be determined by the space requirements dictated by the proposed Use, the required setbacks, and any other applicable provisions of this article. Maximum impervious surface area: 50% Maximum building height: 35 feet
P1 and P2	The Lot area and setbacks shall be determined by the space requirements dictated by the proposed Use and any other applicable provisions of this article as determined by the planning and development services director.

PUD	Minimum Lot area requirements: No minimum All other dimensional requirements depend upon the terms of the PUD rezoning ordinance, a Development Agreement, if any and the limitations of land development code and the Comprehensive Plan
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Sec. 45-502. Floor Area and Lot coverage.

- (a) *Limitations.* Subject to the more specific Impervious Surface requirements of the applicable zoning district in section 45-501 above, development shall be governed by the maximum Floor Area Ratios and Impervious Surface coverage limitations contained in Table 7.02B below. Because the limitations in Table 7.02B derive from the Comprehensive Plan, any requested variance to the limitations for a zoning district shall not exceed the limitations of Table 7.02B.
- (b) *Table 7.02B Notes.*
- (1) NA = not applicable
 - (2) The Impervious Surface percentages represent the upper limit and may be further limited by drainage requirements, the zoning district's requirements, the soil conditions of the property, recharge potential of the soils or other environmental factors, such as those governed by article VI.

Table 7.02B—Floor Area Ratio and Impervious Surface Coverage				
Future Land Use Categories	Floor Area Ratio Non-Residential	Impervious Surface Coverage Non-Residential	Floor Area Ratio Residential	Impervious Surface Coverage Residential
Urban Service (US)	1:1	85%	0.7:1	70%
Urban Reserve (UR)	0.85:1	80%	0.5:1	70%
Rural Center (RC)	0.7:1	75%	0.5:1	50%
Rural Residential (RR)	0.5:1	70%	0.4:1	50%
Commercial (CR)	1:1	85%	NA	NA
Industrial (IN)	1:1	85%	NA	NA
Mining (MI)	NA	NA	NA	NA
Public Facilities (PF)	0.5:1	70%	NA	NA
Agricultural I	See Zoning District	85%	See Zoning District	50%
Conservation (CN)	NA	10%	NA	10%

Sec. 45-611. Generally.

- (a) *New roadways.* All new roadways shall be paved in accordance with approved design and construction plans prepared to or exceeding the design standards established in this section.
- (b) *Previously platted roadways.* Previously platted roadways that have not been constructed are subject to the requirements of this section, unless bonds have been received and accepted on construction of such roadways.
- (c) *FDOT standards.* The design and specifications for major and minor collectors shall comply, at a minimum, with the Florida Department of Transportation (FDOT) "Roadway and Traffic Design Standards" (Standards), "Manual of Uniform Standards for Design, Construction and Maintenance for Streets and Highways" (Green Book), and the "Manual of Uniform Traffic Control Devices" (MUTCD), unless specifically revised by this Code.

Material specifications and construction procedures shall comply to the FDOT "Standard Specifications for Road and Bridge Construction" (Specifications). Any roads, including local roads, developed to the FDOT design standards and specifications referenced in this paragraph shall be considered to be in compliance with this section.

(d) *Roadway classifications.*

- (1) Arterial roads are roadways providing service that is relatively continuous and of relatively high traffic volumes, long trip lengths and higher operating speeds. Examples in Putnam County include SR 19, SR 20, SR 26, SR 100, SR 207 and US 17.
- (2) Collector roads are roadways providing service for relatively moderate traffic volumes, moderate trip lengths and moderate operating speeds. Collector roads collect and distribute traffic between local roads and arterial roads. ~~They are further categorized into major collectors and minor collectors.~~ Examples in Putnam County include CR 21, CR 20A, CR 209, CR 216, CR 219, CR 308, CR 309, CR 310 and CR 315.
- (3) Local roads are roadways providing service for low traffic volumes, short average trip lengths or minimal through traffic. A local road may be privately or publicly owned. For purposes of this Code, any privately owned road shall be presumed to be a local road. Any newly constructed local road shall be required to meet, at a minimum, the design requirements of this section. The Public Works Department may establish supplemental minimum design standards for local roads that are in place prior to the date of adoption of this article, which may be used when such existing local roads are considered in need of repair or Improvements for any reason.

Sec. 45-616. Roadway drainage.

(a) *Open channels.*

- (1) The design of open channels shall be in accordance with FDOT design standards, using standards for the 25-year/24-hour storm event as the minimum.
- (2) Provision for on-site and off-site retention of stormwater shall be in accordance with St. John's River Water Management District.
- (3) The design of open channels shall consider the need for channel linings. Standard treatment for roadside Swales shall be seeded and mulched and/or hydro-mulched where flow velocities are less than velocities permitted for bare soil conditions. Sodding shall be used when the design flow velocity exceeds values permitted for bare soil conditions, but do not exceed four feet per second or where side slopes exceed a steepness of three feet horizontal to one foot vertical (3:1). Sodding shall be staggered, to avoid continuous seams in the direction of flow. For flow velocities greater than four feet per second, flexible or rigid linings shall be used. Flexible linings may include use of geotextile grids, rock rip-rap, and interlocking concrete grids. Rigid linings shall include concrete pavement. Table 7.10H below sets forth guidelines for lining types based on various design factors that include open channel gradient, side slopes, and velocity ranges. Subject to applicability to site conditions, manufacturer's recommendations and approval from the Public Works Director, alternative channel linings may be acceptable.

Table 7.10H—Guidelines for Lining Types			
Gradient (%)	Side Slopes	Velocity Range (fps)	Protective Lining
0.75% and Less	Flatter than 3:1	Less than 2.0	Grass with Mulch
0.75% to 2.00%	3:1 to 2:1	2.0 to 4.0	Sod
Greater than 2.00%	Steeper than 2:1	Greater than 4.0	Flexible/Rigid Lining

Note: Channel velocities greater than six feet per second shall require energy dissipation.

- (4) For open channels where positive flow conditions are required, a minimum physical slope of 0.1 foot per

100 feet (0.1 percent) or the slope to provide for conveyance of the design flow, whichever is greater, shall be used.

- (5) The design of all open channels and roadside Swales shall consider ease of maintenance and accessibility. Side slopes for roadside Swales shall be in general conformance with the roadway typical sections. Side slopes for other facilities requiring regular maintenance shall not be greater than three feet horizontal to one foot vertical (3:1).

(b) *Cross-drains.*

- (1) Cross-drains shall be sized and designed to handle run-off for a 50-year/24-hour storm event.
- (2) All cross-drain pipes shall be constructed of reinforced concrete or high performance polypropylene, unless otherwise approved by the Public Works Director.
- (3) The minimum allowable pipe diameter for cross drains shall be 15 inches or the equivalent section for arch or elliptical pipe.
- (4) The minimum length of pipe to be used, including the end treatment, shall be the length necessary to provide for the required roadway shoulder width and adequate clear zone requirements.
- (5) All construction drawings submitted for review shall include a schedule showing the size, type, and invert elevation of the side-drain needed to provide access to each subdivided Lot .
- (6) Unless otherwise approved, minimum pipe cover shall be 12 inches measured from the outside top of pipe to the top of the roadway base at any point in the roadway cross-section.
- (7) Culverts under intersecting side roads shall be considered as cross drains and shall be designed using cross drain criteria.
- (8) Cross-drains shall be installed with County approved end treatments. End treatments shall include mitered ends and "U" type mitered end walls. Headwalls may be allowed where placement meets clear zone requirements.

(c) *Side-drains (Driveway culverts).*

- (1) Side-drains shall be designed to handle run-off for a 50-year/24-hour storm event.
- (2) The minimum allowable pipe diameter for side drains shall be 15 inches or the equivalent section for arch or elliptical pipe.
- (3) All construction drawings submitted for review shall include a schedule showing the size, type, and invert elevation of the side-drain needed to provide access to each subdivided Lot .
- (4) Side-drains shall be installed with County approved end treatments. End treatments shall be mitered ends and "U" type mitered end walls.
- (5) Side drains shall be set at an elevation that conforms to the ditch grade.
- (6) Standard pipe length including shoulder for side-drains with ditches less than five feet in depth shall be based on the following:

Table 7.10I—Driveway Culvert Pipe Length Requirements		
Driveway Type	Maximum Pipe Length*	Minimum Pipe Length*
<i>Residential Driveways</i>	Driveway width plus four feet each side	Driveway width plus 2 feet each side
<i>Non-Residential Driveways</i>	Driveway width plus 8 feet each side	Driveway width plus 4 feet each side

* Pipe length does not include the length of end treatment or slope length. For ditches greater than five feet in depth, the pipe length shall be reviewed for approval by the Public Works Director on a case-by-case basis pursuant to FDOT

standards.

(d) *Curb, Gutter and inlets.*

- (1) The FDOT standards and American Association of State Highway and Transportation Officials (AASHTO) Standard Specifications shall be used as a guideline for selection of drainage Structure types and hydraulic capacities.
- (2) Selection of Curb, Gutter, and inlet type, location, and spacing shall consider roadway geometry; width of spread (flow); inlet geometry and intake capacity; maximum pipe length without maintenance access; potential for flooding of off-site property; and pedestrian and bicycle safety. Maximum spacing for Curb inlets shall be based on the width of spread. Width of spread shall not exceed one-half of the travel lane adjacent to the Gutter for a rainfall intensity of four inches per hour. In general, maximum spacing for inlets shall be 500 feet. Longer spacing may be allowed upon demonstration that the width of spread meets requirements set forth above.
- (3) Inlets shall be placed at all low points in the Gutter grade, and as appropriate at intersections, median breaks, and on side streets where drainage could adversely affect the safety of vehicular or pedestrian movements within the roadway intersection.
- (4) Curb inlets shall not be located within drop Curb locations.
- (5) The minimum allowable Gutter grade shall be 0.3 percent.

(e) *Pipe material and specifications.*

- (1) The FDOT standard specifications for road and bridge construction shall be used as a guideline for specifications on pipe material, placement, bedding, and backfill requirements.
- (2) Pipe material shall be selected based on durability, structural capacity, and hydraulic capacity. The design service life of the facility shall be based on the following:

Table 7.10J— Minimum Service Life Requirements for Pipe Material	
Facility Type	Service Life
Stormwater Systems	50 or 100 years*
Cross-Drains	50 years*
Side-Drains	25 years

*Note: Where more than one service life is given, the lower value shall be used for locations on local and minor collector roadways, and the higher value shall be used for locations on major collectors and in urban areas.

- (3) In estimating the projected durability of a material, consideration shall be given to actual performance of the material in nearby similar environmental conditions, its theoretical corrosion rate, the potential for abrasion, and other appropriate site factors. To avoid unnecessary site-specific testing, generalized soil maps such as the soil conservation service soil survey for Putnam County area may be used to delete unsuitable materials from consideration. In the event testing is necessary, tests shall be based on FDOT approved test procedures. The potential for future land use changes which may change soil and water corrosion indicators shall also be considered to the extent practical. Backfill material shall not be more corrosive than that which is required to provide the design service life.
- (4) All gravity flow pipe installations shall have a soil tight joint performance unless site-specific factors warrant watertight joint performance.
- (5) The approved pipe materials are listed in Table 7.10K. Prior to any aluminum pipe installation, test reports on the soil pH shall be submitted with a certification that the material furnished will provide sufficient resistance to corrosion to maintain the design service life.

Table 7.10K—Approved Pipe Material
<u>Galvanized Corrugated Steel Pipe or Arch</u> <u>Bituminous Coated Corrugated Steel</u> Reinforced Concrete Reinforced Concrete Elliptical Pipe
Aluminum Pipe Corrugated High Density Polyethylene Pipe <u>(side drain only)</u> <u>Corrugated High Performance Polypropylene</u>

(f) *Other drainage structures.*

- (1) The FDOT roadway and traffic design standards shall be used as a guideline for selection and construction of all drainage structures, including, but not limited to: manholes, inlets, pipe end treatment, and box culverts.
- (2) Bridges shall be designed and constructed in accordance with the FDOT standards and specifications, FDOT structures design guidelines, and American Association of State Highway and Transportation Officials (AASHTO) Standard Specifications for Highway Bridges.

Bulkheads and/or retaining walls shall be designed by a professional engineer holding an active license in the State of Florida.

Sec. 45-636. Use of easements for driveway access.

- (a) A recorded easement may be used for shared Driveway access serving up to two residential Dwelling Units, provided the Driveway meets the following minimum standards:
 - (1) The minimum width of the easement shall be 30 feet.
 - (2) A minimum 20-foot wide stabilized surface with LBR 40 material to a depth of eight inches. Native materials below the stabilized surface shall not contain significant amounts of unsuitable materials (i.e. muck, clay, organics, etc.).
 - (3) A 40-foot radius stabilized turnaround or equivalent turnaround area (i.e. a "T" section).
 - (4) Any such easement and turning radius created shall extend into or onto any property or properties taking access from the easement a distance sufficient for such Lots to meet the Lot Frontage requirement of this Code.
 - (b) Recorded easements for access serving unmanned sites (e.g. Antenna towers, relay stations and similar facilities) shall meet the following minimum standards:
 - (1) The minimum width of the recorded easement shall be 30 feet.
 - (2) There shall be a minimum 16-foot wide stabilized surface with LBR 40 material to a depth of eight inches.
 - (3) There shall be a 40-foot radius stabilized turnaround or equivalent turnaround area (i.e. a "T" section).
- (3)(c) **Restriction.** In any event, when three or more residential units are accessed by easement, the access shall conform to design standards for private roads as stipulated by Article VII, Division 10.

Sec. 45-797. Previously approved development.

- (a) The Putnam County Comprehensive Plan provides that development that has been issued a final local Development Order and has commenced and is continuing in good faith may be completed notwithstanding inconsistency with the Comprehensive Plan. The residential developments described in paragraphs (b), (c) and (d) below are hereby deemed to have been approved by a final Development Order and to have commenced and continued in good faith.
- (b) Recorded subdivision. Lots in a recorded subdivision within which all required Improvements (e.g. roads and drainage) have been installed by the deadline established by the plat approval or, if no deadline was established, by February 1, 2003, or ten years after the preliminary plat approval, whichever is latest, shall be eligible for permits if the following criteria are met:
 - (1) Improvements installed pursuant to applicable design standards. If the plat does not set forth what Improvements are required, and no standards for such Improvements had been adopted by Putnam County at the time of plat approval, then the minimum roadway and drainage standards in appendix IX shall apply.
 - (2) Lots meet the minimum size requirements. Unless served by an off-site, centralized water or sewer disposal system, each individual Lot within such a subdivision must be a minimum of 0.5 acres in size, or meet the Lot size of the applicable zoning district, whichever is greater. Platted lots may be combined to meet this Lot size requirement. Where a centralized water or sewer system is available, the Lot size for the applicable zoning district shall be met.
 - (3) Other applicable land use regulations are followed. Each eligible Lot shall otherwise be developed in accord with applicable land development regulations, including, but not limited to, the dimensional requirements of the applicable zoning district and the limitations on waterfront development and development in an area of special flood hazard.
- (c) Unrecorded subdivisions. Lots in an unrecorded subdivision plan depicted on a signed, sealed and dated survey or engineered drawing created prior to September 27, 1983 and in the records of the Property Appraiser, the Clerk of Courts or Planning and Development Services, shall be eligible for permits if the following criteria are met:
 - (1) Improvements installed pursuant to applicable design standards. The roads and drainage Improvements must be installed as of February 1, 2003, in accordance with the minimum roadway and drainage standards in appendix IX of this Code. Where a minimum roadway and drainage standard was not established pursuant to a formal County approval of a subdivision plat and when minimum standards for such Improvements were not established by ordinance at the time the subdivision was created, roadway and drainage shall be in accord with Illustration 9.1. The Director of Public Works may, after a field inspection of the applicable Rights-of-way, adjust any of the dimensional requirements shown in Illustration 9.1, in accordance with the best possible engineering under the conditions of a given roadway, but in no case, will the Director of Public Works be able to approve a Right-of-way that is less than ~~35-30~~ feet in width, unless the development served by that Right-of-way is specifically vested by the Board of County Commissioners under section 45-801 of this Code.
 - (2) Lots meet the minimum size requirements. Unless served by an off-site, centralized water or sewer disposal system, each individual Lot within such a subdivision must be a minimum of 0.5 acres in size, or meet the Lot size of the applicable zoning district, whichever is greater.
- (d) Prior vested subdivisions. Lots in a recorded or unrecorded subdivision that the County has previously vested under the policies and regulations in place prior to the effective date of this section may be issued Building Permits in accord with any conditions placed on the vesting determination, provided that the vesting determination has not lapsed pursuant to subsection 45-802(h).

Sec. 45-836. Administrative deviations.

The Administrative Deviation Committee shall be authorized to grant administrative deviations to the following:

- (1) Minimum dimensional standards of this Code such as, but not limited to, minimum Lot area, minimum Lot width, Frontage, and required Yards.
- (2) Landscaping, buffering and screening requirements.
- (3) Maximum Lot Coverage.
- (4) Maximum Height of structures and fences.
- (5) Variations in Development Design and Improvement Standards not otherwise allowed to be reviewed and approved by the Public Works Director.
- (6) The Committee may, at its discretion, hear and act upon any applications for a Special Use Permit, Variance or Vesting Determination, provided that the notice requirements of Article XII Division 6 are followed.
- (7) The Committee may, at its discretion, hear and act upon any applications for a nonconforming use determination following the notice requirements below in paragraph (8)

Applications for administrative deviations shall be in writing on the forms prescribed by the Department, and filed with the Department together with the required supporting information and attachments. Upon receipt of the application, the Department shall determine whether the application is complete within five working days. If it is determined that the application is not complete, written notice shall be provided to the Applicant specifying the deficiencies. The Department shall take no further action on the application until the deficiencies are remedied. When the application is determined to be complete, all fees must be paid. The Department shall schedule the application for a meeting of the Administrative Deviation Committee within 30 days after the completed application has been filed. Upon establishment of the meeting date, notice of the meeting shall be given as follows:

- (8) The Owners of any land abutting the subject property shall be notified in writing by certified U.S. mail of the proposed administrative deviation at least 14 days prior to making a final determination on the proposed reduction. The notice shall advise the abutting landowner(s) of the date of determination and that objections or concerns with the proposed administrative deviation must be submitted in writing prior to the determination date. ~~The Applicant shall provide to the Department the name and contact information (i.e. address and phone number) for all abutting property Owners that will be impacted by the deviation.~~ Additionally, notice shall be posted on the subject property at least 14 days prior to the final determination on the administrative deviation.
- (9) In order to authorize an administrative deviation, the Committee must determine whether the need for the proposed deviation arises out of the physical surroundings, shape, topographic conditions or other physical or environmental conditions that are limited to the specific property involved. The Committee shall not grant an administrative deviation unless a positive finding is made on each of the following criteria:
 - a. There are practical or economic difficulties in carrying out the strict letter of the regulation;
 - b. The request is not based exclusively upon a desire to reduce the cost of developing the site, but would accomplish some result that is in the public interest, such as, for example, furthering the preservation of natural resources by saving a tree or trees;
 - c. The proposed deviation will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site and will not substantially interfere with or injure the rights of others whose property would be affected by the deviation;
 - d. The proposed deviation will not be detrimental to the public health, safety or welfare, result in additional public expense, the creation of nuisances, or conflict with any other applicable law;
 - e. The effect of the proposed deviation is in harmony with the spirit and intent of the Zoning Code.

- (10) In granting a development approval involving an administrative deviation, the Committee may impose such conditions and restrictions upon the Premises benefited by a deviation as may be necessary to allow a positive finding to be made on any of the foregoing criteria, or to minimize the injurious effect of the deviation. When granting a deviation, the Committee may also attach appropriate conditions and safeguards, as deemed necessary, in order to protect the public health, safety and general welfare of County residents. Violation of any terms or conditions of the deviation constitutes a violation of this article and the Department may initiate proceedings to revoke a deviation not meeting the terms and conditions of approval.
- (11) The Committee may establish a reasonable time limit within which the activity necessary to initiate the deviation shall be started and completed. Failure to meet these time limits shall render the deviation null and void. If the Committee, during the granting of the administrative deviation, does not designate a time limit, and the Applicant has not begun the granted Use within 12 months of the date of approval of the administrative deviation, the administrative deviation becomes null and void.
- (12) Decisions of the Committee may be appealed to the Zoning Board of Adjustment within 30 days of the decision. However, at any time before the Zoning Board of Adjustment hears and decides such an appeal, any County Commissioner may elect to transfer the appeal to the Board of County Commissioners, which shall then hear and decide the appeal. Appeals of decisions of the Committee shall be de novo.
- (13) Administrative deviations to required setbacks shall not reduce the required setback by more than the following maximums unless the Lot is a Nonconforming Lot subject to the administrative deviation allowed under section 45-836:
- Front Yard ~~reductions up to 20 feet by up to twenty feet (down to a minimum of ten feet from a Lot line) so long as 10 foot of separation is maintained between the structure and property line.~~
 - Side Yard ~~reductions up to 15 feet so long as 3 foot of separation is maintained between the structure and property line setbacks may be reduced by up to fifteen feet (down to a minimum of three feet from a Lot line).~~
 - Rear Yard ~~reductions up to 15 feet so long as 3 foot of separation is maintained between the structure and property line and there is no Water Body. setbacks may be reduced by up to fifteen feet (down to a minimum of three feet from a Lot line when there is no Water Body).~~
 - Waterfront setbacks may be reduced by up to five feet subject to the requirements of article VI, division 3 of this Code.
- (14) The Administrative Deviation Committee may choose to refer any administrative deviation request to the Zoning Board of Adjustment. The applicant will be responsible for paying the difference between the fee for administrative deviation and the applicable fee for a variance heard by the Zoning Board of Adjustment.

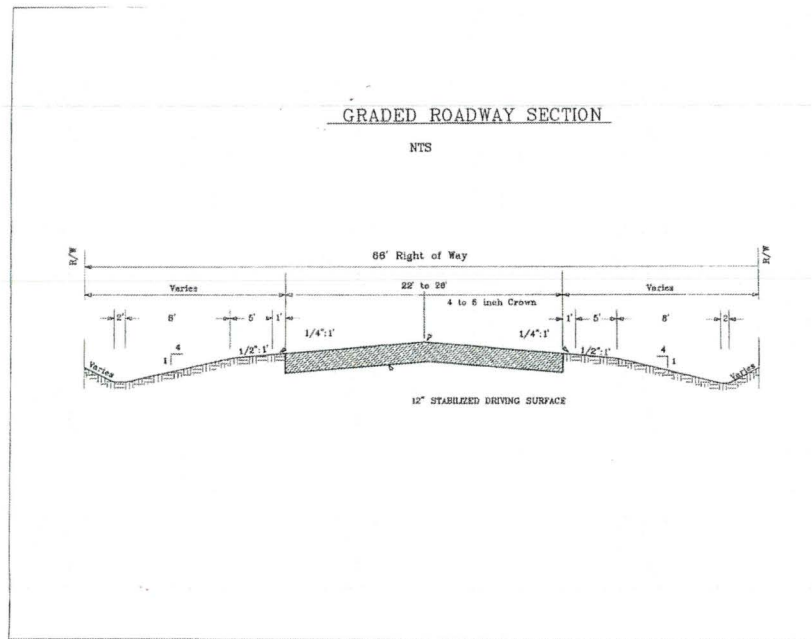
Secs. 45-837—45-850. Reserved.

APPENDIX IX

Where a minimum roadway and drainage standard was not established pursuant to a formal County approval of a subdivision plat and when minimum standards for such improvements were not established by ordinance at the time the subdivision was created, roadway and drainage shall be in accord with Illustration 9.1 below. The director of public works may, after a field inspection of the applicable rights-of-way, adjust any of the dimensional requirements shown in Illustration 9.1, in accordance with the best possible engineering under the conditions of a given roadway, but in no case, will the director of public works be able to approve a Right-of-way for ingress and egress access that is less than ~~35-30~~ feet in width, unless the development served by that Right-of-way is specifically vested by the Board of County Commissioners under section 45-801 of this Code. In all cases in

which a new access Right-of-way is proposed, such Right-of-way shall conform to Article VII, Division 10

Illustration 9.1—Standard Graded Roadway and Drainage Section



Sec. 45-886. Membership.

~~(a) The Development Review Committee (DRC) shall be composed of representatives of various County departments and regulatory agencies having a direct interest in new Development and redevelopment including, but not limited to, Planning and Development Services, Public Works, Emergency Services, Sheriff's Office, and the Department of Health.~~

(a) Voting. The voting membership of the committee shall be composed of an employee assigned by the appropriate supervisor from each of the following county departments:

- (1) Planning
- (2) Building
- (3) Public Works
- (4) Sheriff
- (5) Emergency Services
- (6) Recreation
- (7) Property Appraiser
- (8) Putnam County School District
- (9) Putnam County Fire Marshal

(10) Putnam County E911 Addressing

(b) Non-voting. Representatives of the following shall be non-voting ex officio members of the committee:

(1) Department of the Navy, Naval Air Station Jacksonville

(2) County Forester

(3) All applicable utility providers (e.g. gas, electric, cable television, telephone, sewer, water)

(4) St. Johns River Water Management District

(5) Suwannee River Water Management District

(6) Florida Department of Transportation

(7) Florida Department of Health

(8) Florida Department of Environmental Protection

(9) Agricultural Center

(10) Natural Resource Conservation Service

(11) Army Corp of Engineers

Sec. 45-961. Purpose.

This article provides the requirements for the following procedures: obtaining development approvals and certain types of permits; as well as procedures for rezoning property, seeking a special use permit, appealing decisions, seeking legislative action to amend this Code and the Comprehensive Plan, and enforcing this Code.

~~this Code~~

Sec. 45-982. Exceptions to Requirement of a Final Development Order.

A Development Permit may be issued for the following development activities in the absence of a Final Development Order issued pursuant to this Code. However, any development activity exempted from compliance with this Code shall comply with all previous applicable requirements of law, Ordinance, Development Order or Development Permit in effect at the time of approval of the development activity. Unless otherwise specifically provided, the development activity shall conform to this Code and the Development Review Manual. Applications are not subject to the procedure for review of development plans provided for in article XII, division 4 below.

- (1) Development activity necessary to implement a valid site plan/development plan on which the start of construction took place prior to the adoption of this Code and has continued in good faith.
- (2) Development activity necessary to implement a valid site plan/development plan which was approved prior to the adoption of this Code and such development commences within one year of the date of the application for the permit at issue.
- (3) The construction or Alteration of a one- or two-family dwelling on a Lot or Parcel determined to be a conforming or lawfully created Lot or Parcel in compliance with this Code.
- (4) Additions of 250 square feet or less to existing nonresidential buildings where there is no proposed change of Use.

- (5) The erection of a Sign on a previously developed site and independent of any other development activity on the site.
- (6) The re-surfacing of a vehicle Use area if the vehicle Use area conforms to all requirements of this Code.
- (7) A Lot split granted pursuant to the procedures in article XII, division 9 of this chapter.
- (8) All other activities that are required by this Code to only obtain a Development Permit.

Sec. 45-1001. Application for development review.

Applications for development review shall be available from the Department. The completed application shall be signed by all Owners of the subject property, or their authorized agent(s), and notarized. Signatures by other parties will be accepted only with notarized proof of authorization by the Owners. In a case of corporate ownership, the authorized signature shall be accompanied by a notation of the signer's office in the corporation, and documentation showing authorization to act for the corporation. All applications shall comply with the following submittal requirements unless deemed unnecessary by the Department or as otherwise provided for in the Development Review Manual:

- (1) The application shall include, but not be limited to the following:
 - a. Name, address and telephone number of Owner.
 - b. Description of intended Use.
 - c. Description of proposed development activities.
 - d. Location and linear dimensions and size of Parcel.
 - e. Legal description of property involved.
 - f. A site plan drawn to scale showing dimensions of existing and proposed structures, with the setbacks from each other and the property line, the Lot coverage, proposed parking including aisles direction of flow and dimensions, landscaping, and a north arrow.
- (2) Where applicable to the development activity proposed, the Department may require the following to be submitted as part of the application:
 - a. Building, Structure, sidewalk and pavement location, Height and setback.
 - b. Location, length, width and composition of proposed Driveways including Driveway alignment with Driveways on surrounding land.
 - c. A map of vegetative cover including the location and identity by common name of all protected trees. Groups of protected trees may be designated as "clusters" with the estimated total number noted.
 - d. Floor plan for existing and proposed structures.
 - e. A detailed landscape plan meeting or exceeding the requirements of this Code for all new or existing uses.
 - f. Sign plans, including the location of signs on the site; dimensions of all signs, including maximum square footage, Height and width; and distance from the ground to the bottom of the sign display area (including borders).
 - g. Survey of property.
 - h. Construction plans for all proposed development activities. This is not required for Minor Subdivisions and may be waived by the Department for certain Minor Developments.

Sec. 45-1032. Scope of section.

A subdivision of land within the unincorporated limits of the County is the division of a parent tract of land into two or more lots, Parcels, tracts, tiers, blocks, sites, units, or any other division of land. A Type I subdivision must first receive the approval of the Board of County Commissioners pursuant to the procedures set forth herein. Developments such as, but not limited to, condominiums and Mobile Homes parks with a gross Density of six or more units per acre shall meet the requirements of a Type I subdivision. A subdivision created pursuant to any Density exception in the Comprehensive Plan shall meet the requirements of a Type I subdivision if three or more lots are to be created unless determined to be a Type IV subdivision pursuant to Section 45-1033 below. A "parent tract," for purposes of article XII, division 8 and 9, shall mean the Lot of record (defined as being created prior to December 19, 1991) or legally conforming Parcel that existed as of July 1, 2024. Unless otherwise exempt under the provisions of this Code, any Parcels, lots, tracts, tiers, blocks or units of land created after July 1, 2024 shall be counted in determining whether a subdivision has or will be created under this section, regardless of ownership.

Sec. 45-1033. Classifications of subdivisions.

There shall be six kinds of subdivisions as follows:

- (1) Type I subdivisions, which shall be those subdivisions other than Type II, Type III, or Type IV subdivisions in which the streets and drainage are dedicated to the public or to the Board of County Commissioners.
- (2) Type II subdivisions, which shall be limited to large Lot subdivisions in agriculturally zoned areas as described in section 45-1035.
- (3) Type III subdivisions, which shall be limited to family subdivision in agriculturally zoned areas as described in section 45-1036.
- (4) Type IV subdivisions, which shall be limited to residentially zoned areas where up to ten (10) newly-created Lots resulting from the division shall have Frontage on and direct access to a County-maintained paved road as described in section 45-1037.
- (5) ~~Exempt subdivisions~~Boundary Line Adjustment, which may include any of the following upon determination by the Director of Planning and Development Services:
 - a. Any conveyance of an illegal or nonconforming Parcel(s), as determined by the Department, to adjust or settle a common boundary line between adjoining property Owners in accordance with the following conditions:
 1. The purpose of the conveyance is to settle boundary disputes, correct encroachments, or otherwise resolve conditions which are illegal, nonconforming or deemed by the Director of Planning and Development Services to be undesirable under this Code;
 2. A deed, or other conveyance instrument, shall be recorded in the Official Records of Putnam County;
 3. The grantee of the conveyance shall combine the conveyed Parcel with their original Parcel under a single Parcel identification number in the records of the Putnam County Property Appraiser; and

4. Upon completion of the conveyance transaction, the resulting Parcels shall conform to all dimensional and Frontage requirements of this Code, or shall result in greater conformance with this Code, as determined by the Director of Planning and Development Services.
 - b. Any division of land for the purpose of conveyance to any Federal, State or local government entity or public utility provided the instrument is accepted by the grantee and recorded in the Official Records of Putnam County;
 - c. Any conveyance (i.e. corrective deed) necessary to correct an error made in the language used in an earlier conveyance for the purpose of resolving land title issues;
 - d. Any division of land by order of a court of competent jurisdiction; and
 - e. Any Parcel that contains 30 acres or greater and not intended for development with permanent structures as defined in the Florida Building Code. No permanent structures may be erected on the Parcel unless the access roads and drainage are determined to be acceptable by the Public Works Director. No such creation of a Lot 30 acres or greater in size shall be exempt under this section if it results in the remainder of the Parcel being subdivided having less than 30 acres.
 - f. The combination or recombination of portions of previously platted lots or Parcels where the total number of lots or Parcels is not increased and the resultant lots comply with the Density limitations of the Comprehensive Plan and the dimensional standards of the applicable zoning district(s);
 - g. Development of commercial centers or industrial parks where no new streets are being established, provided however, that such commercial or industrial development shall be subject to design and engineering review and approval by the Public Works Director or designee.
 - h. Any lands which, in the opinion of the Public Works Director, should not be subject to the terms of this section.
- (6) Any Lot split done according to the requirements of article XII, division 9 of this Code.

Sec. 45-1045. Completion and maintenance of improvements.

- (a) When improvements are completed in a Type I subdivision, final inspection shall be conducted and corrections, if any, shall be completed before final acceptance is recommended by the Director of Public Works. A recommendation for final acceptance shall be made upon receipt of a certification of project completion and one copy of an as-built survey.
- (b) As required improvements are completed and accepted, the Developer may apply for release of all or a portion of the security.
- (c) A maintenance agreement and security shall be provided to assure the County that all required improvements shall be maintained by the Developer according to the following requirements:
 - (1) The period of maintenance shall be a minimum of one year.
 - (2) The maintenance period shall begin with the acceptance by the County of the improvements.
 - (3) The security shall be in the amount of 15 percent of the construction cost of the improvements.
 - (4) The original agreement shall be maintained by the Director of Public Works.
 - (5) Upon satisfactory completion of the one-year improvements maintenance period, the maintenance of streets, sidewalks, and any other conveyed improvements shall become the responsibility of the County.
- (d) For those subdivisions where a surety bond or letter of credit is used as collateral, the bond or letter of credit

shall be released by the clerk of the circuit court upon notification from the Public Works Department that satisfactory completion of the one-year improvements maintenance period has been achieved.

- (e) For those subdivisions where an interest bearing escrow account is used as collateral, the funds including interest shall be returned to the Developer in increments upon the completion of construction within each scheduled time limit established by the Board of County Commissioners. The amount of each incremental return of escrowed funds shall be based upon the percentage by cost of the work accomplished within each scheduled time limit and shall be set by the Clerk of the Circuit Court.

Sec. 45-1047. Remedies for illegally subdivided and unbuildable lands.

- (a) In cases where land has been divided in violation of the Putnam County Comprehensive Plan and the Land Development Code or has been determined by the Department to be unbuildable, the following remedies may, upon the determination of the director, be available remedies to correct the violation and create a buildable Parcel:
 - (1) The Owner(s) may petition the Board of County Commissioners to vacate the unauthorized subdivision, pursuant to the process in section 45-1046~~4~~, including any access roads or easements included therein; or
 - (2) The Owner(s) may execute and record in the Public Records of Putnam County a unity of title form, supplied by the Department, which shall permanently combine the Parcels unless subsequently approved for Lot split of subdivision in accordance with the current Comprehensive Plan and land development code.
- (b) No permits shall otherwise be issued on such illegal or unbuildable Parcels of land except to repair and maintain a legally existing Structure.
- (c) Vesting Determination by the Board of County Commissioners or Administrative Deviation Committee.

Sec. 45-1051. Review by the planning and development services department.

- (a) *Authorization.* The Department may approve a Lot split in the following circumstances:
 - (1) The division of a single platted Lot or other Parcel into two Parcels (including the creation of two lots pursuant to a Density exception in the Comprehensive Plan); or
 - (2) Any conveyance of an illegal or nonconforming Parcel(s), as determined by the Department, to adjust or settle a common boundary line between adjoining property Owners in accordance with the following conditions:
 - a. The purpose of the conveyance is to settle boundary disputes, correct encroachments, or otherwise resolve conditions which are illegal, nonconforming or deemed by the Director of Planning and Development Services to be undesirable under this Code;
 - b. A deed, or other conveyance instrument, shall be recorded in the Official Records of Putnam County;
 - c. The grantee of the conveyance shall combine the conveyed Parcel with their original Parcel under a single Parcel identification number in the records of the Putnam County Property Appraiser; and
 - d. Upon completion of the conveyance transaction, the resulting adjoining Parcels shall conform to all dimensional and Frontage requirements of this Code, or shall result in greater conformance with this Code, as determined by the Director of Planning and Development Services.
 - (3) Any division of land for the purpose of conveyance to any Federal, State or local government entity or public utility provided the instrument is accepted by the grantee and recorded in the Official Records of Putnam County;
 - (4) Any conveyance (i.e. corrective deed) necessary to correct an error made in the language used in an earlier

conveyance for the purpose of resolving land title issues;

- (5) Any division of land by order of a court of competent jurisdiction; and
 - (6) Any Lot split done according to the requirements of article XII, division 8 of this Code.
 - (7) Any Parcel that contains 30 acres or greater and not intended for development with permanent structures as defined in the Florida Building Code. No permanent structures may be erected on the Parcel unless the access roads and drainage are determined to be acceptable by the Public Works Director. No such creation of a Lot 30 acres or greater in size shall be exempt under this section if it results in the remainder of the Parcel being subdivided having less than 30 acres.
- (b) *Submittals.* The Department shall consider a proposed Lot split upon the submittal of the following materials:
- (1) An application form provided by the Department;
 - (2) A Lot inquiry letter issued by the Department indicating that the parent Parcel is eligible for a Lot split;
 - (3) Five paper copies of the proposed Lot split;
 - (4) A statement indicating whether water and/or sanitary sewer service is available to the property; and
 - (5) Land descriptions and acreage or square footage of the original and proposed Parcels and a scaled drawing showing the intended division signed and sealed by a Florida licensed surveyor in accordance with minimal technical standards. The survey shall clearly describe the affected platted lots or Parcels of land and any existing principal or accessory structures. The planning and development services director may waive the requirement that the parent Parcel be surveyed in its entirety when such Parcel is of such size as to make a survey cost-prohibitive. The survey shall contain a notation in not less than 14 point type as follows: "Pursuant to County regulations, no further division of a Parcel created by the Lot split procedure is allowed unless a Type II, III or IV subdivision is approved, or a Type I subdivision is approved by the Board of County Commissioners."
- (c) *Review procedure.*
- (1) The Department shall transmit a copy of the proposed Lot split to the property appraiser, County surveyor, the health department and any other divisions of the State or local government deemed by the Department to be pertinent to the issues raised in the review and comments on the proposed split.
(1)a. At the time of submittal, except for Type I subdivisions subject to F.S. ch. 177, any application for a type of subdivision may include a signed document from any professional surveyor and mapper certified in the state of Florida, other than the surveyor – or surveying firm – that prepared the survey depicting the proposed subdivision, verifying that the survey map and legal descriptions are correct.
 - (2) If the proposed Lot split meets the conditions of section 45-1052 below and otherwise complies with all applicable laws and ordinances, the Department shall approve the Lot split in writing.

Records. Upon approval of the Lot split, the Department shall maintain an original signed and sealed survey of the division in the subdivision records maintained by the Department. Reference to the Lot split shall be noted in the property appraiser's legal description data.

Sec. 45-1052. Standards and restrictions.

- (a) *Standards.* All Lot splits shall conform to the following standards:
- (1) Each new Parcel shall conform to the requirements of this Code, including the applicable zoning district regulations.
 - (2) Each new Parcel shall abut a public or private street (except as may be otherwise provided by this Code) for the required minimum Lot width. If the original Parcel has sufficient Frontage on a road to provide the minimum Frontage and Lot width for two lots, both new Parcels shall take access from that road, unless otherwise approved by the Public Works Director.

- (3) If any new Parcel abuts a street Right-of-way that does not conform to the design specifications provided in this Code, the Owner shall be required to dedicate to the County one-half the Right-of-way width necessary to meet the minimum design requirements unless otherwise waived by the Public Works Director.
- (4) The division shall not increase the Density of the subdivision, unless it results in a Density that is allowed under the applicable future land Use designation or the division is done through a valid and previously approved Density exception.
- (b) *Restriction.* No further division of a Parcel created legally by a Lot split shall be permitted under this section unless one of the listed subdivisions in Article XII, Division 8 is approved by staff, or a Type I subdivision is approved by the Board of County Commissioners.

(c) Defacto. A Parcel separated by a street, railway, body of water or a parcel in different ownership will be considered defacto and exempt from Section 45-1052 as long as both lots meet the minimum lot size for the respective zoning district.

- (1) Submittal of a Lot Inquiry application and receipt of a Lot Inquiry Response Letter is required before a defacto lot split can be processed in order to provide staff an opportunity to review the proposed division to ensure compliance with the Land Development Code and to ensure the split is processed in accordance with this section.

ARTICLE XIII. DEFINITIONS

For purposes of this Code, the following terms, words, phrases and their derivations, as listed in alphabetical order herein, shall have the meanings contained below, unless the context indicates otherwise. Words or terms not defined have their ordinarily accepted meaning or such meaning as the context may imply.

Aggrieved Person means the Applicant or any Person whose interests will be adversely affected by the decision to a degree that exceeds that of the general public.

Agriculture means the use of land for agricultural purposes, including farming, dairying, pasturage agriculture, silviculture, horticulture, floriculture, viticulture, and animal and Poultry husbandry and the necessary accessory uses for packing, treating, or storing of produce.

Airport means any runway, land area or other facility designed and used, either publicly or privately, by any Persons, for the landing and taking off of aircraft such as airplanes, seaplanes, ultra lights or helicopters, including all necessary taxi-ways, aircraft storage and tie-down areas, hangars, and other necessary buildings and open spaces.

Alley means a public or private Right-of-way which affords only a secondary means of access to abutting property and is not intended for general traffic circulation.

Alteration, unless otherwise defined in context of a specific regulation, means any change in size, shape, character or Use of a building or Structure or land.

Antenna means any system of wires, poles, rods, reflecting discs, or similar devices used for the transmission or reception of electromagnetic waves external to or attached to the exterior of any Building or Structure.

Applicant means the Owner, or his authorized representative, of a tract of land which is the subject of a request for a change in zoning classification, development approval, a variance, a special exception, an appeal, or other land Use approval.

Building means any Structure designed or built for support, enclosure, shelter or protection of Persons, animals, chattels or property of any kind. "Building" does not include a temporary Structure such as a tent. It means a Structure created to shelter any form of human activity. This may refer to a house, barn, garage, church,

hotel, or similar Structure. Buildings may refer to a historically or architecturally related complex, such as a courthouse and jail, or a house and barn. Parking garages are hereby deemed to be "Buildings."

Building Permit means an official document or certificate issued by the County authorizing the commencement of construction of any Structure.

Canal means a natural or manmade portion of submerged lands which connect to a navigable waterway, provide a habitat for protected species, and are permanent in the sense that massive improvements are required to restore canals to unsubmerged lands.

Capital Improvements means land acquisition, site development, equipment or other facilities, used to provide Public Facilities.

Clearing means the removal of trees, brush or any other vegetation from the land, not including the ordinary mowing of grass.

Clinic means a medical facility which holds itself out to the public as a place where sick or injured persons may come to the facility for medical care without an appointment.

Commercial Use means an occupation, employment or enterprise associated with the sale, rental or distribution of products, or performance of service.

Comprehensive Plan means the Putnam County Comprehensive Plan, adopted pursuant to the "Community Planning Act", Chapter 163.3161 et. seq., Florida Statutes, as amended.

County means Putnam County, Florida.

County Road or *County Road System* means all roads designated as County Roads by F.S. ch. 336, including access easements.

Curb means a concrete or asphalt border forming part of Gutter along the edge of pavement.

Day Care Center means a day care facility where the number of children cared for on a fee basis exceeds the number allowed in a Family Day Care Home, or the number of adults served exceeds seven.

De facto Lot Split means a Parcel separated by a street, railway, body of water or a parcel in different ownership and is exempt from Lot Split regulations prescribed in Sections 45-1051 and 45-1052 as long as both lots meet the minimum lot size for the respective zoning district.

Deferred Tax Liability means an amount equal to the difference between the total amount of taxes which would have been due in March in each of the previous years in which the covenant was in effect if the property had been assessed under the provisions of F.S. § 193.011 and the total amount of taxes actually paid in those years when the property was assessed under the provisions of this subsection, plus six percent interest per year on the amount so established.

Density for the purpose of residential Density means an objective measurement of the number of residential units allowed per net acre of land. Net acreage is determined by subtracting the acreage of surface Water Bodies, as defined in Article XIII of this Code, from the total acreage of a Parcel of land.

Department means Planning and Development Services.

Developer means any Person undertaking any Development or Subdivision of land. Use or appearance of any Structure or and, or the dividing of land into three or more Parcels.

Development, also referred to as *Development activity*, means the carrying out of any building activity or mining operation, the making of any material change in the Use or appearance of any Structure or land or other modifications of the natural landscape above and below ground or water on a particular site. It includes the

division of land into two or more Parcels, the construction, reconstruction, conversion, Structural Alteration, relocation, or enlargement of any Structure; any mining, excavation, Landfill, or land disturbance; and any Use or extension of the Use of land. Subparagraphs (1) and (2) provide more specific examples of what is and what is not "Development" for purposes of this Code. Reference to particular activities, Uses or operations is not intended to limit the generality of this subsection.

- a. The following activities or Uses shall be taken for the purposes of this act to involve "Development:"
 1. Any construction, reconstruction, Alteration of the size, or material change in the external appearance of a Structure on newly developed or existing Parcels.
 2. A change in the intensity of Use of Land, such as an increase in the number of Dwelling Units in a Structure or on Land or a material increase in the number of businesses, manufacturing establishments, offices, or Dwelling Units in a Structure or on Land.
 3. Alteration of a wetland or the shore or bank of a river, stream, lake, pond, or canal.
 4. Commencement of drilling, except to obtain soil samples, mining, or excavation on a Parcel of land.
 5. Demolition of a Structure.
 6. Deposit of refuse, solid or liquid waste, or fill on a Parcel of land.
 7. Construction, filling, excavating, grading, paving, dredging, mining, drilling or related activities that otherwise significantly disturb the soil of a site.
 8. Building, installing, enlarging, replacing or substantially restoring an Impervious Surface, or water management system, and including the long-term storage of materials.
 9. Subdividing land into two or more Parcels.
 10. Erection of a permanent Sign unless expressly exempted by article VIII of this Code.
 11. Alteration of a historic property for which authorization is required under this Code.
 12. Changing the Use of a site so that the need for parking is increased.
 13. Construction, elimination or Alteration of a Driveway and/or culvert, or other drainage structure, onto a public street, or any Alteration of an existing Driveway connection a roadway to existing property included in subsection (1) above.
- b. The following operations or Uses shall not be taken for the purpose of this act to involve "Development:"
 1. Work by a highway or road agency or railroad company for the maintenance or Improvement of a road or railroad track, if the work is carried out on Land within the boundaries of the Right-of-way.
 2. Work by any utility and other persons engaged in the distribution or transmission of gas or water, for the purpose of inspecting, repairing, renewing, or constructing on established rights-of-way any sewers, mains, pipes, cables, utility tunnels, power lines, towers, poles, tracks or the like.
 3. Work for the maintenance, renewal, Improvement, or Alteration of any Structure, if the work affects only the interior or the color of the Structure or the decoration of the exterior of the Structure, except to the extent that such Alterations are regulated on a Structure designated as historic under article IV of this Code.
 4. The Use of any land for the purpose of growing plants, crops, trees, and other Agricultural

or forestry products; raising livestock, or for other Agricultural purposes. Provided, however, that agriculture activities and agriculture related uses that may require a special Use permit or a commercial or industrial zoning shall be considered development. Examples of these types of uses may include commercial feedlots, concentrated dairy farms, rendering plants, livestock auction facilities and saw mills.

5. A change in Use of Land or Structure from a Use within a class specified in an ordinance or rule to another Use in the same class, unless the original Use is the subject of a special Use permit, a PUD zoning or Development Agreement and the change in Use will represent a deviation from the conditions of the special use permit, the PUD or the Development Agreement.
6. A change in the ownership or form of ownership of any existing Parcel (i.e. does not involve the division of land into two or more Parcels) or existing Structure.
7. The creation or termination of riparian rights and private covenants concerning Development of land or other rights in land.
8. Clearing vegetation without altering the topography of a single Lot or Parcel for purposes of building a single family home. All such clearing shall be in accord with the site design requirements and limitations in article VI of this Code.

Development Agreement means any agreement entered into by the County with any Person having a legal or equitable interest in real property located within its jurisdiction that may include, but is not limited to, Development Agreements created pursuant to article X of this Code, or an agreement or Development Order pursuant to F.S. ch. 163.3220-163.3243, as may be amended from time to time.

Development Order means an order granting, denying, or granting with conditions an application for approval of a Development project or activity. A distinction is made between Development Order, which encompasses all orders and permits, and three distinct types of Development Orders—Preliminary Development Order, Final Development Order, and Development Permit, which are defined as follows:

- a. *Preliminary Development Order* means any preliminary approval that does not authorize actual construction, mining, or alterations to land and/or structures. A Preliminary Development Order may authorize a change in the allowable Use of Land or a Building, and may include conceptual and conditional approvals where a series of sequential approvals are required before the action authorizes commencement of construction or land Alteration. For purposes of this Code, Preliminary Development Orders include Future Land Use Map amendments, Comprehensive Plan amendments that affect Land Use or Development standards, Conceptual Plan approval, and master plan approval.
- b. *Final Development Order* means the final authorization of a development project; the authorization of which must be granted prior to issuance of a Development Permit as defined for purposes of this Code. The Final Development Order authorizes the project, whereas the Development Permit authorizes specific components of the project, such as building construction, parking lot installation, landscaping, and the like. For purposes of this Code, the Final Development Plan approval is the Final Development Order.
- c. *Development Permit* means, for purposes of this Code, an official County document which authorizes the commencement of construction or land Alteration without need for further application and approval. Development Permits include, but are not limited to: all types of construction permits (plumbing, electrical, foundation, mechanical, and so forth, in addition to the Building Permit itself), grading permits, septic tank permits, sign permits, etc.

Dock or Docking Facility means a fixed or floating Structure within a Water Body, including mooring pilings, tie poles, dolphins, boat lift, and other accessory structures, which has as its purpose the berthing of buoyant vessels or providing access to the water for the use or enjoyment of the Water Body.

Driveway means a prepared path for a vehicle giving ingress or egress from a roadway to an abutting property line or easement.

Dwelling Unit means a single housing unit providing complete, independent living facilities for one housekeeping unit, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Fair Share means the cost of Public Facilities needed to serve a proposed Development based on the impact of the Development to the Public Facilities. The Fair Share shall first be determined by the Director of the County Department responsible for maintaining the facilities and set forth in a Final Development Order or a separate Fair Share assessment contract. The property Owner or Developer may provide his own analysis of what should constitute a Fair Share cost, provided that such analysis is based on generally accepted criteria in this State for Fair Share assessments.

Family Day Care Home shall be as defined in F.S. § 402.302.

Floor Area means the sum of the gross horizontal areas of all floors in a Building, measured from exterior faces of exterior walls or from the centerline of walls separating two attached Buildings.

Floor Area Ratio means the ratio of Gross Floor Area of all Buildings on the Lot or Parcel to the total area of the Lot or Parcel.

Frontage means the length of the property line of any one Premises parallel to and along each public Right-of-Way it borders.

Future Land Use Map shall mean the Future Land Use Map series of the Putnam County Comprehensive Plan.

Gross Floor Area means the sum of the gross horizontal areas of the several floors of a Building measured from the exterior face of exterior walls, or from the centerline of a wall separating two Buildings, but not including interior parking spaces, Loading Space for motor vehicles, or any space where the floor-to-ceiling height is less than six feet.

Groundwater means water occurring in the ground within the zone of saturation (the zone within which permeable soil and rock materials are saturated with water under hydrostatic pressure, Meinzer, 1949).

Group Residential Center means a residential facility where the primary purpose of the facility is to provide living quarters for eight or more Persons who reside in the facility due to neglect, disability or age.

Group Residential Home means a residential facility where the primary purpose of the facility is to provide living quarters for seven or fewer Persons who reside in the facility due to neglect, disability or age.

Group Treatment Center means a residential or non-residential facility where the primary purpose of the facility is to provide treatment or other services to eight or more Persons who reside in or use the facility due to drug use, past incarceration, mental illness, or the like.

Group Treatment Home means a residential facility where the primary purpose of the facility is to provide treatment or other services to seven or fewer Persons who reside in the facility due to drug use, past incarceration, mental illness, or the like.

Gutter means a man-made channel for draining of stormwater at the edge of a pavement.

Habitat means the place or type of site where a species naturally or normally nests, feeds, resides, or migrates, including for example, characteristic topography, soils, and vegetative cover.

Hazardous Substances means Hazardous Substances listed in Chapter 38F-41 of the Florida Administrative Code, sections 261 and 302.4 of Title 40 of the Code of Federal Regulations, and Part 355 Appendix A and B of Title 50 of the Code of Federal Regulations, including updates or amendments thereto. A Hazardous Substance, as defined herein, includes any solution, mixture, or formulation containing such materials, and also includes any material which, due to its chemical or physical characteristics as determined by the Director upon the advice of the Putnam County Environmental Services Director, poses a substantial threat to the life, health, or safety of Persons or property or to the environment.

Heavy Equipment means trucks with greater than six wheels and all off-road construction, mining, industrial, or farm vehicles or equipment.

Height, unless otherwise defined in this Code, means the vertical distance of a Structure measured from the average elevation of the finished grade within 20 feet of the Structure to the highest point of the Structure. See also Section 45-503(d) for measuring Building or Structure Height.

Highest Adjacent Grade means the highest natural elevation of the ground surface adjacent to the proposed walls of a Structure.

Historic District means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, objects, or areas, which are united historically or aesthetically by plan or physical development. A district may be comprised of individual resources which are separated geographically but are linked by association or history.

Homeowners Association means a formally constituted, private, non-profit association or corporation made up of the property Owners and/or residents for the purpose of owning, operating and maintaining various common properties.

Hospital means an establishment that offers medical care and facilities and beds for use beyond 24 hours for individuals requiring diagnosis, treatment or cure for illness, injury, deformity, infirmity, abnormality, disease, or pregnancy and which regularly makes available at least clinical laboratory services, diagnostic x-ray services, and treatment facilities for surgery or obstetrical care, or other definitive medical treatment of similar extent. The term Hospital shall include the buildings themselves and any accessory uses such as Hospital maintenance and storage facilities, helistops for Hospital emergency services, parking and emergency facilities, related teaching and training activities, accessory indoor auditoriums/conference rooms, accessory indoor minor retail, miscellaneous service, and Personal service uses, and incidental publishing and printing of Hospital related information.

Illuminated Sign means [a] sign which contains a source of light or which is designed or arranged to reflect light from an artificial source including indirect lighting, neon, incandescent lights, back-lighting, and shall also include signs with reflectors that depend upon automobile headlights for an image.

Impervious Surface means a surface that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water. It includes, but is not limited to, semi-impervious surfaces such as compacted clay, as well as most conventionally surfaced streets, roofs, sidewalks, parking lots and other similar Structures.

Improvement means any man-made, immovable item which becomes part of, is placed upon, or is affixed to real estate.

Land means the earth, water, and air, above, below, or on the surface, and includes any Improvements or Structures customarily regarded as Land.

Land Surveyor means a Land Surveyor registered under F.S. ch. 472 who is in good standing with the State board of Land Surveyors.

Landfill means a Land site used primarily for the disposal by dumping, burial, burning, or other means and for whatever purposes, of garbage, sewage, trash, refuse, junk, discarded machinery, vehicles, or parts thereof, and other waste, scrap or discarded material of any kind.

Laundry, Retail means a business that provides either home-type clothes washing, drying or ironing machines and/or dry cleaning for hire to be used by customers on the Premises, or that provides clothes washing, dry cleaning, drying, and/or ironing for individual customers who leave their clothes for cleaning.

Level of Service means an indicator of the extent or degree of service provided by or proposed to be provided by a public facility based on and related to the operational characteristics of the public facility.

Loading Space, Off-Street means a designated space within, adjacent to, or in close proximity to the main

building to be used expressly for loading and unloading cargo from trucks or other motor vehicles.

Local Street means a street which is used to serve adjacent properties by providing the initial access to collector and arterial streets.

Lot means the least fractional part of subdivided lands having limited fixed boundaries, and an assigned number, letter, or other name through which it may be identified.

Lot of record means a lot, which is part of a subdivision, the plat of which has been recorded in the public records of Putnam County, Florida, or any parcel of land described by metes and bounds, the description of which has been recorded in the public records of Putnam County, Florida, provided such lot met the minimum lot requirements of the zoning district in which it was located at the time of recording and was recorded on or before December 19, 1991.

Manufactured Home means a Modular Home or Mobile Home.

Mean High Water Line (see also Ordinary High Water Line) means the jurisdictional line on the shore of tidal waters between privately owned lands and sovereignty lands established by a statistical average of the high tides over a period of many years. Precise determination of the line is established by survey with reference to the available tidal datum, preferably averaged over a period of 18.6 years; apparent Shoreline is determined by reference to physical markings, lines of vegetation, or changes in type of vegetation.

Mobile Home means a Manufactured Home that does not fall within the definition of "manufactured building" at F.S. § 553.36.

Mobile Sign means any sign which is manifestly designed to be transported by trailer or on its own wheels, including such signs even though the wheels may be removed and the remaining chassis or support Structure converted to an A or T frame sign and attached temporarily to the ground.

Modular Home means a Manufactured Home that falls within the definition of "manufactured building" at F.S. § 553.36.

Necessary Public Facilities means public facilities that may be required to maintain a Level of Service established in the Putnam County Comprehensive Plan.

Nightclub means a restaurant, dining room, bar or other similar establishment serving alcoholic beverages, in which paid floor shows, music or other forms of entertainment, other than adult entertainment as defined by Ordinance 2002-30, are provided for customers as a part of the commercial enterprise. Nightclubs selling alcoholic beverages are subject to the supplemental provisions governing the sale of alcoholic beverages for on-site consumption found in section 45-163.

Nonconforming Lot or Parcel is a Lot or Parcel that fails to meet the dimension requirements (i.e. area, width, depth and Frontage) of this Code, but was lawfully created prior to the effective date of this Code or any amendments thereto and has been determined to be vested to the Comprehensive Plan and this Code pursuant to article IX, division 2 of this Code.

Occupied or Occupancy means the use of a Building or Land for any purpose, including Occupancy for residential, commercial, industrial and public use. "Occupied" include the use of Land or Buildings for manufacturing and storing facilities. "Occupied" includes arranged, designed, built, altered, converted or intended to be used or Occupied.

Onsite Sewage Treatment and Disposal System means any domestic sewage treatment and disposal facility, including standard subsurface systems, gray water systems, laundry wastewater systems, alternative systems of experimental systems, installed or proposed to be installed on Land of the Owner or on other Land to which the Owner has the legal right to install a system.

Open Space means vegetated, pervious surface areas of Land set aside for Parks, Outdoor Recreation, Green Space or viable Agriculture, as these terms are defined herein. *Ordinary High Water Line (see also Mean High Water Line)* means the line on the shore established by the fluctuations of water and indicated by physical characteristics such as the clear natural line impressed on the bank, shelving changes in the character of soil,

destruction of the terrestrial vegetation, the presence of litter and debris or other appropriate means that consider the characteristics of the surrounding areas.

Owner means a Person who, or entity which, alone, jointly or severally with others, or in a representative capacity (including without limitation, an authorized agent, attorney, executor, personal representative or trustee) has legal or equitable title to any property in question.

Parapet means that portion of a building wall that rises above the roof level.

Parcel means a unit of Land within legally established property lines. If, however, the property lines are such as to defeat the purposes of this Code or circumvent the requirements of this Code, a "Parcel" may be as designated for a particular site by the director.

Park, Outdoor Recreational or Green Space Uses includes boating, fishing, hunting, primitive camping, swimming, horseback riding, and historical, archaeological, scenic, or scientific sites.

Perpetual Covenant means a permanent recorded covenant running with the Land and acts as an encumbrance upon the title. *Person* means any individual, partnership, general or limited, firm, association, joint venture, estate, trust, business trust, syndicate, fiduciary, corporation, and all other groups or combinations. "Person" includes the State and any public body.

Pet, Household means any domestic animal normally owned or kept as a pet including any cat, dog, rabbit, parrot, pigeon, or other animal deemed by the director to be appropriate as a domestic pet, provided such animal is confined to the limits of the residential property Occupied by the Owner of such pet and does not constitute a public nuisance.

Present Use means the manner in which the Land is utilized on January 1 of the year in which the assessment is made.

Poultry means chickens, turkeys, ducks, geese, guineas, or other fowl.

Premises means an area of Land with its appurtenances and buildings with a unity of Use.

Principal Building or Use means a main Use of Land, as distinguished from an accessory Use, or the building housing the main or Principal Use of the Lot or Parcel.

Public Facilities means all sanitary sewer, solid waste, drainage, potable water, park, recreation and road facilities described in the Putnam County Comprehensive Plan.

Public Works Department means the Director of Public Works of Putnam County or his designated representative.

Residential Project Fence means a wall or fence erected around a residential subdivision (but not individual lots) or development of five or more Dwelling Units.

Right-of-Way means Land dedicated, deeded, used, or to be used, for a street, Alley, walkway, boulevard, drainage facility, access for ingress or egress, or other purpose by the public, certain designated individuals, or governing bodies.

Sawmill means a facility for the cutting, planning, shredding, or otherwise processing raw logs into lumber, mulch, or other unfinished wood products. This shall not be deemed to include the cutting, sanding or otherwise working with wood or lumber where such is part of the on-site process of creating a finished wood product such as furniture, cabinets, or the like.

Shoreline means the Land or water along the edge of a body of water that is 50 feet upland from the Ordinary High Water Line.

Shoreline Vegetation means vegetation that grows within the Shoreline area; included are terrestrial and aquatic plants associated with wetlands and both emergent (plants growing above the water surface) and non-emergent (vegetation below the water surface).

Sign, for purposes of this Code, a Sign is any illuminated or non-illuminated identification, description, illustration or device which is visible from any public space or is located on private property and exposed to the public and directs attention to a product, service, place, activity, Person, institution, business, cause or solicitation, including any permanently installed or situated merchandise; or any emblem, painting, banner, pennant, placard or Temporary Sign designed to advertise, identify, or convey information, with the exception of window displays and national flags. For purposes of removal, Signs shall also include all sign structures.

State means the State of Florida.

Structural Alteration means any change, except for repair or replacement, in the supporting members of a Structure, such as bearing walls or partitions, columns, beams or girders, or any substantial change in the roof or in the exterior walls.

Structure, which includes a building, means an improvement-thing constructed or erected on the ground, attached to something having location on the ground or requiring construction or erection on the ground.

Successor Homeowners Association means an entity established for the purpose of coordinating the collection and expenditure of funds for the maintenance of certain designated Improvements or lands within a subdivision. For the purposes of this subsection, a Successor Homeowners Association may raise funds through the imposition of dues or other fund-raising, but may not charge a fee for the use of lands subject to a covenant.

Swale means a natural or man-made, open drainage depression in which stormwater may flow.

Temporary Sign means a Sign that is designed, constructed, and intended to be used on a short-term basis.

Truck Stop means an establishment principally used for refueling and servicing trucks and tractor-trailer rigs. A Truck Stop may include convenience stores, sleeping and shower facilities for drivers, restaurants, snack bars and facilities to repair, wash and maintain commercial trucks and tractor-trailers.

Under Canopy or Marquee Sign means a sign suspended below the ceiling or roof of a canopy or marquee.

Use means the purpose for which Land or water or a Structure thereon is designated, arranged, or intended to be Occupied or used or for which it is Occupied, used or maintained.

Veterinary Facilities: Large Animal means any commercial Use providing veterinary services for domesticated animals customarily raised on farms, including cows, horses, ponies, mules, donkeys, swine, goats, sheep, and the like.

Veterinary Facilities: Small Animal means any commercial Use providing veterinary services exclusively for small domesticated animals customarily kept as pets such as dogs, cats, birds, reptiles, monkeys, rabbits, and the like. The term shall not include uses where veterinary services are provided for large farm animals such as cows, horses, ponies, mules, donkeys, swine, goats, sheep, and the like.

Water Body is defined to include canals, rivers, lakes, creeks or pond beds and any other permanently or historically water-covered Land that occurs naturally at the intended site, up to the Mean High Water level. Maintained drainage ditches and retention ponds are not considered water bodies.

Wildlife Pets means animals classified as Class I or Class II wildlife as defined by State Law (currently Section 68A-6.002, F.A.C), which are kept as pets and not for breeding or other commercial purposes.

Yard means a required Open Space unoccupied and unobstructed by any Structure or portion of a Structure from 30 inches above the general ground level of the graded Lot upward; provided, however, that fences, walls, poles, posts and other customary yard accessories, ornaments and furniture may be permitted in any Yard subject to Height limitations and requirements limiting obstruction of visibility.

List of Ordinances for the Land Development Code³

Article History								
Article	Description	Adoption of Entire Article	Adoption of Sections	Date of Adoption	Date Filed	Effective Date	Date of Repeal	Ordinance No.
1	General provisions of the LDC; giving the LDC precedence over conflicting existing County laws; providing for severability and effective date.	✓		04/09/02	04/22/02	04/22/02		2002-14
2	Permitted Uses	✓		04/26/05	05/02/05	05/02/05		2005-18
2	Amendment of Permitted Uses		45-71	12/12/06	12/21/06	12/21/06		2006-52
2	Set standards for temporary uses to be adopted into Article 2 when adopted			04/09/02	04/11/02	04/22/02		2002-17
2	Amendment Temporary Use Table and Mud Bogging Regulations		45-122 45-139	04/24/07	05/14/07	05/14/07		2007-07
2	Amendment Temporary Sales of Produce		45-133	10/23/07	11/02/07	11/02/07		2007-35
2	Amendment Mobile/Itinerant Vendors		45-122 45-136	10/23/07	11/02/07	11/02/07		2007-36
2	Amendment Outdoor Promotional Sales		45-130	10/23/07	11/02/07	11/02/07		2007-37
2	Amendment Boat Houses and Docks		45-110	09/23/08	09/30/08	09/30/08		2008-33
2	Minor or Higher		45-72(d)(4), (e)(5)	08/11/09	08/11/09	08/11/09		2009-32
2	Horses		45-74(d), 45-75(d), 45-105(d)	08/11/09	08/21/09	08/21/09		2009-33
2	Alcoholic Beverages		45-44(a) 45-81— 45-84	03/27/12	04/02/12	04/02/12		2012-05

³Editor's note(s)—This list of ordinances was added during Supplement 13 with the addition of ch. 45, Land Development Code, for historical purposes. Any future amendments to said chapter will be added as a history note to the sections amended and noted in the Code Comparative Table.

2	Size and number Accessory Structures 2 acres less Accessory Apartment Guest House, Cargo		45-107 45-110	05/28/13				2013-12
2	Tattoo Parlors		45-46(b)	07/23/13	08/06/13	07/23/13		2013-18
2	Permitted Uses	✓		5/24/2016	5/31/16	5/31/16		2016-11
2	Remove References to Business Tax Receipts		45-110(7) 45-123(b) 45-136	7/25/17				2017-15
2	Placing Accessory Structures Prior to Primary in AG Zoning and Number/Size Allowed on Small Residential Lots		45-106 45-107	7/25/17				2017-16
2	Amended to add Exempting Handicap Access Ramps from Required Setbacks from Certain Residential Property Lines		45- 503(c)(6)c	11/14/17	11/16/17	11/16/17		2017-24
2	Removes requirement for a Special Use Permit for generators large than 22 Kw in residential zoning districts		45-110(1)	12/11/18	12/17/18			2018-27
3	Supplemental Use Regulations	✓		04/26/05	05/02/05	05/02/05		2005-18
3	Amendment Permanent Sales of Produce		45-198	10/23/07	11/02/07	11/02/07		2007-35
3	Religious Facilities		45-199(c)	08/11/09	08/17/09	08/17/09		2009-32
3	Livestock Residential/Horses and 4H Residential		45-185	08/11/09	8/21/09	8/21/09		2009-33
3	Borrow Areas		45-169	03/27/12	04/02/12	04/02/12		2012-06
3	Alcoholic Beverages		45-163	3/27/12	04/02/12	04/02/12		2012-05
3	Communication Towers and Facilities		45-171	06/26/12	07/3/12	07/03/12		2012-16
3	Supplemental Use Regulations	✓		5/24/16	5/31/16	5/31/16		2016-12
3	Remove References to Business Tax Receipts		45- 171(b)(2)	7/25/17	7/27/17	7/25/17		2017-15
3	Remove Reference to ten-year borrow area;		45- 169(a),	7/14/20		7/14/20		2020-04

			45-441 45-451— 45-453 45-461— 45-466					
6	Define Modular Homes & Elevation Requirements		45-434(d) 45-435(b)	7/25/17				2017-19
6	Requires Frames of Manufactured homes placed, replaced or substantially improved to be above the Base Flood Elevation		45-438(e), (f)	12/11/18				2018-28
7	Development Design Improvement Standards	✓		01/27/04	02/06/04	02/06/04		2004-03
7	Amendment Development Design Improvement Standards		45-551	12/12/06	12/21/06	12/21/06		2006-52
7	Amendment PUD minimum area requirements		Table 7.02A	02/24/09	03/02/09	03/02/09		2009-04
7	Amendment Street Naming Regulations		45-653	04/14/09	04/24/09	04/24/09		2009-16
7	Parking, Handicap, Stacking, Repeal 45-563 Deferral, Modify requirements number of spaces and design standards		45-561— 45-566	10/27/09	10/30/09	10/30/09		2009-40
7	Development Design And Improvement Standards		45-481	05/28/13				2013-13
7	Amend permits for work in or on County Right-of-way, provide enforcement procedures, amend Use of easement for access to property		45-485(b) 45-612 45-633 45-636(a)(4)	11/14/17		11/14/17		2017-25
8	Sign Regulations	✓		04/09/02	04/18/02	04/18/02		2002-15
8	Amendment Sign Regulations(corrective modification)		45-738(8)	02/24/04	03/02/04	03/02/04		2004-05
8	Amendment Sign Regulations		45-695	10/25/05	11/07/05	11/07/05		2005-49

	add permits w/FDEP and Water Management District./Revise definition of a Mine		(b)(3), (c)(1)— (5), (d)(7)e 45- 191(b)(1)					
4	Airport and Heliport Overlay Regulations, Historic Districts and Landmark Overlay	✓	45-211, 45-212 45-241— 45-245 45-251— 45-256	12/11/01	12/26/01	12/26/01		2001-30
4	Planned Unit Developments		45-221— 45-228	07/11/06	08/03/06	08/03/06		2006-25
4	Military Overlay		45-271— 45-273	11/13/12	11/19/12	11/19/12		2012-31
4	Remove Floating Add PUD		45-211, 45-212 45-221— 45-228 45-241— 45-245 45-251— 45-256 45-271— 45-273	03/25/14	03/25/14	03/25/14		2014-03
5	Facilities and Services: Concurrency and Development Exactions	✓		03/12/02	03/25/02	03/25/02		2002-09
5	Concurrency Requirement		45-361— 45-368	01/08/08	01/25/08	01/25/08		2008-02
6	Resource Protection Standards	✓		02/12/02	03/14/02	03/14/02		2002-06
6	Septage Spreading			12/14/04	12/19/04	01/03/05		2004-37
6	Amendment Flood Hazard Management		45-421— 45-441	09/11/07	09/18/07	09/18/07		2007-24A
6	FIRM		45-421— 45-441	12/13/11	12/16/11	12/16/11		2011-31
6	Flood Hazard Management Protection		45-421— 45-441	08/27/13	09/02/13	08/27/13		2013-16
6	Wetlands		45-391— 45-393 45-401— 45-403 45-411— 45-414 45-421—	09/24/13	09/26/13	09/24/13		2013-24

8	Amendment Special Event Signs		45-743	10/23/07	11/02/07	11/02/07		2007-37
8	Signs, Off Premises		45-713 45-737 45-752	10/27/09	10/30/09	10/30/09		2009-39
9	Vesting	✓		03/12/02	03/25/02	03/25/02		2002-10
	Determinations, Nonconformities and Variances							
9	Amendment Vesting Determinations, Nonconformities...		45-796— 45-802	10/11/05	11/07/05	11/07/05		2005-50
9	Amendment Variances in General		45-831	12/12/06	12/21/06	12/21/06		2006-52
9	Clean Up and Ease Requirements		45-796— 45-802 45-811— 45-818	07/23/13		07/23/13		2013-17
9	Remove References to Business Tax Receipts		45-817	7/25/17				2017-15
9	Determination of Damage to Nonconforming Use Structures, Procedure for consideration of expansion, Site Improvements, Taking of Right-of-way, Administrative Variances		45-811— 45-818 45-831— 45-836	7/25/17				2017-17
10	Development Agreements	✓		12/11/01	12/26/01	12/26/01		2001-30
11	Development Review and Enforcement Boards/Repeal 2002-6A	✓		11/26/02	12/16/02	02/01/03		2002-42
11	Amendment Special Use permits sent back to Zoning Board of Adjustment		45-922 45-932	08/12/03	09/05/03	09/05/03		2003-29
11	Amendment Establishing Special Master		45-941— 45-949	12/09/03	11/22/03	12/22/03		2003-36
11	Amendment Establishment and Membership		45-886 45-921	12/12/06	12/21/06	12/21/06		2006-52

11	Development Review and Enforcement Boards		45-886— 45-889 45-901— 45-913 45-921— 45-923 45-931— 45-933 45-941— 45-949	06/26/12	07/03/12	07/03/12		2012-17
11	Remove references to Business Tax Receipts		45-943	7/25/17				2017-15
12	Administration and Enforcement; provides for repeal of Article II of Zoning Ordinance 88-1; repeal of Article 11 of LDC; repeal of Parts I through VII of Ordinance 8309; repeal of Article I, § 1-3 through 1-11, Article II, Div. 1-4 and 6, Article XXIII, Div. 2 and 3 of Zoning Ordinance 88-1.	✓		11/26/02	12/16/02	02/01/03		2002-42
12	Amendment Administration and Enforcement		45-1081— 45-1083	08/12/03	09/05/03	09/05/03		2003-29
12	Citations		45-1144	10/12/04	10/12/04	10/18/04		2004-30
12	Vacation of Plats		45-1031— 45-1046	10/25/05	11/07/05	11/07/05		2005-50
12	Amendment to Administration and Enforcement		45-992 45-994 45-995	04/25/06	05/08/06	05/08/06		2006-15
12	Amendment Subdivisions, PUD's, Special Use Permits		45-1033 45-1035 12.11.03 [sic] 45-1081	12/12/06	12/21/06	12/21/06		2006-52
12	Amendment Preliminary and Final Development Review for Class III Developments, Lot Splits and Subdivisions		45-995 45-1032 45-1033 45-1051 45-1052	09/23/08	09/30/08	09/30/08		2008-34

12	Amendment Permit Required prior to undertaking any Development Activity—Compliance		45-973	05/26/09	05/28/09	05/28/09		2009-18
12	Subdivision and other Development Processes		45-961— 45-963 45-971— 45-973 45-981— 45-983 45-991— 45-997 45- 1001— 45-1006 45- 1011— 45-1014 45- 1021— 45-1024 45- 1031— 45-1046 45-1051, 45-1052 45-1061 45-1071, 45-1072 45- 1081— 45-1083 45-1091 45- 1101— 45-1106 45- 1111— 45-1114 45- 1121— 45-1125 45-1131	06/24/12	07/03/12	07/03/12		2012-15
Glossary	Adopt Glossary for LDC	✓		10/11/05	10/25/05	10/25/05		2005-48
Glossary	Adding definitions Curb, Gutter and Wildlife Pets		Glossary	12/12/06	12/21/06	12/21/06		2006-52

12	Delete PUD		12.11.03 [sic]	03/25/14				2014-03
12	Subdivisions		45-1033	05/26/15	05/26/15	05/26/15		2015-13
12	Amended to add Activities which constitute Development; Amending the Requirements for an Improvement Agreement Where Necessary in a Plat		45- 961(1)a.1, 13 45- 1043(a)	7/25/17	7/27/17	7/27/17		2017-18

Strikethrough/Underline Ordinance
(Clean version to be provided for adoption
hearing)

PUTNAM COUNTY ORDINANCE 2025 - _____

AN ORDINANCE OF PUTNAM COUNTY, FLORIDA, AMENDING ARTICLES II, III, VI, VII, IX, XI, XII, AND XIII OF THE PUTNAM COUNTY LAND DEVELOPMENT CODE FOR UNINCORPORATED PUTNAM COUNTY (ORDINANCE 2024-12); AMENDING AND CLARIFYING EXISTING ZONING REGULATIONS; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE. (CASE # LDC25-000001).

WHEREAS, Florida Statutes require the County to have a Land Development Code to help implement the Comprehensive plan and control growth; and

WHEREAS, from time to time the need arises to amend the Land Development Code to better deal with growth management; and

WHEREAS, the Board of County Commissioners has determined that regulations in the County need to be reviewed and possibly revised; and

WHEREAS, the Planning Commission has held a public hearing on this issue on March 12, 2025; and

WHEREAS, the Board of County Commissioners has held two hearings on this matter as prescribed by Florida Statutes; now

THEREFORE BE IT ORDAINED THAT THE PUTNAM COUNTY BOARD OF COUNTY COMMISSIONERS AMEND THE PUTNAM COUNTY LAND DEVELOPMENT CODE AS FOLLOWS:

Land Development Code, Chapter 45, Article II Permitted Uses, Division 3 Uses Allowed Within Zoning Districts

Sec. 45-80. Commercial, professional office (CPO).

- (a) *Purpose.* The purpose of the commercial professional office zoning district is provide a commercial zoning district for the professional office land Use in the rural center, urban reserve, urban service and commercial future land Use classifications shown on the Putnam County Future Land Use Map.
- (b) *Uses categories and certain uses allowed in the CPO district.*
 - (1) Office
 - (2) Religious facility
 - (3) Cultural
 - (4) Hospitals
 - (5) Nursing homes
 - (6) Assisted living facilities

(7) Child and adult Day Care Centers

~~(7)~~(8) Emergency Services

(c) *Uses categories that require a special Use permit to locate in the CPO district.*

(1) Retail sales—General

(2) Retail sales—Food

(3) Services, except that tattoo parlors shall be prohibited

(4) Essential public service

~~(5)~~ Emergency services

(5) Any drive-through facility

(6) Accessory Dwelling Unit occupied by owner/tenant of existing commercial use

Sec. 45-81. Commercial, neighborhood (C-1).

(a) *Purpose.* The purpose of the C-1 zoning district is to provide a commercial zoning district for neighborhood commercial land use in the rural center, urban reserve, urban service, commercial future land use classifications, and in some limited cases the rural residential future land use classification shown on the Putnam County Future Land Use Map.

(b) *Use categories allowed in the C-1 district.*

(1) Retail sales—General

(2) Retail sales—Food

(3) Services, except tattoo parlors

(4) Office

(5) Child and adult Day Care Center

~~(5)~~(6) Emergency Services

(c) *Use categories that require a special Use permit to locate in the C-1 district.*

(1) Clubs

(2) Essential public services

~~(3)~~ Emergency services

~~(4)~~(3) Cultural

(d) *Certain uses that require a special Use permit to locate in the C-1 district.*

(1) Religious facility

(2) Any drive-through facility

~~(2)~~(3) Accessory Dwelling Unit occupied by owner/tenant of existing commercial use

Sec. 45-82. Commercial, retail (C-2).

- (a) *Purpose.* The purpose of the C-2 zoning district is to provide a commercial zoning district for light commercial land Use in the rural center, urban service, urban reserve and commercial future land Use classifications shown on the Putnam County Future Land Use Map.
- (1) *Use categories and certain uses allowed in the C-2 district.*
 - (2) Retail sales—General
 - (3) Retail sales—Food
 - (4) Services
 - (5) Office
 - (6) Commercial recreation and entertainment—Indoor
 - (7) Cultural
 - (8) Civic
 - (9) Religious facility
 - (10) Child and adult Day Care Centers
 - (11) Nursing home
 - (12) Hospital
 - (13) Assisted living facility
 - (14) Passenger vehicle service limited to tire, battery and oil changes
 - (15) Lodging
 - (16) Emergency services
 - (17) Carwash
 - (18) Drive-through facilities
 - (19) Club
- (b) *Use categories that require a special Use permit to locate in the C-2 district.*
- (1) Education
 - (2) Essential public services
 - (2)(3) Accessory Dwelling Unit occupied by owner/tenant of existing commercial use
- (c) *Certain uses that require a special Use permit to locate in the C-2 district.*
- (1) Nightclub
 - (2) Portable building sales
 - (3) Mini-warehouse

Sec. 45-83. Commercial, general (C-3).

- (a) *Purpose.* The purpose of the C-3 zoning district is to provide a general commercial zoning district for a mixture of light and medium intensity Commercial Uses that require immediate access to ~~major and minor~~ arterial roadways in the rural center, urban reserve, urban service and commercial future land Use categories shown on the Putnam County Future Land Use Map.
- (b) *Use categories and certain uses allowed in the C-3 district.*
 - (1) Retail sales—General
 - (2) Retail sales—Food
 - (3) Services
 - (4) Office
 - (5) Club
 - (6) Commercial recreation and entertainment—Outdoor
 - (7) Commercial recreation and entertainment—Indoor
 - (8) Lodging
 - (9) Cultural
 - (10) Civic
 - (11) Religious facility
 - (12) Emergency services
 - (13) Child and adult Day Care Center
 - (14) Passenger vehicle sales, rental and service (excluding auto body repair shops)
 - (15) Recreational vehicle and boat sales and service
 - (16) Portable building display and sales
 - (17) Mini-warehouses
 - (18) Hospital
- (c) *Use categories that require a special Use permit to locate in the C-3 district.*
 - (1) Educational
 - ~~(2)~~ Essential public services
 - ~~(2)(3)~~ Accessory Dwelling Unit occupied by owner/tenant of existing commercial use
- (d) *Certain uses that require a special Use permit to locate in the C-3 district.*
 - (1) Outdoor auction
 - (2) Auto body repair shops
 - (3) Child and adult Day Care Center
 - (4) Group Residential Home

- (5) Nursing home
- (6) Assisted living facility
- (7) Heavy vehicle sales, rental and service
- (8) Flea market
- (9) Nightclub
- (10) Kennel
- (11) Communication towers
- (12) Heavy Equipment sales and service

Sec. 45-84. Commercial, intensive (C-4).

- (a) *Purpose.* The purpose of the C-4 zoning district is to provide a general commercial zoning district for intensive Commercial Uses that require immediate access to ~~major and minor~~ arterial roads.
- (b) *Use categories and certain uses allowed in the C-4 district.*
 - (1) Office
 - (2) Retail sales—General
 - (3) Retail sales—Food
 - (4) Services
 - (5) Recreation and entertainment—Outdoor
 - (6) Recreation and entertainment—Indoor
 - (7) Lodging
 - (8) Cultural
 - (9) Civic
 - (10) Emergency services
 - (11) Essential public services
 - (12) Religious facilities
 - (13) Manufactured housing sales and service
 - (14) Auto body repair shop
 - (15) Truck Stop
 - (16) Passenger vehicle sales, service and repair
 - (17) Recreational vehicle and boat sales, service and repair
 - (18) Heavy vehicle sales, service and repair
 - (19) Heavy Equipment sales, service and repair

- (20) Mini-warehouses
- (c) *Use categories that require a special Use permit to locate in the C-4 district.*
 - (1) Educational
 - (2) Light industrial
 - (2)(3) Accessory Dwelling Unit occupied by owner/tenant of existing commercial use
- (d) *Certain uses that require a special Use permit to locate in the C-4 district.*
 - (1) Outdoor auction
 - (2) Bulk storage of toxic or hazardous materials
 - (3) Dry Dock
 - (4) Flea market
 - (5) Hospital
 - (6) Nightclub
 - (7) Communications towers
 - (8) Construction trades with outdoor storage

Land Development Code, Chapter 45, Article II Permitted Uses, Division 4 Accessory Uses and Structures

Sec. 45-106. Use of structures.

- (a) A Structure that is attached to a principal Structure shall be considered part of the principal Structure and shall not be considered an accessory Structure.
- (b) In residential zoning districts, an accessory Structure may not be placed on the property and used prior to establishment of a principal Use or Structure unless the property Owner has submitted a Development Permit application that includes plans for the principal Structure and a site plan showing the location of the proposed principle Structure in relation to all property lines and other structures. This restriction does not apply to the following:
 - (1) Docks
 - (2) Boat houses
 - (2)(3) Non-residential farm buildings for bonafide farms
- (c) In commercial and industrial zoning districts an accessory Structure may be placed on the property and used prior to establishment of a principal Structure on the Lot.
- (d) In the agricultural general (AG) zoning district, an accessory Structure may be placed on the property prior to a principal Structure as follows:
 - (1) Parcels five acres or larger, or bonafide farms, may place an accessory Structure on a Lot prior to the establishment of a principal Use Structure with proper permits.
 - (2) Parcels between two acres and 4.99 acres may place one accessory Structure 2500

square feet or less with proper permits.

- (3) Parcels less than two acres must have a main Use Structure, or Building Permits issued for a main Use Structure and the proposed accessory Structure, prior to having an accessory Structure placed on them.
- (4) An Owner may apply for an administrative deviation to the standards in this subparagraph (d) pursuant to Section- 45-836 or may apply for a variance to the standards in this subparagraph (d) pursuant to Section- 45- 832.

Sec. 45-109. Accessory uses and structures allowed in each zoning district.

Table 2.04A, below, provides a list of typical accessory uses and structures, and the zoning districts in which they are allowed. Accessory uses and structures allowed in the zoning districts are indicated by an X. Accessory uses and structures that may require a special use permit are indicated by an "SUP." Section 45-110, below defines each of the listed accessory uses and provides for supplemental regulations. Table 2.04A is not intended to be a complete list of all accessory uses and structures allowed. For accessory structures that are not listed, the director will make a determination whether or not an accessory Use or Structure meets the requirements of section 45-103 and is consistent with the requirements of the applicable zoning district.

Table 2.04A—Table of Accessory Uses and Structures

	AE, AG, RE, Residential -1 Residential -2	R3, R4, RMH	CPO, C1, C2, C3, C4	IL, IH, M
A/C Compressor, Propane Tanks, Solar Panels, Generators	X	X	X	X
Accessory Dwelling Unit	X; SUP may apply (see supplemental regulations for accessory Dwelling Units)		<u>SUP with conforming commercial use</u>	
Boathouses/Boat Shelters/Docks	X	X	X	X
Carport	X	X	X	X
Fences	X	X	X	X
Garage, Private	X	X	X	X
Garden and Grove, Non-Comm.	X	X	X	X

Gazebo	X	X	X	X
Greenhouse, Non-Commercial	X	X		
Home Occupation	X	X		
Plant Nursery, Non-Commercial	X	X		
Residential Dwelling	X	X		
Satellite Dish Antenna	X	X	X	X
Storage Building	X	X	X	X
Swimming Pool (Private)	X	X	X	X
Well or Pump House	X	X	X	X

Sec. 45-110. Supplemental regulations for accessory uses and structures.

This section provides definitions and supplemental regulations for the accessory uses listed in the table of accessory uses and structures in section 45-109 above. These supplemental regulations should be read in conjunction with the site development standards found in articles II, IV, VI, VII, VIII, and IX.

(1) Accessory equipment. In all zoning districts, equipment designed to serve the main Structure, including air conditioning compressors, solar panels, propane tanks, water softeners, generators and other similar equipment may be located in any required side or rear set back, but no closer than five feet to any Lot line. No such equipment shall be located within the required front setback. Well or pump houses which are less than sixty square feet and less than eight feet in height are permitted in any setback provided the structure is at least three feet from any given property line. In all cases, a site plan shall be submitted demonstrating compliance with this section. Any storage of propane which equals or exceeds a total of 2,000 gallons shall be deemed to be bulk storage of a toxic and/or flammable substance and require a special Use permit where allowable. In the commercial and industrial zoning districts, additional screening and buffering may be required as per article VII, division 3 of this Code.

(2) Boathouses and Docks.

- a. The term "boathouse" means a Structure where a Personal, recreational watercraft is stored, and includes the term boat shelter. A Dock, or pier, is a boardwalk type Structure that extends over water to allow direct access to the water for fishing, swimming or boating, and may include a boathouse.
- b. A boathouse or Dock cannot be enclosed or used as a habitable Structure. The Dock or boathouse must remain open on all sides.
- c. The boathouse or Dock Structure, including any electrical or plumbing services, must be in compliance with all other regulatory agencies' requirements, including, but not limited to, Florida Department of Environmental Protection and Army Corps of Engineers permitting requirements.
- d. The Dock and/or boathouse cannot be used as a revenue generating or income

related activity unless such activity is permitted in the zoning district in which the property is located.

- e. Up to 600 square feet of boat slip areas, including the footprint of the roof covering the slip(s) plus the footprint of any portions of the catwalk that extends beyond the roof line may be covered. The roof may be constructed over catwalks or accessory platforms that are adjacent to the boat slip(s). Portions of the roof that overhang the access pier or terminal platform are not included in the 600 square foot limitation. The boathouse shall not exceed 600 square feet in area unless a special Use permit is obtained.
 - f. The main access pier shall not exceed five feet in width.
 - g. Catwalks shall not exceed three feet in width.
 - h. The boathouse must be at least ten feet from any principal Structure.
 - i. There shall be only one boat house per Lot or Parcel unless a special Use permit, or Development Agreement approved by the Board of County Commissioners, allows for more than one boat house.
- (3) Fences are allowed to be located inside any required setback area subject to the requirements in article VII, division 4 of this Code. Privacy, buffer and decorative walls are considered fences for purposes of this section and article VII, division 4 of this Code. Article VII, division 4 of this Code establishes standards for the height and appropriate materials for fences and privacy/buffer walls.
- (4) Garage, private. A private garage is an accessory Structure designed or used for inside parking of private passenger vehicles by the occupants of the principal Structure. A private garage attached to or a part of a principal Structure is considered part of the principal Structure. For purposes of this Code, attached shall include any Structure within three feet of the principal Structure. An unattached private garage is to be considered as an accessory Structure.
- (5) "Gazebo" means a free-standing, roofed, open-sided Structure, sometimes known as a pavilion, which provides a shady resting place and is usually situated so as to command a view.
- (6) Accessory Dwelling Unit.
- a. Definition. An "accessory Dwelling Unit" is a Dwelling Unit located on the same Lot as the principal residential Structure which may be separate from the principal residential Structure or contained within it. Accessory Dwelling Unit shall be an allowed use in all single-family residential zoning districts, including Agriculture and Agriculture Estate, subject to the provisions listed below. Accessory Dwelling Units shall not be counted as an additional residential unit for purposes of the overall Density limitations for the property.
 - b. The accessory Dwelling Unit is intended to be used only for Occupancy by guests or family members on a non-fee basis and shall not be sold separately from the main Use Structure unless a Lot split is approved by Putnam County.
 - c. The Parcel must be a minimum of one-half acre in size and all requirements of

the Florida Department of Health must be met. The one-half acre minimum Lot size shall not apply if the Parcel is served by central water and sewer and the proposed accessory Dwelling Unit conforms to the dimensional requirements of the subject zoning district in which the accessory Dwelling Unit is located.

- d. No more than one accessory Dwelling Unit is allowed to serve the primary residence.
- e. The primary residence must be constructed as a conventional, site built or modular residence.
- f. The accessory Dwelling Unit must be constructed as conventional, site built or modular housing. A Mobile Home or park model shall not be permitted to serve as a guest house in any zoning district.
- g. The accessory Dwelling Unit may have a kitchen, in addition to other typical amenities, such as a living area, bathroom, and bedroom(s).
- h. The accessory Dwelling Unit shall be no smaller than 375 square feet and no larger than 75% of the enclosed square footage of the primary residence, not to exceed 2,000 square feet of enclosed living space. In all cases, accessory Dwelling Units shall be smaller in size and, and clearly subordinate to the primary residence.
- i. The accessory Dwelling Unit shall be limited to two (2) bedrooms. A maximum of one (1) additional bedroom for an accessory Dwelling Unit may be allowed if approved by a special use permit from the Zoning Board of Adjustment. Under no circumstance will an accessory Dwelling Unit be permitted to have four (4) or more bedrooms.

(7) Home occupation.

- a. *Defined.* A "home occupation," also known as a "home based business," is a business, profession, occupation or trade conducted entirely within a residential building or Structure accessory thereto, which is clearly accessory, incidental and secondary to the use of the building for dwelling purposes and does not change the residential character or appearance of such building and property.
- b. *Authorization required.*
 - 1. All home occupations or home-based businesses located on property Occupied for residential use and within residentially or agriculturally zoned property meeting the following criteria shall be allowed by right.
 - i. The employees of the business who work at the residential dwelling must also reside in the residential dwelling, except that up to a total of two employees or independent contractors who do not reside at the residential dwelling may work at the business. The business may have additional remote employees that do not work at the residential dwelling;
 - ii. Parking generated by the business may not be greater in volume than would normally be expected at a similar residence where no business

is conducted;

- iii. For residentially zoned property, heavy vehicles shall not be parked or stored on the property. For agriculturally zoned property, no more than one heavy vehicle shall be parked or stored on the property;
 - iv. For residentially zoned property, Heavy Equipment shall not be stored or used in the conduct of the business on the property;
 - v. External modifications made to a residential dwelling to accommodate a home based business must conform to the residential character and architectural aesthetics of the neighborhood. The home-based business may not conduct retail transactions at a Structure other than the residential dwelling.
 - vi. No equipment or process shall be used in such home occupation which creates noise, vibration, heat, smoke, dust, glare, fumes, noxious odors or electrical interference detectable to the normal senses on or off the Lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the Premises, or causes fluctuations in line voltage off the Premises.
 - vii. All business activities shall comply with any relevant State and Federal regulations with respect to the Use, storage, or disposal of any corrosive, combustible, or other hazardous or flammable materials or liquids.
2. *Special Use permit.* With the exception of bone fide agricultural uses in agriculture zoning districts, a special Use permit shall be required for any home occupation that exceeds any one of the following standards:
- i. The business employs three (3) or more Persons or independent contractors, other than Persons residing on the Premises, to engage in the occupation on the Premises.
 - ii. For residentially zoned property, the business requires one or more heavy vehicle(s) to be used, parked or stored outside at the Premises. For agriculturally zoned property, the business requires two (2) or more heavy vehicles.
 - iii. For residentially zoned property, the business requires Heavy Equipment to be used, parked or stored outside at the Premises.

Premises:

c. *Standard conditions.*

- 1. Each home occupation, including those approved by special Use permit, shall include the following conditions:
 - i. The Use of the Premises shall be clearly incidental and subordinate to its Use for residential purposes and shall, under no circumstance, change the residential character thereof.

- ii. There shall be no change in outside appearance of building or Premises, or other visible evidence of the conduct of such home occupation, except that one non-Illuminated Sign, not exceeding two (2) square feet in area, may be mounted flat against the wall of the building, at a position not more than two (2) feet from the main entrance to the building.
- iii. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood and any need for parking, generated by the conduct of such home occupation, shall be met off the street, in the front or at the side of the residence, and shall be setback in accord with the required front or side Yard setbacks.
- iv. No equipment or process shall be used in such home occupation which creates noise, vibration, heat, smoke, dust, glare, fumes, noxious odors or electrical interference detectable to the normal senses on or off the Lot-. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the Premises, or causes fluctuations in line voltage off the Premises.

Use

- v. Prior to commencing the proposed Use, the Applicant will submit written confirmation that the proposed site and Use have been reviewed for compliance with applicable rules and regulations concerning sewage disposal by the Florida Department of Health, Environmental Health Unit for Putnam County with no objections.
2. Additional conditions may be placed on a home occupation including, but not limited to, conditions addressing the following:
- i. Activities allowed outside the residence
 - ii. Parking
 - iii. Hours of operation
 - iv. Number of employees
 - v. Storage of materials
 - vi. Conduct of retail sales
- d. *Prohibited uses.* The following uses shall, in all circumstances, be prohibited as home occupations:
- 1. Mechanical, paint and body repair, and/or detailing services upon any motor vehicles, and trailers, including, but not limited to, automobiles, trucks, boats, motor homes, buses, tractors, Heavy Equipment, Mobile Homes, and travel trailers;

2. Health salons, gyms, dance studios, aerobic exercise studios, massage and tattoo parlors;
 3. Limousine service or taxi service where more than one limousine or taxi vehicle is kept on the Premises;
 4. Medical or dental office or laboratory, or nursing home facility;
 5. Private clubs;
 6. Tow truck services or other trucking services;
 7. Veterinary facility;
 8. Gift shop or thrift store.
- (8) "Plant nursery" means a place where such items as trees, shrubs, vines, flowers, or ferns are propagated for transplanting or for Use as stock or grafting.
- (9) Satellite dish antenna.
- a. Definition. A "satellite dish antenna" is a device in the shape of a shallow dish, cone, horn, or cornucopia used to transmit and/or receive radio or electromagnetic waves.
 - b. Allowed in CPO and C-1 zoning districts subject to meeting the following setbacks:
 1. The standard front setback for the zoning district.
 2. Five feet from rear or side property line.
 - c. Allowed in C-2, C-3, IL and IH zoning districts subject to meeting the following setbacks:
 1. Ten feet from front property line.
 2. Three feet from rear or side property line.
 - d. Allowed in residential, AG, AE, and public Use zoning districts subject to meeting the following:
 1. Only one freestanding unit per Lot or Parcel.
 2. Units over 36 inches in diameter must be installed as a freestanding unit.
 3. Any number of units with diameters of 36 inches or less and which are mounted on a building may be allowed.
 4. No unit shall be located so as to impair the vision of traffic.
 5. Units may not be located in the standard front or side set back area unless it can be demonstrated that it is necessary to locate the unit in that area.
 6. No portion of a unit shall be located closer than three feet from a side or rear property line.
 7. No unit shall exceed a height of 14 feet.
- (10) Storage building. A motor home, Mobile Home, truck body, camper, or other similar

unit, with or without wheels, may not be used as a permanent storage building. Cargo shipping containers may be permitted as a permanent storage building provided they are:

- a. Installed in accordance with the Florida Building Code, as determined by the building official;
- b. Used only in the AG or AE zoning districts;
- c. Visually buffered from view from adjoining Parcels by a type "A" buffer five feet in width or an acceptable alternative approved by the director.

(11) Swimming pool (private).

- a. Definition. In this article, "private swimming pool" means any body of water in an artificial or semi-artificial receptacle or other container located outdoors which is constructed in such a manner as to permit a water depth of 24 inches or more and is used or intended to be used for swimming or wading.
- b. A private swimming pool shall be allowed as an accessory Use only if it fully complies with the following conditions:
 1. The pool is intended and is to be used solely for the enjoyment of the occupants of the dwelling to which the pool is accessory, or to the bona fide guests thereof.
 2. The pool shall meet the required setbacks of the applicable zoning district as provided in subsection 45-503(c)(7).
 3. The pool shall be constructed and enclosed in compliance with the requirements set forth in the applicable building code as adopted and amended by Putnam County.

Land Development Code, Chapter 45, Article II Permitted Uses, Division 5 Temporary Uses Supplemental Standards

Sec. 45-131. Recreational vehicle as temporary shelter.

This section describes when a recreational vehicle (RV) may be allowed as a temporary shelter on property other than a lawfully established RV park. Article III of this Code regulates the Use of RVs in an RV park.

- (1) *Permit required.* The temporary Use of RVs for shelter may be allowed on agriculturally zoned or residentially zoned property by temporary Use permit as follows:
 - a. Pursuant to a temporary Use permit during land Clearing of the site where a new Dwelling Unit is proposed to be located. The maximum duration of the temporary Use permit for this purpose shall be 60 days. All wastewater and solid waste shall be disposed of properly at a licensed facility.
 - b. Pursuant to temporary Use permit for Use during construction of a home subject to the following:
 1. All building and construction related permits for the principal Dwelling Unit have

- been secured, and construction will commence within 90 days.
2. Payment of the permit fee for the electrical and plumbing inspections, in addition to the application fee is required.
 3. All units must be self-contained or lawfully connected to an outside source of electrical power, potable water, and sewage disposal (septic tank).
 4. The temporary Use permit shall have a duration limited to six months from time approval of the setup of the RV is received, subject to an extension of time of up to six months if the director or designee finds that construction of the principle residence is diligently proceeding. Maximum time allowed for set-up is 12 months. Use of the RV as shelter shall discontinue within 30 days of final inspection of the principal dwelling.
- c. For Use during demonstrated extreme hardship situations such as a medical emergency, subject to the following:
1. The permit shall have a maximum duration of six months.
 2. The recreational vehicle shall be self-contained or shall be lawfully connected to an outside source of electrical power, potable water, and sewage disposal.
 3. The recreational vehicle is located on the same parcel of land as the principal structure.
- (2) *Permit not required—Residential zoning districts.* RVs may be used for temporary shelter on residentially zoned property containing an existing Dwelling Unit without need of a temporary Use permit under the following conditions:
- a. The Use is for temporary visits on a non-fee basis by the property Owner or by friends and family members of the Owner or occupant of the property, with permission of the property Owner.
 - b. The RV is self-contained.
 - c. The extent of the stay of the RV does not exceed 14 consecutive days or 60 non-consecutive days.
 - d. The RV is not parked inside any of the required setbacks for the zoning district.
 - e. There is no more than one RV on the Premises at any one time.
 - e.f. Under no circumstances is an RV to be stored, left, or abandoned on a vacant property. Vacant is defined as having no Dwelling Unit on the property.
- (3) *Permit not required—Agriculture zoning districts.* RVs may be used for temporary shelter on Agriculturally zoned property containing an existing Dwelling Unit without need of a temporary Use permit under the following conditions:
- a. For lots or Parcels that are one acre or less in size or for lots less than five acres in size that are part of a vested subdivision plan, Use of an RV as a temporary shelter shall be as provided in paragraph (2) above.
 - b. For all other Agriculturally zoned lots or Parcels, RVs may be used for temporary shelter subject to the following conditions:

1. The Use is for temporary visits on a non-fee basis from the property Owner or from friends and family members with the express permission of the property Owner.
 2. The RVs are self-contained or lawfully connected to an outside source of electrical service, a potable water well and sewer or septic facilities that have been installed pursuant to permits issued by the health department and the Planning and Development Services Department, where required.
 3. The extent of the stay in the RV does not exceed 90 consecutive days or 180 non- consecutive days in a given calendar year.
 4. The RV is not parked inside any of the required setbacks for the zoning district.
 5. There is no more than one RV per acre of land on the Premises at any one time, with a maximum of ten RVs regardless of the acreage.
 6. Except for the circumstance provided in section 7 below, no RV may be stored, left, or abandoned on a vacant property. Vacant is defined as having no Dwelling Unit on the property.
 7. Parcels greater than five acres may be approved to have a single RV as a temporary use if approved by a Special Use Permit subject to the following conditions:
 - i. An E911 address shall be assigned to the property before a Special Use Permit application can be submitted, and the applicant shall provide proof that an E911 address has been issued.
 - ii. The RV must be registered with the Florida Department of Motor Vehicles. The applicant shall provide proof of current registration at the time of application for the Special Use Permit. The RV and property subject to the Special Use Permit application shall be in common ownership unless the occupant of the RV has written permission from the Land Owner to temporarily occupy the RV on the subject property.
 - iii. The RV shall be lawfully connected to an outside source of electrical service, potable water well, and septic or sewer facilities that have been installed pursuant to permits issued by the Planning and Development Services Department, the Florida Department of Health, or a municipal utility service. Failure to provide proof of such improvements within 90 days of approval for the Special Use Permit shall render any approval null and void and the RV will be subject to paragraph (3) b.6. above.
 - 5.—iv. The Special Use Permit shall be valid for six months; however, the land owner may renew the Special Use Permit one time for an additional six month period. Subsequent renewals are required to wait six months before new applications can be submitted. If renewal of the Special Use Permit is not completed, the RV will be subject to paragraph (3) b.6. above.
- (4) *Permit not required—Religious facilities.* It is hereby recognized that the temporary Use of RVs for visiting pastors, speakers or choral groups, as well as for temporary evangelical gatherings where allowed, is common practice for religious facilities. As a result, RVs may be used for temporary shelter without need of a temporary Use permit when used in connection with a lawfully established religious facility, subject to the following conditions:

- a. The Use is for temporary visits on a non-fee basis for matters directly related to the religious facility.
 - b. The religious facility is allowed in the applicable zoning district by right or by an approved special Use permit.
 - c. The RVs are self-contained or they are lawfully connected appropriate electrical, well and sewer/septic facilities that have been installed pursuant to permits issued by the health department and the Planning and Development Services Department, where required.
 - d. The extent of the stay of the RV does not exceed 14 consecutive days or 60 non-consecutive days in a given calendar year.
 - e. The RV is not parked inside any of the required setbacks for the zoning district.
 - f. The Lot or Parcel is at least one acre in size and there is no more than one RV per acre of land on the Premises at any one time, with a maximum of ten RVs regardless of the acreage.
 - g. Nothing contained in this section shall limit property used for religious facilities from using RVs for temporary shelter as provided in paragraphs (1) through (3) above.
- (5) *Permit not required.* RVs may be used for temporary shelter without the need for a temporary Use permit following the declaration of a state of emergency issued by the Governor for a natural emergency during which a permanent residential Structure was damaged and rendered uninhabitable. The Use of the RV for temporary shelter is subject to the following conditions:
- a. Located on the same Lot or Parcel as the damaged residential Structure;
 - b. The extent of the temporary RV shelter does not exceed 36 months after the date of the declaration or until a certificate of occupancy is issued on the permanent residential Structure on the property, whichever occurs first.
 - c. The resident(s) make a good faith effort to rebuild or renovate the damaged permanent residential Structure, including, but not limited to, applying for a Building Permit, submitting a plan or design to the County, or obtaining a construction loan.
 - d. The temporary shelter is connected to water and electric utilities and does not present a threat to health and human safety.
- (6) *No permanent Use allowed.* Under no circumstances will an RV be permitted to serve as a permanent shelter or housing solution within any zoning district. An RV shall not be attached in any way to a permanent foundation or other Structure, and shall not have any permanent connections to utilities.

Land Development Code, Chapter 45, Article III Supplemental Use Regulations, Division 2 Supplemental Standards

Sec. 45-165. Artificial pond.

- (a) *Definition.* "Artificial pond" means a manmade excavated or impounded body of water. If the excavated material is to be removed from the site, the site must be permitted as a

borrow area or as a mine and shall not be considered an artificial pond for purposes of this section.

(b) *Exemptions.*

- (1) Ponds established for bona fide agricultural purposes in AG, AE or M zoning districts and which meet the natural resource and conservation service design standards and approved by the Putnam Soil and Water Conservation District, are exempt from this subsection.
- (2) Ponds created to comply with stormwater management requirements shall be subject to the permitting requirements of article XII of this Code and design requirements of article VII, division 8 of this Code, and thus exempt from this subsection.

(c) *Supplemental regulations.*

- (1) Property on which an artificial pond is to be dug must have sufficient area to meet all setback and fencing requirements of this section.
 - (2) A Development Permit must be obtained from the Public Works Director or his designee.
 - (3) The property must be fenced.
 - (4) Setbacks. The pond must be set back a minimum of 25 feet from all property lines. Unless approved by a Variance, existing and proposed residential structures and accessory structures shall conform the waterfront principal building setbacks of the applicable zoning district as measured from the top of the bank of the artificial pond. A permit cannot be issued if the pond is over ten feet in depth and within 100 feet of an adjoining property Owner's well, or, if the pond is over 25 feet in depth, and within 200 feet of an existing property Owner's well.
 - (5) The slope of the sides. The area beginning at the Mean High Water Line to a point six feet below the low water line shall be designed with a slope not to exceed six feet horizontal and one-foot vertical.
 - (6) The pond shall be subject a minimum of one final inspection to ensure compliance with the approved design. Construction of the pond must be completed within 180 days of the issuance of the permit; however the Applicant may request for a maximum of two 180-day extensions, which may be granted by the Administrative Deviation Committee if the Applicant is showing reasonable diligence in completing the pond.
- (d) *Application.* A Site Work pPermit application for an artificial pond shall, at a minimum, include the following information:
- (1) Proof of permit or a letter of no action from the St. Johns River Water Management District and the Florida Department of Environmental Protection.
 - (2) A site plan drawn to scale showing the dimensions of the pond and the setbacks from all property lines and any existing structures on the site.
 - (3) A cross-section of the pond showing depth and slopes of the pond and the depth of the water table.

Sec. 45-186. Manufactured ~~H~~home ~~P~~arks.

- (a) *Definition.* "Manufactured Home Park" is a Parcel of land set aside and rented by any Person for the parking and accommodation of Mobile Homes and/or Modular Homes which are to be Occupied for sleeping or eating in exchange for consideration or benefit to the Owner of the Mobile Home ~~P~~ark, and includes all land, buildings, structures or facilities used by occupants of homes on such Premises.
- (b) *Supplementary regulations.*
 - (1) Manufactured home parks are permitted in RMH zoning only and are allowed to contain accessory and support facilities customarily incidental to the operation of the Manufactured Home Park as approved on the site plan. Such facilities shall include recreational, maintenance and laundry facilities for use by park residents.
 - (2) Minimum site requirements for a Manufactured Home Park.
 - a. One hundred feet wide at ingress and egress points.
 - b. Two hundred feet wide at the portion of the site used for Mobile Home lots.
 - c. Five-acre minimum total site area.
 - d. Internal separation between structures/units shall not be less than 20 feet, except that one accessory building 150 square feet or less in size may be placed no closer than three feet to the unit being served and six feet from any other units or accessory buildings.
 - (3) Each home space in a Manufactured Home Park in the RMH district shall be provided with a paved patio with a minimum of 120 square feet.
 - (4) Each Manufactured Home Park must have a Park and recreational area having a minimum area of 200 square feet per home space. Any such area must contain a minimum of 500 square feet.
 - (5) Internal streets must be a minimum of 20 feet wide and meet the standards for construction and drainage in article VII of this Code. Sidewalks shall meet the standards of Sections 45-618 and 45-656 of this Code.
 - (6) Each home space shall be clearly defined by means of concrete, steel or iron pipe markers placed at all corners.
 - (7) Each Manufactured Home Park shall be provided with a management office and such service buildings as are necessary to provide facilities for mail distribution, and storage space for supplies and maintenance materials.
 - (8) A landscaped buffer at least five feet wide with an opaque screen at least six feet high, shall be maintained along the perimeter of each Manufactured Home Park. Standards for buffer and screening are provided in article VII of this Code.
 - (9) A drainage plan for the Manufactured Home Park which meets the requirements of article VII of this Code ~~must be submitted to the Public Works Department. Approval of the design and implementation of the plan must be obtained from public works.~~
 - ~~(10) Emergency storm shelters shall be provided as required by article X of this Code.~~

- ~~(11)~~(10) All homes shall be set back at least 15 feet from the boundaries of the Park. Accessory structures need not meet this setback requirement.
- ~~(12)~~(11) Central water and sewer systems shall be provided for parks with home spaces that are less than one-half acre in size.
- ~~(13)~~(12) Existing Manufactured Home Parks shall comply with the requirements at section 45-813 of this Code.
- ~~(14)~~(13) Manufactured home parks are only allowed in RMH zoning.
- ~~(15)~~(14) Up to four recreational vehicle (RV) sites may be allowed in a Manufactured Home Park without need of a special use permit. Whether allowed by right or by special use permit, each RV site in a Manufactured Home Park shall comply with the dimensional requirements for a standard home space and the RV itself shall be licensed and operable to travel over the public roadways. Carports, screen rooms, storage sheds or other permanent structures may be located on the RV site as provided herein, however, such Structure shall not be attached or affixed in any fashion to the RV itself. The use of the RV shall be subject to the temporary Occupancy requirements established for overnight recreational parks in section 45-196 of this article.

Land Development Code, Chapter 45, Article VI Resource Protection Standards, Division 3 Waterfront Development

Sec. 45-401. Purpose and intent.

In order to maintain surface water quality and reduce nutrient loading in canals, lakes, rivers, creeks, streams and estuaries (hereinafter referred to collectively as "water body"), this section is enacted as a measure to protect the public health and welfare by requiring that new structures be setback a reasonable distance from surface waters, and by requiring retention of vegetated Shorelines.

Land Development Code, Chapter 45, Article VII Development Design and Improvement Standards, Division 2 Dimensional Requirements

Sec. 45-501. Generally.

Table 7.02A contains the basic dimensional requirements for all development subject to the requirements of this Code. Supplemental requirements that further clarify or limit the dimensional requirements in Table 7.02A are contained in section 45-503 below, and should be consulted before making development decisions under the requirements of Table 7.02A. Note that minimum Lot area for each zoning category may be further limited upon application of subsection 45-503(e) below, as well as the Density limitations under the Future Land Use element of the Comprehensive Plan and article II of this Code.

Table 7.02A—Dimensional Requirements

Zoning District	Dimensional Requirements
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RE	Minimum setback requirements: Front: 40 feet Rear: 20 feet Side: 20 feet Corner Side: 30 feet Minimum Lot requirements: Lot Width: 150 feet Lot Area: 43,560 square feet (1 acre) Maximum impervious surface area: 50% Maximum building height: 35 feet
R-1	Minimum setback requirements: Front: 25 feet Rear: 20 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Lot Width: 100 feet Lot Area: 15,000 square feet Maximum impervious surface area: 50% Maximum building height: 35 feet
R-1A	Minimum setback requirements: Front: 25 feet Rear: 20 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Lot Width: 75 feet Lot Area: 7,500 square feet

	Maximum impervious surface area: 50% Maximum building height: 35 feet
R-1HA	Minimum setback requirements: Front: 25 feet Rear: 20 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Lot Width: 100 feet Lot Area: 21,780 square feet (½ acre) Maximum impervious surface area: 50% Maximum building height: 35 feet
R-2	Minimum setback requirements: Front: 25 feet Rear: 10 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Lot Width: 75 feet Lot Area: 7,500 square feet Maximum impervious surface area: 70/50% Maximum building height: 35 feet
R-2HA	Minimum setback requirements: Front: 25 feet Rear: 10 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Width: 100 feet Area: 21,780 square feet Maximum impervious surface area: 50% Maximum building height: 35 feet
R-3	Minimum setback requirements: Front: 25 feet Rear: 10 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Lot Width: 75 feet Lot Area: 7,500 square feet Gross Density shall not exceed six Dwelling Units per acre. Maximum impervious surface area: 70% Maximum building height: 35 feet
R-4	Minimum setback requirements: Front: 35 feet (add 1' for every 2' of building height over 45') Rear: 10 feet (add 1' for every 2' of building height over 45') Side: 10 feet (add 1' for every 2' of building height over 45') Corner side: 20 feet (add 5' for every 5' of building height over 45') Minimum Lot requirements: Lot Width: 75 feet

	Lot Area: 7,500 square feet Maximum impervious surface area: Depends on future land Use category as outlined in Table 7.02B below Maximum building height: 45 feet. Structure may extend as high as 105 feet, subject to increased setbacks.
RMH* <i>*See article II and article III for RMH zoning and special Mobile Home park development requirements.</i>	Minimum setback requirements: Property line setbacks: Front: 25 feet Rear: 10 feet Side: 10 feet Corner side: 25 feet Internal separation between structures/units: 20 feet, except that one accessory building 150 square feet or less in size may be placed no closer than three feet the unit being served and six feet from any other units or accessory buildings. Minimum Lot requirements: Mobile Home park width: 1. 100 feet at ingress and egress points. 2. 200 feet at the portion of the site used for Mobile Home lots. Lot area for Mobile Home park: 5 acres Maximum gross Density: 8 Dwelling Units per acre. Maximum impervious surface area: Depends upon Future Land Use category as outlined in Table 7.02B below. Maximum building height: 35 feet
CPO	Minimum setback requirements: Front: 25 feet Rear: 15 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: The minimum Lot size needed by the various uses in the CPO district will be determined by the space requirements dictated by the proposed Use, the required setbacks and parking, and any other applicable provisions of this article. Maximum impervious surface area: Depends upon Future Land Use category as outlined in Table 7.02B below. Maximum building height: 35 feet
C-1	Minimum setback requirements: Front: 35 feet Rear: 15 feet Side: 10 feet; provided that no side setback is required if the developer is constructing two or more buildings on contiguous lots; however, a ten-foot access way from the front of the buildings to their rear setbacks must be provided. Corner side: 20 feet Minimum Lot requirements: The minimum Lot size needed by the various uses in the C-1 district will be determined by the space requirements dictated by the proposed Use, the required setbacks and parking, and any other applicable provisions of this article. Maximum impervious surface area: Depends upon Future Land Use category as outlined in Table 7.02B below. Maximum building height: 35 feet
C-2	Minimum setback requirements: Front: 35 feet

	Rear: 15 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: The minimum Lot size needed by the various uses in the C-2 district will be determined by the space requirements dictated by the proposed Use, the required setbacks and the number of parking spaces required by this article. Maximum impervious surface area: Depends on Future Land Use category as outlined in Table 7.02B below Maximum building height: 35 feet
C-3	Minimum setback requirements: Front: 35 feet (add 1' for every 2' of building height over 45') Rear: 10 feet (add 1' for every 2' of building height over 45') Side: 10 feet; provided that no side setback is required if the developer is constructing two or more buildings on contiguous lots; however, a ten-foot access way from the front of the buildings to their rear setbacks must be provided. (add 1' for every 2' of building height over 45') Corner side: 20 feet Minimum Lot requirements: The minimum Lot size needed by the various uses in the C-3 district will be determined by the space requirements dictated by the proposed Use, the required setbacks and parking, and any other applicable provisions of this article. Maximum impervious surface area: Depends on Future Land Use category as outlined in Table 7.02B below Maximum building height: 45 feet. Structure may extend as high as 105 feet, subject to increased setbacks.
C-4	Minimum setback requirements: Front: 35 feet (add 1' for every 2' of building height over 45') Rear: 10 feet (add 1' for every 2' of building height over 45') Side: 10 feet; provided that no side setback is required if the developer is constructing two or more buildings on contiguous lots; however, a ten-foot access way from the front of the buildings to their rear setbacks must be provided. (add 1' for every 2' of building height over 45') Corner side: 20 feet Minimum Lot requirements: The minimum Lot size needed by the various uses in the C-4 district will be determined by the space requirements dictated by the proposed Use, the required setbacks and parking, and any other applicable provisions of this article. Maximum impervious surface area: Depends on Future Land Use category as outlined in Table 7.02B below Maximum building height: 45 feet. Structure may extend as high as 105 feet, subject to increased setbacks.
IL	Minimum setback requirements: Front: 35 feet (add 1' for every 2' of building height over 45') Rear: 15 feet (add 1' for every 2' of building height over 45') Side: 15 feet (add 1' for every 2' of building height over 45') Corner side: 25 feet (add 1' for every 2' of building height over 45') Minimum Lot requirements: The minimum Lot size needed by the various uses in the IL district will be determined by the space requirements dictated by the proposed Use, the required setbacks and parking, and any other applicable provisions of this article. Maximum impervious surface area: Depends on Future Land Use category as outlined in Table 7.02B below

	Maximum building height: 45 feet. Structure may extend as high as 105 feet, subject to increased setbacks.
IH	Minimum setback requirements: Front: 50 feet (add 1' for every 2' of building height over 45') Rear: 25 feet (add 1' for every 2' of building height over 45') Side: 20 feet (add 1' for every 2' of building height over 45') Corner side: 30 feet (add 1' for every 2' of building height over 45') Minimum Lot requirements: The minimum Lot size needed by the various uses in the IH district will be determined by the space requirements dictated by the proposed Use, the required setbacks and parking, and any other applicable provisions of this article. Maximum impervious surface area: Depends on Future Land Use category as outlined in Table 7.02B below Maximum building height: 45 feet. Structure may extend as high as 105 feet, subject to increased setbacks.
Mining	Minimum Lot requirements: Area: 5 acres Distance from water body: As determined in the master mining plan approved by the Board of County Commissioners.
AE	Minimum setback requirements: Front: 40 feet Rear: 20 feet Side: 20 feet Corner side: 30 feet Minimum Lot requirements: Single-family dwellings or churches: Lot Width: 150 feet Lot Area: 43,560 square feet (1 acre) Other: For other uses not specifically listed here, the Lot area will be determined by the space requirements dictated by the proposed Use, the required setbacks, and any other applicable provisions of this article. Maximum impervious surface area: 50% Maximum building height: 35 feet
A	Minimum setback requirements: Front: 25 feet Rear: 10 feet Side: 10 feet Corner side: 20 feet Minimum Lot requirements: Single-family dwellings and Mobile Homes on individual lots: Lot Width: 150 feet; maximum reduction by variance to 100 feet Lot Area: 43,560 square feet (1 acre) Other: For other uses not specifically listed here, the Lot area will be determined by the space requirements dictated by the proposed Use, the required setbacks, and any other applicable provisions of this article. Maximum impervious surface area: 50% Maximum building height: 35 feet
P1 and P2	The Lot area and setbacks shall be determined by the space requirements dictated by the proposed Use and any other applicable provisions of this article as determined by the planning and development services director.

PUD	Minimum Lot area requirements: No minimum All other dimensional requirements depend upon the terms of the PUD rezoning ordinance, a Development Agreement, if any and the limitations of land development code and the Comprehensive Plan
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Land Development Code, Chapter 45, Article VII Development Design and Improvement Standards, Division 10 Roadways and Sidewalks

Sec. 45-611. Generally.

- (a) *New roadways.* All new roadways shall be paved in accordance with approved design and construction plans prepared to or exceeding the design standards established in this section.
- (b) *Previously platted roadways.* Previously platted roadways that have not been constructed are subject to the requirements of this section, unless bonds have been received and accepted on construction of such roadways.
- (c) *FDOT standards.* The design and specifications for major and minor collectors shall comply, at a minimum, with the Florida Department of Transportation (FDOT) "Roadway and Traffic Design Standards" (Standards), "Manual of Uniform Standards for Design, Construction and Maintenance for Streets and Highways" (Green Book), and the "Manual of Uniform Traffic Control Devices" (MUTCD), unless specifically revised by this Code. Material specifications and construction procedures shall comply to the FDOT "Standard Specifications for Road and Bridge Construction" (Specifications). Any roads, including local roads, developed to the FDOT design standards and specifications referenced in this paragraph shall be considered to be in compliance with this section.
- (d) *Roadway classifications.*
 - (1) Arterial roads are roadways providing service that is relatively continuous and of relatively high traffic volumes, long trip lengths and higher operating speeds. Examples in Putnam County include SR 19, SR 20, SR 26, SR 100, SR 207 and US 17.
 - (2) Collector roads are roadways providing service for relatively moderate traffic volumes, moderate trip lengths and moderate operating speeds. Collector roads collect and distribute traffic between local roads and arterial roads. ~~They are further categorized into major collectors and minor collectors.~~ Examples in Putnam County include CR 21, CR 20A, CR 209, CR 216, CR 219, CR 308, CR 309, CR 310 and CR 315.
 - (3) Local roads are roadways providing service for low traffic volumes, short average trip lengths or minimal through traffic. A local road may be privately or publicly owned. For purposes of this Code, any privately owned road shall be presumed to be a local road. Any newly constructed local road shall be required to meet, at a minimum, the design requirements of this section. The Public Works Department may establish supplemental minimum design standards for local roads that are in place prior to the date of adoption of this article, which may be used when such existing local roads are considered in need of repair or Improvements for any reason.

Sec. 45-616. Roadway drainage.

(a) *Open channels.*

- (1) The design of open channels shall be in accordance with FDOT design standards, using standards for the 25-year/24-hour storm event as the minimum.
- (2) Provision for on-site and off-site retention of stormwater shall be in accordance with St. John's River Water Management District.
- (3) The design of open channels shall consider the need for channel linings. Standard treatment for roadside Swales shall be seeded and mulched and/or hydro-mulched where flow velocities are less than velocities permitted for bare soil conditions. Sodding shall be used when the design flow velocity exceeds values permitted for bare soil conditions, but do not exceed four feet per second or where side slopes exceed a steepness of three feet horizontal to one foot vertical (3:1). Sodding shall be staggered, to avoid continuous seams in the direction of flow. For flow velocities greater than four feet per second, flexible or rigid linings shall be used. Flexible linings may include use of geotextile grids, rock rip-rap, and interlocking concrete grids. Rigid linings shall include concrete pavement. Table 7.10H below sets forth guidelines for lining types based on various design factors that include open channel gradient, side slopes, and velocity ranges. Subject to applicability to site conditions, manufacturer's recommendations and approval from the Public Works Director, alternative channel linings may be acceptable.

Table 7.10H—Guidelines for Lining Types			
Gradient (%)	Side Slopes	Velocity Range (fps)	Protective Lining
0.75% and Less	Flatter than 3:1	Less than 2.0	Grass with Mulch
0.75% to 2.00%	3:1 to 2:1	2.0 to 4.0	Sod
Greater than 2.00%	Steeper than 2:1	Greater than 4.0	Flexible/Rigid Lining

Note: Channel velocities greater than six feet per second shall require energy dissipation.

- (4) For open channels where positive flow conditions are required, a minimum physical slope of 0.1 foot per 100 feet (0.1 percent) or the slope to provide for conveyance of the design flow, whichever is greater, shall be used.
 - (5) The design of all open channels and roadside Swales shall consider ease of maintenance and accessibility. Side slopes for roadside Swales shall be in general conformance with the roadway typical sections. Side slopes for other facilities requiring regular maintenance shall not be greater than three feet horizontal to one foot vertical (3:1).
- (b) *Cross-drains.*
- (1) Cross-drains shall be sized and designed to handle run-off for a 50-year/24-hour storm event.
 - (2) All cross-drain pipes shall be constructed of reinforced concrete or high performance polypropylene, unless otherwise approved by the Public Works Director.

- (3) The minimum allowable pipe diameter for cross drains shall be 15 inches or the equivalent section for arch or elliptical pipe.
 - (4) The minimum length of pipe to be used, including the end treatment, shall be the length necessary to provide for the required roadway shoulder width and adequate clear zone requirements.
 - (5) All construction drawings submitted for review shall include a schedule showing the size, type, and invert elevation of the side-drain needed to provide access to each subdivided Lot.
 - (6) Unless otherwise approved, minimum pipe cover shall be 12 inches measured from the outside top of pipe to the top of the roadway base at any point in the roadway cross-section.
 - (7) Culverts under intersecting side roads shall be considered as cross drains and shall be designed using cross drain criteria.
 - (8) Cross-drains shall be installed with County approved end treatments. End treatments shall include mitered ends and "U" type mitered end walls. Headwalls may be allowed where placement meets clear zone requirements.
- (c) *Side-drains (Driveway culverts).*
- (1) Side-drains shall be designed to handle run-off for a 50-year/24-hour storm event.
 - (2) The minimum allowable pipe diameter for side drains shall be 15 inches or the equivalent section for arch or elliptical pipe.
 - (3) All construction drawings submitted for review shall include a schedule showing the size, type, and invert elevation of the side-drain needed to provide access to each subdivided Lot.
 - (4) Side-drains shall be installed with County approved end treatments. End treatments shall be mitered ends and "U" type mitered end walls.
 - (5) Side drains shall be set at an elevation that conforms to the ditch grade.
 - (6) Standard pipe length including shoulder for side-drains with ditches less than five feet in depth shall be based on the following:

Table 7.10I—Driveway Culvert Pipe Length Requirements		
Driveway Type	Maximum Pipe Length*	Minimum Pipe Length*
<i>Residential Driveways</i>	Driveway width plus four feet each side	Driveway width plus 2 feet each side
<i>Non-Residential Driveways</i>	Driveway width plus 8 feet each side	Driveway width plus 4 feet each side

* Pipe length does not include the length of end treatment or slope length. For ditches greater than five feet in depth, the pipe length shall be reviewed for approval by the Public Works Director on a case-by-case basis pursuant to FDOT standards.

- (d) *Curb, Gutter and inlets.*

- (1) The FDOT standards and American Association of State Highway and Transportation Officials (AASHTO) Standard Specifications shall be used as a guideline for selection of drainage Structure types and hydraulic capacities.
 - (2) Selection of Curb, Gutter, and inlet type, location, and spacing shall consider roadway geometry; width of spread (flow); inlet geometry and intake capacity; maximum pipe length without maintenance access; potential for flooding of off-site property; and pedestrian and bicycle safety. Maximum spacing for Curb inlets shall be based on the width of spread. Width of spread shall not exceed one-half of the travel lane adjacent to the Gutter for a rainfall intensity of four inches per hour. In general, maximum spacing for inlets shall be 500 feet. Longer spacing may be allowed upon demonstration that the width of spread meets requirements set forth above.
 - (3) Inlets shall be placed at all low points in the Gutter grade, and as appropriate at intersections, median breaks, and on side streets where drainage could adversely affect the safety of vehicular or pedestrian movements within the roadway intersection.
 - (4) Curb inlets shall not be located within drop Curb locations.
 - (5) The minimum allowable Gutter grade shall be 0.3 percent.
- (e) *Pipe material and specifications.*
- (1) The FDOT standard specifications for road and bridge construction shall be used as a guideline for specifications on pipe material, placement, bedding, and backfill requirements.
 - (2) Pipe material shall be selected based on durability, structural capacity, and hydraulic capacity. The design service life of the facility shall be based on the following:

Table 7.10J—Minimum Service Life Requirements for Pipe Material	
Facility Type	Service Life
Stormwater Systems	50 or 100 years*
Cross-Drains	50 years*
Side-Drains	25 years

*Note: Where more than one service life is given, the lower value shall be used for locations on local and minor collector roadways, and the higher value shall be used for locations on major collectors and in urban areas.

- (3) In estimating the projected durability of a material, consideration shall be given to actual performance of the material in nearby similar environmental conditions, its theoretical corrosion rate, the potential for abrasion, and other appropriate site factors. To avoid unnecessary site-specific testing, generalized soil maps such as the soil conservation service soil survey for Putnam County area may be used to delete unsuitable materials from consideration. In the event testing is necessary, tests shall be based on FDOT approved test procedures. The potential for future land use changes which may change soil and water corrosion indicators shall also be considered to the extent practical. Backfill material shall not be more corrosive than that which is required to provide the design service life.

- (4) All gravity flow pipe installations shall have a soil tight joint performance unless site-specific factors warrant watertight joint performance.
- (5) The approved pipe materials are listed in Table 7.10K. Prior to any aluminum pipe installation, test reports on the soil pH shall be submitted with a certification that the material furnished will provide sufficient resistance to corrosion to maintain the design service life.

Table 7.10K—Approved Pipe Material

~~Galvanized Corrugated Steel Pipe or Arch Bituminous Coated Corrugated Steel~~ Reinforced Concrete
Reinforced Concrete Elliptical Pipe

Aluminum Pipe

Corrugated High Density Polyethylene Pipe (side drain only)

Corrugated High Performance Polypropylene

(f) *Other drainage structures.*

- (1) The FDOT roadway and traffic design standards shall be used as a guideline for selection and construction of all drainage structures, including, but not limited to: manholes, inlets, pipe end treatment, and box culverts.
- (2) Bridges shall be designed and constructed in accordance with the FDOT standards and specifications, FDOT structures design guidelines, and American Association of State Highway and Transportation Officials (AASHTO) Standard Specifications for Highway Bridges.
- (3) Bulkheads and/or retaining walls shall be designed by a professional engineer holding an active license in the State of Florida.

Land Development Code, Chapter 45, Article VII Development Design and Improvement Standards, Division 11 Access Management

Sec. 45-636. Use of easements for driveway access.

- (a) A recorded easement may be used for shared Driveway access serving up to two residential Dwelling Units, provided the Driveway meets the following minimum standards:
 - (1) The minimum width of the easement shall be 30 feet.
 - (2) A minimum 20-foot wide stabilized surface with LBR 40 material to a depth of eight inches. Native materials below the stabilized surface shall not contain significant amounts of unsuitable materials (i.e. muck, clay, organics, etc.).
 - (3) A 40-foot radius stabilized turnaround or equivalent turnaround area (i.e. a "T" section).
 - (4) Any such easement and turning radius created shall extend into or onto any property or properties taking access from the easement a distance sufficient for such Lots to meet the Lot Frontage requirement of this Code.

- (b) Recorded easements for access serving unmanned sites (e.g. Antenna towers, relay stations and similar facilities) shall meet the following minimum standards:
 - (1) The minimum width of the recorded easement shall be 30 feet.
 - (2) There shall be a minimum 16-foot wide stabilized surface with LBR 40 material to a depth of eight inches.
 - (3) There shall be a 40-foot radius stabilized turnaround or equivalent turnaround area (i.e. a "T" section).
- (c) Restriction. In any event, when three or more residential units are accessed by easement, the access shall conform to design standards for private roads as stipulated by Article VII, Division 10.

Land Development Code, Chapter 45, Article IX Vesting Determinations, Nonconformities and Variances, Division 2 Lot of Record and Vesting Determinations for Nonconforming Developments or Development Plans

Sec. 45-797. Previously approved development.

- (a) The Putnam County Comprehensive Plan provides that development that has been issued a final local Development Order and has commenced and is continuing in good faith may be completed notwithstanding inconsistency with the Comprehensive Plan. The residential developments described in paragraphs (b), (c) and (d) below are hereby deemed to have been approved by a final Development Order and to have commenced and continued in good faith.
- (b) Recorded subdivision. Lots in a recorded subdivision within which all required Improvements (e.g. roads and drainage) have been installed by the deadline established by the plat approval or, if no deadline was established, by February 1, 2003, or ten years after the preliminary plat approval, whichever is latest, shall be eligible for permits if the following criteria are met:
 - (1) Improvements installed pursuant to applicable design standards. If the plat does not set forth what Improvements are required, and no standards for such Improvements had been adopted by Putnam County at the time of plat approval, then the minimum roadway and drainage standards in appendix IX shall apply.
 - (2) Lots meet the minimum size requirements. Unless served by an off-site, centralized water or sewer disposal system, each individual Lot within such a subdivision must be a minimum of 0.5 acres in size, or meet the Lot size of the applicable zoning district, whichever is greater. Platted lots may be combined to meet this Lot size requirement. Where a centralized water or sewer system is available, the Lot size for the applicable zoning district shall be met.
 - (3) Other applicable land use regulations are followed. Each eligible Lot shall otherwise be developed in accord with applicable land development regulations, including, but not limited to, the dimensional requirements of the applicable zoning district and the limitations on waterfront development and development in an area of special flood hazard.
- (c) Unrecorded subdivisions. Lots in an unrecorded subdivision plan depicted on a signed, sealed and dated survey or engineered drawing created prior to

September 27, 1983 and in the records of the Property Appraiser, the Clerk of Courts or Planning and Development Services, shall be eligible for permits if the following criteria are met:

- (1) Improvements installed pursuant to applicable design standards. The roads and drainage Improvements must be installed as of February 1, 2003, in accordance with the minimum roadway and drainage standards in appendix IX of this Code. Where a minimum roadway and drainage standard was not established pursuant to a formal County approval of a subdivision plat and when minimum standards for such Improvements were not established by ordinance at the time the subdivision was created, roadway and drainage shall be in accord with Illustration 9.1. The Director of Public Works may, after a field inspection of the applicable Rights-of-way, adjust any of the dimensional requirements shown in Illustration 9.1, in accordance with the best possible engineering under the conditions of a given roadway, but in no case, will the Director of Public Works be able to approve a Right-of-way that is less than ~~35~~30 feet in width, unless the development served by that Right-of-way is specifically vested by the Board of County Commissioners under section 45-801 of this Code.
- (2) Lots meet the minimum size requirements. Unless served by an off-site, centralized water or sewer disposal system, each individual Lot within such a subdivision must be a minimum of 0.5 acres in size, or meet the Lot size of the applicable zoning district, whichever is greater.
- (3) Prior vested subdivisions. Lots in a recorded or unrecorded subdivision that the County has previously vested under the policies and regulations in place prior to the effective date of this section may be issued Building Permits in accord with any conditions placed on the vesting determination, provided that the vesting determination has not lapsed pursuant to subsection 45-802(h).

Land Development Code, Chapter 45, Article IX Vesting Determinations, Nonconformities and Variances, Division 4 Variances

Sec. 45-836. Administrative deviations.

The Administrative Deviation Committee shall be authorized to grant administrative deviations to the following:

- (1) Minimum dimensional standards of this Code such as, but not limited to, minimum Lot area, minimum Lot width, Frontage, and required Yards.
- (2) Landscaping, buffering and screening requirements.
- (3) Maximum Lot Coverage.
- (4) Maximum Height of structures and fences.
- (5) Variations in Development Design and Improvement Standards not otherwise allowed to be reviewed and approved by the Public Works Director.
- (6) The Committee may, at its discretion, hear and act upon any applications for a Special Use Permit, Variance or Vesting Determination, provided that the notice requirements of Article XII Division 6 are followed.
- (7) The Committee may, at its discretion, hear and act upon any applications for

a nonconforming use determination following the notice requirements below in paragraph (8)

Applications for administrative deviations shall be in writing on the forms prescribed by the Department, and filed with the Department together with the required supporting information and attachments. Upon receipt of the application, the Department shall determine whether the application is complete within five working days. If it is determined that the application is not complete, written notice shall be provided to the Applicant specifying the deficiencies. The Department shall take no further action on the application until the deficiencies are remedied.

When the application is determined to be complete, all fees must be paid. The Department shall schedule the application for a meeting of the Administrative Deviation Committee within 30 days after the completed application has been filed. Upon establishment of the meeting date, notice of the meeting shall be given as follows:

- (8) The Owners of any land abutting the subject property shall be notified in writing by certified U.S. mail of the proposed administrative deviation at least 14 days prior to making a final determination on the proposed reduction. The notice shall advise the abutting landowner(s) of the date of determination and that objections or concerns with the proposed administrative deviation must be submitted in writing prior to the determination date. ~~The Applicant shall provide to the Department the name and contact information (i.e. address and phone number) for all abutting property Owners that will be impacted by the deviation.~~ Additionally, notice shall be posted on the subject property at least 14 days prior to the final determination on the administrative deviation.
- (9) In order to authorize an administrative deviation, the Committee must determine whether the need for the proposed deviation arises out of the physical surroundings, shape, topographic conditions or other physical or environmental conditions that are limited to the specific property involved. The Committee shall not grant an administrative deviation unless a positive finding is made on each of the following criteria:
 - a. There are practical or economic difficulties in carrying out the strict letter of the regulation;
 - b. The request is not based exclusively upon a desire to reduce the cost of developing the site, but would accomplish some result that is in the public interest, such as, for example, furthering the preservation of natural resources by saving a tree or trees;
 - c. The proposed deviation will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site and will not substantially interfere with or injure the rights of others whose property would be affected by the deviation;
 - d. The proposed deviation will not be detrimental to the public health, safety or welfare, result in additional public expense, the creation of nuisances, or conflict with any other applicable law;
 - e. The effect of the proposed deviation is in harmony with the spirit and intent of the Zoning Code.

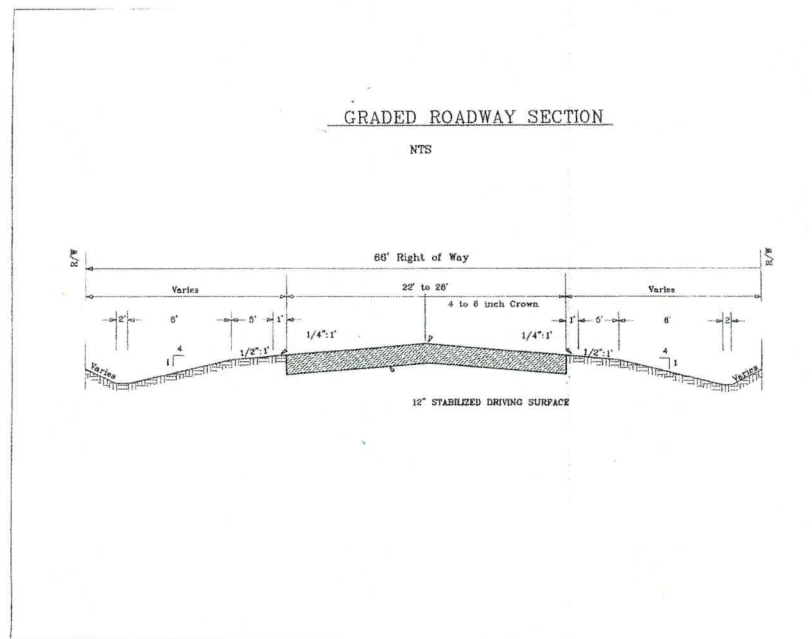
- (10) In granting a development approval involving an administrative deviation, the Committee may impose such conditions and restrictions upon the Premises benefited by a deviation as may be necessary to allow a positive finding to be made on any of the foregoing criteria, or to minimize the injurious effect of the deviation. When granting a deviation, the Committee may also attach appropriate conditions and safeguards, as deemed necessary, in order to protect the public health, safety and general welfare of County residents. Violation of any terms or conditions of the deviation constitutes a violation of this article and the Department may initiate proceedings to revoke a deviation not meeting the terms and conditions of approval.
- (11) The Committee may establish a reasonable time limit within which the activity necessary to initiate the deviation shall be started and completed. Failure to meet these time limits shall render the deviation null and void. If the Committee, during the granting of the administrative deviation, does not designate a time limit, and the Applicant has not begun the granted Use within 12 months of the date of approval of the administrative deviation, the administrative deviation becomes null and void.
- (12) Decisions of the Committee may be appealed to the Zoning Board of Adjustment within 30 days of the decision. However, at any time before the Zoning Board of Adjustment hears and decides such an appeal, any County Commissioner may elect to transfer the appeal to the Board of County Commissioners, which shall then hear and decide the appeal. Appeals of decisions of the Committee shall be de novo.
- (13) Administrative deviations to required setbacks shall not reduce the required setback by more than the following maximums unless the Lot is a Nonconforming Lot subject to the administrative deviation allowed under section 45-836:
- a. Front Yard ~~reductions up to 20 feet by up to twenty feet (down to a minimum of ten feet from a Lot line)~~ so long as 10 foot of separation is maintained between the structure and property line.
 - b. Side Yard ~~reductions up to 15 feet so long as 3 foot of separation is maintained between the structure and property linesetbacks may be reduced by up to fifteen feet (down to a minimum of three feet from a Lot line).~~
 - c. Rear Yard ~~reductions up to 15 feet so long as 3 foot of separation is maintained between the structure and property line and there is no Water Body. setbacks may be reduced by up to fifteen feet (down to a minimum of three feet from a Lot line when there is no Water Body).~~
 - d. Waterfront setbacks may be reduced by up to five feet subject to the requirements of article VI, division 3 of this Code.
- (14) The Administrative Deviation Committee may choose to refer any administrative deviation request to the Zoning Board of Adjustment. The applicant will be responsible for paying the difference between the fee for administrative deviation and the applicable fee for a variance heard by the Zoning Board of Adjustment.

Secs. 45-837—45-850. Reserved.

APPENDIX IX

Where a minimum roadway and drainage standard was not established pursuant to a formal County approval of a subdivision plat and when minimum standards for such improvements were not established by ordinance at the time the subdivision was created, roadway and drainage shall be in accord with Illustration 9.1 below. The director of public works may, after a field inspection of the applicable rights-of-way, adjust any of the dimensional requirements shown in Illustration 9.1, in accordance with the best possible engineering under the conditions of a given roadway, but in no case, will the director of public works be able to approve a Right-of-way for ingress and egress access that is less than 35-30 feet in width, unless the development served by that Right-of-way is specifically vested by the Board of County Commissioners under section 45-801 of this Code. In all cases in which a new access Right-of-way is proposed, such Right-of-way shall conform to Article VII, Division 10

Illustration 9.1—Standard Graded Roadway and Drainage Section



Land Development Code, Chapter 45, Article XI Development Review and Enforcement Boards, Division 2 Development Review Committee

Sec. 45-886. Membership.

~~(a) The Development Review Committee (DRC) shall be composed of representatives of various County departments and regulatory agencies having a direct interest in new Development and redevelopment including, but not limited to, Planning and Development Services, Public Works, Emergency Services, Sheriff's Office, and the Department of Health.~~

(a) Voting. The voting membership of the committee shall be composed of an employee assigned by the appropriate supervisor from each of the following county

departments:

(1) Planning

(2) Building

(3) Public Works

(4) Sheriff

(5) Emergency Services

(6) Recreation

(7) Property Appraiser

(8) Putnam County School District

(9) Putnam County Fire Marshal

(10) Putnam County E911 Addressing

(b) Non-voting. Representatives of the following shall be non-voting ex officio members of the committee:

(1) Department of the Navy, Naval Air Station Jacksonville

(2) County Forester

(3) All applicable utility providers (e.g. gas, electric, cable television, telephone, sewer, water)

(4) St. Johns River Water Management District

(5) Suwannee River Water Management District

(6) Florida Department of Transportation

(7) Florida Department of Health

(8) Florida Department of Environmental Protection

(9) Agricultural Center

(10) Natural Resource Conservation Service

(11) Army Corp of Engineers

Land Development Code, Chapter 45, Article XII Administration and Enforcement, Division 1 Purpose and Definitions

Sec. 45-961. Purpose.

This article provides the requirements for the following procedures: obtaining development approvals and certain types of permits; as well as procedures for rezoning property, seeking a special use permit, appealing decisions, seeking legislative action to amend this Code and the Comprehensive Plan, and enforcing this Code.

this Code

**Land Development Code, Chapter 45, Article XII Administration and Enforcement, Division 5
Requires Contents of Submittals for Development Review**

Sec. 45-1001. Application for development review.

Applications for development review shall be available from the Department. The completed application shall be signed by all Owners of the subject property, or their authorized agent(s), and notarized. Signatures by other parties will be accepted only with notarized proof of authorization by the Owners. In a case of corporate ownership, the authorized signature shall be accompanied by a notation of the signer's office in the corporation, and documentation showing authorization to act for the corporation. All applications shall comply with the following submittal requirements unless deemed unnecessary by the Department or as otherwise provided for in the Development Review Manual:

- (1) The application shall include, but not be limited to the following:
 - a. Name, address and telephone number of Owner.
 - b. Description of intended Use.
 - c. Description of proposed development activities.
 - d. Location and linear dimensions and size of Parcel.
 - e. Legal description of property involved.
 - f. A site plan drawn to scale showing dimensions of existing and proposed structures, with the setbacks from each other and the property line, the Lot coverage, proposed parking including aisles direction of flow and dimensions, landscaping, and a north arrow.
- (2) Where applicable to the development activity proposed, the Department may require the following to be submitted as part of the application:
 - a. Building, Structure, sidewalk and pavement location, Height and setback.
 - b. Location, length, width and composition of proposed Driveways including Driveway alignment with Driveways on surrounding land.
 - c. A map of vegetative cover including the location and identity by common name of all protected trees. Groups of protected trees may be designated as "clusters" with the estimated total number noted.
 - d. Floor plan for existing and proposed structures.
 - e. A detailed landscape plan meeting or exceeding the requirements of this Code for all new or existing uses.
 - f. Sign plans, including the location of signs on the site; dimensions of all signs, including maximum square footage, Height and width; and distance from the ground to the bottom of the sign display area (including borders).

g. Survey of property.

~~i.h.~~ Construction plans for all proposed development activities. This is not required for Minor Subdivisions and may be waived by the Department for certain Minor Developments.

~~this Code~~

Land Development Code, Chapter 45, Article XII Administration and Enforcement, Division 8 Procedures for Review of Subdivisions

Sec. 45-1032. Scope of section.

A subdivision of land within the unincorporated limits of the County is the division of a parent tract of land into two or more lots, Parcels, tracts, tiers, blocks, sites, units, or any other division of land. A Type I subdivision must first receive the approval of the Board of County Commissioners pursuant to the procedures set forth herein. Developments such as, but not limited to, condominiums and Mobile Homes parks with a gross Density of six or more units per acre shall meet the requirements of a Type I subdivision. A subdivision created pursuant to any Density exception in the Comprehensive Plan shall meet the requirements of a Type I subdivision if three or more lots are to be created unless determined to be a Type IV subdivision pursuant to Section 45-1033 below. A "parent tract," for purposes of article XII, division 8 and 9, shall mean the Lot of record (defined as being created prior to December 19, 1991) or legally conforming Parcel that existed as of July 1, 2024. Unless otherwise exempt under the provisions of this Code, any Parcels, lots, tracts, tiers, blocks or units of land created after July 1, 2024 shall be counted in determining whether a subdivision has or will be created under this section, regardless of ownership.

Sec. 45-1033. Classifications of subdivisions.

There shall be six kinds of subdivisions as follows:

- (1) Type I subdivisions, which shall be those subdivisions other than Type II, Type III, or Type IV subdivisions in which the streets and drainage are dedicated to the public or to the Board of County Commissioners.
- (2) Type II subdivisions, which shall be limited to large Lot subdivisions in agriculturally zoned areas as described in section 45-1035.
- (3) Type III subdivisions, which shall be limited to family subdivision in agriculturally zoned areas as described in section 45-1036.
- (4) Type IV subdivisions, which shall be limited to residentially zoned areas where up to ten (10) newly- created Lots resulting from the division shall have Frontage on and direct access to a County- maintained paved road as described in section 45-1037.

- (5) ~~Exempt subdivisions~~ **Boundary Line Adjustment**, which may include any of the following upon determination by the Director of Planning and Development Services:
- a. Any conveyance of an illegal or nonconforming Parcel(s), as determined by the Department, to adjust or settle a common boundary line between adjoining property Owners in accordance with the following conditions:
 1. The purpose of the conveyance is to settle boundary disputes, correct encroachments, or otherwise resolve conditions which are illegal, nonconforming or deemed by the Director of Planning and Development Services to be undesirable under this Code;
 2. A deed, or other conveyance instrument, shall be recorded in the Official Records of Putnam County;
 3. The grantee of the conveyance shall combine the conveyed Parcel with their original Parcel under a single Parcel identification number in the records of the Putnam County Property Appraiser; and
 4. Upon completion of the conveyance transaction, the resulting Parcels shall conform to all dimensional and Frontage requirements of this Code, or shall result in greater conformance with this Code, as determined by the Director of Planning and Development Services.
 - b. Any division of land for the purpose of conveyance to any Federal, State or local government entity or public utility provided the instrument is accepted by the grantee and recorded in the Official Records of Putnam County;
 - c. Any conveyance (i.e. corrective deed) necessary to correct an error made in the language used in an earlier conveyance for the purpose of resolving land title issues;
 - d. Any division of land by order of a court of competent jurisdiction; and
 - e. Any Parcel that contains 30 acres or greater and not intended for development with permanent structures as defined in the Florida Building Code. No permanent structures may be erected on the Parcel unless the access roads and drainage are determined to be acceptable by the Public Works Director. No such creation of a Lot 30 acres or greater in size shall be exempt under this section if it results in the remainder of the Parcel being subdivided having less than 30 acres.
 - f. The combination or recombination of portions of previously platted lots or Parcels where the total number of lots or Parcels is not increased and the resultant lots comply with the Density limitations of the Comprehensive Plan and the dimensional standards of the applicable zoning district(s);
 - g. Development of commercial centers or industrial parks where no new streets are being established, provided however, that such commercial or industrial development shall be subject to design and engineering review and approval by the Public Works Director or designee.
 - h. Any lands which, in the opinion of the Public Works Director, should not

be subject to the terms of this section.

- (6) Any Lot split done according to the requirements of article XII, division 9 of this Code.

Sec. 45-1045. Completion and maintenance of improvements.

- (a) When improvements are completed in a Type I subdivision, final inspection shall be conducted and corrections, if any, shall be completed before final acceptance is recommended by the Director of Public Works. A recommendation for final acceptance shall be made upon receipt of a certification of project completion and one copy of an as-built survey.
- (b) As required improvements are completed and accepted, the Developer may apply for release of all or a portion of the security.
- (c) A maintenance agreement and security shall be provided to assure the County that all required improvements shall be maintained by the Developer according to the following requirements:
 - (1) The period of maintenance shall be a minimum of one year.
 - (2) The maintenance period shall begin with the acceptance by the County of the improvements.
 - (3) The security shall be in the amount of 15 percent of the construction cost of the improvements.
 - (4) The original agreement shall be maintained by the Director of Public Works.
 - (5) Upon satisfactory completion of the one-year improvements maintenance period, the maintenance of streets, sidewalks, and any other conveyed improvements shall become the responsibility of the County.
- (d) For those subdivisions where a surety bond or letter of credit is used as collateral, the bond or letter of credit shall be released by the clerk of the circuit court upon notification from the Public Works Department that satisfactory completion of the one-year improvements maintenance period has been achieved.
- (e) For those subdivisions where an interest bearing escrow account is used as collateral, the funds including interest shall be returned to the Developer in increments upon the completion of construction within each scheduled time limit established by the Board of County Commissioners. The amount of each incremental return of escrowed funds shall be based upon the percentage by cost of the work accomplished within each scheduled time limit and shall be set by the Clerk of the Circuit Court.

Sec. 45-1047. Remedies for illegally subdivided and unbuildable lands.

- (a) In cases where land has been divided in violation of the Putnam County Comprehensive Plan and the Land Development Code or has been determined by the Department to be unbuildable, the following remedies may, upon the determination of the director, be available remedies to correct the violation and create a buildable Parcel:
 - (1) The Owner(s) may petition the Board of County Commissioners to vacate the

- unauthorized subdivision, pursuant to the process in section 45-104~~64~~, including any access roads or easements included therein; or
- (2) The Owner(s) may execute and record in the Public Records of Putnam County a unity of title form, supplied by the Department, which shall permanently combine the Parcels unless subsequently approved for Lot split of subdivision in accordance with the current Comprehensive Plan and land development code.
- (b) No permits shall otherwise be issued on such illegal or unbuildable Parcels of land except to repair and maintain a legally existing Structure.
- (c) Vesting Determination by the Board of County Commissioners or Administrative Deviation Committee.

**Land Development Code, Chapter 45, Article XII Administration and Enforcement, Division 9
Procedure for Obtaining a Lot Split**

Sec. 45-1051. Review by the planning and development services department.

- (a) *Authorization.* The Department may approve a Lot split in the following circumstances:
 - (1) The division of a single platted Lot or other Parcel into two Parcels (including the creation of two lots pursuant to a Density exception in the Comprehensive Plan); or
 - (2) Any conveyance of an illegal or nonconforming Parcel(s), as determined by the Department, to adjust or settle a common boundary line between adjoining property Owners in accordance with the following conditions:
 - a. The purpose of the conveyance is to settle boundary disputes, correct encroachments, or otherwise resolve conditions which are illegal, nonconforming or deemed by the Director of Planning and Development Services to be undesirable under this Code;
 - b. A deed, or other conveyance instrument, shall be recorded in the Official Records of Putnam County;
 - c. The grantee of the conveyance shall combine the conveyed Parcel with their original Parcel under a single Parcel identification number in the records of the Putnam County Property Appraiser; and
 - d. Upon completion of the conveyance transaction, the resulting adjoining Parcels shall conform to all dimensional and Frontage requirements of this Code, or shall result in greater conformance with this Code, as determined by the Director of Planning and Development Services.
- (3) Any division of land for the purpose of conveyance to any Federal, State or local government entity or public utility provided the instrument is accepted by the grantee and recorded in the Official Records of Putnam County;
- (4) Any conveyance (i.e. corrective deed) necessary to correct an error made in the language used in an earlier conveyance for the purpose of resolving land title issues;
- (5) Any division of land by order of a court of competent jurisdiction; and
- (6) Any Lot split done according to the requirements of article XII, division 8 of this Code.
- (7) Any Parcel that contains 30 acres or greater and not intended for development with

permanent structures as defined in the Florida Building Code. No permanent structures may be erected on the Parcel unless the access roads and drainage are determined to be acceptable by the Public Works Director. No such creation of a Lot 30 acres or greater in size shall be exempt under this section if it results in the remainder of the Parcel being subdivided having less than 30 acres.

- (b) *Submittals.* The Department shall consider a proposed Lot split upon the submittal of the following materials:
- (1) An application form provided by the Department;
 - (2) A Lot inquiry letter issued by the Department indicating that the parent Parcel is eligible for a Lot split;
 - (3) Five paper copies of the proposed Lot split;
 - (4) A statement indicating whether water and/or sanitary sewer service is available to the property; and
 - (5) Land descriptions and acreage or square footage of the original and proposed Parcels and a scaled drawing showing the intended division signed and sealed by a Florida licensed surveyor in accordance with minimal technical standards. The survey shall clearly describe the affected platted lots or Parcels of land and any existing principal or accessory structures. The planning and development services director may waive the requirement that the parent Parcel be surveyed in its entirety when such Parcel is of such size as to make a survey cost-prohibitive. The survey shall contain a notation in not less than 14 point type as follows: "Pursuant to County regulations, no further division of a Parcel created by the Lot split procedure is allowed unless a Type II, III or IV subdivision is approved, or a Type I subdivision is approved by the Board of County Commissioners."
- (c) *Review procedure.*
- (1) The Department shall transmit a copy of the proposed Lot split to the property appraiser, County surveyor, the health department and any other divisions of the State or local government deemed by the Department to be pertinent to the issues raised in the review and comments on the proposed split.
 - a. At the time of submittal, except for Type I subdivisions subject to F.S. ch. 177, any application for a type of subdivision may include a signed document from any professional surveyor and mapper certified in the state of Florida, other than the surveyor – or surveying firm – that prepared the survey depicting the proposed subdivision, verifying that the survey map and legal descriptions are correct.
 - (+) (2) If the proposed Lot split meets the conditions of section 45-1052 below and otherwise complies with all applicable laws and ordinances, the Department shall approve the Lot split in writing.
- (d) *Records.* Upon approval of the Lot split, the Department shall maintain an original signed and sealed survey of the division in the subdivision records maintained by the Department. Reference to the Lot split shall be noted in the property appraiser's legal description data.

Sec. 45-1052. Standards and restrictions.

- (a) *Standards.* All Lot splits shall conform to the following standards:

- (1) Each new Parcel shall conform to the requirements of this Code, including the applicable zoning district regulations.
 - (2) Each new Parcel shall abut a public or private street (except as may be otherwise provided by this Code) for the required minimum Lot width. If the original Parcel has sufficient Frontage on a road to provide the minimum Frontage and Lot width for two lots, both new Parcels shall take access from that road, unless otherwise approved by the Public Works Director.
 - (3) If any new Parcel abuts a street Right-of-way that does not conform to the design specifications provided in this Code, the Owner shall be required to dedicate to the County one-half the Right-of-way width necessary to meet the minimum design requirements unless otherwise waived by the Public Works Director.
 - (4) The division shall not increase the Density of the subdivision, unless it results in a Density that is allowed under the applicable future land Use designation or the division is done through a valid and previously approved Density exception.
- (b) *Restriction.* No further division of a Parcel created legally by a Lot split shall be permitted under this section unless one of the listed subdivisions in Article XII, Division 8 is approved by staff, or a Type I subdivision is approved by the Board of County Commissioners.
- (c) Defacto. A Parcel separated by a street, railway, body of water or a parcel in different ownership will be considered defacto and exempt from Section 45-1052 as long as both lots meet the minimum lot size for the respective zoning district.
- a. (1) Submittal of a Lot Inquiry application and receipt of a Lot Inquiry Response Letter is required before a defacto lot split can be processed in order to provide staff an opportunity to review the proposed division to ensure compliance with the Land Development Code and to ensure the split is processed in accordance with this section.

Land Development Code, Chapter 45, Article XIII Definitions

For purposes of this Code, the following terms, words, phrases and their derivations, as listed in alphabetical order herein, shall have the meanings contained below, unless the context indicates otherwise. Words or terms not defined have their ordinarily accepted meaning or such meaning as the context may imply.

Aggrieved Person means the Applicant or any Person whose interests will be adversely affected by the decision to a degree that exceeds that of the general public.

Agriculture means the use of land for agricultural purposes, including farming, dairying, pasturage agriculture, silviculture, horticulture, floriculture, viticulture, and animal and Poultry husbandry and the necessary accessory uses for packing, treating, or storing of produce.

Airport means any runway, land area or other facility designed and used, either publicly or privately, by any Persons, for the landing and taking off of aircraft such as airplanes, seaplanes, ultra lights or helicopters, including all necessary taxi-ways, aircraft

storage and tie-down areas, hangars, and other necessary buildings and open spaces.

Alley means a public or private Right-of-way which affords only a secondary means of access to abutting property and is not intended for general traffic circulation.

Alteration, unless otherwise defined in context of a specific regulation, means any change in size, shape, character or Use of a building or Structure or land.

Antenna means any system of wires, poles, rods, reflecting discs, or similar devices used for the transmission or reception of electromagnetic waves external to or attached to the exterior of any Building or Structure.

Applicant means the Owner, or his authorized representative, of a tract of land which is the subject of a request for a change in zoning classification, development approval, a variance, a special exception, an appeal, or other land Use approval.

Building means any Structure designed or built for support, enclosure, shelter or protection of Persons, animals, chattels or property of any kind. "Building" does not include a temporary Structure such as a tent. It means a Structure created to shelter any form of human activity. This may refer to a house, barn, garage, church, hotel, or similar Structure. Buildings may refer to a historically or architecturally related complex, such as a courthouse and jail, or a house and barn. Parking garages are hereby deemed to be "Buildings."

Building Permit means an official document or certificate issued by the County authorizing the commencement of construction of any Structure.

Canal means a natural or manmade portion of submerged lands which connect to a navigable waterway, provide a habitat for protected species, and are permanent in the sense that massive improvements are required to restore canals to unsubmerged lands.

Capital Improvements means land acquisition, site development, equipment or other facilities, used to provide Public Facilities.

Clearing means the removal of trees, brush or any other vegetation from the land, not including the ordinary mowing of grass.

Clinic means a medical facility which holds itself out to the public as a place where sick or injured persons may come to the facility for medical care without an appointment.

Commercial Use means an occupation, employment or enterprise associated with the sale, rental or distribution of products, or performance of service.

Comprehensive Plan means the Putnam County Comprehensive Plan, adopted pursuant to the "Community Planning Act", Chapter 163.3161 et. seq., Florida Statutes, as amended.

County means Putnam County, Florida.

County Road or *County Road System* means all roads designated as County Roads by F.S. ch. 336, including access easements.

Curb means a concrete or asphalt border forming part of Gutter along the edge of pavement.

Day Care Center means a day care facility where the number of children cared for on a fee basis exceeds the number allowed in a Family Day Care Home, or the number of adults served exceeds seven.

Defacto Lot Split means a Parcel separated by a street, railway, body of water or a parcel in different ownership and is exempt from Lot Split regulations prescribed in Sections 45-1051 and 45-1052 as long as both lots meet the minimum lot size for the respective zoning district.

Deferred Tax Liability means an amount equal to the difference between the total amount of taxes which would have been due in March in each of the previous years in which the covenant was in effect if the property had been assessed under the provisions of F.S. § 193.011 and the total amount of taxes actually paid in those years when the property was assessed under the provisions of this subsection, plus six percent interest per year on the amount so established.

Density for the purpose of residential Density means an objective measurement of the number of residential units allowed per net acre of land. Net acreage is determined by subtracting the acreage of surface Water Bodies, as defined in Article XIII of this Code, from the total acreage of a Parcel of land.

Department means Planning and Development Services.

Developer means any Person undertaking any Development or Subdivision of land. Use or appearance of any Structure or and, or the dividing of land into three or more Parcels.

Development, also referred to as *Development activity*, means the carrying out of any building activity or mining operation, the making of any material change in the Use or appearance of any Structure or land or other modifications of the natural landscape above and below ground or water on a particular site. It includes the division of land into two or more Parcels, the construction, reconstruction, conversion, Structural Alteration, relocation, or enlargement of any Structure; any mining, excavation, Landfill, or land disturbance; and any Use or extension of the Use of land. Subparagraphs (1) and (2) provide more specific examples of what is and what is not "Development" for purposes of this Code. Reference to particular activities, Uses or operations is not intended to limit the generality of this subsection.

- a. The following activities or Uses shall be taken for the purposes of this act to involve "Development:"
 1. Any construction, reconstruction, Alteration of the size, or material change in the external appearance of a Structure on newly developed or existing Parcels.
 2. A change in the intensity of Use of Land, such as an increase in the number of Dwelling Units in a Structure or on Land or a material increase in the number of businesses, manufacturing establishments, offices, or Dwelling Units in a Structure or on Land.
 3. Alteration of a wetland or the shore or bank of a river, stream, lake, pond, or

canal.

4. Commencement of drilling, except to obtain soil samples, mining, or excavation on a Parcel of land.
 5. Demolition of a Structure.
 6. Deposit of refuse, solid or liquid waste, or fill on a Parcel of land.
 7. Construction, filling, excavating, grading, paving, dredging, mining, drilling or related activities that otherwise significantly disturb the soil of a site.
 8. Building, installing, enlarging, replacing or substantially restoring an Impervious Surface, or water management system, and including the long-term storage of materials.
 9. Subdividing land into two or more Parcels.
 10. Erection of a permanent Sign unless expressly exempted by article VIII of this Code.
 11. Alteration of a historic property for which authorization is required under this Code.
 12. Changing the Use of a site so that the need for parking is increased.
 13. Construction, elimination or Alteration of a Driveway and/or culvert, or other drainage structure, onto a public street, or any Alteration of an existing Driveway connection a roadway to existing property included in subsection (1) above.
- b. The following operations or Uses shall not be taken for the purpose of this act to involve "Development:"
1. Work by a highway or road agency or railroad company for the maintenance or Improvement of a road or railroad track, if the work is carried out on Land within the boundaries of the Right-of-way.
 2. Work by any utility and other persons engaged in the distribution or transmission of gas or water, for the purpose of inspecting, repairing, renewing, or constructing on established rights-of-way any sewers, mains, pipes, cables, utility tunnels, power lines, towers, poles, tracks or the like.
 3. Work for the maintenance, renewal, Improvement, or Alteration of any Structure, if the work affects only the interior or the color of the Structure or the decoration of the exterior of the Structure, except to the extent that such Alterations are regulated on a Structure designated as historic under article IV of this Code.
 4. The Use of any land for the purpose of growing plants, crops, trees, and other Agricultural or forestry products; raising livestock, or for other Agricultural purposes. Provided, however, that agriculture activities and agriculture related uses that may require a special Use permit or a commercial or industrial zoning shall be considered

development. Examples of these types of uses may include commercial feedlots, concentrated dairy farms, rendering plants, livestock auction facilities and saw mills.

5. A change in Use of Land or Structure from a Use within a class specified in an ordinance or rule to another Use in the same class, unless the original Use is the subject of a special Use permit, a PUD zoning or Development Agreement and the change in Use will represent a deviation from the conditions of the special use permit, the PUD or the Development Agreement.
6. A change in the ownership or form of ownership of any existing Parcel (i.e. does not involve the division of land into two or more Parcels) or existing Structure.
7. The creation or termination of riparian rights and private covenants concerning Development of land or other rights in land.
8. Clearing vegetation without altering the topography of a single Lot or Parcel for purposes of building a single family home. All such clearing shall be in accord with the site design requirements and limitations in article VI of this Code.

Development Agreement means any agreement entered into by the County with any Person having a legal or equitable interest in real property located within its jurisdiction that may include, but is not limited to, Development Agreements created pursuant to article X of this Code, or an agreement or Development Order pursuant to F.S. ch. 163.3220-163.3243, as may be amended from time to time.

Development Order means an order granting, denying, or granting with conditions an application for approval of a Development project or activity. A distinction is made between Development Order, which encompasses all orders and permits, and three distinct types of Development Orders—Preliminary Development Order, Final Development Order, and Development Permit, which are defined as follows:

- a. *Preliminary Development Order* means any preliminary approval that does not authorize actual construction, mining, or alterations to land and/or structures. A Preliminary Development Order may authorize a change in the allowable Use of Land or a Building, and may include conceptual and conditional approvals where a series of sequential approvals are required before the action authorizes commencement of construction or land Alteration. For purposes of this Code, Preliminary Development Orders include Future Land Use Map amendments, Comprehensive Plan amendments that affect Land Use or Development standards, Conceptual Plan approval, and master plan approval.
- b. *Final Development Order* means the final authorization of a development project; the authorization of which must be granted prior to issuance of a Development Permit as defined for purposes of this Code. The Final Development Order authorizes the project, whereas the Development Permit authorizes specific components of the project, such as building construction, parking lot installation, landscaping, and the like. For purposes of this Code,

the Final Development Plan approval is the Final Development Order.

- c. *Development Permit* means, for purposes of this Code, an official County document which authorizes the commencement of construction or land Alteration without need for further application and approval. Development Permits include, but are not limited to: all types of construction permits (plumbing, electrical, foundation, mechanical, and so forth, in addition to the Building Permit itself), grading permits, septic tank permits, sign permits, etc.

Dock or Docking Facility means a fixed or floating Structure within a Water Body, including mooring pilings, tie poles, dolphins, boat lift, and other accessory structures, which has as its purpose the berthing of buoyant vessels or providing access to the water for the use or enjoyment of the Water Body.

Driveway means a prepared path for a vehicle giving ingress or egress from a roadway to an abutting property line or easement.

Dwelling Unit means a single housing unit providing complete, independent living facilities for one housekeeping unit, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Fair Share means the cost of Public Facilities needed to serve a proposed Development based on the impact of the Development to the Public Facilities. The Fair Share shall first be determined by the Director of the County Department responsible for maintaining the facilities and set forth in a Final Development Order or a separate Fair Share assessment contract. The property Owner or Developer may provide his own analysis of what should constitute a Fair Share cost, provided that such analysis is based on generally accepted criteria in this State for Fair Share assessments.

Family Day Care Home shall be as defined in F.S. § 402.302.

Floor Area means the sum of the gross horizontal areas of all floors in a Building, measured from exterior faces of exterior walls or from the centerline of walls separating two attached Buildings.

Floor Area Ratio means the ratio of Gross Floor Area of all Buildings on the Lot or Parcel to the total area of the Lot or Parcel.

Frontage means the length of the property line of any one Premises parallel to and along each public Right- of-Way it borders.

Future Land Use Map shall mean the Future Land Use Map series of the Putnam County Comprehensive Plan.

Gross Floor Area means the sum of the gross horizontal areas of the several floors of a Building measured from the exterior face of exterior walls, or from the centerline of a wall separating two Buildings, but not including

interior parking spaces, Loading Space for motor vehicles, or any space where the floor-to-ceiling height is less than six feet.

Groundwater means water occurring in the ground within the zone of saturation (the zone within which permeable soil and rock materials are saturated with water under hydrostatic pressure, Meinzer, 1949).

Group Residential Center means a residential facility where the primary purpose of the

facility is to provide living quarters for eight or more Persons who reside in the facility due to neglect, disability or age.

Group Residential Home means a residential facility where the primary purpose of the facility is to provide living quarters for seven or fewer Persons who reside in the facility due to neglect, disability or age.

Group Treatment Center means a residential or non-residential facility where the primary purpose of the facility is to provide treatment or other services to eight or more Persons who reside in or use the facility due to drug use, past incarceration, mental illness, or the like.

Group Treatment Home means a residential facility where the primary purpose of the facility is to provide treatment or other services to seven or fewer Persons who reside in the facility due to drug use, past incarceration, mental illness, or the like.

Gutter means a man-made channel for draining of stormwater at the edge of a pavement.

Habitat means the place or type of site where a species naturally or normally nests, feeds, resides, or migrates, including for example, characteristic topography, soils, and vegetative cover.

Hazardous Substances means Hazardous Substances listed in Chapter 38F-41 of the Florida Administrative Code, sections 261 and 302.4 of Title 40 of the Code of Federal Regulations, and Part 355 Appendix A and B of Title 50 of the Code of Federal Regulations, including updates or amendments thereto. A Hazardous Substance, as defined herein, includes any solution, mixture, or formulation containing such materials, and also includes any material which, due to its chemical or physical characteristics as determined by the Director upon the advice of the Putnam County Environmental Services Director, poses a substantial threat to the life, health, or safety of Persons or property or to the environment.

Heavy Equipment means trucks with greater than six wheels and all off-road construction, mining, industrial, or farm vehicles or equipment.

Height, unless otherwise defined in this Code, means the vertical distance of a Structure measured from the average elevation of the finished grade within 20 feet of the Structure to the highest point of the Structure. See also Section 45-503(d) for measuring Building or Structure Height.

Highest Adjacent Grade means the highest natural elevation of the ground surface adjacent to the proposed walls of a Structure.

Historic District means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, objects, or areas, which are united historically or aesthetically by plan or physical development. A district may be comprised of individual resources which are separated geographically but are linked by association or history.

Homeowners Association means a formally constituted, private, non-profit association or corporation made up of the property Owners and/or residents for the purpose of owning, operating and maintaining various common properties.

Hospital means an establishment that offers medical care and facilities and beds for use beyond 24 hours for individuals requiring diagnosis, treatment or cure for illness, injury, deformity, infirmity, abnormality, disease, or pregnancy and which regularly makes available at least clinical laboratory services, diagnostic x-ray services, and treatment

facilities for surgery or obstetrical care, or other definitive medical treatment of similar extent. The term Hospital shall include the buildings themselves and any accessory uses such as Hospital maintenance and storage facilities, helistops for Hospital emergency services, parking and emergency facilities, related teaching and training

activities, accessory indoor auditoriums/conference rooms, accessory indoor minor retail, miscellaneous service, and Personal service uses, and incidental publishing and printing of Hospital related information.

Illuminated Sign means [a] sign which contains a source of light or which is designed or arranged to reflect light from an artificial source including indirect lighting, neon, incandescent lights, back-lighting, and shall also include signs with reflectors that depend upon automobile headlights for an image.

Impervious Surface means a surface that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water. It includes, but is not limited to, semi-impervious surfaces such as compacted clay, as well as most conventionally surfaced streets, roofs, sidewalks, parking lots and other similar Structures.

Improvement means any man-made, immovable item which becomes part of, is placed upon, or is affixed to real estate.

Land means the earth, water, and air, above, below, or on the surface, and includes any Improvements or Structures customarily regarded as Land.

Land Surveyor means a Land Surveyor registered under F.S. ch. 472 who is in good standing with the State board of Land Surveyors.

Landfill means a Land site used primarily for the disposal by dumping, burial, burning, or other means and for whatever purposes, of garbage, sewage, trash, refuse, junk, discarded machinery, vehicles, or parts thereof, and other waste, scrap or discarded material of any kind.

Laundry, Retail means a business that provides either home-type clothes washing, drying or ironing machines and/or dry cleaning for hire to be used by customers on the Premises, or that provides clothes washing, dry cleaning, drying, and/or ironing for individual customers who leave their clothes for cleaning.

Level of Service means an indicator of the extent or degree of service provided by or proposed to be provided by a public facility based on and related to the operational characteristics of the public facility.

Loading Space, Off-Street means a designated space within, adjacent to, or in close proximity to the main building to be used expressly for loading and unloading cargo from trucks or other motor vehicles.

Local Street means a street which is used to serve adjacent properties by providing the initial access to collector and arterial streets.

Lot means the least fractional part of subdivided lands having limited fixed boundaries, and an assigned number, letter, or other name through which it may be identified.

Lot of record means a lot, which is part of a subdivision, the plat of which has been

recorded in the public records of Putnam County, Florida, or any parcel of land described by metes and bounds, the description of which has been recorded in the public records of Putnam County, Florida, provided such lot met the minimum lot requirements of the zoning district in which it was located at the time of recording and was recorded on or before December 19, 1991.

Manufactured Home means a Modular Home or Mobile Home.

Mean High Water Line (see also Ordinary High Water Line) means the jurisdictional line on the shore of tidal waters between privately owned lands and sovereignty lands established by a statistical average of the high tides over a period of many years. Precise determination of the line is established by survey with reference to the available tidal datum, preferably averaged over a period of 18.6 years; apparent Shoreline is determined by reference to physical markings, lines of vegetation, or changes in type of vegetation.

Mobile Home means a Manufactured Home that does not fall within the definition of "manufactured building" at F.S. § 553.36.

Mobile Sign means any sign which is manifestly designed to be transported by trailer or on its own wheels, including such signs even though the wheels may be removed and the remaining chassis or support Structure converted to an A or T frame sign and attached temporarily to the ground.

Modular Home means a Manufactured Home that falls within the definition of "manufactured building" at

F.S. § 553.36.

Necessary Public Facilities means public facilities that may be required to maintain a Level of Service established in the Putnam County Comprehensive Plan.

Nightclub means a restaurant, dining room, bar or other similar establishment serving alcoholic beverages, in which paid floor shows, music or other forms of entertainment, other than adult entertainment as defined by Ordinance 2002-30, are provided for customers as a part of the commercial enterprise. Nightclubs selling alcoholic beverages are subject to the supplemental provisions governing the sale of alcoholic beverages for on-site consumption found in section 45-163.

Nonconforming Lot or Parcel is a Lot or Parcel that fails to meet the dimension requirements (i.e. area, width, depth and Frontage) of this Code, but was lawfully created prior to the effective date of this Code or any amendments thereto and has been determined to be vested to the Comprehensive Plan and this Code pursuant to article IX, division 2 of this Code.

Occupied or Occupancy means the use of a Building or Land for any purpose, including Occupancy for residential, commercial, industrial and public use. "Occupied" include the use of Land or Buildings for manufacturing and storing facilities. "Occupied" includes arranged, designed, built, altered, converted or intended to be used or Occupied.

Onsite Sewage Treatment and Disposal System means any domestic sewage treatment and disposal facility, including standard subsurface systems, gray water systems, laundry wastewater systems, alternative systems of experimental systems, installed or proposed to be installed on Land of the Owner or on other Land to which the Owner has the legal right to install a system.

Open Space means vegetated, pervious surface areas of Land set aside for Parks,

Outdoor Recreation, Green Space or viable Agriculture, as these terms are defined herein. *Ordinary High Water Line* (see also *Mean High Water Line*) means the line on the shore established by the fluctuations of water and indicated by physical characteristics such as the clear natural line impressed on the bank, shelving changes in the character of soil, destruction of the terrestrial vegetation, the presence of litter and debris or other appropriate means that consider the characteristics of the surrounding areas.

Owner means a Person who, or entity which, alone, jointly or severally with others, or in a representative capacity (including without limitation, an authorized agent, attorney, executor, personal representative or trustee) has legal or equitable title to any property in question.

Parapet means that portion of a building wall that rises above the roof level.

Parcel means a unit of Land within legally established property lines. If, however, the property lines are such as to defeat the purposes of this Code or circumvent the requirements of this Code, a "Parcel" may be as designated for a particular site by the director.

Park, Outdoor Recreational or Green Space Uses includes boating, fishing, hunting, primitive camping, swimming, horseback riding, and historical, archaeological, scenic, or scientific sites.

Perpetual Covenant means a permanent recorded covenant running with the Land and acts as an encumbrance upon the title. *Person* means any individual, partnership, general or limited, firm, association, joint venture, estate, trust, business trust, syndicate, fiduciary, corporation, and all other groups or combinations. "Person" includes the State and any public body.

Pet, Household means any domestic animal normally owned or kept as a pet including any cat, dog, rabbit, parrot, pigeon, or other animal deemed by the director to be appropriate as a domestic pet, provided such animal is confined to the limits of the residential property Occupied by the Owner of such pet and does not constitute a public nuisance.

Present Use means the manner in which the Land is utilized on January 1 of the year in which the assessment is made.

Poultry means chickens, turkeys, ducks, geese, guineas, or other fowl.

Premises means an area of Land with its appurtenances and buildings with a unity of Use.

Principal Building or Use means a main Use of Land, as distinguished from an accessory Use, or the building housing the main or Principal Use of the Lot or Parcel.

Public Facilities means all sanitary sewer, solid waste, drainage, potable water, park, recreation and road facilities described in the Putnam County Comprehensive Plan.

Public Works Department means the Director of Public Works of Putnam County or his designated representative.

Residential Project Fence means a wall or fence erected around a residential subdivision (but not individual lots) or development of five or more Dwelling Units.

Right-of-Way means Land dedicated, deeded, used, or to be used, for a street, Alley,

walkway, boulevard, drainage facility, access for ingress or egress, or other purpose by the public, certain designated individuals, or governing bodies.

Sawmill means a facility for the cutting, planning, shredding, or otherwise processing raw logs into lumber, mulch, or other unfinished wood products. This shall not be deemed to include the cutting, sanding or otherwise working with wood or lumber where such is part of the on-site process of creating a finished wood product such as furniture, cabinets, or the like.

Shoreline means the Land or water along the edge of a body of water that is 50 feet upland from the Ordinary High Water Line.

Shoreline Vegetation means vegetation that grows within the Shoreline area; included are terrestrial and aquatic plants associated with wetlands and both emergent (plants growing above the water surface) and non-emergent (vegetation below the water surface).

Sign, for purposes of this Code, a Sign is any illuminated or non-illuminated identification, description, illustration or device which is visible from any public space or is located on private property and exposed to the public and directs attention to a product, service, place, activity, Person, institution, business, cause or solicitation, including any permanently installed or situated merchandise; or any emblem, painting, banner, pennant, placard or Temporary Sign designed to advertise, identify, or convey information, with the exception of window displays and national flags. For purposes of removal, Signs shall also include all sign structures.

State means the State of Florida.

Structural Alteration means any change, except for repair or replacement, in the supporting members of a Structure, such as bearing walls or partitions, columns, beams or girders, or any substantial change in the roof or in the exterior walls.

Structure, which includes a building, means ~~an improvement thing~~ constructed or erected on the ground, attached to something having location on the ground or requiring construction or erection on the ground.

Successor Homeowners Association means an entity established for the purpose of coordinating the collection and expenditure of funds for the maintenance of certain designated Improvements or lands within a subdivision. For the purposes of this subsection, a Successor Homeowners Association may raise funds through the imposition of dues or other fund-raising, but may not charge a fee for the use of lands subject to a covenant.

Swale means a natural or man-made, open drainage depression in which stormwater may flow.

Temporary Sign means a Sign that is designed, constructed, and intended to be used on a short-term basis.

Truck Stop means an establishment principally used for refueling and servicing trucks and tractor-trailer rigs. A Truck Stop may include convenience stores, sleeping and shower facilities for drivers, restaurants, snack bars and facilities to repair, wash and maintain commercial trucks and tractor-trailers.

Under Canopy or Marquee Sign means a sign suspended below the ceiling or roof of a canopy or marquee.

Use means the purpose for which Land or water or a Structure thereon is designated, arranged, or intended to be Occupied or used or for which it is Occupied, used or maintained.

Veterinary Facilities: Large Animal means any commercial Use providing veterinary services for domesticated animals customarily raised on farms, including cows, horses, ponies, mules, donkeys, swine, goats, sheep, and the like.

Veterinary Facilities: Small Animal means any commercial Use providing veterinary services exclusively for small domesticated animals customarily kept as pets such as dogs, cats, birds, reptiles, monkeys, rabbits, and the like. The term shall not include uses where veterinary services are provided for large farm animals such as cows, horses, ponies, mules, donkeys, swine, goats, sheep, and the like.

Water Body is defined to include canals, rivers, lakes, creeks or pond beds and any other permanently or historically water-covered Land that occurs naturally at the intended site, up to the Mean High Water level. Maintained drainage ditches and retention ponds are not considered water bodies.

Wildlife Pets means animals classified as Class I or Class II wildlife as defined by State Law (currently Section 68A-6.002, F.A.C), which are kept as pets and not for breeding or other commercial purposes.

Yard means a required Open Space unoccupied and unobstructed by any Structure or portion of a Structure from 30 inches above the general ground level of the graded Lot upward; provided, however, that fences, walls, poles, posts and other customary yard accessories, ornaments and furniture may be permitted in any Yard subject to Height limitations and requirements limiting obstruction of visibility.

The remainder of the text in this section is unchanged.

2.1. Severability: If any portion of this ordinance is for any reason held or declared to be unconstitutional inoperable or void, such holding shall not affect the remaining portions of this ordinance. If this ordinance, or any portion thereof, shall be held to be inapplicable to a person or circumstance, such holding shall not affect its applicability to any other person, property or circumstance.

3.2. Effective Date: This ordinance shall become effective upon Putnam County's receipt of acknowledgement of filing by the Florida Secretary of State.

DONE, ORDERED AND ADOPTED by the Putnam County Board of County Commissioners this ____ day of _____ 20 ____.

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

By: _____

ATTEST:

Matt Reynolds, Clerk of Court

March 12, 2025 Planning Commission
Meeting Minutes

**MINUTES OF THE
PUTNAM COUNTY PLANNING COMMISSION
WEDNESDAY, MARCH 12, 2025
PUTNAM COUNTY, FLORIDA**

The Putnam County Planning Commission (PCPC) met in session on Wednesday, March 12, 2025, at 4:00 p.m. in the Board of Commissioners Conference Room, 2509 Crill Avenue, Suite 200, Palatka, Florida.

PLANNING COMMISSION MEMBERS PRESENT:

Susan Roberts, Chair; Justin Morris, Co-chair; Matt Williams, Stanley Hodge, Kris Hancock, and Jason Sheffield.

PUTNAM COUNTY PLANNING STAFF PRESENT:

Bryan Helms, Executive Director Development Services; Zachary Baker, Senior Divisional Planning Manager; Mikal Graves, Planner I

BOARD ATTORNEY: Mike Perry

DEPUTY CLERK: Ashley Beard, Deputy Clerk to the Board

CALL TO ORDER:

Susan Roberts called the meeting to order at 4:00 p.m.

GUIDELINES:

Ms. Roberts read the guidelines for the meeting.

EX-PARTE COMMUNICATION:

There were no disclosures for ex-parte communication or conflict of interest from the members.

CASES:

CASE NUMBER: REZ25-000001

APPLICANT: Kathleen Kelch, trustee of Good Dirt Land Trust 001

LOCATION: 205 Saint Johns Drive, Palatka FL, 32177.

REQUEST: Requesting an amendment to the zoning map to change 18.14 +/- acres from Planned Unit Development (PUD), Residential-1 (R-1), and Agriculture Estate (AE) to Agriculture Estate (AE)

Mikal Graves, Planner I, Planning and Development, presented the staff report. Mr. Graves provided a brief background, he said the subject site is zoned Agriculture Estate (AE), Planned Unit Development (PUD), and Residential1 (R-1) and has a Future Land Use designation of Rural Residential (RR). He noted that the applicant is requesting a

Zoning Map amendment for parcel # 02-09-27-0000-0020-0000 totaling approximately 18.14 (+/-) acres. Records indicate the presence of a single approximately 600 square foot pole barn on the property, but is otherwise vacant, and has a total of over 2,000 feet of road frontage along Bridgeport Road and Saint Johns Drive. He said according to the NWI Wetlands Layer and the FEMA Flood Zone layer on the GIS Reference Map, the lands do not appear to contain jurisdictional wetlands and is located within FEMA Flood Zones X, X500, and AE, respectively. FEMA Flood Zones X and X500 are not special flood hazard areas, the property located within the AE Special Flood Hazard Area is isolated to the southeast corner of the property.

Mr. Graves reviewed the process after approval stating Should the applicant's request be approved, the parcel will be eligible for building permits to construct a single family residence adhering to the regulations for the Agriculture Estate (AE) zoning district, as well as any other developments allowed by right in the Agriculture Estate (AE) zoning district.

Mr. Graves displayed the maps depicting the aerial view, zoning, and land use.

RECOMMENDATION:

Staff recommends approval of the request to amend the Zoning Map from Agriculture Estate (AE), Planned Unit Development (PUD), and Residential-1 (R-1) to Agriculture Estate (AE). Staff finds that the proposed rezoning is consistent with the goals, objectives of policies of the adopted Comprehensive Plan, and meets the locational requirements of the Agriculture Estate (AE) zoning district provided in the Land Development Code and the Comprehensive Plan.

QUESTIONS:

Justin Morris questioned when the PUD was put in place. Mr. Graves stated 2006-2007, however, was never developed.

Matt Williams asked if there were no underlining plats fully recorded. Mr. Graves said there was never a plat recorded as it would have remained one parcel.

APPLICANT PRESENTATION:

Kathleen Kelch, 205 Saint Johns Drive, Palatka FL, was present to address questions or concerns.

PUBLIC PARTICIPATION:

Opened and closed at 4:06 p.m.

MOTION:

Justin Morris moved to recommend that the Board of County Commissioners approve the REZ25-000001 request. Stanley Hodge seconded, and the motion carried.

CASE NUMBER: REZ25-000002

APPLICANT: MD Distribution, LLC

LOCATION: 186 SR 207, Unit 1, East Palatka, FL, 32131

REQUEST: Requesting a Zoning Map Amendment for 2.83 (+/-) acres from Commercial, retail (C-2) to Industrial, light (IL) to establish consistent zoning on their property compatible with the existent use and allow for continued development.

Mikal Graves, Planner I, Planning and Development, presented the staff report. Mr. Graves provided a brief background, he said the subject site is zoned Commercial, retail (C-2) and has a Future Land Use designation of Commercial (CR). The applicant is requesting a Zoning Map amendment for parcel # 05-10-27-0000- 0550-0000 totaling approximately 2.83 (+/-) acres. Records indicate the presence of a metal roofing company that stores and manufactures their own materials, and has approximately 200 feet of road frontage along State Road 207. According to the NWI Wetlands Layer and the FEMA Flood Zone layer on the GIS Reference Map, the lands do not appear to contain jurisdictional wetlands and is located within FEMA Flood Zone X. FEMA Flood Zone X is not a Special Flood Hazard Area.

Mr. Graves reviewed the process after approval stating the purpose of the request is to establish zoning that is consistent with the established business that has been in operation on site for nearly twenty (20) years, and allow for continued development and improvement subject to Development Review Committee (DRC) regulations.

Mr. Graves displayed the maps depicting the aerial view, zoning, and land use.

RECOMMENDATION:

Staff recommends approval of the request to amend the Zoning Map from Commercial, retail (C-2) to Industrial, light (IL). Staff finds that the proposed rezoning is consistent with the goals, objectives of policies of the adopted Comprehensive Plan, and meets the locational requirements of the Industrial, light (IL) zoning district provided in the Land Development Code and the Comprehensive Plan.

QUESTIONS:

Matt Williams questioned how you can transfer required code onto joining property.

Mr. Graves explained the buffering requirements.

Discussion ensued on the setback and buffering requirements.

Justin Morris asked if the current operation is compatible with the current zoning.

Mr. Graves reviewed the current operation and said it would be compatible with Industrial Light.

Justin Morris asked about the current buildings on the property.

Zachary Baker reviewed the permit history for the property.

APPLICANT PRESENTATION:

Crystal Crenshaw, 186 SR 207, Unit 1, East Palatka FL, spoke about the current buildings on the property and the request.

PUBLIC PARTICIPATION:

Opened and closed at 4:23 p.m.

QUESTIONS CONTINUED:

Justin Morris spoke of concerns regarding the request for industrial light.

Susan Roberts questioned the differences between C4 and industrial light.

Mr. Graves explained the differences between C4 and industrial light.

Kris Hancock spoke about code changes and compliance.

Matt Williams spoke of concerns regarding the request for industrial light.

A lengthy discussion followed on the subject of compliance, the industrial light request, and special use permit requirements.

MOTION:

Kris Hancock moved to recommend that the Board of County Commissioners approve the REZ25-000002 request. Motion dies due to lack of a second.

A lengthy discussion ensued on the request and compliance.

Justin Morris moved to recommend that the Board of County Commissioners deny the REZ25-000002 request. Matt Williams seconded, and further discussion ensued on the motion.

Roll Call Vote: Stanly Hodge: YES; Matt Williams: YES; Jason Sheffield: YES; Kris Hancock: NO; Justin Morris: YES; Susan Roberts: NO

Motion to deny passed by a vote of 4-2.

RECESS/RECONVENE

The meeting was recessed at 5:18 p.m. and reconvened at 5:30 p.m.

APPLICATION:

LDC25-000001: County initiated text amendment; intent to revise Article II, Divisions 3 and 4; Article III, Division 2; Article VI, Division 3; Article VII, Divisions 2, 10, and 11; Article IX, Divisions 2 and 4; Article XI, Division 2; Article XII, Divisions 1, 5, 8, and 9; and Article XIII of the Putnam County Land Development Code.

APPLICANT: Putnam County Planning Division

Zachary Baker, Senior Divisional Planning Manager, said the proposed text amendment is being brought to the Putnam County Planning Commission and Board of County Commissioners to address inaccuracies and ambiguities found in the Putnam County Land Development Code after the adoption of Ordinance 2024-012. Ordinance 24-12, adopted July 9, 2024, was the last major amendment to the Putnam County Land Development Code in which all Articles of the Code were revised in some manner, adding allowed uses, strengthening growth management regulations, and establishing new policies and procedures for reviewing and approving new developments. Due to the comprehensive review and revisions associated with the most recent text amendment, marginal errors were made throughout the Land Development Code which were not accounted for prior to adoption. Since adoption, the Putnam County Planning and Zoning staff and citizens have noted these errors and staff composed a list of all errors and ambiguities which needed to be addressed. The intent of this text amendment is to address these errors in order to produce a complete document which upholds the purpose of the Land Development Code; no revision being brought forward with this amendment is intended to hinder, or otherwise complicate, the development process within unincorporated Putnam County.

Mr. Baker began reviewing the amendments.

RECOMMENDATION:

Staff recommends approval of the proposed amendments to the Land Development Code as the request is consistent with Florida Statutes and consistent with the intent of the Putnam County Comprehensive Plan and the Goals, Objectives, and Policies therein.

PUBLIC PARTICIPATION:

Michael Woodward, 517 S Francis St., Interlachen FL, spoke of his concern regarding the status of emergency services uses.

REVIEW AND QUESTIONS:

Mr. Baker continued the review of the proposed amendments to the LDC.

Kris Hancock said he did not agree with the change to Sec.45-131 Recreational vehicle as temporary shelter Section (2) F (Under no circumstances is an RV to be stored, left, or abandoned on a vacant property. Vacant is defined as having no Dwelling Unit on the property. RVs in violation of this provision will be subject to removal.)

Justin Morris said he also disagreed with Sec. 45-131 (2) f. and recommended extending the days RV's are allowed to be on a lot.

Susan Roberts agreed and said there needed to be more leniency for people in RV's. She recommended striking out Sec 45-131 (4) d. (The extent of the stay of the RV does not exceed 14 consecutive days or 60 non-consecutive days in a given calendar year).

A lengthy discussion ensued on Sec 45-131 (4) d, regarding time restraints for RVs.

Justin Morris recommends adding unregistered in front of RV in the following: Under no circumstances is an RV to be stored, left, or abandoned on a vacant property. Vacant is defined as having no Dwelling Unit on the property. RVs in violation of this provision will be subject to removal.

A discussion followed on making the extent of stay to 90 and 180 for any temporary term of stay in both residential and agriculture districts. Sec 45-131 (2) C and 45-131 (4) D.

A discussion followed on Sec 45-131 (3) 6 be changed to: Under no circumstances is an unregistered RV to be stored, left, or abandoned on a vacant property. Vacant is defined as having no Dwelling Unit on the property. RVs in violation of this provision will be subject to removal.

Mr. Baker continued his review of the amendments to the LDC.

MOTION:

Justin Morris recommended approval of the LDC25-000001 to the Board of County Commissioners as presented, with the exception that emergency services still require a special use permit in AG residential CPO C1 and with the exception of the proposed changes to RV's for temporary occupancy and the restoration of the temporary stay days adding the modification to that prohibition. Stanley Hodge seconded, and the Motion was approved.

APPROVAL OF MINUTES JANUARY 8, 2025 – Stanley Hodge moved to approve the minutes. Justin Morris seconded, and the motion carried unanimously.

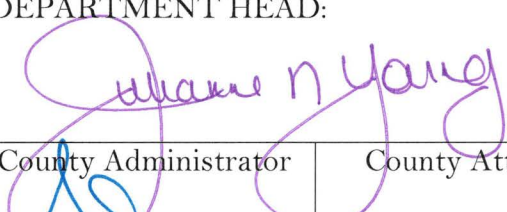
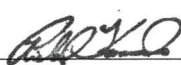
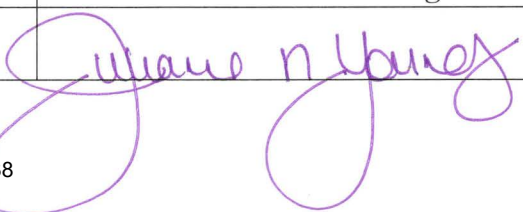
ADJOURN: The meeting adjourned at 4:29 p.m.

Susan Roberts, Chair Planning Commission

ATTEST:

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: Mid-Year Budget Amendment	DEPARTMENT: Administration	
AGENDA SECTION: Public Hearing, 5:05PM	AMOUNT: \$27,830,367	
ATTACHMENTS: () ORDINANCE (X) RESOLUTION () OTHER (See Summary Highlights) (X) SUPPORTING DOCUMENTS	DATE: June 10, 2025	
SUMMARY HIGHLIGHTS: THE ATTACHED BUDGET AMENDMENT ALIGNS BUDGETED CARRY FORWARD REVENUES IN THE FY25 BUDGET WITH ACTUAL CARRY FORWARD BALANCES AND ALIGNS BUDGETED GRANT REVENUES WITH ACTUAL GRANT BALANCES. This Public Hearing is required under the provisions of s. 200.065 F.S. and has been advertised in the Palatka Daily News on June 7, 2025. The alignment of budgeted carryover fund balances to actual, is an annual function completed after the Comprehensive Financial Report is generated and certified to reconcile projected year end positions with actual year end positions.		
PUBLIC PURPOSE: To be compliant with Section 218.33, Florida Statutes (F.S.) which requires all reporting units to use the state chart of accounts as an integral part of their accounting system so that the preparation of their annual financial reports will be consistent with other local reporting entities and requires reliable financial records and reports. .		
RECOMMENDED ACTION: Adopt the attached budget resolution to amend the FY25 Budget.		
DEPARTMENT HEAD: 		
County Administrator 	County Attorney 	Deputy County Administrator Procurement / Budget 

RESOLUTION 2025- 037

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF PUTNAM COUNTY, FLORIDA, AMENDING THE BUDGET
FOR FISCAL YEAR 2024-2025.**

WHEREAS, the Board of County Commissioners of Putnam County, Florida, on June 10, 2025, held a public hearing as required by Florida Statue 129.06(f); and,

WHEREAS, the Board of County Commissioners of Putnam County, Florida, set forth the appropriations and revenue estimates for the Budget Amendment (an additional appropriation) for Fiscal Year 2024-2025 in the amount of \$27,830,367

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Putnam County, Florida, that the Budget Amendment of \$27,830,367 (an additional appropriation) for the Fiscal Year 2024-2025 Budget be adopted.

DONE, ORDERED AND ADOPTED this 10th Day of June, A.D. 2025.

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

Leota Wilkinson, Chair

ATTEST:

Matt Reynolds, Clerk of Courts

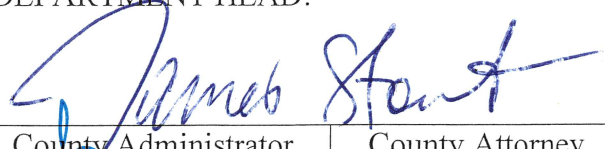
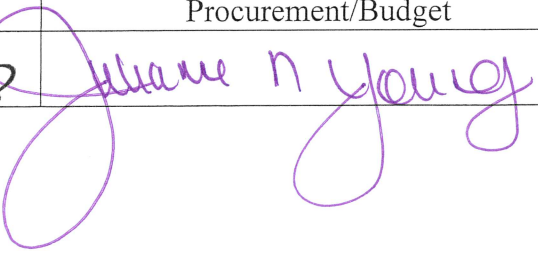
Mid-Year FY25 Budget Amendment - Attachment A		Revenues	Expenditures
General Fund			
001-0000-399.99-00	Cash Balance Forward	15,224,911	
001-2101-581.91-28	TRF - Risk Mgt Fund		1,000,000
001-2554-562.49-24	Medicaid/Hospitals		90,000
001-9999-581.91-40	TRF - E Putnam Water		300,000
001-9999-581.91-47	TRF - E 9-1-1 Service Fund		250,000
001-9999-598.99-01	Reserves for Contingency		4,075,473
001-9999-598.99-12	Restricted Reserves-Capital Outlay		9,599,438
Transportation Fund			
101-0000-399.99-00	Cash Balance Forward	1,585,464	
101-9999-598.99-01	Reserves for Contingency		634,186
101-9999-598.99-20	FUTURE PROJECTS		951,278
Fishing Fund			
114-0000-399.99-00	Cash Balance Forward	(20,129)	
114-6305-598.99-12	Restricted Reserves-Capital Outlay		(20,129)
Fire Taxing Unit			
118-0000-399.99-00	Cash Balance Forward	1,678,228	
118-3211-598.99-01	Reserves for Contingency		671,291
118-3211-598.99-12	RESTR RESERVE-CAP Outlay		1,006,937
Law Enforcement Trust Fund			
119-0000-399.99-00	Cash Balance Forward	36,557	
119-3411-598.99-10	Reserves/Reserve for Cash Balance		36,557
Law Enforcement Education Fund			
120-0000-399.99-00	Cash Balance Forward	21,345	
120-3410-521.49-26	Education Exp-Sheriff		21,345
Court Improvement Fund			
122-0000-399-9900	Cash Balance Forward	220,490	
122-9999-598.99-20	Restricted Reserves-Future Projects		220,490
Driver's Education Fund			
124-0000-399-9900	Cash Balance Forward	31,339	
124-2111-598.99-20	Restricted Reserves-Future Projects		31,339
Article V Court Support Fund			
125-0000-399.99-00	Cash Balance Forward	22,626	
125-2335-564.34-11	Contr Svcs - Legal Aid		22,626
Court Technology Fund			
126-0000-399.99-00	Cash Balance Forward	37,404	
126-2336-598.99-01	Reserve for Contingency		37,404
Crime Prevention Fund			
127-0000-399-9900	Cash Balance Forward	9,378	
127-3411-598.99-10	Reserve for Cash Balance		9,378
Federal Forfeiture			
128-0000-399.99-00	BALANCES FWD-CASH-REGULAR	198,911	
128-3448-598.99-01	RESERVE FOR CONTINGENCY		198,911
E-911			
130-0000-399.95-00	Bal Fwd - E9-1-1 Service	(46,557)	
130-0000-381.01-00	Trsfr Fm General Fund	250,000	
130-3992-525.34-01	Other Contractual Services		60,000

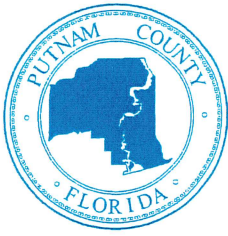
130-3992-525.41-01	Communication Services		45,000
130-3992-525.46-01	Repair & Maint - Other		35,000
130-3992-598.99-01	Reserve For Contingency		63,443
Tourist Development Fund			
131-0000-399.99-00	Cash Balance Forward	937,348	
131-2107-552.48-03	Tourism-Events/Activities		117,776
131-2107-552.48-04	Tourism-Promo/Advertise		699,936
131-2107-552.48-05	Tourism-Cultural Events		89,056
131-2107-552.49-03	Comm/Fees/Costs/Tax Col		4,001
131-2107-552.49-45	Tourist Development-Admin		26,579
Communication Improvement Fund			
132-0000-399.99-00	Cash Balance Forward	39,952	
132-3993-598-9901	Reserve for Contingency		39,952
Economic Development Fund			
133-0000-399-9900	Cash Balance Forward	136,798	
133-2108-598.99-01	RESERVE FOR CONTINGENCY		136,798
Misc Grant Fund			
160-0000-331.55-00	ARPA/American Rescue Plan	675,258	
160-9999-581.91-40	TRF- East Putnam Water		675,258
Interlachen Lake Estates MSBU Fund			
162-0000-399.99-00	Cash Balance Forward	288,052	
162-7992-598.99-01			2,960
162-7992-598.99-61	RESERVE - ILE SOUTH		65,599
162-7992-598.99-62	RESERVE - ILE2 NORTH		206,697
162-7992-598.99-63	RESERVE - ILE UNIT #19		12,796
West Putnam MSBU Fund			
163-0000-399.99-00	Cash Balance Forward	117,222	
163-7993-598.99-01	Reserve for Contingency		117,222
MSBU Fund			
175-0000-399.99-00	Cash Balance Forward	142,704	
175-4110-598.99-70	RESERVE - OKLAWAHA HILLS		5,401
175-4110-598.99-71	RESV - ST JOHNS HARBOR #3		12,206
175-4110-598.99-72	RESERVE - LAKESIDE OAKS		1,333
175-4110-598.99-73	RESV-ST JOHNS RIVER EDGE		18,010
175-4110-598.99-74	RESV-MOORES TR/BUMPY LANE		(26)
175-4110-598.99-75	RESERVE - ACOSTA CREEK		269
175-4110-598.99-76	RESERVE-INTERLACHEN BLVD		105,511
County Jail Sinking Fund			
201-0000-399.99-00	Cash Balance Forward	24,285	
201-8113-598.99-50	Reserves Jail Debt Service		24,285
Better Place Plan Capital Projects Fund			
301-0000-399.99-00	Cash Balance Forward	275,397	
301-2110-598.99-01	Reserve for Contingency		110,159
301-2110-581.99-12	Reserve for Cap Outlay		165,238
Capital Projects Fund			
308-0000-334.36-07	S. Putnam Drainage	15,164	
308-5320-538.67-12	S. Putnam Drainage		15,164
Waste Management Fund			
401-0000-399.99-00	Cash Balance Forward	3,386,882	

401-4210-598.99-23	Res. Reserves - Future Closure		677,376
401-4210-598.99-01	Reserve for Contingency		1,016,065
401-4210-598.99-20	Reserve for Cap Outlay		1,693,441
Port Authority Fund			
404-0000-399.99-00	Cash Balance Forward	113,172	
404-7203-598.99-01	Reserves for Contingency		45,269
404-7203-598.99-20	Reserves for Future Projects		67,903
East Putnam Utility Fund			
405-0000-399.99-00	Cash Balance Forward	(892,646)	
405-0000-331.50-43	HMGP PT Buena Vista Ph II	217,388	
405-0000-381.35-00	Trsfr Frm Misc Grant	675,258	
405-0000-381.01-00	Trsfr Frm General Fund	300,000	
405-5304-535.61-01	Land		300,000
Insurance Fund			
506-0000-399.99-00	Cash Balance Forward	1,373,452	
506-2560-519.45-04	HEALTH INSUR CLAIMS		1,373,452
Risk Management Fund			
507-0000-399-9900	Cash Balance Forward	(281,502)	
507-0000-381.04-00	Trsfr From General Fund	1,000,000	
507-2561-519.45-02	INSUR-W/C-GLLGHER-CLAIMS		718,498
Water Utility Special Revenue Fund			
606-0000-399-9900	Cash Balance Forward	36,216	
606-5307-598.99-01	Reserves for Contingency		36,216
		27,830,367	27,920,367

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: Task Order #3 to award Engineering Services for North Putnam Drainage FDEP Grant Agreement LPA370	DEPARTMENT: Public Works	
AGENDA SECTION: Consent	AMOUNT: \$148,000.00	
ATTACHMENTS: () ORDINANCE () RESOLUTION () OTHER (See Summary Highlights) (X) SUPPORTING DOCUMENTS	DATE: 6/10/25	
SUMMARY HIGHLIGHTS: Task order #3 under RFQ 24-06 to Baxter & Woodman, Inc d/b/a Toco Engineering a Baxter & Woodman Company to prepare engineering documentation required under the FDEP grant agreement LPA0370 funding as accepted by Resolution 2022-12 BOCC meeting dated 11/22/22. The scope of the project is to provide engineering plans required to construct the (8) drainage improvement projects, in a phased approach, to the stormwater drainage basins which are impacting Palmetto Bluff Road and Millican Rd Funding from Account #308-5320-538-67-11		
PUBLIC INTEREST: To insure the safety and welfare of Putnam County citizens		
RECOMMENDED ACTION: The Public Works Department is requesting the Boards approval and the Chairman's signature on Task order #3 for Engineering plans to comply with the FDEP Grant		
DEPARTMENT HEAD:		
 County Administrator	 County Attorney	 Deputy County Administrator Procurement/Budget



Putnam County
Department of Public Works
P. O. Box No. 310
223 Putnam County Boulevard
East Palatka, FL 32131
Phone: (386) 329-0346 Fax: (386) 329-0340

CONTRACT TASK ORDER

RFQ No: 24-06; Continuing Professional Services Contract
dated March 26, 2024

Task Order No: 3

Contractor: Baxter & Woodman, Inc
d/b/a Toco Engineering a Baxter & Woodman Company
714 N Orange Ave
Green Cove Springs, Fl. 32043

Date: June 4, 2025
Project: North Putnam County Drainage Improvements

SCOPE OF WORK:

Task Order #3 is hereby issued to authorize Baxter & Woodman, Inc d/b/a Toco Engineering ("Consultant") for continued engineering services associated with the construction administration task for the North Putnam County Drainage Improvements as specified in the Consultant's proposal dated June 3, 2025, attached hereto and incorporated herein.

PAYMENT TERMS:

The project will be funded through the Department of Environmental Protection Standard Grant Agreement #LPA0370. The County shall compensate the Consultant, under Task Order No:3, a lump sum fee basis for a total of one hundred forty eight thousand dollars (\$148,000.00) as specified in the Consultant's proposal dated June 3, 2025, for work satisfactorily completed in accordance with the scope of work provided in this Task Order, and with the Master Contract referenced above, dated November 22, 2022.

SCHEDULE:

The County shall issue a Notice to Proceed to the Consultant and work shall commence upon completion of a Pre-Service Meeting. The effective date of this Task Order shall be the date stated in the Notice to Proceed. All terms and conditions of the above-referenced contract remain in full force and effect. Any work performed prior to full execution of this Task Order shall be at the Consultant's Own Risk.

Baxter & Woodman Inc d/b/a Toco Engineering,
A Baxter & Woodman Company

Putnam County, Florida

Representative
Signature: _____

Representative
Signature: _____

Printed Name &
Title: _____

Printed Name &
Title: Leota Wilkinson BOCC Chairwoman

Date: _____

Date: _____

All terms and conditions of the above-referenced Master Contract dated November 22, 2022 remain in full force and effect. All invoices must reference Task Order #3. By approving this Task Order, the PCPW Department is certifying the availability of funds for this. Do not approve/process this Task Order until funds are available in the appropriate line item or Purchase Order.

June 3, 2025

Putnam County Public Works
Attn: Mrs. Doneda Cole, Project Manager
223 Putnam County Blvd
East Palatka, FL 32131
Phone: 386-329-0346
Email: doneda.cole@putnam-fl.gov

**Subject: Proposal for Engineering Services
Northern Putnam County Drainage Improvements**

Dear Mrs. Cole,

Tocoi Engineering, a Baxter & Woodman Company (Tocoi) appreciates the opportunity to provide **Putnam County** (the "County") with this proposal for engineering services on the above-referenced project. Based upon our discussions and knowledge of the site, we have developed the following project understanding, scope of services, and fee for the proposed project.

Project Understanding:

It is our understanding that the County has entered into a grant agreement with Florida Department of Environmental Protection (FDEP) to improve portions of the roadways and drainage conveyance systems along Palmetto Bluff Road and Millican Road to reduce localized flooding and prevent further erosion and washouts. The scope of this project is to provide detailed engineering plans for the drainage improvements recommended from the North Putnam Drainage Study. These recommendations have been broken up into eight (8) separate projects in differing locations.

Based on our discussions with you, we have developed the following proposal:

Scope of Services

The Scope of this Project is to provide the Client with the engineering plans required to construct the eight (8) drainage improvement projects currently impacting Palmetto Bluff Road and Millican Road.

Refer to **Exhibit" A"** for a breakdown of each individual project with cost, location, and project summary.

Regulatory Agencies Involved:

Based on the project location, Tocoi will adhere to the following Regulatory agencies rules:

- Putnam County (County)
- St Johns River Water Management District (SJRWMD)
- Army Corp of Engineers (ACOE)
- Florida Department of Environmental Protection (FDEP)

Based on our discussions with you, the above Project Understanding, Scope of Services, and the Anticipated Agency involvement, we have developed a proposal to provide the following Tasks:

TASK 1 – Due Diligence:

Tocoi will coordinate with the agencies identified to establish their requirements for the design and permits.

LUMP SUM FEE - TASK 1: \$3,000.00

TASK 2 – Data Gathering:

Tocoi will coordinate with and manage all subconsultants (including County-retained) to gather and review data necessary for the development and design of the project and to ensure that the information is obtained in a timely manner. Necessary subconsultants will include:

- A. Tocoi will hire a Land Surveyor to provide additional topographic survey of the site for wetlands east of Millican Road (subconsultant fee of **\$10,000.00** is included in the Tocoi lump sum fee).
- B. Tocoi will hire the Environmental Consultant to provide adherence to the agency's regulations and investigate any environmental elements (subconsultant fee of **\$32,000.00** is included in the Tocoi lump sum fee).
- C. Tocoi will hire a Geotechnical Engineer to perform auger borings along Millican Road (subconsultant fee of **\$6,000.00** is included in the Tocoi lump sum fee).
- D. Not covered in this Task Lump Sum Fee, Tocoi will coordinate with any other subconsultant(s) (County-retained) that are identified during the Due Diligence Task and will bill the County at the hourly rates contained in the Tocoi Standard Terms and Conditions Agreement.

Subconsultant Fee - \$48,000.00

Tocoi Fee - \$5,000.00

TOTAL LUMP SUM FEE – TASK 2: \$53,000.00

TASK 3 – Preliminary Engineering:

- A. Tocoi will prepare **one (1) Preliminary set of plans** based on the previous client-approved Tocoi Master Site Plan.
- B. Tocoi will prepare grading, drainage and drainage details to ensure proper site drainage and stormwater retention and treatment.
- C. Tocoi will prepare a storm water pollution prevention and erosion control plan.
- D. One revision to the preliminary engineering plans is included; any/all additional changes to the Preliminary Engineering Plans by the client will be billed at the attached hourly rates

LUMP SUM FEE - TASK 3: \$59,000.00

TASK 4 – Permitting:

- A. Tocoi will submit to the SJRWMD permit plans and calculations and respond to review comments. Assumes one Request for Additional Information (RAI) response.
- B. Tocoi will coordinate with the environmental consultant on all SJRWMD, FDEP, and ACOE applicable review comments.

LUMP SUM FEE - TASK 4: \$18,000.00

TASK 5 – Final Engineering:

- A. TocoI will prepare Final Engineered Site Plan based on comments from the client and agencies.
- B. TocoI will perform a quality review of the Final Engineered Site Plan for Construction.
- C. TocoI will revise the preliminary Opinion of Probable Cost for Construction.
- D. TocoI will provide copies of the Final site plans to the client.

LUMP SUM FEE - TASK 5: \$15,000.00

TASK 6 – Expenses:

Costs such as reprographics, delivery service, mileage, and travel shall be invoiced as Direct Costs plus 20%.

TIME & MATERIAL – TASK 6: Not to exceed \$4,700.00

(In accordance with Rate Schedule in the TocoI Standard Terms and Conditions Agreement)

Exclusions and Additional Services:

The above Lump Sum Fees exclude the following list of activities:

- Environmental Evaluations or Studies
- Soils Investigation/Under Drain Design
- Construction Administration Contracts other than as defined
- Construction Onsite Observation/Client Representative
- FEMA Map Issues
- Material Testing
- Land Use or Rezoning changes other than as defined above
- Traffic Study or Maintenance of Traffic Plans
- Land or Easement Acquisition Elements
- Final Engineering Design and Agency Permitting
- Permit or Plan Review Fees
- Electric System or Lighting Design
- Offsite Water, Sewer, Design and Permitting
- Offsite Roadway Design and Permitting
- FDEP National Pollutant Discharge Elimination System Permit
- Environmental Audit Reports
- Fencing and Gating Plans

While we have listed exclusions above, should any of these services be needed they may be provided via a Change Order to this contract as an additional Lump Sum or on a Time and Material basis in accordance with the Rate Schedule in the TocoI Standard Terms and Conditions Agreement.

Schedule

Project schedule will be discussed and finalized at the project kick off meeting.

Assumptions and Clarifications:

Tocoi will not commence work on any Task listed in this proposal until the County has provided written approval to proceed with work. Written approval can be provided in an email to Tocoi.

Tocoi shall not be responsible for the contractor's means and methods. Tocoi shall not be responsible for project site safety such as required by Occupational Safety and Health Administration or other regulatory requirements.

Standard Terms and Conditions

Tocoi Standard Terms and Conditions Agreement including the Tocoi Hourly Rate Schedule is attached as a separate document.

Acceptance

Thank you for the opportunity to offer our proposal for professional services. Should you find this proposal acceptable, please indicate your approval by signing and returning one copy to our office. If you have any questions during your evaluation of our proposal, please do not hesitate to contact Tocoi's assigned Project Manager, Laura Mahoney, by phone at 904-736-4468 or by email at lmahoney@baxterwoodman.com.

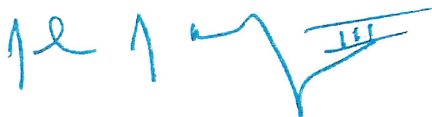
Total Tocoi Contract Fee: \$148,000.00.

Subconsultant: \$48,000.00

Tocoi Fee: \$100,000.00

Sincerely,

Tocoi Engineering, LLC



John Mahoney, III, PE
Associate Vice President

Attachment: Standard Terms and Conditions Agreement

[Execution Page to Follow]

By signing below, the parties agree that this proposal is incorporated into Tocol's Standard Terms and Conditions Agreement and to abide by the additional terms and conditions contained in this proposal. The Owner authorizes Tocol to begin work as soon as can be reasonably schedule. Dated the day first written above.

Accepted By:

Putnam County, FL

By: _____

Date

Accepted by Tocol Engineering, a Baxter & Woodman Company

By: _____

John Mahoney III, Associate Vice President Date

2025 Hourly Billing Rates for Professional Services

Principal.....	\$205.00
Project Manager	\$186.00
Senior Project Engineer	\$176.00
Grant Writer/Administrator.....	\$166.00
Project Engineer/Sr. Designer.....	\$166.00
Designer/Sr. Field Representative	\$145.00
Permit Coordinator.....	\$140.00
CADD Technician/Field Representative	\$135.00
Administration	\$105.00

Rates include 3.4% rate of inflation for 2024

Multiplier of 2.60

PLEASE READ THESE STANDARD TERMS AND CONDITIONS ("TERMS") CAREFULLY BEFORE EXECUTING THE LETTER PROPOSAL PRESENTED BY TOCOI ENGINEERING, A BAXTER & WOODMAN COMPANY ("Baxter & Woodman"). BY EXECUTING THE LETTER PROPOSAL, OWNER AGREES TO BE BOUND BY THESE TERMS, THE PROVISIONS OF THE LETTER PROPOSAL, AND THE PROVISIONS OF ANY DOCUMENT REFERRING TO THESE TERMS OR THE LETTER PROPOSAL, ALL OF WHICH SHALL COLLECTIVELY CONSTITUTE THE "AGREEMENT".

Owner's Responsibility – Provide Baxter & Woodman with all criteria and full information for the "Project," which is generally otherwise identified in the Letter Proposal. Baxter & Woodman will rely, without liability, on the accuracy and completeness of all information provided by the Owner (as defined in the Letter Proposal) including its consultants, contractors, specialty contractors, subcontractors, manufacturers, suppliers and publishers of technical standards ("Owner Affiliates") without independently verifying that information. The Owner represents and warrants that all known hazardous materials on or beneath the site have been identified to Baxter & Woodman. Baxter & Woodman and their consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, unidentified or undisclosed hazardous materials unless this service is set forth in the Letter Proposal.

Schedule for Rendering Services – The agreed upon services shall be completed within a reasonable amount of time. If Baxter & Woodman is hindered, delayed or prevented from performing the services as a result of any act or neglect of the Owner, any Owner Affiliate, or force majeure event, Baxter & Woodman's work shall be extended and the rates and amounts of Baxter & Woodman's compensation shall be equitably adjusted in a written instrument executed by all Parties.

Invoices and Payments – The fees to perform the proposed scope of services constitutes Baxter & Woodman's estimate to perform the agreed upon scope of services. Circumstances may dictate a change in scope, and if this occurs, an equitable adjustment in compensation and time shall be agreed upon by all Parties by written agreement. No service for which added compensation will be charged will be provided without first obtaining written authorization from the Owner. Baxter & Woodman invoices shall be due and owing by Owner in accordance with the terms and provisions of the State of Florida Local Government Prompt Payment Act (ss.218.70-218.80).

Opinion of Probable Construction Costs – Baxter & Woodman's opinion of probable construction costs represents its reasonable judgment as a professional engineer. Owner acknowledges that Baxter & Woodman has no control over construction costs or contractor's methods of determining prices, or over competitive bidding, or market conditions. Baxter & Woodman cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from Baxter & Woodman's opinion of probable construction costs.

Standards of Performance – (1) The standard of care for all services performed or furnished by Baxter & Woodman will be the same care and skill ordinarily used by professionals practicing under similar circumstances, at the same time and in the same locality on similar projects. Baxter & Woodman makes no warranties, express or implied, in connection with its services; (2) Baxter & Woodman shall be responsible for the technical accuracy of its services and documents; (3) Baxter & Woodman shall use reasonable care to comply with applicable laws, regulations, and Owner-mandated standards; (4) Baxter & Woodman may employ such sub-consultants as Baxter & Woodman deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objection by Owner; (5) Baxter & Woodman shall not supervise, direct, control, or have authority over any contractors' work, nor have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work; (6) Baxter & Woodman neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents; (7) Baxter & Woodman is not acting as a municipal advisor as defined by the Dodd-Frank Act. Baxter & Woodman shall not provide advice or have any responsibility for municipal financial products or securities; (8) Baxter & Woodman is not responsible for the acts or omissions of any contractor, subcontractor, or supplier, or any of their agents or employees or any other person at the site or otherwise furnishing or performing any work; (9) Shop drawing and submittal review by Baxter & Woodman shall apply only to the items in the submissions and only for the purpose of assessing if, upon installation or incorporation in the Project work, they are generally consistent with the contract documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e., hard copy or electronic transmission) and for compliance with the construction documents. Owner further agrees that Baxter & Woodman's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. Baxter & Woodman's consideration of a component does not constitute acceptance of the assembled item; (10) Baxter & Woodman's site observation during construction shall be at the times agreed upon in the Project scope. Through standard, reasonable means, Baxter & Woodman will become generally familiar with observable completed work. If Baxter & Woodman observes completed work that is inconsistent with the construction documents, information shall be communicated to the contractor and Owner for them to address.

Insurance – Baxter & Woodman will maintain insurance coverage with the following limits and Certificates of Insurance will be provided to the Owner upon written request:

Worker's Compensation:	Statutory Limits	Excess Umbrella Liability:	\$10 million per claim and aggregate
General Liability:	\$1 million per claim	Professional Liability:	\$5 million per claim
	\$2 million aggregate		\$10 million aggregate
Automobile Liability:	\$1 million combined single limit		

In no event will Baxter & Woodman's collective aggregate liability under or in connection with this Agreement or its subject matter, based on any legal or equitable theory of liability, including breach of contract, tort (including negligence), strict liability and otherwise, exceed the contract sum to be paid to Baxter & Woodman under this Agreement. Any claim against Baxter & Woodman arising out of this Agreement may be asserted by the Owner, but only against the entity and not against Baxter & Woodman's directors, officers, shareholders or employees, none of whom shall bear any liability and may not be subject to any claim.

Indemnification and Mutual Waiver – (1) To the fullest extent permitted by law, Baxter & Woodman shall indemnify and hold harmless the Owner and its officers and employees from claims, costs, losses, and damages (“Losses”) arising out of or relating to the Project, provided that such Losses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent caused by any grossly negligent act or omission of Baxter & Woodman; (2) To the fullest extent permitted by law, Owner shall indemnify and hold harmless Baxter & Woodman and its officers, directors, employees, agents and consultants from and against any and all Losses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project provided that any such Losses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent arising out of or occurring in connection with the Owner’s, or Owner’s officers, directors, employees, consultants, agents, or others retained by or under contract to the Owner, negligent act or omission, willful misconduct, or breach of this Agreement; (3) To the fullest extent permitted by law, Owner and Baxter & Woodman waive against each other, and the other’s employees, officers, directors, insurers, and consultants, any and all claims for or entitlement to special, incidental, indirect, enhanced, punitive, or consequential damages, in each case regardless of whether such party was advised of the possibility of such losses or damages or such losses or damages were otherwise foreseeable, and notwithstanding the failure of any agreed or other remedy of its essential purpose; (4) In the event Losses or expenses are caused by the joint or concurrent fault of the Baxter & Woodman and Owner, they shall be borne by each party in proportion to its respective fault, as determined by a mediator or court of competent jurisdiction; (5) The Owner acknowledges that Baxter & Woodman is a business corporation and not a professional service corporation, and further acknowledges that the corporate entity, as the party to this contract, expressly avoids contracting for individual responsibility of its officers, directors, or employees. The Owner and Baxter & Woodman agree that any claim made by either party arising out of any act of the other party, or any officer, director, or employee of the other party in the execution or performance of the Agreement, shall be made solely against the other party and not individually or jointly against such officer, director, or employees.

Termination – Either party may terminate this Agreement upon ten (10) business days’ written notice to the other party in the event of failure by the other party to comply with the terms of the Agreement through no fault of the terminating party. A condition precedent to termination shall be conformance with the Dispute Resolution terms below. If this Agreement is terminated, Owner shall receive reproducible copies of drawings, developed applications and other completed documents upon written request. Owner shall be liable, and shall promptly pay Baxter & Woodman, for all services and reimbursable expenses rendered through the effective date of suspension/termination of services.

Use of Documents – All Baxter & Woodman documents (data, calculations, reports, Drawings, Specifications, Record Drawings and other deliverables, whether in printed form or electronic media format, provided by Baxter & Woodman to Owner pursuant to this Agreement) are instruments of service and Baxter & Woodman retains ownership and property interest therein (including copyright and right of reuse). Owner shall not rely on such documents unless in printed form, signed or sealed by Baxter & Woodman or its consultant. Electronic format of Baxter & Woodman’s design documents may differ from the printed version and Baxter & Woodman bears no liability for errors, omissions or discrepancies. Reuse of Baxter & Woodman’s design documents is prohibited, and Owner shall defend and indemnify Baxter & Woodman from all claims, damages, losses and expenses, including attorney’s fees, consultant/expert fees, and costs arising out of or resulting from said reuse. Project documents will be kept for time periods set forth in Baxter & Woodman’s document retention policy after Project closeout.

Successors, Assigns, and Beneficiaries – Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Baxter & Woodman to any third party, including any lender, contractor, subcontractor, supplier, manufacturer, other individual, entity or public body, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement are for the sole and exclusive benefit of the Owner and Baxter & Woodman and not for the benefit (intended, unintended, direct or indirect) of any other entity or person.

Dispute Resolution – All disputes between the Parties shall first be negotiated between executives who have authority to settle the dispute for a period of thirty (30) days. If unresolved, disputes shall be then submitted to mediation as a condition precedent to litigation. The mediation session shall be held within forty-five (45) days of the retention of the mediator, and last for at least one (1) full mediation day, before any party has the option to withdraw from the process. If mediation is unsuccessful in resolving a Dispute, then the parties may seek to have the Dispute resolved by a court of competent jurisdiction.

Miscellaneous Provisions – (1) This Agreement is to be governed by the law of the state or jurisdiction in which the project is located; (2) all notices must be in writing and shall be deemed effectively served upon the other party when sent by certified mail, return receipt requested; (3) all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion and/or termination for any reason; (4) any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Owner and Baxter & Woodman, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision; (5) a party’s non-enforcement of any provision shall not constitute a waiver of the provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement; (6) to the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of substantial completion, which is the point where the Project can be utilized for the purposes for which it was intended; (7) this Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter; (8) no amendment to or modification of this Agreement is effective unless it is in writing and signed by each party.

EXHIBIT A

(Cost Estimate)

EXHIBIT A

Project Priority 1:

Project Summary: Roadway and Drainage Improvements for 3 Cross Drains along Millican Road.

Location: Millican Road (Basin 4)

Purpose: To reroute water flow to its historical path.

Goal: To reduce/remove roadway flooding along Millican Road.

Permitting: Required

Rough Cost Estimate:

Description	Quantity	Unit	Estimated Unit Price	Total Estimated Cost
Mobilization	1	LS	\$5,000.00	\$5,000.00
Site Preparation	1	LS	\$7,000.00	\$7,000.00
MOT	1	LS	\$15,000.00	\$15,000.00
Erosion control	1	LS	\$7,000.00	\$7,000.00
Surveying	1	LS	\$3,000.00	\$3,000.00
Install 24" x 38" ERCP	120	LF	\$326.00	\$39,120.00
Install 24" x 38" MES	8	EA	\$8,000.00	\$64,000.00
Ditch Headwall	6	EA	\$11,000.00	\$66,000.00
Fill Dirt (Import/Spread/Compacted)	17,000	CY	\$22.00	\$374,000.00
12" LBR 40 Sub Grade	1,600	SY	\$15.00	\$24,000.00
Lime Rock Stabilization	1,600	SY	\$20.00	\$32,000.00
Upgrade Swales	2400	LF	\$30.00	\$72,000.00
Sodding	3200	SY	\$16.00	\$51,200.00
Discharge Swale Incl clearing and grubbing	600	LF	\$40.00	\$24,000.00
Guard Rail for Culvert Crossings	280	LF	\$75.00	\$21,000.00
Cleanup	1	LS	\$1,000.00	\$1,000.00
			Estimated Total Price	\$805,320.00

Project Priority 2:**Project Summary:** Drainage Improvements at Intersection of Palmetto Bluff Road and Cedar Drive**Location:** Palmetto Bluff (Basin 1)**Purpose:** To direct water across the road and improve the flow of water at the intersection culverts while protecting against erosion**Goal:** To reduce erosion and improve flow of water**Permitting:** Not Required**Rough Cost Estimate:**

Description	Quantity	Unit	Estimated Unit Price	Total Estimated Cost
Mobilization	1	LS	\$2,000.00	\$2,000.00
Site Preparation	1	LS	\$2,500.00	\$2,500.00
MOT	1	LS	\$5,000.00	\$5,000.00
Erosion control	1	LS	\$2,500.00	\$2,500.00
Surveying	1	LS	\$1,000.00	\$1,000.00
Install 18" RCP	144	LF	\$90.00	\$12,960.00
Install 18" MES	6	EA	\$2,400.00	\$14,400.00
Install C-Inlet	4	EA	\$4,400.00	\$17,600.00
Pavement Repairs	2	LS	\$5,000.00	\$10,000.00
Upgrade Swales	700	LF	\$30.00	\$21,000.00
Sodding	934	SY	\$16.00	\$14,944.00
Cleanup	1	LS	\$1,000.00	\$1,000.00
			Estimated Total Price	\$104,904.00

Project Priority 3:**Project Summary:** Drainage Improvements at Intersection of Carraway Street and Cedar Drive**Location:** Cedar Drive (Basin 1)**Purpose:** To direct water North towards Palmetto Bluff Road instead of east on Carraway Street.**Goal:** To reduce erosion and improve flow of water**Permitting:** Required**Rough Cost Estimate:**

Description	Quantity	Unit	Estimated Unit Price	Total Estimated Cost
Mobilization	1	LS	\$2,000.00	\$2,000.00
Site Preparation	1	LS	\$2,500.00	\$2,500.00
MOT	1	LS	\$5,000.00	\$5,000.00
Erosion control	1	LS	\$2,500.00	\$2,500.00
Surveying	1	LS	\$1,000.00	\$1,000.00
Install 18" RCP	206	LF	\$90.00	\$18,540.00
Install 18" MES	6	EA	\$2,400.00	\$14,400.00
Install C-Inlet	4	EA	\$4,400.00	\$17,600.00
Pavement Repairs	1	LS	\$5,000.00	\$5,000.00
Upgrade Swales	400	LF	\$30.00	\$12,000.00
Sodding	534	SY	\$16.00	\$8,544.00
Cleanup	1	LS	\$1,000.00	\$1,000.00
			Estimated Total Price	\$90,084.00

Project Priority 4:**Project Summary:** Drainage Improvements at Intersection of Palmetto Bluff Road and Millican Road**Location:** Palmetto Bluff Road (Basin 4)**Purpose:** To upgrade existing pipes to handle existing flows**Goal:** To reduce erosion and improve flow of water**Permitting:** Required**Rough Cost Estimate:**

Description	Quantity	Unit	Estimated Unit Price	Total Estimated Cost
Mobilization	1	LS	\$2,000.00	\$2,000.00
Site Preparation	1	LS	\$2,500.00	\$2,500.00
MOT	1	LS	\$5,000.00	\$5,000.00
Erosion control	1	LS	\$2,500.00	\$2,500.00
Surveying	1	LS	\$1,000.00	\$1,000.00
Install 18" RCP	16	LF	\$90.00	\$1,440.00
Install 24" RCP	16	LF	\$130.00	\$2,080.00
Install 30" RCP	88	LF	\$191.00	\$16,808.00
Install 18" MES	1	EA	\$2,400.00	\$2,400.00
Install 24" MES	1	EA	\$2,900.00	\$2,900.00
Install 30" MES	2	EA	\$3,800.00	\$7,600.00
Install C-Inlet	2	EA	\$4,400.00	\$8,800.00
Pavement Repairs	1	LS	\$5,000.00	\$5,000.00
Upgrade Swales	600	LF	\$30.00	\$18,000.00
Discharge Swale Incl clearing and grubbing	200	LF	\$40.00	\$8,000.00
Sodding	800	SY	\$16.00	\$12,800.00
Cleanup	1	LS	\$1,000.00	\$1,000.00
			Estimated Total Price	\$99,828.00

Project Priority 5:**Project Summary:** Drainage Improvements at Intersection of Millican Road and West River Road**Location:** Millican Road (Basin 5)**Purpose:** To upgrade existing pipes to handle existing flows and reduce erosion**Goal:** To reduce erosion and improve flow of water**Permitting:** Required**Rough Cost Estimate:**

Description	Quantity	Unit	Estimated Unit Price	Total Estimated Cost
Mobilization	1	LS	\$2,000.00	\$2,000.00
Site Preparation	1	LS	\$2,500.00	\$2,500.00
MOT	1	LS	\$5,000.00	\$5,000.00
Erosion control	1	LS	\$2,500.00	\$2,500.00
Surveying	1	LS	\$1,000.00	\$1,000.00
Install 18" RCP	48	LF	\$90.00	\$4,320.00
Install 24" RCP	16	LF	\$130.00	\$2,080.00
Install 18" MES	3	EA	\$2,400.00	\$7,200.00
Install 24" MES	1	EA	\$2,900.00	\$2,900.00
Install C-Inlet	2	EA	\$4,400.00	\$8,800.00
Pavement Repairs	1	LS	\$5,000.00	\$5,000.00
Upgrade Swales	400	LF	\$30.00	\$12,000.00
Sodding	534	SY	\$16.00	\$8,544.00
Cleanup	1	LS	\$1,000.00	\$1,000.00
			Estimated Total Price	\$64,844.00

Project Priority 6:**Project Summary:** Drainage Improvements along Palmetto Bluff Road in Basin 7**Location:** Palmetto Bluff Road (Basin 7)**Purpose:** To upgrade existing pipes to handle existing flows and reduce erosion**Goal:** To reduce erosion and improve flow of water**Permitting:** Required**Rough Cost Estimate:**

Description	Quantity	Unit	Estimated Unit Price	Total Estimated Cost
Mobilization	1	LS	\$2,000.00	\$2,000.00
Site Preparation	1	LS	\$2,500.00	\$2,500.00
MOT	1	LS	\$5,000.00	\$5,000.00
Erosion control	1	LS	\$2,500.00	\$2,500.00
Surveying	1	LS	\$1,000.00	\$1,000.00
Install 18" RCP	32	LF	\$90.00	\$2,880.00
Install 30" RCP	232	LF	\$191.00	\$44,312.00
Install 18" MES	2	EA	\$2,400.00	\$4,800.00
Install 30" MES	5	EA	\$3,800.00	\$19,000.00
Install E-Inlet	2	EA	\$5,600.00	\$11,200.00
Install H-Inlet	1	EA	\$10,000.00	\$10,000.00
Pavement Repairs	1	LS	\$5,000.00	\$5,000.00
Upgrade Swales	400	LF	\$30.00	\$12,000.00
Sodding	534	SY	\$16.00	\$8,544.00
Guard Rail for Culvert Crossings	560	LF	\$75.00	\$42,000.00
Cleanup	1	LS	\$1,000.00	\$1,000.00
			Estimated Total Price	\$173,736.00

Project Priority 7:**Project Summary:** Critical Side Drain Improvements along Palmetto Bluff Road**Location:** Palmetto Bluff Road (Basins 1,2,3,4,6,7,8,9)**Purpose:** To upgrade existing side drains to handle existing flows and reduce erosion**Goal:** To reduce erosion and improve flow of water**Permitting:** Not Required**Rough Cost Estimate:**

Description	Quantity	Unit	Estimated Unit Price	Total Estimated Cost
Mobilization	1	LS	\$2,000.00	\$2,000.00
Site Preparation	1	LS	\$2,500.00	\$2,500.00
MOT	1	LS	\$5,000.00	\$5,000.00
Erosion control	1	LS	\$2,500.00	\$2,500.00
Surveying	1	LS	\$1,000.00	\$1,000.00
Install 18" RCP	408	LF	\$90.00	\$36,720.00
Install 18" MES	34	EA	\$2,400.00	\$81,600.00
Removal of Existing Broken/Crushed Side Drain	408	LF	\$50.00	\$20,400.00
Upgrade Swales	1700	LF	\$30.00	\$51,000.00
Sodding	2267	SY	\$16.00	\$36,272.00
Cleanup	1	LS	\$1,000.00	\$1,000.00
			Estimated Total Price	\$239,992.00

Project Priority 8:**Project Summary:** Critical Side Drain Improvements along Millican Road**Location:** Palmetto Bluff Road (Basins 4,5)**Purpose:** To upgrade existing side drains to handle existing flows and reduce erosion**Goal:** To reduce erosion and improve flow of water**Permitting:** Not Required**Rough Cost Estimate:**

Description	Quantity	Unit	Estimated Unit Price	Total Estimated Cost
Mobilization	1	LS	\$2,000.00	\$2,000.00
Site Preparation	1	LS	\$2,500.00	\$2,500.00
MOT	1	LS	\$5,000.00	\$5,000.00
Erosion control	1	LS	\$2,500.00	\$2,500.00
Surveying	1	LS	\$1,000.00	\$1,000.00
Install 18" RCP	216	LF	\$130.00	\$28,080.00
Install 18" MES	18	EA	\$2,900.00	\$52,200.00
Removal of Existing Broken/Crushed Side Drain	216	LF	\$50.00	\$10,800.00
Upgrade Swales	900	LF	\$30.00	\$27,000.00
Sodding	1200	SY	\$16.00	\$19,200.00
Cleanup	1	LS	\$1,000.00	\$1,000.00
			Estimated Total Price	\$151,280.00

PUTNAM COUNTY, FLORIDA
CONSULTING SERVICES

FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT

THIS FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING SERVICES ("Amendment" hereinafter) is made this 1st day of January, 2025 between Putnam County, Florida ("Owner" hereinafter) and Baxter & Woodman, Inc., d/b/a Tocol Engineering, a Baxter & Woodman Company (as the successor after merger with Tocol Engineering, LLC).

WHEREAS, on March 26, 2024, the Owner and Tocol Engineering, LLC entered into an agreement for Consulting Services for Tocol Engineering, LLC to provide certain professional consulting services to the Owner as directed (the "Agreement").

WHEREAS, Tocol Engineering, LLC has merged with Baxter & Woodman, Inc. and has requested to have the Agreement assigned to Baxter & Woodman, Inc., d/b/a Tocol Engineering, a Baxter & Woodman Company, as the successor entity to Tocol Engineering, LLC; and,

WHEREAS, the Owner desires to amend the Agreement as requested.

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained the sufficiency of which is hereby acknowledged by the parties, the Owner and Baxter & Woodman, Inc., d/b/a Tocol Engineering, a Baxter & Woodman Company agree to amend the Agreement as follows:

1. AMENDMENT TO AGREEMENT. The Agreement is amended to assign the Agreement to Baxter & Woodman, Inc., d/b/a Tocol Engineering, a Baxter & Woodman Company, as the successor of the original Tocol Engineering, LLC. The "Engineer" under the Agreement shall now be "Baxter & Woodman, Inc., d/b/a Tocol Engineering, a Baxter & Woodman Company".
2. ENTIRETY OF AGREEMENT. The Owner and Engineer agree that the Agreement including this Amendment set forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in the Agreement including this Amendment may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.
3. COUNTERPARTS. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the parties as of the effective date at such times as all the signatories hereto have signed a counterpart of this Amendment.
4. AMENDMENT. Except for the provisions of the Agreement specifically modified by this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have made and executed this Amendment on the day and year first above written.

PUTNAM COUNTY, FLORIDA

By: *Juliane N. Young*
on behalf of Terry Suggs

4/16/25
Date

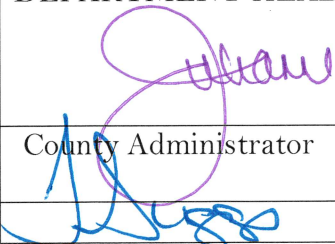
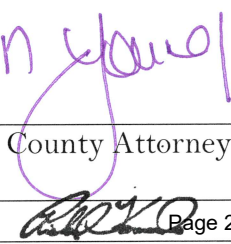
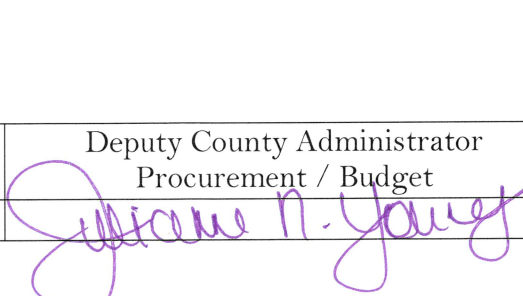
BAXTER & WOODMAN, INC., d/b/a TOCOI ENGINEERING,
A BAXTER & WOODMAN COMPANY

By: *Laura J. Mahoney*
Laura Mahoney, Associate Vice President

January 30, 2025
Date

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: Mid-Year Budget Amendment – Supplemental Info – correction of scriveners error	DEPARTMENT: Administration
AGENDA SECTION: Public Hearing, 5:05PM	AMOUNT: \$27,830,367
ATTACHMENTS: () ORDINANCE (X) RESOLUTION () OTHER (See Summary Highlights) (X) SUPPORTING DOCUMENTS	DATE: June 10, 2025
SUMMARY HIGHLIGHTS: Backup documentation correction for scriveners error – no material changes THE ATTACHED BUDGET AMENDMENT ALIGNS BUDGETED CARRY FORWARD REVENUES IN THE FY25 BUDGET WITH ACTUAL CARRY FORWARD BALANCES AND ALIGNS BUDGETED GRANT REVENUES WITH ACTUAL GRANT BALANCES. This Public Hearing is required under the provisions of s. 200.065 F.S. and has been advertised in the Palatka Daily News on June 7, 2025. The alignment of budgeted carryover fund balances to actual, is an annual function completed after the Comprehensive Financial Report is generated and certified to reconcile projected year end positions with actual year end positions.	
PUBLIC PURPOSE: To be compliant with Section 218.33, Florida Statutes (F.S.) which requires all reporting units to use the state chart of accounts as an integral part of their accounting system so that the preparation of their annual financial reports will be consistent with other local reporting entities and requires reliable financial records and reports. .	
RECOMMENDED ACTION: Adopt the attached budget resolution to amend the FY25 Budget.	
DEPARTMENT HEAD:  County Administrator  County Attorney  Deputy County Administrator Procurement / Budget	

Mid-Year FY25 Budget Amendment - Attachment A - <i>Corrected</i>		Revenues	Expenditures
General Fund			
001-0000-399.99-00	Cash Balance Forward	15,224,911	
001-2101-581.91-28	TRF - Risk Mgt Fund		1,000,000
001-2554-562.49-24	Medicaid/Hospitals		90,000
001-9999-581.91-40	TRF - E Putnam Water		300,000
001-9999-581.91-47	TRF - E 9-1-1 Service Fund		250,000
001-9999-598.99-01	Reserves for Contingency		4,075,473
001-9999-598.99-12	Restricted Reserves-Capital Outlay		9,509,438
Transportation Fund			
101-0000-399.99-00	Cash Balance Forward	1,585,464	
101-9999-598.99-01	Reserves for Contingency		634,186
101-9999-598.99-20	FUTURE PROJECTS		951,278
Fishing Fund			
114-0000-399.99-00	Cash Balance Forward	(20,129)	
114-6305-598.99-12	Restricted Reserves-Capital Outlay		(20,129)
Fire Taxing Unit			
118-0000-399.99-00	Cash Balance Forward	1,678,228	
118-3211-598.99-01	Reserves for Contingency		671,291
118-3211-598.99-12	RESTR RESERVE-CAP Outlay		1,006,937
Law Enforcement Trust Fund			
119-0000-399.99-00	Cash Balance Forward	36,557	
119-3411-598.99-10	Reserves/Reserve for Cash Balance		36,557
Law Enforcement Education Fund			
120-0000-399.99-00	Cash Balance Forward	21,345	
120-3410-521.49-26	Education Exp-Sheriff		21,345
Court Improvement Fund			
122-0000-399.99-00	Cash Balance Forward	220,490	
122-9999-598.99-20	Restricted Reserves-Future Projects		220,490
Driver's Education Fund			
124-0000-399.99-00	Cash Balance Forward	31,339	
124-2111-598.99-20	Restricted Reserves-Future Projects		31,339
Article V Court Support Fund			
125-0000-399.99-00	Cash Balance Forward	22,626	
125-2335-564.34-11	Contr Svcs - Legal Aid		22,626
Court Technology Fund			
126-0000-399.99-00	Cash Balance Forward	37,404	
126-2336-598.99-01	Reserve for Contingency		37,404
Crime Prevention Fund			
127-0000-399.99-00	Cash Balance Forward	9,378	
127-3411-598.99-10	Reserve for Cash Balance		9,378
Federal Forfeiture			
128-0000-399.99-00	BALANCES FWD-CASH-REGULAR	198,911	
128-3448-598.99-01	RESERVE FOR CONTINGENCY		198,911
E-911			
130-0000-399.95-00	Bal Fwd - E9-1-1 Service	(46,557)	
130-0000-381.01-00	Trsfr Fm General Fund	250,000	
130-3992-525.34-01	Other Contractual Services		60,000

130-3992-525.41-01	Communication Services		45,000
130-3992-525.46-01	Repair & Maint - Other		35,000
130-3992-598.99-01	Reserve For Contingency		63,443
Tourist Development Fund			
131-0000-399.99-00	Cash Balance Forward	937,348	
131-2107-552.48-03	Tourism-Events/Activities		117,776
131-2107-552.48-04	Tourism-Promo/Advertise		699,936
131-2107-552.48-05	Tourism-Cultural Events		89,056
131-2107-552.49-03	Comm/Fees/Costs/Tax Col		4,001
131-2107-552.49-45	Tourist Development-Admin		26,579
Communication Improvement Fund			
132-0000-399.99-00	Cash Balance Forward	39,952	
132-3993-598-9901	Reserve for Contingency		39,952
Economic Development Fund			
133-0000-399-9900	Cash Balance Forward	136,798	
133-2108-598.99-01	RESERVE FOR CONTINGENCY		136,798
Misc Grant Fund			
160-0000-331.55-00	ARPA/American Rescue Plan	675,258	
160-9999-581.91-40	TRF- East Putnam Water		675,258
Interlachen Lake Estates MSBU Fund			
162-0000-399.99-00	Cash Balance Forward	288,052	
162-7992-598.99-01			2,960
162-7992-598.99-61	RESERVE - ILE SOUTH		65,599
162-7992-598.99-62	RESERVE - ILE2 NORTH		206,697
162-7992-598.99-63	RESERVE - ILE UNIT #19		12,796
West Putnam MSBU Fund			
163-0000-399.99-00	Cash Balance Forward	117,222	
163-7993-598.99-01	Reserve for Contingency		117,222
MSBU Fund			
175-0000-399.99-00	Cash Balance Forward	142,704	
175-4110-598.99-70	RESERVE - OKLAWAHA HILLS		5,401
175-4110-598.99-71	RESV - ST JOHNS HARBOR #3		12,206
175-4110-598.99-72	RESERVE - LAKESIDE OAKS		1,333
175-4110-598.99-73	RESV-ST JOHNS RIVER EDGE		18,010
175-4110-598.99-74	RESV-MOORES TR/BUMPY LANE		(26)
175-4110-598.99-75	RESERVE - ACOSTA CREEK		269
175-4110-598.99-76	RESERVE-INTERLACHEN BLVD		105,511
County Jail Sinking Fund			
201-0000-399.99-00	Cash Balance Forward	24,285	
201-8113-598.99-50	Reserves Jail Debt Service		24,285
Better Place Plan Capital Projects Fund			
301-0000-399.99-00	Cash Balance Forward	275,397	
301-2110-598.99-01	Reserve for Contingency		110,159
301-2110-581.99-12	Reserve for Cap Outlay		165,238
Capital Projects Fund			
308-0000-334.36-07	S. Putnam Drainage	15,164	
308-5320-538.67-12	S. Putnam Drainage		15,164
Waste Management Fund			
401-0000-399.99-00	Cash Balance Forward	3,386,882	

401-4210-598.99-23	Res. Reserves - Future Closure		677,376
401-4210-598.99-01	Reserve for Contingency		1,016,065
401-4210-598.99-20	Reserve for Cap Outlay		1,693,441
Port Authority Fund			
404-0000-399.99-00	Cash Balance Forward	113,172	
404-7203-598.99-01	Reserves for Contingency		45,269
404-7203-598.99-20	Reserves for Future Projects		67,903
East Putnam Utility Fund			
405-0000-399.99-00	Cash Balance Forward	(892,646)	
405-0000-331.50-43	HMGP PT Buena Vista Ph II	217,388	
405-0000-381.35-00	Trsfr Frm Misc Grant	675,258	
405-0000-381.01-00	Trsfr Frm General Fund	300,000	
405-5304-535.61-01	Land		300,000
Insurance Fund			
506-0000-399.99-00	Cash Balance Forward	1,373,452	
506-2560-519.45-04	HEALTH INSUR CLAIMS		1,373,452
Risk Management Fund			
507-0000-399-9900	Cash Balance Forward	(281,502)	
507-0000-381.04-00	Trsfr From General Fund	1,000,000	
507-2561-519.45-02	INSUR-W/C-GLLGHER-CLAIMS		718,498
Water Utility Special Revenue Fund			
606-0000-399-9900	Cash Balance Forward	36,216	
606-5307-598.99-01	Reserves for Contingency		36,216
		27,830,367	27,830,367