



**EXECUTIVE COMMITTEE MEETING**  
**Regular Meeting Agenda**

July 3, 2023  
5:30 PM  
6738 Dixon Street  
Milton, FL 32570

- 1. Open Meeting**
- 2. Invocation**  
Pastor Tod Brainerd,  
Grace Bible Church of Milton
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
  - Recommendation for additional items from the staff.
  - Recommendation for additional items from the Council.
- 5. Recognitions, Proclamations & Awards**  
Independence Day Proclamation
- 6. Persons to Appear**
- 7. City of Milton Events**  
Events Coordinator, Jay Conrad
- 8. Finance, Planning Board**  
Councilman Michael Cusack  
Item # 2023-1626  
Fiscal Year 2024 Millage Rate
- 9. Administration, Emerald Coast Regional Council**  
Councilwoman Marilynn Farrow  
Item # 2023-1604  
Florida APA Conference Travel Request - Tim Milstead & Jacob Hullett  
Item # 2023-1616  
Florida LGISA Conference Travel Request - Krystle Nowlin  
Item # 2023-1608  
Bid Opening for 2023.10 RFP- Engineering Services - Locklin Lake  
Item # 2023-1610  
Bid Opening for 2023.11 RFP - Engineering Services - Russell Harber Park  
Dock Repair/Replace  
Consultants' Competitive Negotiation Act (CCNA)
- 10. Parks & Recreation, Community Improvement Board**  
Councilman Gavin Hawthorne
- 11. LEAP**

Councilman Jason Vance

**12. Board of Adjustments**

Councilman Matthew Jarrett

**13. Historic Preservation Board, Transportation Planning Organization**

Councilwoman Roxanne Meiss

**14. Growth, Development & Annexation, Tourist Development Council**

Councilman Jeff Snow

Item # 2023-1603

Munson Highway Annexation Petition

Item # 2023-1613

FY 2023 Business Improvement Program Cycle 6 - CD Properties (Old Post Office)

Item # 2023-1614

RFP - Milton Downtown Waterfront Marina, Residential & Mixed-Use Development Opportunity

RFP Presentation

**15. Public Works**

Councilman Casey Powell

Item # 2023-1605

Overbrook Drive Garbage pickup and vehicle parking

**16. Mayor Report: Public Safety, Ordinance Committee**

Mayor Heather Lindsay

Feral Cats Discussion

**17. City Attorney's Report**

**18. City Manager's Report**

**19. Public Input**

**20. Adjourn**

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

*"If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." FS 286.0105*



# Independence Day Proclamation

**MEETING DATE**

July 3, 2023

**PREPARED BY**

Clerk's Office  
Dawn Molinero, City Clerk

# Proclamation

**WHEREAS**, the City of Milton and all Miltonians join with our fellow Americans across the nation in celebrating America this Independence Day, a sacred day representing our nation's promise and hopes, our resolve and glory; and

**WHEREAS**, the City of Milton commemorates with festivities the anniversary of the adoption of the Declaration of Independence on July 4, 1776, when the thirteen American colonies proclaimed to the world the birth of the United States of America; and

**WHEREAS**, our nation on that day declared its intention to establish government that would secure freedom from tyranny, and the experiment of our founders continues to endure with engaged citizens and devoted personnel preserving national security and public safety; and

**WHEREAS**, in the 247 years since the Declaration of Independence, we have matured as a people, we have gained the wisdom that age and experience bring, yet we have kept the strength and idealism of youth; and

**WHEREAS**, each 4<sup>th</sup> of July, we face the future with renewed dedication to the principles embodied in our Declaration of Independence, and we reflect with renewed gratitude for those who pledged their lives, their fortunes, and their sacred honor to preserve individual liberty for us; and

**WHEREAS**, in giving thanks for our many blessings, may each of us resolve that this nation will meet the future with the same courage as our founders to ensure liberty and justice for all Americans;

**NOW THEREFORE**, I, Heather Lindsay, Mayor of the City of Milton, do hereby proclaim July 4, 2023, as Independence Day, in recognition of the brave declaration of our founders to be free of tyranny.

**IN WITNESS WHEREOF**, I have set my hand and caused to be affixed the official seal of the City of Milton, Florida, this 3rd day of July, 2023.

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Dawn Molinero, City Clerk

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Heather Lindsay, Mayor



Agenda Item # 2023-1626

## Fiscal Year 2024 Millage Rate

### MEETING DATE

July 3, 2023

### PREPARED BY

Heidi Sroka, Budget  
Coordinator

### BACKGROUND

Each year council must discuss and decide if the current millage rate should remain the same or if it should decrease/increase.

### SUMMARY

The current millage rate for the City of Milton is 2.9900. The prior year rate was 3.0841. The "Rolled-Back Rate" generates the same amount of property tax revenue as the prior year, but does not account for increasing operating expenses. When the tax base increases, the "Rolled-Back Rate" is less than the prior year's rate. For reference, an increase in .5 mill to 3.4900 would increase revenue by \$251,796 and an increase of 1 mill to 3.9900 would increase revenue by \$503,593. The projected revenue at the current millage is \$1,505,746.

### RECOMMENDATION

Council Direction

### ATTACHMENTS

1. 230601 Milton Preliminary budgeting letter



# Gregory S. Brown II, CFA

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## Santa Rosa County Property Appraiser



June 1, 2023

Dewitt Nobles  
 Milton City Clerk  
 PO Box 909  
 Milton, FL 32572

Dear Mrs. Nobles:

Pursuant to Florida Statute 200.65(8), this letter is to advise you of the estimated value for preliminary budgeting purposes. The 2023 estimated value for your district is:

2022 Final Value	\$478,605,207
2023 Estimated Taxable Value	\$546,363,304
2023 Estimated New Construction	\$16,264,532
2023 Estimated Net Taxable Value	\$530,098,772

The Certification of Taxable Value will be sent to you on or before July 1, 2023. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Gregory S. Brown II, CFA  
 Property Appraiser  
 Santa Rosa County

**MAIN OFFICE**  
 6495 Caroline Street, Suite K  
 Milton, Florida 32570  
 (850) 983-1880

**SOUTH SERVICE CENTER**  
 5841 Gulf Breeze Pkwy Suite A  
 Gulf Breeze, Florida 32563  
 (850) 983-1880



Agenda Item # 2023-1604

## Florida APA Conference Travel Request - Tim Milstead & Jacob Hullett

### MEETING DATE

July 3, 2023

### PREPARED BY

Tim Milstead, Planning Director

### BACKGROUND

This request is for Tim Milstead and Jacob Hullett to attend the annual conference of the Florida Chapter of the American Planning Association on Sept. 5th-8th 2023. This conference will take place in Jacksonville, and carries a cost of approximately \$2,700.00.

### SUMMARY

This conference will provide valuable training for Mr. Milstead and Mr. Hullett about various aspects of the planning profession, and will provide opportunities to network hundreds of other planning professionals throughout the state. The training offered at this conference will help better equip them with the ideas and skills necessary to improve day to day functionality of the Planning Department, and will provide creative ideas from other areas that can be incorporated into Milton's future development, where applicable. The estimated cost is fully budgeted in the Department's travel line item.

### RECOMMENDATION

Staff awaits Council review. This item was moved forward unanimously at the Agenda Workshop.

### ATTACHMENTS

1. FPC Sept 2023 Flyer



[HOME](#)

[SPONSOR REGISTRATION](#)

[REGISTRATION](#)

[SCHEDULE & SPEAKERS](#)

[HOTEL & TRAVEL](#)

[TOURS, WORKSHOPS, & RECEPTIONS](#)



# 2023 FLORIDA PLANNING CONFERENCE

SEPT. 5 - 8 | JACKSONVILLE



Agenda Item # 2023-1616

# Florida LGISA Conference Travel Request - Krystle Nowlin

## MEETING DATE

July 3, 2023

## PREPARED BY

Dawn Molinero, City Clerk

## BACKGROUND

The Florida Local Government Information Systems Association annual conference entails a dynamic agenda of topics for local government agencies to stay up to date with state and federal government statute changes, cyber security and maximizing return on current technology assets.

## SUMMARY

Conference is held at the Hilton Orlando Bonnet Creek from July 10-13, 2023.

Registration: \$275

Hotel: \$651.75

Meals: \$168

Fuel: \$175

Total Estimated Cost: \$994.75

POV will be used for travel. July 10th is a travel day with one class in the evening. July 13th is the travel day home with classes until noon. 4 days @ \$42 = \$168

## RECOMMENDATION

Recommend approval.

## ATTACHMENTS

1. Krystle Nowlin - FLAGISA

IT Director – Krystle Nowlin  
Florida Local Government Information Systems Association Annual Conference  
Hilton Orlando Bonnet Creek  
July 10-13, 2023

Registration	\$275.00
Hotel	\$651.75
Meals	\$168.00
Fuel	\$175
Total Estimate*	\$994.75

\*Estimated costs are based on the current prices for hotel and fuel.

Krystle Nowlin will use her personal vehicle for travel.

July 10<sup>th</sup> is a travel day with one class in the evening.

July 13<sup>th</sup> is a travel day with classes until noon.

4 days @ \$42 per day for meals =\$168.00

Budgeted items – Travel & Per Diem 001-0523-523-54.00

Training 001-0523-523-40.00

The Florida Local Government Information Systems Association annual conference entails a dynamic agenda of topics for local government agencies to stay up-to-date with state and federal governments statue changes, cyber security, and maximizing return on current technology assets.



Agenda Item # 2023-1608

## Bid Opening for 2023.10 RFP- Engineering Services - Locklin Lake

### MEETING DATE

July 3, 2023

### PREPARED BY

Diane Ebentheuer, Purchasing Agent/Risk Manager

### BACKGROUND

The City solicited request for proposals (RFP) for Engineering Services for Locklin Lake.

### SUMMARY

Bid opening was held on 05/17/2023. Proposals were received from 2 different Engineering Firms. Staff evaluated the proposals and made recommendation.

### RECOMMENDATION

Upon evaluation, city staff recommends the award to Baskerville-Donovan, Inc.

### ATTACHMENTS


1. Locklin Lake Additional Info on Evaluation
2. 2023.10 Bid Tab with links
3. 2023.10 Evaluation Eng Locklin Lake



# City of Milton

Purchasing Department

## MEMORANDUM

TO: City Council  
From: Diane Ebentheuer, Purchasing Officer   
Date: June 28, 2023  
Subject: Locklin Lake Engineering Evaluation- Additional Information

.....

This is additional Information requested on the evaluation held on 06/01/2023 for 2023.10 RFP Engineering – Locklin Lake. The top two scores of the evaluation that were brought to discussion are listed and elaborated below with the views of the evaluation committee.

1. Ability to design an approach and work plan to meet the project requirements- 15 pts.

- The Baskerville Donovan, Inc. (BDI) proposal was specific and more detailed and tailored to the Locklin Lake project.
- The BDI team that would be assigned to the Locklin Lake project are different than those of our current projects.

2. Ability to devote the needed time to the project based on current workload – 15 pts.

- Both proposals do not contain definitive timelines.
- The committee anticipates a shorter timeline with BDI because of their proximity to the City allowing them the ability to respond quickly.
- BDI already has prior knowledge of this project, and they have the existing plans and surveys.

**CONCLUSION:**

The committee selected Baskerville Donovan, Inc. because they felt that they had the most comprehensive knowledge and experience for this project. And they are local.

**see attached: Florida’s Consultants’ Competitive Negotiation Act (CCNA)**

Certain professionals (such as Engineers) are protected and must abide by these rules.

**RFP Evaluation Criteria**

**2023.10 RFP Engineering - LOCKLIN LAKE**

The City of Milton seeks a qualified company (s) to achieve the City's needs. The RFP process is intended to allow all interested companys to participate and respond. Proposal packages should include and will be evaluated on the following items and requirements:

Ability to design an approach and work plan to meet the project requirements - 15 Points

Ability to devote the needed time to the project based on current workload - 15 Points

Ability to commence services and complete services within a timely manner - 15 Points

Experience in the design of this type of work - 25 Points

Prior experience with this type of work - 15 Points

Availability of adequate personnel and technology - 7 Points

Reputation and competence including technical, education training, timeliness, cost control and quality of work - 6 Points

Certified Minority Firm. (Yes = 2 pts/ No = 0 pts.)

	Baskerville- Donovan, Inc	First Line Coastal	
Ability to design an approach and work plan to meet the project requirements - 15 Points	15	10	
Ability to devote the needed time to the project based on current workload - 15 Points	15	10	
Ability to commence services and complete services within a timely manner - 15 Points	15	15	
Experience in the design of this type of work - 25 Points	25	25	
Prior experience with this type of work - 15 Points	15	15	
Availability of adequate personnel and technology - 7 Points	7	7	
Reputation and competence including technical, education training, timeliness, cost control and quality of work - 6 Points	6	6	
Certified Minority Firm. (Yes = 2 pts/ No = 0 pts.)	0	2	
<b>TOTAL - 100 points</b>	<b>98</b>	<b>90</b>	

*Joseph E. Cook*  
*Molly Turner / Molly Turnes* 6-1-23  
*Sandra C. Woodbury* Sandra C. Woodbury 6/1/23  
 DAVID TORGENSON *[Signature]* 10 JUNE 23  
 Evaluator's Name Signature Date  
*Wane E. Oberthaler* 6/11/23



## FLORIDA'S CONSULTANTS' COMPETITIVE NEGOTIATION ACT ("CCNA") PRIMER

Florida Statute §287.055 is known as the Consultants' Competitive Negotiation Act ("CCNA"). This Act governs a public entity's acquisition of professional architectural, engineering, landscape architecture, and surveying and mapping services. CCNA requires two (2) separate and distinct components that must be completed sequentially: The Competitive Selection process, followed by the Competitive Negotiation process.

The **Competitive Selection** process required a public body to evaluate current statements of qualifications and performance data on file, together with those that may be submitted by other firms regarding a project, and may require public presentations by no fewer than 3 firms regarding the firm's qualifications, approach to the project, and ability to furnish the services.

The public body shall select in order of preference no fewer than 3 firms deemed the most qualified. The public body shall consider qualification factors such as "ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms."

Once a ranked choice is provided, the **Competitive Negotiation** process can begin. The public body shall negotiate a contract with the most qualified firm at compensation the public body determines is fair, competitive, and reasonable. "In making such determination, the agency shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity."

The public body may request, accept, and consider proposals for compensation only during the Competitive Negotiation process. The cost of services, past, present, or future, may not be considered, requested, or discussed during the Competitive Selection process.

If the public body is unable to negotiate a satisfactory contract with the firm it considers most qualified at a compensation it determines to be fair, competitive, and reasonable, the public body shall terminate negotiations with this firm and move on to the second most qualified firm. (If the public body cannot negotiate fair, competitive, and reasonable compensation with this firm, public body shall terminate negotiations and move on to third most qualified firm.)



**BID TABULATION**

**05/17/2022 2:00 p.m.**

**Present for the City of Milton:**

Diane Ebentheuer	Purchasing Officer
Michele Williams	Purchasing Assistant
Curtis Krebs	Chief Financial Officer
Molly Turnes	Executive Assistant
Sandi Woodbery	Grants Coordinator

**Others in attendance:**

None

**Bid opening was held at 2:00 p.m. The purpose of the meeting was to receive bids for the following solicitation:**

**RFP 2023.10 Engineering Services - Locklin Lake**

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(Click on Name for link to proposal)

- |   |   |          |
|---|---|----------|
| 1 | <a href="#">Baskerville-Donovan, Inc.</a> | Proposal |
| 2 | <a href="#">First Line Coastal</a>        | Proposal |
-

**RFP Evaluation Criteria**

**2023.10 RFP Engineering - LOCKLIN LAKE**

The City of Milton seeks a qualified company (s) to achieve the City's needs. The RFP process is intended to allow all interested companys to participate and respond. Proposal packages should include and will be evaluated on the following items and requirements:

	Baskerville-Donovan, Inc	First Line Coastal	
Ability to design an approach and work plan to meet the project requirements - 15 Points	15	10	
Ability to devote the needed time to the project based on current workload - 15 Points	15	10	
Ability to commence services and complete services within a timely manner - 15 Points	15	15	
Experience in the design of this type of work - 25 Points	25	25	
Prior experience with this type of work - 15 Points	15	15	
Availability of adequate personnel and technology - 7 Points	7	7	
Reputation and competence including technical, education training, timeliness, cost control and quality of work - 6 Points	6	6	
Certified Minority Firm. (Yes = 2 pts/ No = 0 pts.)	0	2	

TOTAL - 100 points

98		90	
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Joseph E. Coel		
Molly Turner / Molly Turnes		6-1-23
Sandra C. Woodbery / Sandra C. Woodbury		6/1/23
DAVID JORGENSEN / [Signature]		15 JUNE 23
Maiane E. Eberthauer		6/1/23

Evaluator's Name /

Signature /

Date



Agenda Item # 2023-1610

## Bid Opening for 2023.11 RFP - Engineering Services - Russell Harber Park Dock Repair/Replace

### MEETING DATE

July 3, 2023

### PREPARED BY

Diane Ebentheuer, Purchasing Agent/Risk Manager

### BACKGROUND

The City solicited request for proposals (RFP) for Engineering Services for Russell Harber Park Dock Repair/Replace.

### SUMMARY

Bid opening was held on 05/17/2023. Proposals were received from 3 different engineering Firms. Staff evaluated the proposals and made recommendation.

### RECOMMENDATION

Upon evaluation, city staff recommends the award to AMI Engineers, P.A.

### ATTACHMENTS

1. 2023.11 Bid Tab with links
2. 2023.11 Evaluation Eng Russell Harber



**BID TABULATION**

**05/17/2022 2:00 p.m.**

**Present for the City of Milton:**

Diane Ebentheuer	Purchasing Officer
Michele Williams	Purchasing Assistant
Curtis Krebs	Chief Financial Officer
Molly Turnes	Executive Assistant
Sandi Woodbery	Grants Coordinator

**Others in attendance:**

None

**Bid opening was held at 2:00 p.m. The purpose of the meeting was to receive bids for the following solicitation:**

**RFP 2023.11 Engineering Services - Russell Harber Park**

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(Click on Name for link to proposal)

- |   |                                     |          |
|---|-------------------------------------|----------|
| 1 | <a href="#">American Consulting</a> | Proposal |
| 2 | <a href="#">AMI Engineers, P.A.</a> | Proposal |
| 3 | <a href="#">Bowman</a>              | Proposal |
-

**RFP Evaluation Criteria**

**2023.11 RFP Engineering - RUSSELL HARBOR PARK**

The City of Milton seeks a qualified company (s) to achieve the City's needs. The RFP process is intended to allow all interested companys to participate and respond. Proposal packages should include and will be evaluated on the following items and requirements:

Ability to design an approach and work plan to meet the project requirements - 15 Points

Ability to devote the needed time to the project based on current workload - 15 Points

Ability to commence services and complete services within a timely manner - 15 Points

Experience in the design of this type of work - 25 Points

Prior experience with this type of work - 15 Points

Availability of adequate personnel and technology - 7 Points

Reputation and competence including technical, education training, timeliness, cost control and quality of work - 6 Points

Certified Minority Firm. (Yes = 2 pts/ No = 0 pts.)

American Consulting Engineers, P.A.	AMI	Bowman	
---	-----	--------	--

10	15	10	
15	15	15	
15	15	15	
20	25	20	
15	15	15	
5	7	7	
6	6	6	
0	0	0	

TOTAL - 100 points

86	98	88	
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Joseph E. Cook	Joe Cook	6-1-23
Molly Turnes	Molly Turnes	6-1-23
Sandra C Woodberry	Sandra C Woodberry	6/1/23
RANDI JORGENSEN	Randi Jorgensen	6/1/23

Evaluator's Name / Signature Date  
 Diane Eberthauer / Diane Eberthauer 6/1/23



Agenda Item # 2023-1630

# Consultants' Competitive Negotiation Act (CCNA)

## MEETING DATE

July 3, 2023

## PREPARED BY

Dawn Molinero, City Clerk

## BACKGROUND

Florida Statute 287.055 is known as the CCNA. The Act governs a public entity's acquisition of professional architectural, engineering and landscape architecture and surveying and mapping services. CCNA requires two (2) separate and distinct components that must be completed sequentially: The Competitive Selection process followed by the Competitive Negotiation process.

## SUMMARY

The public body may request, accept and consider proposals for compensation only during the Competitive Negotiation process. The cost of services, past, present or future, may not be considered, requested or discussed during the Competitive Selection process.

## RECOMMENDATION

Information item only.

## ATTACHMENTS

1. CCNA Primer



## **FLORIDA’S CONSULTANTS’ COMPETITIVE NEGOTIATION ACT (“CCNA”) PRIMER**

Florida Statute §287.055 is known as the Consultants’ Competitive Negotiation Act (“CCNA”). This Act governs a public entity’s acquisition of professional architectural, engineering, landscape architecture, and surveying and mapping services. CCNA requires two (2) separate and distinct components that must be completed sequentially: The Competitive Selection process, followed by the Competitive Negotiation process.

The **Competitive Selection** process required a public body to evaluate current statements of qualifications and performance data on file, together with those that may be submitted by other firms regarding a project, and may require public presentations by no fewer than 3 firms regarding the firm’s qualifications, approach to the project, and ability to furnish the services.

The public body shall select in order of preference no fewer than 3 firms deemed the most qualified. The public body shall consider qualification factors such as “ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.”

Once a ranked choice is provided, the **Competitive Negotiation** process can begin. The public body shall negotiate a contract with the most qualified firm at compensation the public body determines is fair, competitive, and reasonable. “In making such determination, the agency shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity.”

The public body may request, accept, and consider proposals for compensation only during the Competitive Negotiation process. The cost of services, past, present, or future, may not be considered, requested, or discussed during the Competitive Selection process.

If the public body is unable to negotiate a satisfactory contract with the firm it considers most qualified at a compensation it determines to be fair, competitive, and reasonable, the public body shall terminate negotiations with this firm and move on to the second most qualified firm. (If the public body cannot negotiate fair, competitive, and reasonable compensation with this firm, public body shall terminate negotiations and move on to third most qualified firm.)



Agenda Item # 2023-1603

# Munson Highway Annexation Petition

## MEETING DATE

July 3, 2023

## PREPARED BY

Tim Milstead, Planning Director

## BACKGROUND

Staff has received an annexation request from Fred Simmons for two properties adjacent to the city limits along and immediately north of Munson Highway. These properties encompass approximately 61 acres, and are currently vacant/undeveloped lands.

## SUMMARY

The largest property immediately adjacent to Munson Highway is zoned by the county as Recreation. The smaller property to the northwest is zoned as Agriculture/Rural Residential. If approved for annexation, the larger property is proposed to receive a recreation zoning designation, which compliments the existing county zoning, and the smaller property is proposed to receive a city zoning of R-U (Rural Urban). The developer has expressed his desire to develop a RV and glamping campground on the two properties. This proposed use is allowed by right within the city's Recreation zoning district, and the proposed Rural Urban (R-U) zoning district, if annexed. Maps showing these zoning districts and property locations are attached. The staff analysis for this project is attached. If advanced by the Executive Committee, staff will provide a copy of the annexation ordinance, which will be available for first reading at the City Council meeting.

## RECOMMENDATION

Staff awaits Council review of the proposed annexation and supporting documentation.

## ATTACHMENTS

1. Simmons Ecopartners Annexation staff analysis 062823
2. Simmons ANNEXATION PETITION parcels 700 and 702 - Rotated
3. ProposedAnnexation\_COM
4. ProposedAnnexation\_SRC

# EcoPartners Annexation Request

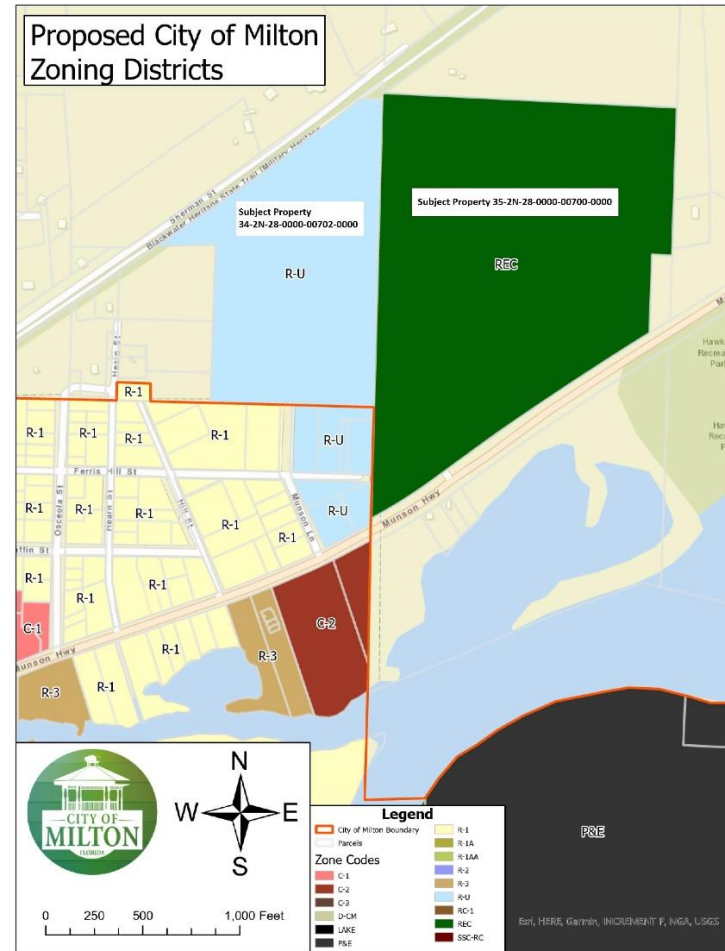
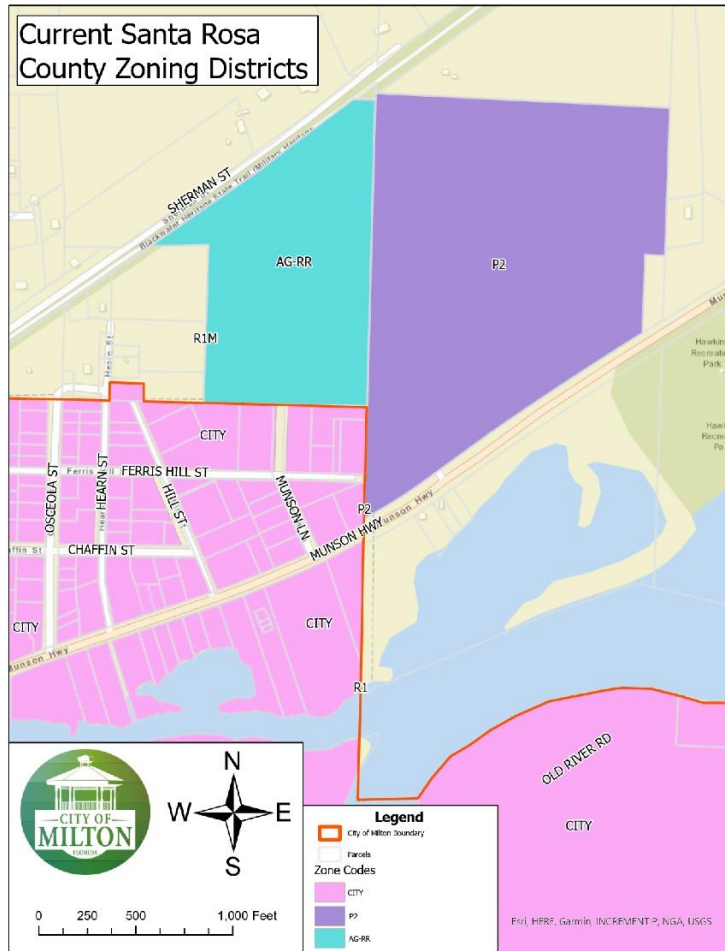
## Data & Analysis

The applicant, EcoPartners Inc., has initiated the process to annex 61 acres of property to the north of Munson Highway immediately adjacent to the northeast of the city boundary along Munson Highway. The land consists of two properties: Parcel # 35-2N-28-0000-00700-0000 contains approximately 42 acres that lie along and immediately north of Munson Highway. Parcel # 34-2N-28-0000-00702-0000 contains 18.8 acres that lie immediately west of the 41 acre property and lies adjacent to and south of Sherman Street and the Blackwater Heritage State Trail. The applicant's authorized agent, Fred Simmons, has expressed his desire to annex the property and develop a RV Park and campground facility on the upland portions of the property. The conceptual plan that has been provided by the applicant is shown below.



[1] 22x34 (1 of 1)

ZONING: The larger 42 acre parcel is currently zoned as P2, which is a parkland zoning district within Santa Rosa County. If annexed, the property would obtain the closest zoning district established within the City's Comprehensive Plan, which is the Recreation (REC) zoning district. A campground/RV park is an allowable use within the REC zoning district. The 18.8 acre property to the northwest currently is zoned as AG-RR (Agriculture/Rural Residential) and would obtain a city zoning district of R-U (Rural Urban) upon annexation, which would also allow for the development of a RV park/campground by right. The property, if this request is approved by the City Council, would annex the entire 61 acres into Ward 4. The existing and proposed zoning maps are shown below.



FLOOD HAZARD: This property lies entirely within a regulated Special Flood Hazard Area, including a large area adjacent to Munson Highway that lies within the floodway area of the Blackwater River. If annexed, the proposed use will represent a beneficial use of the property since RVs and amenities supporting the campsites can mostly be either moved off the site or will not be significantly impacted in the event of a flood on the property.

LEVEL OF SERVICE STANDARDS IN CITY COMPREHENSIVE PLAN: The City's comprehensive plan calls for LOS standards for Police and Fire Protection for properties within the City limits. The following levels of service (LOS) are based upon industry standards:

Police - 2.0 FTE's per 1000 population\*

Fire - 6 minute response time 90% of call outs\*

The proposed development is expected to not impact the LOS standards for Police and Fire protection.

AREA SOILS PRIMARY: Property consists of mostly Rutledge Loamy Sands, Pactolus Loamy Sands, and Bibb Kinston Association, which consists mostly of poorly drained soils that are at least partially hydric.

DRAINAGE AND PERMEABILITY: Site drainage mostly consists of drainage of upland areas into surrounding wetland areas or into the Blackwater River across Munson Highway from the development.

USE AND VEGETATION: Major Uses: Historically Residential Use and undeveloped uses featuring mixed use forest areas and wetland areas mostly. The wetland survey below shows the existing wetland areas on the property.

Done

WETLAND SKETCH REVISED 9-29-17.pdf



**WETLAND SCIENCES**  
INCORPORATED

ENVIRONMENTAL CONSULTANTS  
1001 W. BROADWAY  
FARGO, ND 58103  
TEL: 701.785.4700  
KETH@WETLANDSCIENCES.COM

NO.	DATE	DESCRIPTION

Fred Simons  
Munson Hwy  
Wetland Sketch

PROJECT NO.:  
2017-352  
DRAWN BY:  
JDU  
DATE:  
07/27/17  
SHEET:  
1

TRAFFIC: Currently, the properties to be rezoned are accessed from Munson Highway to the south, or from Sherman Street to the north in the case of the northwest property. The proposed concept for development of the property proposed a separate access to each property. Access is already provided to the property along Munson Highway, while the property to the northwest would have a separate new access point from Sherman Street crossing over the Blackwater Heritage State Trail. According to the Institute of Transportation Engineers, a campground/RV park would generate around 60 trips (.98 trips per acre X 61 acres) during peak hour period across the entire site. However, given the low percentage

of developable land on the property, this trip generation could be anticipated to be considerably lower. Trip generation for this development is not anticipated to cause any capacity issues on Sherman Street or Munson Highway. Average annual daily traffic for this segment of Munson Highway is around 4500 trips per day, according to FDOT.

**LIGHTING:** Current City regulations require that lighting from new developments may not exceed 1 foot candle at any lot line. 1 foot candle is equivalent to being inside of a parking garage, and is generally considered to be approximately the minimum amount of light necessary for an individual to safely walk without the hazard of tripping over anything or colliding with something (i.e. it necessary for the safety of employees taking out the garbage behind the store at night, or customers and employees walking to their vehicles late at night in a dark parking lot). Staff will require a plan that demonstrates the applicant's capability to meet this requirement as a part of the development plan should this annexation be approved and the concept submitted as shown.

**SOUND:** The applicant will be required to establish required landscaping buffers on all sides to minimize sound effects on neighboring residential areas. Solid fencing will be required in some areas of the development to further mitigate sound impacts from neighboring residential areas. The City's regulations state for a commercial development, that sound may not exceed 65 decibels at anytime, measured at any property line or 50 feet from the source of sound, whichever is less.

To aid in this, City Ordinance requires a minimum 15 foot side and rear buffer yard where non-residential uses abuts residential uses in any zoning district, such as in this case.

The side and rear buffer yard must include the following. A fence or wall, constructed of approved materials to a minimum height of six (6) feet and to a maximum height of eight (8) feet,

and the approved combination of landscaping materials.

a. A Buffer yard, must at minimum be comprised of one shade tree planted for every 35 linear feet of buffer yard length. As part of the landscape plan approval, trees may be spaced at various intervals based on specific site requirements, but the total number of trees planted must be no less than the equivalent of one per 35 linear feet of buffer yard length.

b. One shrub, measuring a minimum of 18 inches in height at planting and reaching a minimum

of three feet in height at maturity, must be planted for every seven linear feet of buffer yard length, spaced linearly.

- c. The remainder of the buffer yard must be planted in live groundcover, perennials, and/or grass.
- d. Onsite Stormwater management mechanisms should be located within these required buffer yard areas.

Additionally, the Ordinance requires a mandatory 20 foot streetscape buffer yard with similar landscaping requirements, and a landscaped 20 foot parking lot screening buffer with specific requirements as well that will aid in sound deadening.

**Section 8.1 (N.) Campground and Recreational Vehicle (RV) Park.**

(1) *Area.* The following requirements shall be required of campgrounds and recreational vehicle parks:

- a. Campgrounds and recreational vehicle parks shall contain at least five acres in area.

(2) *Buffers.* A buffer of 25 feet in width shall be provided and maintained around the perimeter of the campgrounds and recreational vehicle parks, except where walks and drives penetrate the yard. Such buffer shall not be considered to be part of an abutting space.

(3) *Space size.* Each recreational vehicle space shall contain at least 1,500 square feet in area.

(4) *Roadways.* Each space in a campground or recreational vehicle park shall abut at least 15 feet on a roadway within the boundary of the campground or recreational vehicle park which shall have unobstructed access to a public street. Such roadways shall have unobstructed right-of-way of at least 30 feet in width for two-way drives and at least 20 feet in width for one-way drives. Turning radii at entrances and exits to public roads shall be designed to accommodate recreational vehicle requirements.

(5) *Recreational area.* A recreational area shall be provided equivalent to:

- a. In campgrounds and recreational vehicle parks 1,000 square feet per space. Such recreation space shall be maintained in a clean and presentable condition. In some cases, the development approval authority may consider allowable commercial outdoor recreation facilities to meet part of this requirement.

(6) *Density.* The following density limitations shall be applied to campgrounds and recreational vehicle parks:

- a. Campgrounds shall contain a maximum of ten recreational vehicle spaces, tent spaces or cottages per gross acre; and
- b. Recreational vehicle parks shall contain a maximum of 15 spaces per gross acre.

- (7) *Setbacks.* No part of any recreational vehicle, tent or cottage or addition thereto shall be placed within 7½ feet of any space line, nor shall same be located within 15 feet of any accessory or service building. Tents may be exempt from this provision.
- (8) *Space markers.* Each recreational vehicle space or tent space shall be clearly identified by steel corner markers to be flush with the ground and visible.
- (9) *Permanent additions.* Permanent additions to recreational vehicles, or tents, such as Florida rooms, shall not be permitted.
- (10) *Driveways.* Driveways shall be provided to each space; such driveways shall be at least 12 feet wide.
- (11) *Firefighting system.* Firefighting systems are required in campground and recreational vehicle parks and must be approved by the fire department if located within a fire district. When a campground or a recreational vehicle park is not located within a fire district, such firefighting systems must be approved by the Florida Life Safety Code officer.
- (12) *Water and sewer.* Each campground and recreational vehicle park shall provide an adequate and safe water supply and an adequate and safe method of sewage collection, treatment and disposal as required by the local development approval authority, county, and state department of environmental protection. Whenever municipal or public water or sewer systems are available to the campground or recreational vehicle Park, such systems shall be used.
- (13) *Sewage dumping stations.* Each recreational vehicle park which does not provide individual sewer connection to each recreational vehicle site shall provide an easily accessible sanitary sewage dumping station approved by the county and state department of environmental protection. Such dumping station shall have sewer connections at a ratio of one for every 200 recreational vehicle spaces or fractional part thereof for the disposal of liquid wastes from the sewage holding tanks of vehicles. Such stations shall be screened by walls or landscaping at least four feet in height and 75 percent opaque and shall be separated from any vehicle site or accessory building by a distance of no less than 50 feet.
- (14) *Water outlets.* In each recreational vehicle park there shall be no less than one running water spigot for every two recreational vehicle or tent spaces.
- (15) *Electricity.* In recreational vehicle parks each space shall be provided with at least one electrical receptacle having a minimum of 110/115 volt alternating current.
- (16) *Occupancy.* No operator or owner of a campground or recreational vehicle park shall permit permanent occupancy by patrons in such campground or Recreational Vehicle Park. Permanent occupancy shall be construed as continuous usage of the campground/park facilities for more than six months. Nothing in this provision shall be construed as to prohibit permanent occupancy by a resident caretaker/operator of the facility.

**Proposed Zoning Sec. 6.4 (A.7). – Recreation district (REC) & Rural Urban district (R-U)**

*Recreation District (REC).* It is the intent of the Recreation district to provide land for public recreation, parks, and gathering places.

*R-U Rural Urban District.* The R-U Rural Urban District is a less restrictive district intended to provide for a reasonable and mixed-use of property while keeping with the surrounding area and nearby character and preventing blighted conditions to proliferate. This district is intended for those areas where development patterns are unclear and seeks to provide flexibility for a variety of uses and dimensional standards.

Permanent Uses allowed by right in the REC zoning district: Boat Ramp/Pier, Governmental Buildings, Campground/RV Park, Community Garden, Conservation Area, Public Park, Utility uses

Permanent Uses allowed by right in the R-U zoning district: Adult Family Care Home, Agriculture uses, Outdoor amusement facility, Art Gallery, Boat House, Governmental buildings, Campground/RV Park, Community Center, Community Garden, Community Residential Home, Conservation Area, Country Club, Cultural Facility, Day Care Center, Day Care Home, Single Family & Two Family Dwellings, Educational Facility, Fallout Shelter, Community Shelter, Farmers Market, Golf Course, Greenhouse/Nursery, Home Occupation, Manufactured Home Park, Medical/Dental Office, Residential Planned Development Project, Place of Worship, Private Stable, Public Park, Public Safety Facility, Public Works Facility, Utility Uses, Wind Energy System

**Florida Statutes Chapter 171.044 - Voluntary annexation.**

- (1) The owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality.
- (2) Upon determination by the governing body of the municipality that the petition bears the signatures of all owners of property in the area proposed to be annexed, the governing body may, at any regular meeting, adopt a nonemergency ordinance to annex said property and redefine the boundary lines of the municipality to include said property. Said ordinance shall be passed after notice of the annexation has been published at least once each week for 2 consecutive weeks in some newspaper in such city or town or, if no newspaper is published in said city or town, then in a newspaper published in the same county; and if no newspaper is published in said county, then at least three printed copies of said notice shall be posted for 4 consecutive weeks at some conspicuous place in said city or town. The notice shall give the ordinance number and a brief, general description of the area proposed to be annexed. The description shall include a map clearly showing the area and a statement that the complete legal description by metes and bounds and the ordinance can be obtained from the office of the city clerk.
- (3) An ordinance adopted under this section shall be filed with the clerk of the circuit court and the chief administrative officer of the county in which the municipality is located and with the Department of State within 7 days after the adoption of such ordinance. The ordinance must include a map which clearly shows the annexed area and a complete legal description of that area by metes and bounds.
- (4) The method of annexation provided by this section shall be supplemental to any other procedure provided by general or special law, except that this section shall not apply to municipalities in counties with charters which provide for an exclusive method of municipal annexation.

- (5) Land shall not be annexed through voluntary annexation when such annexation results in the creation of enclaves.
- (6) Not fewer than 10 days prior to publishing or posting the ordinance notice required under subsection (2), the governing body of the municipality must provide a copy of the notice, via certified mail, to the board of the county commissioners of the county wherein the municipality is located. The notice provision provided in this subsection may be the basis for a cause of action invalidating the annexation.

**STAFF RECOMMENDATION:** This proposed annexation is consistent with the City's Comprehensive Plan and based upon the proposed development concept will have a minimal impact on surrounding properties. In the absence of the development, the high percentage of wetland coverage on both properties will significantly limit the types of development that can take place on the property. The proposed usage of the properties will fit the zoning district. The applicant should work closely with the neighboring dwellings to the west of the primary parcel along Munson Highway to mitigate any affects from increased sound, lighting, and traffic. Because this request is expected to support the surrounding neighborhood, and will not have a detrimental impact upon the those areas, staff recommends City Council approval of the annexation. The request and accompanying annexation ordinance will be considered by the City Council on July 11th.

**PETITION TO INTEGRATE AND ANNEX TERRITORY  
INTO THE CITY OF MILTON**

This petition is filed pursuant to Florida Statutes, Chapter 171 of the State of Florida as the same appears in the office of the Secretary of State, for the purpose of integrating and annexing into the City of Milton, Florida, the hereinafter described lands.

We, the undersigned, being qualified electors residing in; or being all of the owners of the said area of the hereinafter described territory, who are duly registered as freeholders on the registration records of Santa Rosa County, Florida, hereby file this, our petition, for the integration and annexation of the following described territory into the City of Milton, Florida, in accordance with the above described laws, of Florida, to-wit:

**PROPERTY DESCRIPTION:**

Parcel Numbers - 35-2N-28-0000-00700-0000 and  
34-2N-28-0000-00702-0000

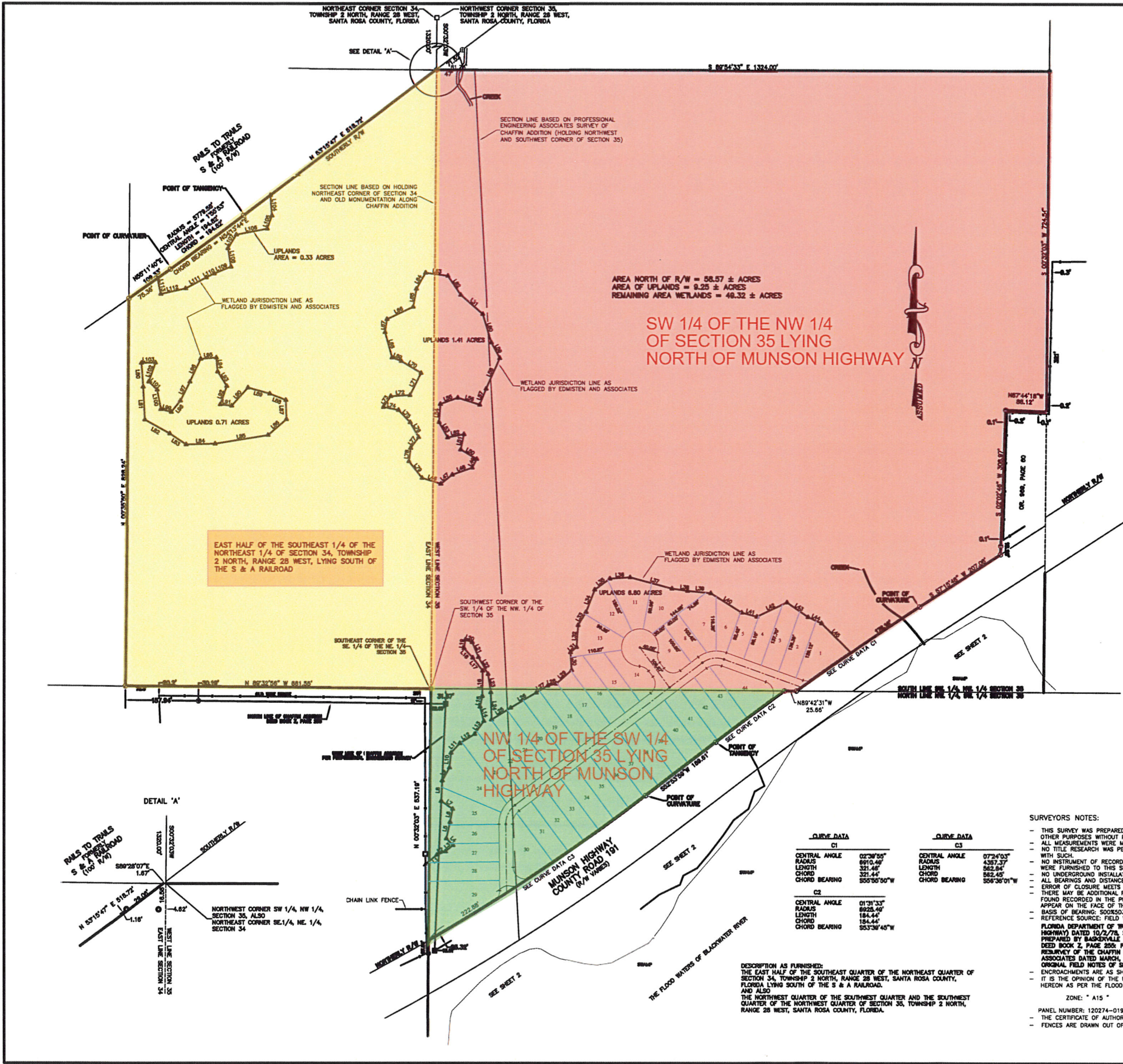
Please see attached surveys and Warranty Deed

**NAME:**

Fred H. Simmons Jr.  
Fred H. Simmons Jr.

**STREET OR POST OFFICE BOX:**

29 Via Delyna  
Pensacola Beach, Fl. 32561



LINE #	FLAG #	BEARING	DISTANCE	LINE #	FLAG #	BEARING	DISTANCE	LINE #	FLAG #	BEARING	DISTANCE
L1		N51°02'42"E	21.42'	L21	OB4	S23°00'04"E	34.82'	L41	SD21	S78°28'18"E	34.07'
L2	GA2	N88°08'14"E	19.99'	L22	OB3	S29°59'13"E	41.84'	L42	SD22	N84°43'52"E	71.84'
L3	GA3	N51°12'58"E	21.02'	L23	OB2	S09°01'05"E	38.24'	L43	SD23	S89°28'22"E	58.80'
L4	GA4	N48°15'52"W	20.44'	L24	OB1	S01°32'56"E	57.78'	L44	SD24	S89°53'18"E	31.80'
L5	GA5	N12°47'18"E	35.74'	L25	OB14	N88°53'37"E	48.54'	L45	SD25	S48°24'37"E	80.83'
L6	GA6	N11°11'18"E	28.73'	L26	OB2	N69°52'34"E	63.82'	L46	OC1	S72°41'08"E	42.48'
L7	GA7	N69°32'38"W	28.85'	L27	OB4	N69°08'04"E	28.14'	L47	OC2	N51°17'53"E	31.41'
L8	GA8	N02°51'55"E	43.90'	L28	OB4	N77°57'18"E	18.80'	L48	OC4	N70°57'20"E	48.27'
L9	GA9	N29°33'38"E	31.52'	L29	OB2	N48°32'03"E	43.84'	L49	OC5	N28°10'02"E	21.18'
L10	GA10	N09°08'11"E	31.58'	L30	OB6	N03°33'54"W	38.27'	L50	OC6	N69°44'44"W	40.12'
L11	GA11	N42°28'38"E	37.83'	L31	OB8	N49°15'48"E	17.17'	L51	OC8	N12°00'07"E	33.28'
L12	GA12	N59°28'07"E	37.87'	L32	OB10	N04°00'54"E	47.06'	L52	OC9	S78°04'37"W	35.73'
L13	GA13	N39°08'14"E	34.15'	L33	OB12	N31°17'21"E	32.83'	L53	OC7	N28°28'31"W	37.80'
L14	GA14	N14°57'58"W	31.73'	L34	OB12	N21°12'45"E	51.29'	L54	OC8	N04°30'15"E	38.58'
L15	GA14B2	N12°43'53"E	22.80'	L35	OB13	N54°08'52"E	40.38'	L55	OC9	N89°55'44"E	38.88'
L16	GA15	N00°22'45"E	54.07'	L36	OB14	N88°32'27"E	44.01'	L56	OC10	S72°27'31"E	48.88'
L17	GA16	N37°55'21"W	35.17'	L37	OB16	S79°10'48"E	63.78'	L57	OC11	N22°23'47"E	38.82'
L18	GA17	N42°53'21"W	27.47'	L38	OB18	S81°44'57"E	33.88'	L58	OC12	N24°21'32"E	71.77'
L19	OB6	N08°82'28"E	18.74'	L39	OB18	S84°18'40"E	50.28'	L59	OC13	N28°30'55"W	37.88'
L20	OB4	S70°00'29"E	15.88'	L40	SD21	S68°17'28"E	78.63'	L60	OC14	N17°03'29"W	63.40'

LINE #	FLAG #	BEARING	DISTANCE	LINE #	FLAG #	BEARING	DISTANCE	LINE #	FLAG #	BEARING	DISTANCE
L81	OC18	N48°18'46"W	82.36'	L80	OF8	S03°52'48"E	51.00'	L104	SB1	S04°21'44"E	43.84'
L82	OC17	N34°15'54"W	46.13'	L81	OF7	S02°56'17"E	70.27'	L105	SB2	S20°06'01"W	29.73'
L83	OC18	N82°15'42"W	48.47'	L82	OF8	S81°00'06"E	81.41'	L106	SB3	S79°11'03"W	88.01'
L84	OC18	S30°06'30"W	38.28'	L83	OF9	S88°34'08"E	42.04'	L107	SB4	S31°36'03"W	34.08'
L85	OB18	S10°27'37"W	38.18'	L84	OF10	N89°38'28"E	82.53'	L108	SB5	S08°03'57"E	38.27'
L86	OB18	S88°08'45"W	82.81'	L85	OF11	N80°55'23"E	115.77'	L109	SB6	S88°02'58"W	38.80'
L87	OB14	S08°31'43"W	27.58'	L86	OF13	N44°28'00"E	52.30'	L110	SB7	S63°57'01"W	18.02'
L88	OB13	S18°42'37"E	58.08'	L87	OF14	N01°48'28"W	40.88'	L111	SB8	S82°28'37"W	80.47'
L89	OB12	S88°08'16"E	21.05'	L88	OF15	N88°34'03"W	57.16'	L112	SB9	S77°34'14"W	54.83'
L90	OB11	S58°02'58"E	48.20'	L89	OF16	N74°28'06"W	48.71'	L113	SB10	N12°00'57"W	34.27'
L91	OB10	S28°57'04"W	52.87'	L90	OF17	S42°32'42"W	82.39'				
L92	OB9	S87°01'45"W	41.58'	L91	OF18	N83°48'30"W	24.58'				
L93	OB7	S34°44'34"W	27.88'	L92	OF19	N18°47'48"E	41.82'				
L94	OB8	S78°28'17"E	33.23'	L93	OF20	N32°22'10"W	38.48'				
L95	OB6	S44°10'12"E	38.50'	L94	OF21	N05°25'23"W	28.88'				
L96	OB5	S29°33'31"E	38.47'	L95	OF23	S89°20'28"W	33.74'				
L97	OB4	S38°41'08"W	28.80'	L96	OF24	S28°58'54"W	63.79'				
L98	OB3	S07°22'24"W	28.80'	L97	OF28	S28°43'31"W	45.51'				
L99	OC1	S38°28'17"E	45.30'	L98	OF27	S38°38'08"W	31.07'				
				L99	OF28	N78°22'13"W	23.04'				
				L100	OF29	N10°54'38"W	42.61'				
				L101	OF30	N44°22'00"W	28.09'				
				L102	OF30	N20°02'02"E	42.84'				
				L103	OF31	S89°01'11"W	30.35'				
				L104	OF8						

CURVE DATA C1				CURVE DATA C3			
CENTRAL ANGLE	02°38'58"	CENTRAL ANGLE	07°24'03"				
RADIUS	8910.46'	RADIUS	4357.37'				
LENGTH	321.46'	LENGTH	562.84'				
CHORD	321.44'	CHORD	562.45'				
CHORD BEARING	S55°30'50"W	CHORD BEARING	S55°30'01"W				

**SURVEYORS NOTES:**

- THIS SURVEY WAS PREPARED FOR THE CLIENT SHOWN AND IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT PRIOR CONSENT FROM THIS SURVEYOR.
- ALL MEASUREMENTS WERE MADE ACCORDING TO UNITED STATES STANDARD FOOT.
- NO TITLE RESEARCH WAS PERFORMED BY THIS SURVEYOR, NOR WERE WE FURNISHED WITH SUCH.
- NO INSTRUMENT OF RECORD REFLECTING EASEMENTS, RIGHT-OF-WAY, AND/OR OWNERSHIP WERE FURNISHED TO THIS SURVEYOR EXCEPT AS SHOWN.
- NO UNDERGROUND INSTALLATIONS OR IMPROVEMENTS HAVE BEEN LOCATED EXCEPT AS SHOWN.
- ALL BEARINGS AND DISTANCES ARE RECORD UNLESS OTHERWISE NOTED.
- ERROR OF CLOSURE MEETS MINIMUM TECHNICAL STANDARDS.
- THERE MAY BE ADDITIONAL RESTRICTIONS AFFECTING THIS PROPERTY THAT MAY BE FOUND RECORDED IN THE PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA THAT DO NOT APPEAR ON THE FACE OF THIS PLAT.
- BASIS OF BEARING: S00S032°03"W ALONG THE WEST LINE OF SECTION 35.
- REFERENCE SOURCE: FIELD WORK AND EXISTING FIELD MONUMENTATION.
- FLORIDA DEPARTMENT OF TRANSPORTATION R/W PLANS OF STATE ROAD 191 (MUNSON HIGHWAY) DATED 10/2/78, SECTION 88000, SHEET 1 OF 6, SURVEY OF RAILS TO TRAILS PREPARED BY BASKERVILLE DONOVAN, INC. DATED 4/14/83, PLAT OF CHAFFIN ADDITION DEED BOOK 2, PAGE 255; PLAT OF JAMES CURRIE WATERFRONT DEED BOOK A23, PAGE 490 RESURVEY OF THE CHAFFIN ADDITION PREPARED BY PROFESSIONAL ENGINEERING ASSOCIATES DATED MARCH, 1983; SURVEY PREPARED BY RUTH PHAIR, DATED 4/15/98; ORIGINAL FIELD NOTES OF SECTIONS 34 AND 35.
- ENCROACHMENTS ARE AS SHOWN.
- IT IS THE OPINION OF THE UNDERSIGNED SURVEYOR THAT THE PARCEL OF LAND SHOWN HEREON AS PER THE FLOOD INSURANCE RATE MAP INFORMATION AS FOLLOWS.

ZONE: "A15" ELEVATION: 15

PANEL NUMBER: 120274-0195-B AS DATED: 11/1/85

- THE CERTIFICATE OF AUTHORIZATION NUMBER FOR KJM SURVEYING, INC. IS LB. # 7107.

- FENCES ARE DRAWN OUT OF SCALE FOR CLARITY PURPOSES.

**LEGEND**

- FOUND 4" x 4" CONCRETE MONUMENT #3407
- ⊙ FOUND 3" DIAMETER PERMANENT REFERENCE MONUMENT # 3292
- ⊙ FOUND 1 1/4" CAPPED IRON PIPE #179
- ⊙ FOUND 1/2" IRON ROD INSIDE 2" PVC PIPE NO IDENTIFICATION
- ⊙ FOUND 1/2" IRON ROD NO IDENTIFICATION
- ⊙ FOUND 4" x 4" CONCRETE MONUMENT #1292
- ⊙ FOUND 1/2" IRON ROD #3578
- ⊙ FOUND 3/4" IRON PIPE NO IDENTIFICATION
- ⊙ SET 1/2" CAPPED IRON ROD #7107
- (FIELD) ..... FIELD MEASURE
- (DESC) ..... DESCRIPTION CALL
- (PLAT) ..... PLAT CALL
- R/W ..... RIGHT-OF-WAY
- LB ..... LICENSED BUSINESS

ADDRESS: MUNSON HIGHWAY  
 REQUESTED BY: GREG ENGLISH  
 TYPE: SPECIFIC PURPOSE SURVEY

SECTION 34 & 35	TOWNSHIP 2 NORTH	RANGE 28 WEST	SANTA ROSA COUNTY
SCALE: 1" = 100'	DATE: 11/1/85	BY: GREG ENGLISH	REVISION: 01
DATE: 11/1/85	SHEET: 32-70	RS/SS/AB	10/28/03
BY: GREG ENGLISH	DATE: 11/1/85	BY: GREG ENGLISH	DATE: 11/1/85

**SURVEYOR'S CERTIFICATE**

I, GREG ENGLISH, DO HEREBY CERTIFY THAT I AM A LICENSED SURVEYOR IN THE STATE OF FLORIDA AND THAT I HAVE PERSONALLY AND INDEPENDENTLY CONDUCTED THE SURVEY AND PREPARED THIS PLAT AND THAT I AM NOT PROVIDING THIS PLAT TO ANY OTHER PARTY WITHOUT MY WRITTEN CONSENT.

KJM Surveying, Inc.  
 11000 W. UNIVERSITY BLVD.  
 SUITE 100  
 JACKSONVILLE, FL 32216  
 PHONE: 904-724-1100  
 FAX: 904-724-1101  
 E-MAIL: GREG@KJM-SURVEYING.COM



Prepared by and return to:

Charles L. Hoffman, Jr.  
Attorney at Law  
Shell, Fleming, Davis & Menge, P.A.  
Post Office Box 1831  
Pensacola, FL 32591-1831

File Number: H211-25158  
Will Call No.:

[Space Above This Line For Recording Data]

## Warranty Deed

**This Warranty Deed** made this 5th day of January, 2004 between William E. Carroll, Barbara Brouillette, Elinor Olsey and Sue Jones whose post office address is 6038 Willard Norris Road, Milton, FL 32570, grantor, and Ecopartners, LLC, a Florida limited liability company whose post office address is 27 Via DeLuna, Pensacola Beach, FL 32561, grantee:

(Whenever used herein the terms "grantor", and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

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

See attached Exhibit "A" for legal description

Parcel Identification Number: 342N280000007020000

The above referenced property is not the homestead property of any of the Grantors.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**To Have and to Hold**, the same in fee simple forever.

**And** subject to taxes for the current year and later years and all valid easements and restrictions of record, if any, which are not hereby reimposed; and also subject to any claim, right, title or interest arising from any recorded instrument reserving, conveying, leasing, or otherwise alienating any interest in the oil, gas and other minerals. And grantor does warrant the title to said land and will defend the same against the lawful claims of all persons whomsoever, subject only to the exceptions set forth herein.

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

Signed, sealed and delivered in our presence:

[Signature]  
Witness Name: Charles L. Hoffman, Jr.

[Signature]  
Witness Name: Monica S. Cone

[Signature] (Seal)  
William E. Carroll

[Signature] (Seal)  
Barbara Brouillette

[Signature] (Seal)  
Elinor Olsey

[Signature] (Seal)  
Sue Jones

State of Florida  
County of Escambia

The foregoing instrument was acknowledged before me this 5th day of January, 2004 by William E. Carroll, Barbara Brouillette, Elinor Olsey and Sue Jones, who  are personally known or  have produced a driver's license as identification.

[Notary Seal]

[Signature]  
Notary Public

Printed Name: Charles L. Hoffman, Jr.

My Commission Expires: February 28, 2005

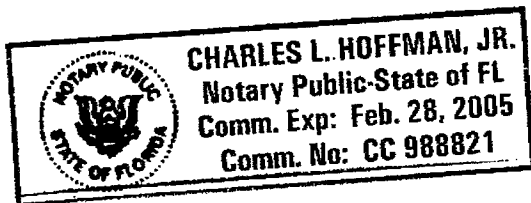
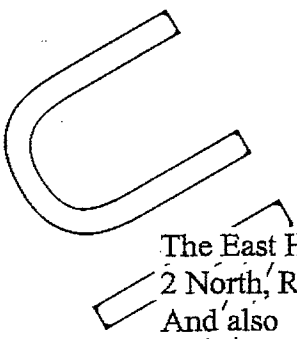
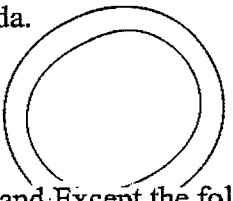


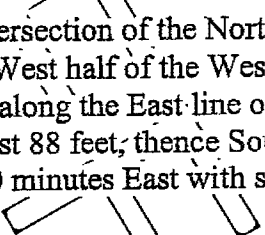
EXHIBIT A



The East Half of the Southeast Quarter of the Northeast Quarter of Section 34, Township 2 North, Range 28 West, Santa Rosa County, Florida, lying South of the S & A Railroad  
And also  
The Northwest Quarter of the Southwest Quarter and the Southwest Quarter of the Northwest Quarter of Section 35, Township 2 North, Range 28 West, Santa Rosa County, Florida.

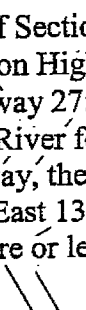


Less and Except the following three legal descriptions:



Beginning at the intersection of the Northerly Right of Way line of State Road 191 and the East line of the West half of the West half of Section 35, Township 2 North, Range 28 West, thence North along the East line of said West half of the West half a distance of 229 feet, thence West 88 feet, thence South 290.24 feet to said State Road 191, thence North 55 degrees 10 minutes East with said road a distance of 107.21 feet to the Point of Beginning.

Commencing at the intersection of the West line of Section 35, Township 2 North, Range 28 West, and the South Right of Way line of Munson Highway (State Road 191), thence North 56 degrees 51 minutes East along said highway a distance of 369.65 feet, thence South 30 degrees East a distance of 153 feet more or less to Blackwater River for Point of Beginning, thence North 30 degrees West a distance of 153 feet more or less to said Munson Highway, thence North 56 degrees 51 minutes East along said highway a distance of 114.5 feet, thence South 30 degrees East a distance of 120 feet more or less to Blackwater River, thence Westerly more or less to Point of Beginning. Lying and Being in Santa Rosa County, Florida.



Commencing at the intersection of the West line of Section 35, Township 2 North, Range 28 West and the South Right of Way line of Munson Highway (State Road 191), thence North 56 degrees 51 minutes East along said highway 275.15 feet, thence South 30 degrees East 135 feet, more or less to Blackwater River for Point of Beginning, thence North 30 degrees West 135 feet to Munson Highway, thence North 56 degrees 51 minutes East 91.35 feet, thence South 30 degrees East 138 feet to Blackwater River, thence Westerly along said river for 91.35 feet more or less to the Point of Beginning. Lying and Being in Santa Rosa County, Florida.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM  
CONSTRUCTION PERMIT

CENTRAX #: 57-52-05616  
DATE PAID: 7-2-04  
FEE PAID: \$ 90.00  
RECEIPT: 72089  
OSTDGNBR: 04-0003-A

## CONSTRUCTION PERMIT FOR:

[ ] New System [ ] Existing System [ ] Holding Tank [ ] Innovative Other  
[ ] Repair [ -X ] Abandonment [ ] Temporary [ ]

APPLICANT: Carroll EstatesAGENT: NONEPROPERTY STREET ADDRESS: 810 Munson Hwy Milton FL 32570LOT: NA BLOCK: NA SUBDIVISION: M&BPROPERTY ID #: 35-2N-28-0000-00700- [Section/Township/Range/Parcel No.]  
[OR TAX ID NUMBER]

SYSTEM MUST BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AND STANDARDS OF CHAPTER 64E-6, FAC  
DEPARTMENT APPROVAL OF SYSTEM DOES NOT GUARANTEE SATISFACTORY PERFORMANCE FOR ANY SPECIFIC TIME  
PERIOD. ANY CHANGE IN MATERIAL FACTS WHICH SERVED AS A BASIS FOR ISSUANCE OF THIS PERMIT,  
REQUIRE THE APPLICANT TO MODIFY THE PERMIT APPLICATION. SUCH MODIFICATIONS MAY RESULT IN THIS  
PERMIT BEING MADE NULL AND VOID. ISSUANCE OF THIS PERMIT DOES NOT EXEMPT THE APPLICANT FROM  
COMPLIANCE WITH OTHER FEDERAL, STATE OR LOCAL PERMITTING REQUIRED FOR PROPERTY DEVELOPMENT.

## SYSTEM DESIGN AND SPECIFICATIONS

T [ 0 ] Gallons SEPTIC TANK MULTI-CHAMBERED/IN SERIES: [ Y ]  
A [ 0 ] Gallons MULTI-CHAMBERED/IN SERIES: [ Y ]  
N [ 0 ] GALLONS GREASE INTERCEPTOR CAPACITY  
K [ 0 ] GALLONS DOSING TANK CAPACITY [ 0 ] GALLONS @ [ 0 ] DOSES PER 24 HRS # PUMPS [ 0 ]  
D [ 0 ] SQUARE FEET PRIMARY DRAINFIELD SYSTEM  
R [ 0 ] SQUARE FEET SYSTEM  
A TYPE SYSTEM: [ N ] STANDARD [ N ] FILLED [ N ] MOUND [ N ]  
I CONFIGURATION: [ N ] TRENCH [ N ] BRD [ N ]  
N  
F LOCATION TO BENCHMARK:  
I ELEVATION OF PROPOSED SYSTEM SITE [ 0.0 ] [ FEET ] [ BELOW ] BENCHMARK/REFERENCE POINT  
R BOTTOM OF DRAINFIELD TO BE [ 0.0 ] [ FEET ] [ ] BENCHMARK/REFERENCE POINT  
L  
D FILL REQUIRED: [ 0.0 ] INCHES EXCAVATION REQUIRED: [ 0.0 ] INCHES

## OTHER REMARKS:

Pump tank, crush or rupture bottom. fill with suitable soil, provide. pump out receipt,  
contact this department for inspection.

The licensed contractor installing the system is responsible for installing the minimum category of tank  
in accordance with s. 64E-6.013(3)(f), FAC.

SPECIFICATIONS BY: Sirmans, William

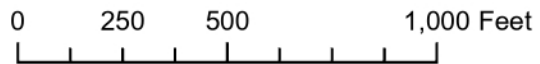
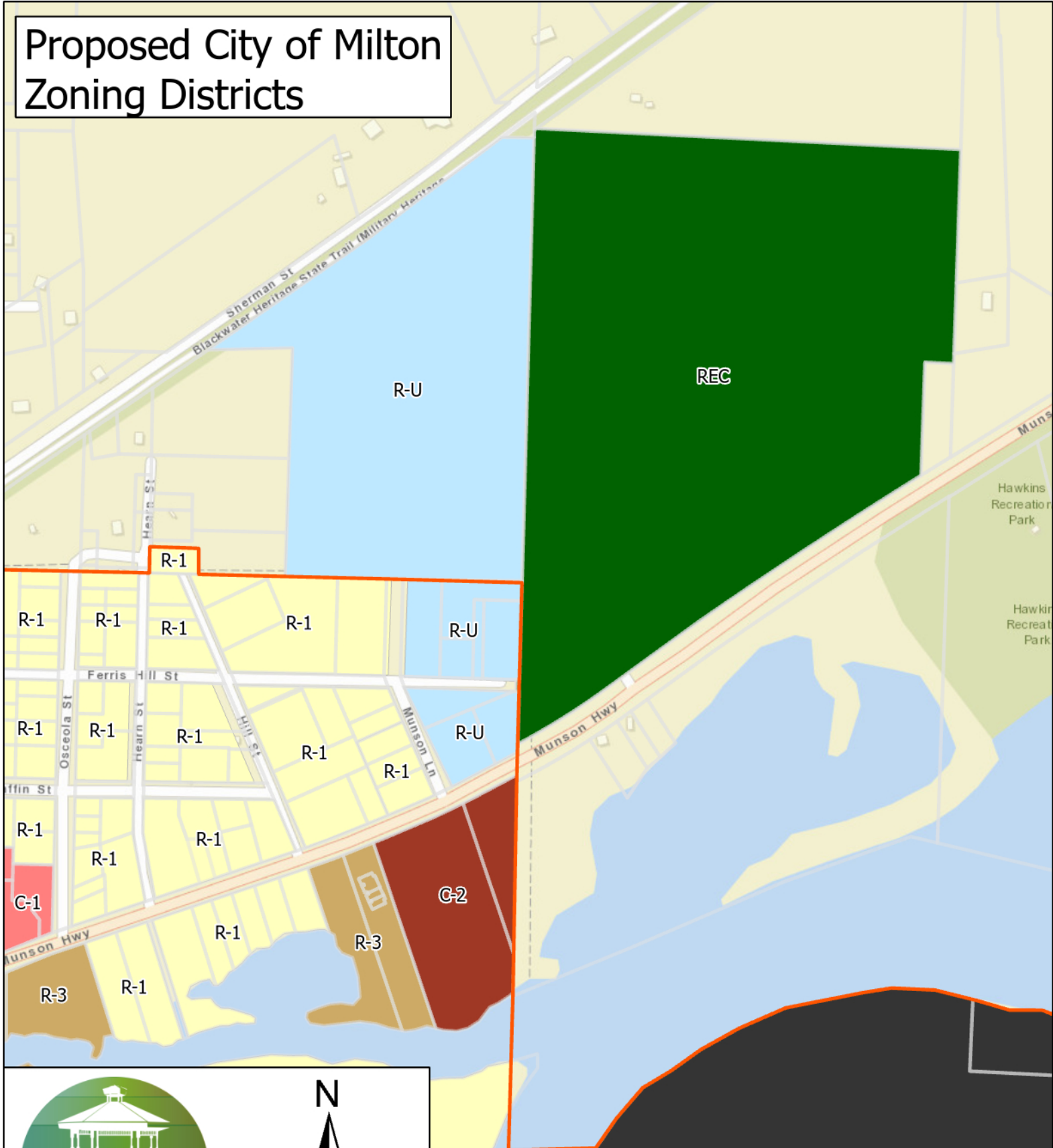
TITLE: \_\_\_\_\_

APPROVED BY: Sirmans, WilliamTITLE: Env. ManagerSanta Rosa

CHD

DATE ISSUED: 1/2/04EXPIRATION DATE: 4/1/04

# Proposed City of Milton Zoning Districts



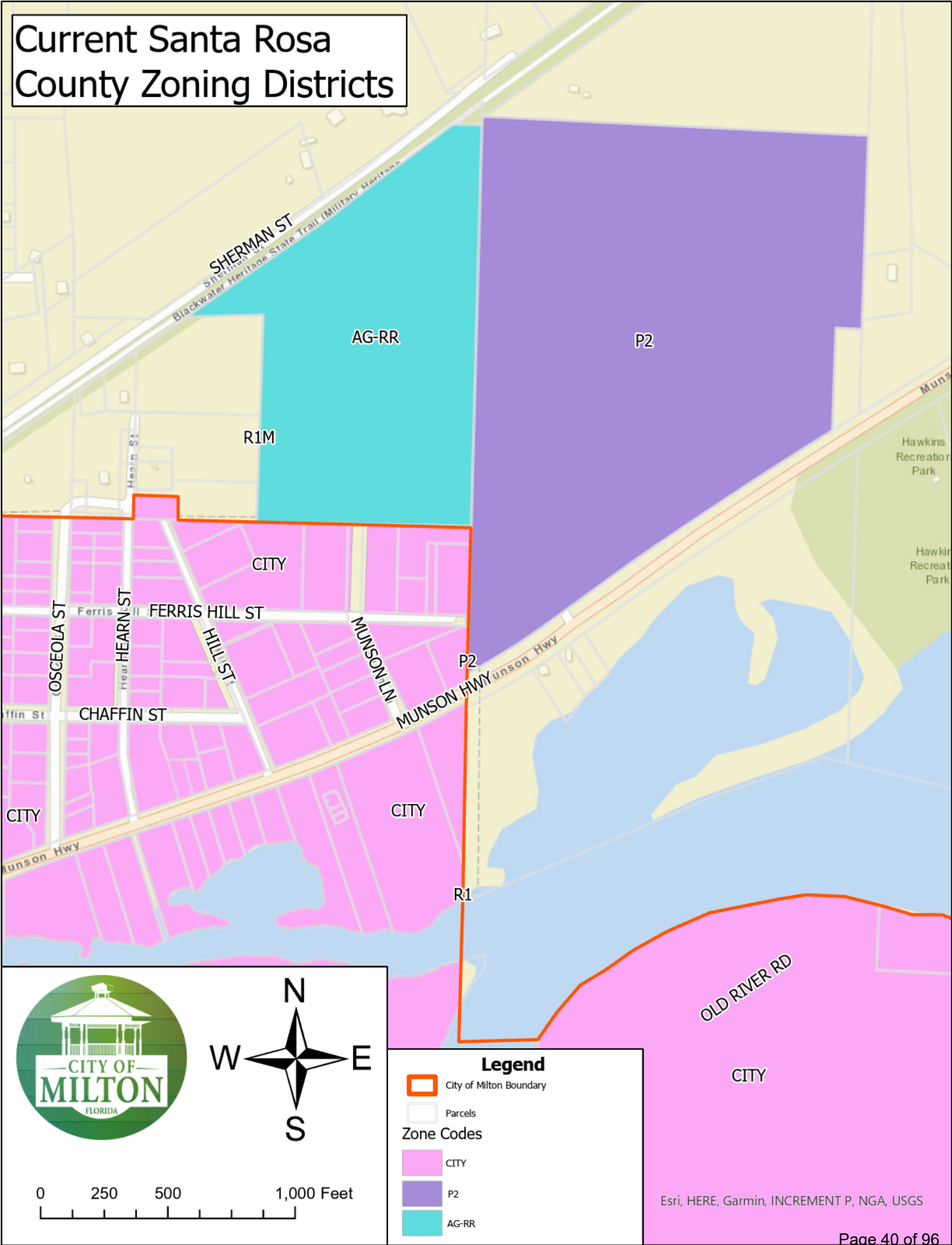
**Legend**

City of Milton Boundary	R-1
Parcels	R-1A
<b>Zone Codes</b>	R-1AA
C-1	R-2
C-2	R-3
C-3	R-U
D-CM	RC-1
LAKE	REC
P&E	SSC-RC

P&E

Esri, HERE, Garmin, INCREMENT P, NGA, USGS

# Current Santa Rosa County Zoning Districts



0 250 500 1,000 Feet

**Legend**

- City of Milton Boundary
- Parcels

**Zone Codes**

- CITY
- P2
- AG-RR

Esri, HERE, Garmin, INCREMENT P, NGA, USGS



Agenda Item # 2023-1613

## FY 2023 Business Improvement Program Cycle 6 - CD Properties (Old Post Office)

### MEETING DATE

July 3, 2023

### PREPARED BY

Ed Spears, Director of Economic Development

### BACKGROUND

The City's Business Improvement Program has awarded seven (7) grants during FY 2023 for a total of \$33,000. The program has \$7,000 remaining for allocation this fiscal year. The program is available to businesses city-wide, on a first come, first serve basis. The City accepts applications at any time. Grants are available to assist with business signage, the purchase of business equipment to allow necessary to allow a business to grow and add employees and for improvement to the exterior of buildings.

Since inception in 2018, the Business Improvement program has provided 42 grants to 33 different businesses totaling \$171,192.68. The program has generated a match from the private sector totaling \$1,409,678.13. For every \$1 invested by the City, businesses have invested \$8.26. The program is advertised on a continuous basis.

The City has received one application at this time. CD Properties is requesting \$10,000 for the Old Post Office Building located at located at 6821 Caroline Street. As a corner property, the building is eligible for \$5,000 per side. The project is a continuation of the previous project that is replacing rotten wood doors and windows. The applicant is qualified and eligible to receive the BIP grant. CD Properties has received two (2) previous grants for this building totaling \$14,450 for this buildings. Both grants have been successfully completed. There are currently no regulations as to the number of grants an individual company nor a specific property can receive.

This grant will require a dollar-for-dollar match. CD Properties is proposing to provide a match of \$13,874.79 to complete the project.

The BIP program has \$7,000 remaining in FY 2023 funding. If this grant is approved, no funds will remain for additional grants, for FY 2023.

At the Agenda Workshop, Council voted to approve the grant in the amount of \$7,000. Mayor Lindsay also requested a spreadsheet detailing all grants received by Ms. Sharp or tenants of her properties. That spreadsheet is attached to this item. A report is also attached of all businesses and addresses that have received multiple grant awards.

### SUMMARY

\$7,000 remains in unallocated FY 23 BIP funding.

## RECOMMENDATION

Council provide direction to staff.

## ATTACHMENTS

1. CD Properties (Old Post Office) FY 23 Cycle 6
2. 2023 Cycle 6 Business Improvement Program Spreadsheet
3. Business Improvement Program Report - All Time
4. Business Improvement Program Report - All Time - Multiple Grants Analysis
5. Business Improvement Program Report - Cassandra Sharp



City of Milton  
Office of Economic  
Development

Business Improvement Program

DATE OF APPLICATION: 06-13-2023  
NAME OF BUSINESS (Legal and DBA, if Different): \_\_\_\_\_  
BUSINESS OWNER(S): \_\_\_\_\_  
PROPERTY OWNER(S) (IF DIFFERENT): CD Properties

GRANT CATEGORY: Commercial Facade Grant  
TOTAL AMOUNT REQUESTED (MAXIMUM \$5,000): \$ 10,000 / Corner Property  
TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ 13,874.79  
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ 23,874.79

ADDRESS OF PROJECT: 6821 Caroline St  
PROJECT NAME: OPO Windows

ATTACH REQUIRED ADDITIONAL INFORMATION:

- Complete application form
- Detailed project narrative
- Legal description of property
- Proof of property ownership or letter from owner consenting to the project
- Proof of property insurance
- Certification of sign ordinance, zoning, and future land use compliance
- Scaled drawing of improvements involving building changes
- Accurate color mock-ups and/or paint chips
- Original color photographs of existing property conditions
- Three cost estimates from qualified contractors (labor and materials for entire project).
- Final cost estimate including name of licensed contractor chosen to perform work
- Copy of the chosen contractor's license (if licensure is required for the work)
- Copy of City of Milton Business License.

NAME & MAILING ADDRESS OF OWNER/APPLICANT (PLEASE PRINT):

CD Properties  
PO Box 429  
Bagdad FL 32530

SIGNATURE(S) OF BUSINESS AND PROPERTY OWNER(S) (IF DIFFERENT)

C. Sharp

TELEPHONE # (850) \_\_\_\_\_ CELL # 850-723-4126 EMAIL mainstreetcafe02@gmail.com

For official use only:

DATE & TIME APPLICATION RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_  
6

## Scope of Work

6821 Caroline St for Milton Commercial Facade improvement Grant 06-2023

This grant request is a continuation of needed façade work. The continued work will provide that each window is completely restored, instead of just replacing rotten wood and painting.

The work to be performed on the old post office building includes repair/replacement of rotten wood found around window, casings, trim and trim molding around the building. All work shall include caulking, glazing, glass replacement (as needed), priming and painting. Paint color and wood trim shall match what is currently found on the property.

Job Invoice For :

Additional work needed to restore windows

# Handyman Ron

**Work Description**

Glaze all the window-panes  
Replace broken window-panes as needed  
Replace rotten window sills and jambs

Paid in advance	\$	-
Total for Materials, Tax	\$	1,254.79
Labor	\$	22,620.00
<b>Total Invoice</b>	<b>\$</b>	<b>23,874.79</b>

Thank you for the opportunity to work for you!

## Materials

window glass  
Window Glazing  
Acetone  
Mineral Spirits  
2x4x8  
2x10x10  
Oil base primer for oil base glaze  
Backer rod



City of Milton  
Office of Economic Development

2022 Commercial Façade Program

**Memorandum of Understanding**

I, the grantee, understand that work cannot commence on any portion of the Commercial Façade Project prior to receiving approval of the grant funds by the City of Milton. A written notification to proceed will be provided. I, the grantee, have read, understand, and accept the terms and conditions of the grant. I have read and understand the actions which will trigger a default. In the event of a default, I, the grantee, do hereby guarantee the repayment of the principal amount of the grant in accordance with the terms of the Commercial Façade Program application and guidelines. If the grantee is not the property owner, as shown in the Santa Rosa County Property Appraiser's Database, the property owner must also execute this Memorandum of Understanding.

\_\_\_\_\_  
Grantee Name (Please Print)

\_\_\_\_\_  
Grantee Signature

\_\_\_\_\_  
Date

CD Properties  
\_\_\_\_\_  
Property Owner Name (Please Print)

C. Group  
\_\_\_\_\_  
Property Owner Signature

06-13-2023  
\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Milton (Please Print)

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Date



City of Milton  
2023 Business Improvement Program  
Cycle 6 Application

	NAME	ADDRESS	REQUEST	MATCH	PROJECT	FIRST TIME APPLICANT	TARGET LOCATION	HISTORIC STRUCTURE
	CYCLE 3 Applicant							
1	CD Properties	6821 Caroline Street	\$ 10,000.00	\$ 13,874.79	Exterior Doors & Windows	No	Yes	Yes
	TOTAL REQUEST		\$ 10,000.00	\$ 13,874.79	Match Ratio	\$ 1.39		
			Total Budget	Awarded to Date	Available Balance			
	AVAILABLE FUNDING	CRA	\$ 20,000.00	\$ 15,000.00	\$ 5,000.00			
		General Revenue	\$ 20,000.00	\$ 18,000.00	\$ 2,000.00			
		TOTAL	\$ 40,000.00	\$ 33,000.00	\$ 7,000.00			
	<b>FY 2023 To Date</b>							
1	Lindsay & Andrews, PA	5218 Willing Street	\$ 5,000.00	\$ 5,009.00	Business Equipment	No	Yes	Yes
2	Yamato's Japanese Steakhouse	6550 Caroline Street	\$ 1,000.00	\$ 3,800.00	Signage	Yes	No	No
3	The Sweet Greek	5237 Willing Street	\$ 1,000.00	\$ 1,000.00	Signage	No	Yes	Yes
4	Kearing, LLC	6780 Caroline Street	\$ 10,000.00	\$ 250,000.00	Exterior Façade	Yes	Yes	No
5	Atalanta Investment Properties, LLC	6776 Caroline Street	\$ 10,000.00	\$ 500,000.00	Exterior Façade	Yes	Yes	No
6	Frick's Pharmacy	6472 Hwy 90, Suite B	\$ 5,000.00	\$ 5,382.00	Business Equipment	Yes	No	No
7	Stand Your Ground Training & Defense	6632 Elva Street	\$ 1,000.00	\$ 690.60	Signage	Yes	No	No
	TOTAL		\$ 33,000.00	\$ 765,881.60				
				Match Ratio	\$ 23.21			

**City of Milton  
Business Improvement Program  
Complete History**

CYCLE	PROJECTS	BUSINESSES	GRANTEE	ADDRESS	GRANT TYPE	PROJECT	REQUEST	AWARD	REQUIRED MATCH	EST. TOTAL MATCH	CRA	CITY	PAYMENT	NOTES	APPROVED BY COUNCIL
<b>2018 Cycle 1</b>	1	1	Visible Changes Barber Shop	5154 Santa Rosa Street	Façade	Code required upgrades, signage, painting	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00		\$ 2,500.00	\$ 2,500.00	Completed	MSM
	2	2	LilPax's Boat Rental	5142 Willing Street	Sign & Façade	Business Signage	\$ 500.00	\$ 500.00	\$ -	\$ 2,500.00	\$ 369.82		\$ 369.82	Completed	MSM
	3	3	Man Cave Barber Shop	5176 Stewart Street	Sign & Façade	Signage, exterior awning	\$ 500.00	\$ 500.00	\$ -	\$ -		\$ 500.00	\$ 500.00	Completed	MSM
	4	4	Beardless Brewhaus	6820 Caroline Street	Façade	Roll-up garage door	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM
	5	5	Corner Shack	5168 Stewart Street	Equipment & Façade	Business equipment, fire suppression, painting, doors	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 12,500.00		\$ 3,250.00	\$ 3,250.00	Completed	MSM
	6	6	Boomerang Pizza	5227 Willing Street	Façade	Exterior Painting & Lighting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM
<b>2019 Cycle 1</b>	7	7	Elliott & Cunningham Office	5235 Willing Street	Façade	Exterior Façade, interior ceiling replacement, painting	\$ 5,000.00	\$ 5,000.00					\$ -	Unutilized	MSM
	8	8	CD Properties	6821 Caroline Street	Façade	Repair Historic Windows and surrounds	\$ 5,000.00	\$ 4,450.00	\$ 4,450.00	\$ 5,000.00	\$ 4,450.00		\$ 4,450.00	Completed	MSM
	9	9	Brew Angels Brewery	6821 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM
	10		Brew Angels Brewery	6821 Caroline Street	Sign	New business sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,153.15	\$ 500.00		\$ 500.00	Completed	MSM
	11	10	Janet Coulter Realty Office	5241 Willing Street	Façade	Exterior awning and painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00		\$ 4,943.12	\$ 4,943.12	Completed	MSM
	12	11	Milton Revival, LLC	5237 Willing Street	Façade	Exterior awning, painting and drainage system	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM
<b>2019 Cycle 2</b>	13	12	Blackwater Bistro	5147 Elmira Street	Façade	ADA Ramp, Painting, Siding	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 2,125.00		\$ 2,125.00	Completed	MSM
	14	13	Brooks, Warrick & Assoc.	6867 Oak Street	Sign	Sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00	\$ 485.78		\$ 485.78	Completed	MSM
	15		Boomerang Pizza	5227 Willing Street	Façade	Exterior Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,876.20		\$ 4,876.20	Completed	MSM
	16		Beardless Brewhaus	6820 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM
	17	14	Wacked Out Weiner	5271 Stewart Street	Façade	Doors and Code Required Plumbing	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 104,270.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM
	18	15	Spencer's Second Hand Shop	5707 Stewart Street	Façade	Window Replacement	\$ 668.89	\$ 668.89	\$ 668.88	\$ 668.88	\$ 668.88		\$ 668.88	Completed	MSM
<b>2020 Cycle</b>	19		Brooks, Warrick & Assoc.	6867 Oak Street	Façade	Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 16,210.00		\$ 5,000.00	\$ 5,000.00	Completed	4/13/2021
	20	16	Sport & Wheat, CPA	5247 Stewart Street	Façade	Exterior Doors, Windows & Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00		\$ 5,000.00	\$ 5,000.00	Completed	4/13/2021
	21	17	Saver Self Storage	6586 Caroline Street	Façade	Painting	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00		\$ 4,750.00	\$ 4,750.00	Completed	4/13/2021
<b>2021 Cycle</b>	22	18	Cohen Innovation, LLC	5739 Stewart Street	Façade	New Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	Completed	8/10/2021
	23	19	Lindsay & Andrews	5218 Willing Street	Sign & Façade	New Signage, Front Door Replacement, Railing, Stairs	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,575.00	\$ 5,000.00		\$ 4,566.54	Completed	8/10/2021
	24	20	RaeJean, LLC, DBA Mason's	5141 Dogwood Drive	Sign	New Road Sign	\$ 530.00	\$ 530.00	\$ 530.00	\$ 530.00		\$ 530.00	\$ 530.00	Completed	8/10/2021
	25		Boomerang USA, Inc.	5227 Willing Street	Façade	Paint and Awning	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00		\$ 1,999.00	\$ 1,999.00	Completed	8/10/2021
	26	21	John C. Allen	6825 Oak Street	Façade	Windows and Shutters	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	Completed	8/10/2021
	27	23	Resource Real Estate (Scoops Ice Cream)	6835 Caroline Street	Sign & Façade	Paint, Awning, Signage & Doors	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	Completed	8/10/2021
<b>2022 Cycle 1</b>	28		Cohen Innovation, LLC	5739 Stewart Street	Façade	Facia and Soffet Replacement	\$ 10,000.00	\$ 10,000.00					\$ -	Unutilized	3/8/2022
	29		CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 33,347.50	\$ 10,000.00		\$ 10,000.00	Completed	3/8/2022
	30	24	Santa Rosa Historical Society - Imogene	6866 Caroline Street	Façade	Window Wood Rot Replacement/Repair	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,802.00	\$ 2,500.00		\$ 2,500.00	Completed	3/8/2022
<b>2022 Cycle 2</b>	31	25	Bar Strength & Conditioning, LLC	5436 Dogwood Drive	Sign & Façade	Signage & Building Renovations for new location	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 150,000.00		\$ 6,000.00	\$ 6,000.00	Completed	6/14/2022
	32	26	Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Equipment & Façade	Restaurant Equipment, Building Improvements	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 50,000.00	\$ 5,000.00		\$ 5,000.00	Completed	6/14/2022
<b>2022 Cycle 3</b>	33	27	Just Two Guys, LLC DBA The Country Gym	5198 Willing Street	Equipment	Kitchen Hood	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 100,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	Completed	7/12/2022
	34		Man Cave Barber Shop	5438 Dogwood Drive	Sign	Signage	\$ 617.39	\$ 617.39	\$ -	\$ -		\$ 617.39	\$ 617.39	Completed	7/12/2022
	35	28	Primerica	5205 Dogwood Drive	Sign	Signage	\$ 877.40	\$ 877.40	\$ -	\$ -		\$ 877.40	\$ 877.40	Completed	7/12/2022
<b>2023 Cycle 1</b>	36		Lindsay & Andrews	5218 Willing Street	Equipment	New Business Equipment - Technology	\$ 5,000.00	\$ 5,000.00	\$ 5,009.00	\$ 5,000.00	\$ 5,000.00			Underway	11/7/2022
	37	29	Yamato Japanese Steakhouse	6550 Caroline Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ 3,800.00	\$ 3,800.00		\$ 1,000.00	\$ 1,000.00	Completed	11/7/2022
<b>2023 Cycle 2</b>	38		Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	Completed	12/13/2022
<b>2023 Cycle 3</b>	39	30	Kearing, LLC	6780 Caroline Street	Façade	Exterior Façade	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 250,000.00	\$ 5,000.00	\$ 5,000.00		Awarded	2/14/2023
	40	31	Atalanta Investment Properties, LLC	6776 Caroline Street	Façade	Exterior Façade	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 500,000.00	\$ 5,000.00	\$ 5,000.00		Awarded	2/14/2023
<b>2023 Cycle 4</b>	41	32	Frick's Pharmacy	6472 Hwy 90, Suite B	Equipment	New Business Equipment - Technology	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,382.00		\$ 5,000.00	\$ 5,000.00	Completed	3/14/2023
<b>2023 Cycle 5</b>	42	33	Stand Your Ground Training & Defense	6632 Elva Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 690.60		\$ 1,000.00		Underway	4/11/2023
<b>2023 Cycle 6</b>	43		CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 10,000.00	\$ 7,000.00	\$ 7,000.00	\$ 13,874.79	\$ 5,000.00	\$ 2,000.00			
<b>TOTALS</b>							<b>\$ 181,192.68</b>	<b>\$ 177,642.68</b>	<b>\$ 158,956.88</b>	<b>\$ 1,423,552.92</b>	<b>\$ 83,475.68</b>	<b>\$ 78,466.91</b>	<b>\$ 128,509.13</b>		
<b>Budget</b>	\$ 10,000.00	FY 2018	3/29/2018												
	\$ 10,000.00	FY 2018	8/20/2018				<b>ROI Ratio</b>	<b>\$ 8.01</b>							
	\$ 20,000.00	FY 2019	12/12/2018	50% CRA/50% GR											
	\$ 20,000.00	FY 2019	4/9/2019	50% CRA/50% GR											
	\$ 40,000.00	FY2020	Program Returned to City - In City Budget	\$15,414.50 Refund from MSM			<b>Allocated</b>	\$ 177,642.68							
	\$ 30,000.00	FY 2021	In City Budget				<b>Expended</b>	\$ 128,509.13							
	\$ 40,000.00	FY 2022	In City Budget				<b>Open Projects</b>	\$ 26,000.00							
	\$ 40,000.00	FY 2023	In City Budget												
<b>Total</b>	<b>\$ 210,000.00</b>														

**City of Milton**  
**Business Improvement Program**  
**Multiple Grant Analysis**

<u>GRANTEE</u>	<u>ADDRESS</u>	<u>GRANT TYPE</u>	<u>PROJECT</u>	<u>AWARD</u>	<u>REQUIRED MATCH</u>	<u>EST. TOTAL MATCH</u>	<u>PAYMENT</u>	<u>NOTES</u>
Man Cave Barber Shop	5176 Stewart Street	Sign & Façade	Signage, exterior awning	\$ 500.00	\$ -	\$ -	\$ 500.00	Completed
Man Cave Barber Shop	5438 Dogwood Drive	Sign	Signage	\$ 617.39	\$ -	\$ -	\$ 617.39	Completed
Lindsay & Andrews	5218 Willing Street	Sign & Façade	New Signage, Front Door Replacement, Railing, Stairs	\$ 5,000.00	\$ 5,000.00	\$ 7,575.00	\$ 4,566.54	Completed
Lindsay & Andrews	5218 Willing Street	Equipment	New Business Equipment - Technology	\$ 5,000.00	\$ 5,009.00	\$ 5,000.00		Underway
Boomerang Pizza	5227 Willing Street	Façade	Exterior Painting & Lighting	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00	Completed
Boomerang Pizza	5227 Willing Street	Façade	Exterior Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,876.20	Completed
Boomerang Pizza	5227 Willing Street	Façade	Paint and Awning	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00	Completed
Milton Revival, LLC	5237 Willing Street	Fa	Exterior awning, painting and drainage system	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 5,000.00	Completed
Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Equipment	Restaurant Equipment, Building Improvements	\$ 5,000.00	\$ 5,000.00	\$ 50,000.00	\$ 5,000.00	Completed
Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Sign	Signage	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	Completed
Cohen Innovation, LLC	5739 Stewart Street	Façade	New Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Completed
Cohen Innovation, LLC	5739 Stewart Street	Façade	Facia and Soffet Replacement	\$ 10,000.00			\$ -	Unutilized
Beardless Brewhaus	6820 Caroline Street	Façade	Roll-up garage door	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00	Completed
Beardless Brewhaus	6820 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00	\$ 5,000.00	Completed
Brew Angels Brewery	6821 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00	\$ 5,000.00	Completed
Brew Angels Brewery	6821 Caroline Street	Sign	New business sign	\$ 500.00	\$ -	\$ 1,153.15	\$ 500.00	Completed
CD Properties	6821 Caroline Street	Façade	Repair Historic Windows and surrounds	\$ 4,450.00	\$ 4,450.00	\$ 5,000.00	\$ 4,450.00	Completed
CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 10,000.00	\$ 10,000.00	\$ 33,347.50	\$ 10,000.00	Completed
Brooks, Warrick & Assoc.	6867 Oak Street	Sign	Sign	\$ 500.00	\$ -	\$ 1,000.00	\$ 485.78	Completed
Brooks, Warrick & Assoc.	6867 Oak Street	Façade	Roof	\$ 5,000.00	\$ 5,000.00	\$ 16,210.00	\$ 5,000.00	Completed
<b>TOTALS</b>				<b>\$ 84,566.39</b>	<b>\$ 71,458.00</b>	<b>\$ 224,284.65</b>	<b>\$ 63,994.91</b>	

**City of Milton  
Business Improvement Program  
Complete History**

<u>CYCLE</u>	<u>GRANTEE</u>	<u>ADDRESS</u>	<u>GRANT TYPE</u>	<u>PROJECT</u>	<u>REQUEST</u>	<u>AWARD</u>	<u>REQUIRED</u>	<u>EST. TOTAL</u>	<u>PAYMENT</u>	<u>NOTES</u>
							<u>MATCH</u>	<u>MATCH</u>		
<b>2018 Cycle 1</b>	Visible Changes Barber Shop	5154 Santa Rosa Street	Façade	Code required upgrades, signage, painting	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00	\$ 2,500.00	Completed
	Beardless Brewhaus	6820 Caroline Street	Façade	Roll-up garage door	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00	Completed
<b>2019 Cycle 1</b>	CD Properties	6821 Caroline Street	Façade	Repair Historic Windows and surrounds	\$ 5,000.00	\$ 4,450.00	\$ 4,450.00	\$ 5,000.00	\$ 4,450.00	Completed
	Brew Angels Brewery	6821 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00	\$ 5,000.00	Completed
	Brew Angels Brewery	6821 Caroline Street	Sign	New business sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,153.15	\$ 500.00	Completed
<b>2019 Cycle 2</b>	Beardless Brewhaus	6820 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00	\$ 5,000.00	Completed
<b>2021 Cycle</b>	CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 33,347.50	\$ 10,000.00	Completed
				<b>TOTALS</b>	<b>\$ 33,000.00</b>	<b>\$ 32,450.00</b>	<b>\$ 31,950.00</b>	<b>\$ 104,000.65</b>	<b>\$ 32,450.00</b>	
					<b>ROI Ratio</b>	<b>\$ 3.20</b>				
<b>2023 Cycle 6</b>	CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 10,000.00	\$ 7,000.00	\$ 7,000.00	\$ 13,874.79		
				<b>TOTALS</b>	<b>\$ 43,000.00</b>	<b>\$ 39,450.00</b>	<b>\$ 38,950.00</b>	<b>\$ 117,875.44</b>	<b>\$ 32,450.00</b>	
					<b>ROI Ratio</b>	<b>\$ 2.99</b>				
	Equipment owned by business interest and not Ms. Sharp. The business was the applicant and received the grant									



Agenda Item # 2023-1614

# RFP - Milton Downtown Waterfront Marina, Residential & Mixed-Use Development Opportunity

## MEETING DATE

July 3, 2023

## PREPARED BY

Ed Spears, Director of  
Economic Development

## BACKGROUND

On two previous occasions, (January, 2021 and May, 2022) the City issued a Request for Proposals (RFP) for the development of a marina, mixed-use and residential on property that the City owns along Broad Street. Due to the pandemic, inflation and economic downturn, a successful project was not achieved and Council chose to shelve the project until such time as conditions improved. Staff has worked diligently over the past year to cultivate interest in the properties. As the economic environment has changed, the City has been approached by multiple parties expressing an interest. Due to interest from multiple parties, and in consultation with the City attorney, staff is of the opinion that the fairest way to move forward is to re-issue the RFP and allow open competition by any party. The draft RFP is attached. The goals and objectives of the RFP remain unchanged from the previous two versions, which are:

- Return the parcels to maximum productive, tax-generating use, including new City Utility customers
- Serve as a catalyst for further downtown and riverfront revitalization
- Develop new development opportunities
- Develop a connected, walkable, mixed-use environment with enhanced amenities and destinations
- Create an inclusive project that is reflective of the Milton Community
- Complies with the spirit and goals of the Downtown CRA Plan and the Riverfront Master Plan

Release of the RFP does not obligate the City to take any action or award any project to any respondent.

At the Agenda Workshop, Council voted to approve the item and forward to the Executive Committee. Staff will make a presentation on the RFP at the Executive Committee meeting.

## SUMMARY

N/A

## RECOMMENDATION

Council authorize the release of the RFP to the public and approve the timeline for the solicitation.

## ATTACHMENTS

1. RFP - City Downtown Waterfront Properties - Draft 6-22



# City of Milton

**P.O. Box 909, MILTON, FL 32572**

Phone: (850) 983-5438 Fax: (850) 983-5415

## **Milton Downtown Waterfront Marina, Residential & Mixed-Use Development Opportunity**

### **Executive Summary:**

The City of Milton, FL (City) (pop. 10,690) is seeking proposals from experienced individuals or firms interested in developing a marina, residential, restaurant/entertainment, and mixed-use development project on seven (7) city-owned waterfront properties totaling 7.9 +/- acres along the Blackwater River. Qualified respondents must demonstrate the ability to design, finance, and construct projects in accordance with the terms, conditions, and specifications contained in this Request for Proposal (RFP).

### **Community Overview:**

Milton is located in Santa Rosa County, an urban, suburban, and rural county in the far western portion of the Florida Panhandle. The City of Milton is among the oldest cities in Florida, incorporated in 1844 under the Florida Territorial Acts of 1844. This makes Milton older than Florida, which was granted statehood in 1845. Milton is the county seat for Santa Rosa County, which is a part of the two-county Pensacola Standard Metropolitan Statistical Area. The City of Milton and the nearby areas of Pace, Navarre, and Gulf Breeze can be considered suburbs of the City of Pensacola because they are located within easy driving distance of the Pensacola urbanized area, a population center containing over 520,000 persons. Milton is a vital, progressive city able to maintain the fine balance between small town charm and modern urban life. The area includes a variety of key industries, top-rated school systems, low cost of living, low taxes, and a wide variety of recreational activities. While there is growth, historic preservation remains important, as exhibited in the city's nationally registered Downtown Historic District.

Santa Rosa County contains three incorporated municipalities of which Milton is the largest. The City's population has grown 15.5% from 2010 to 2020, eclipsing 10,000 for the first time in history. Santa Rosa County (population 193,998) is one of the fastest growing counties in Northwest Florida and the nation. Growth in the county, over 24% from 2010-2020, has traditionally focused in the southern portion of the county. That expansion has now expanded to the central and northern portions of the County. Santa Rosa County has a total land area of approximately 1,174 square miles, possesses a multitude of natural resources, and has one of the lowest costs of living in the State of Florida. These factors combined, make Santa Rosa County one of the most desirable locations in the nation for a family to make a home and for industry to locate their activities. The beautiful Gulf Coast waters and beaches, the pure water rivers, and expansive bays make the area ideal for boating, camping, canoeing, fishing, and all other water sports. These attributes combined with Santa Rosa County's fine climate, which allows at least nine months a year for outside activities, are magnets that attract many families and new business to Santa Rosa County.

Running through the historic downtown, the Blackwater River, classified as one of the last "pristine" sand-bottom rivers in Florida, is the heart of the City. The river winds approximately 2.1 miles through the City limits. Including the City's public park on the east bank of the river, there are over 2.75 miles of riverbank within the City limits. The City serves as a launching site for outdoor adventures in all directions. In addition

to the river, to the north, the Blackwater State Forest and Park offers a natural oasis with camping, fishing, equestrian and other outdoor activities. To the east and west lay Blackwater and Escambia Bays, both leading to the Santa Rosa Sound and the sugar-white sands of Navarre and Pensacola Beach to the south. The EASI Quality of Life Index for Milton is 136 (US Average 100). The EASI Best Weather Index is 184 (US Average 100). Milton ranked the 36<sup>th</sup> safest city in Florida (2020 National Council for Home Safety & Security).

Vital to the future of the City of Milton is Naval Air Station Whiting Field, located approximately 5 miles to the north of the City. NAS Whiting Field produces approximately 1,200 new Navy, Marine, Air Force and Coast Guard Aviators annually. Approximately 11% of all United States Department of Defense (all branches) flight hours annually are flown at NAS Whiting Field. This makes NAS Whiting Field the busiest airfield in the United States. This cadre of flight students represents a large target population for this project and the City of Milton. They represent a young, educated, employed, high-income demographic all communities desire. Attraction of this specific cadre of individuals to live, work and play at this project site, should be given specific consideration.

Market analysis provided by NEXTSite, shows the highest market demands are General Merchandise (\$110M), Grocery (\$99M), Full and Limited-Service Restaurants (\$89M), and Health Care (\$57M). The 3 mile-radius population is 27,063 with an average household income of \$63,374. The regional trade area has a population of 56,427, with 20,642 households. The average age is 40.22 with a median income of \$58,126 and average income of \$67,373.

Recently, the City completed the Carpenters Park Splash Pad, located 2 blocks north of the marina property identified in this RFP. Jernigan's Landing Festival and Event Area, located 0.5 miles south of the project sites, was completed in 2019, providing a community gathering space for festivals, concerts, and other events. A new disc golf and BMX track have recently been completed. Currently, the City is about to embark on a new Wastewater Treatment Plant, doubling the current system capacity. A new \$8M Publix Shopping Center and outparcel medical facility development been completed and leased out. A new county courthouse has opened on Avalon Boulevard, which will open additional redevelopment opportunities downtown. Over the next 2-3 years, an additional 200 new housing units, that are in various stages of the approval process, will be built. Further out, a new amphitheater is being planned. The City of Milton is poised for a renaissance. The project(s) envisioned in this RFP are seen as a catalyst to spur the growth envisioned and seize upon the momentum started by the recent projects.

### **The Project:**

The City has been assembling riverfront property for redevelopment on the west bank of the Blackwater River. The objective of this RFP is to revitalize the former marina, provide for residential development and stimulate investment in underutilized land to create a mixed-use destination. The city-owned property available for development is approximately 7.9 +/- acres along Broad Street, at the northern edge of the City Limits. It is anticipated, based on market demand, that the preferred mixed-use project on the lands available in this RFP will consist of residential (1-, 2-, 3-bedroom upper floor apartments) with potential for restaurant/entertainment, marina, retail and commercial uses and associated parking on the ground floor. All proposals should enhance the quality of life for Milton area residents and visitors. A successful project will add vibrancy and enhance the public access to the waterfront. Proposed projects should be respectful and compatible with the surrounding area, but clearly signal a new direction for the Milton Waterfront. Development proposals may address any parcel or combination of parcels identified in this RFP.

The City intends to establish a 50 ft. easement along the water's edge to create a public park strip. This aspect should be anticipated and detailed in the proposal. If additional parcels are acquired and dedicated to the project, additional easements to allow expanded public access to the waterfront is highly encouraged and desired.

Due to grant restrictions, the “North Marina” parcels must include a public marina use, but additional uses may be allowed. The grant restrictions can be removed if the full amount of the grant (\$375,000) is reimbursed to the Santa Rosa County Tourist Development Council. The “South Marina” parcel may be utilized for any allowable use in conformance with the property’s zoning or rezoning.

Standard municipal utilities are in place and easily accessible to the subject properties. This includes City water, sewer, and natural gas. Stormwater considerations are regulated by Santa Rosa County and should be discussed in the proposal. As these parcels are directly adjacent to a protected natural body of water, environmental considerations should be detailed in the proposal. Conservation of trees located on the properties should be detailed.

As waterfront properties, significant consideration should be given by each respondent to the FEMA Flood Plain regulations to build on these parcels. The flood maps for this area were updated in 2021.

The winning proposal will be consistent with the City’s vision for this area as articulated in the CRA and Riverfront Master Plans. Creative alternatives are welcome. Proposals that pair the City parcels with other, privately owned parcels to create a more expansive, dynamic project are encouraged and preferred.

**Goals for the property:**

- Return the parcels to maximum productive, tax generating use, including new City Utility customers
- Serve as a catalyst for further downtown and riverfront revitalization
- Develop new development opportunities
- Develop a connected, walkable, mixed-use environment with enhanced amenities and destinations
- Create an inclusive project that is reflective of the Milton Community
- Complies with the spirit and goals of the Downtown CRA Plan and the Riverfront Master Plan

**Property (see attached maps for visual reference):**

The Marina property currently supports the City’s marina operation with 17 wet slips and a boat ramp. Due to grant restrictions, the North Marina Parcels must include marina services. A previous marina building has been demolished and the property is vacant. The City of Milton employed Peter J. Smith and Company Inc. to design the Riverfront Master Plan dated August 2013. Expansion of the marina operations were a part of that plan. To that end, the City has borne the costs of engineering and permitting of the Marina projects’ movement forward thus far. The City holds the submerged land lease and other permits beneficial to the property and project. Currently there are seventeen (17) wet slips on the property and an additional ten (10) have been permitted.

The Broad Street Property was acquired by the City in 2020 and derelict buildings have been demolished. The property is currently vacant. The Monroe Street parcel is also vacant.

The properties identified in this RFP and the surrounding properties are located within the City of Milton Brownfield Area. Prospective respondents should research the state of Florida incentives available to them under this status.

The North Marina Properties (eastern terminus of Quinn Street, north of Quinn Street) consists of three (3) parcels:

- Parcel #1: 1.47 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-00700-017A> Zoned R-3
- Parcel #2: 0.26 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-00700-017B> Zoned R-3
- Parcel #3: 0.3 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-00700-0177> Zoned C-3

The South Marina Property (eastern terminus of Quinn Street, south of Quinn Street) consists of one (1) parcel:

Parcel #4: 2.0 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-00700-017C> Zoned C-3

Broad Street Properties (5340-5360 Broad Street) consists of two (2) parcels:

Parcel #5: 1.22 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-00700-0130> Zoned R-3

Parcel #6: 2.24 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-00700-0010> Zoned R-3

Monroe Street Property (eastern terminus of Monroe Street) consists of one (1) parcel:

Parcel #7: 0.41 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-01000-0080> Zoned RC-1

**Zoning:**

The information below is the baseline information for each zoning district. The full information on zoning can be found at this link:

[https://library.municode.com/fl/milton/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_PTIIIUNDECO\\_ART6ZODIRE](https://library.municode.com/fl/milton/codes/code_of_ordinances?nodeId=PTIICOOR_PTIIIUNDECO_ART6ZODIRE)

It should be noted that the City will consider requests for rezoning necessary to achieve the goals stated in this RFP.

**R-3 Multi-Family Residential Zoning District:** The R-3 Multi-Family Residential Zoning District is intended to provide for an environment of various dwelling types permitted at higher development densities, including single-family detached and attached, two-family, townhouse, condominium, and low to mid-rise multi-family dwellings. Neighborhood-commercial, live-work units, and light intensity commercial uses and services are encouraged. Furthermore, the District is intended to provide areas where a variety of housing types will exist with and among neighborhood commercial and institutional uses while at the same time creating a dominant architectural character and emphasizing pedestrian oriented activities and ease of access.

	<b>R-3</b>
<b>Minimum Lot Area</b>	SF: 6,000 sf 2F: 10,000 sf TH, CD: 3,000 sf of total project area/du MF (3—4 du): 10,000 sf MF (>4du): 10,000 sf + 1,500/du; Maximum Density = 15 Units/Acre
<b>Minimum Lot Width</b>	SF: 60' 2F: 80' TH: 16' CD: — MF: 100'
<b>Minimum Living Space</b>	SF, 2F, TH, CD: 900 sf; (TH: 2—10 units required/bldg.) MF: 750 sf

<b>Maximum Building Height</b>	SF, 2F, TH, CD: 36' MF:36'*
<b>Maximum Impervious Surface Area</b>	SF: 40% 2F: 45% MF: 50%
<b>Minimum Front Setback</b>	Sightline, Minimum 20' if none exist; SF & 2F: 20' TH and CD: 25' with front yard off St. parking, 15' w/out; MF: 15'
<b>Minimum Side Setback</b>	TH: 16' between adjacent bldgs. CD: 12' between adjacent bldgs. SF, 2F, & MF: 10'
<b>Minimum Rear Setback</b>	SF, 2F: 15' TH, CD, & MF: 20'
<b>Minimum Open Space</b>	Refer to Subsection 12.4.

**C-3 High Intensity Commercial Zoning District:** The purpose of the C-3 High Intensity Commercial Zoning District is to accommodate regional commercial centers, wholesale distribution, storage, and light manufacturing. The C-3 District provides for large-scale development that may generate a sizeable amount of traffic and typically requires significant off-street parking. High density multi-family development is allowed and shall adhere to the standards required in the R-3 Zoning District.

	<b>C-3</b>
<b>Minimum Lot Area</b>	20,000 sf
<b>Minimum Lot Width</b>	100' along Arterials
<b>Minimum Building Height</b>	18'
<b>Maximum Building Height</b>	48'
<b>Maximum Impervious Surface</b>	70%
<b>Minimum Front Setback</b>	Maximum 60 feet; Refer to Parking, Landscaping and Access Management Standards*
<b>Minimum Interior Side Setback</b>	10', if adjacent to residential use, increase to 20'

<b>Minimum Rear Setback</b>	Refer to Parking, Landscaping and Access Management Standards
<b>Open Space</b>	Refer to Table 12.4.2

**R-C1 Residential Commercial District:** The RC-1 Residential Commercial District is intended to be a mixed-use district that will promulgate redevelopment of the downtown, historic, and riverfront areas of the City. The district provides for a more intensely developed midtown and downtown area with a planned mixture of residential, commercial, and office uses. Various ancillary uses and amenity features appropriate for midtown and downtown areas are encouraged. Traditional Neighborhood development with an interconnected network of circulation systems that facilitate walking, bicycling, and driving.

**Standards for Residential Uses**

**Standards for Non-Residential Uses**

	R-C1		R-C1
<b>Minimum Lot Area</b>	SF: 6,000 sf 2F: 10,000 sf TH, CD: 3,000 sf of total project area/du MF (3—4 du): 10,000 sf MF (>4du): 10,000 sf + 1,500/du*	<b>Minimum Lot Area</b>	None
<b>Minimum Lot Width</b>	SF: 60' 2F: 80' TH: 16' CD: — MF: 100'	<b>Minimum Lot Width</b>	None
<b>Minimum Living Space</b>	SF, 2F, TH, CD, MF: 1,200 sf; CD, MF: Max units/acre: 6	<b>Minimum Living Space</b>	900 sf
<b>Maximum Building Height</b>	SF, 2F, TH, CD: 36' MF: 48'**	<b>Maximum Building Height</b>	36'
<b>Maximum Impervious Surface Area</b>	SF: 50% 2F: 55% MF: 60%	<b>Maximum Impervious Surface Area</b>	75%
<b>Minimum Front Setback</b>	Sightline, Minimum 25' if none exist; SF & 2F: 25' TH & CD: 25' with front yard off St. parking, 15' w/out; MF: 15'	<b>Minimum Front Setback</b>	10'

<b>Minimum Side Setback</b>	TH: 16' between adjacent bldgs. CD: 12' between adjacent bldgs. SF, 2F: 10' MF: 10'	<b>Minimum Side Setback</b>	10'; if adjacent to a residential use - 15'
<b>Minimum Rear Setback</b>	SF, 2F: 15' TH, CD, & MF: 20'	<b>Minimum Rear Setback</b>	10'; if adjacent to a residential use - 15'
<b>Minimum Open Space</b>	Refer to Table 12.4.2	<b>Minimum Open Space</b>	Refer to Table 12.4.2

**Flood Map Location**

**These sites are currently located within FEMA Special Flood Hazard Areas, including Zone AE (100-year flood), Zone X (500-year flood), and the Regulatory Floodway. Exact locations of each flood area should be noted when preparing the submission and can be found at this link:**

<https://msc.fema.gov/portal/home>

**RFP Submission Requirements:**

All submissions must include detailed and comprehensive proposals. All submissions become public record upon submission. The City reserves the right to request additional information, or disqualify any proposal that does not adhere to the requirements outlined in this RFP. Submission of a proposal indicates acceptance of the terms and conditions of the RFP unless specifically noted in the submission. Proposals shall be submitted and organized by the sections indicated below, and any proposal should include responses to each section, regardless of the proposed use, location, or structure. The City reserves the right to waive any irregularity, partial or split the award or reject all proposals at the City’s sole discretion. The Milton City Council has expressed a preference for a single entity for all aspects of the project. However, this does not prohibit the selection of multiple respondents for the various aspects of the projects should the Council, at its sole discretion, so choose.

**1. Table of Contents:**

The table of contents should outline the major areas of the submission in sequential order, including attachments. Each page should be numbered consecutively and should correspond to the Table of Contents.

**2. Executive Summary:**

Proposals should include an Executive Summary that identifies the business entity, its background, main office(s), and the office location that will service this project. The Executive Summary should identify the key individual(s) who will be directly involved with the work and their locations. The executive summary should also address the key financial elements of the proposal and development overview.

**3. Development Team and History:**

The Respondent should include an overview of the development team, operations team, firm principals, and supporting or strategic partners. Team members should include, but are not limited to, architects, engineers,

general contractors, subcontractors, and/or management professionals who will oversee the operations of the development. This overview should also include relationships with parent companies, affiliate organizations, or other key service providers. Submissions should also include detailed information about the firm, the firm's history, and any key personnel critical to the team. Resumes should be provided for all project team members and identify their specific role on the team. The resumes should provide sufficient detail so the City can understand the team members' roles.

#### **4. Project Concept**

A successful proposal will include a concise narrative description of your understanding of the City's needs, the goals of this development, and how your proposed project(s) meet(s) those needs and goals.

Explain your firm's overall approach to accomplishing the project, such as:

- General description of the vision and proposed Project concept for the properties to incorporate the CRA and Riverfront Redevelopment Plans.
- A description of the various concepts and uses of the proposed project, including any community, civic, or other public uses or benefits provided by your project.
- A clear and distinct statement of understanding regarding the mandatory marina aspect on the North Marina Properties.
- A description of any additional property that the Proposer will be utilizing or acquiring for this project, and the status of such arrangements (partnership with owners, acquisition by Proposer, etc.)
- A discussion of the required 50 ft. easement and any additional property set-aside to provide public access to the waterfront.
- Outline any economic or financial incentives, including any requested donation of any or all of the parcels, which the Respondent expects to apply for or request, and the extent to which the proposal is contingent upon such incentives.
- Any proposed rezoning necessary to achieve the stated goals in this RFP.
- Proposed schedule of development from planning and design through final Certificate of Occupancy, including any phasing, if necessary.
- Economic impact of the proposed development (including job creation, local spending, and city tax revenues, new utility customers).
- Environmental impact of the proposed development.
- Community engagement and community relations plan, including any commitment to hiring local contractors or sub-contractors, labor and utilizing local companies for design, engineering, materials, and supplies. "Local", for the purposes of this RFP is defined specifically as within the corporate limits of the City of Milton and generally, as Santa Rosa County.

#### **5. Physical Details:**

- Provide a description of all intended uses and proposed facilities, including a marina. Include applicable drawings that demonstrate plans to develop the site, depending upon the Respondent's intention.
- Total estimated square footage allocated by use broken down by types of uses.
- Included resiliency, "green," LEED, and/or sustainable development features.
- Provide conceptual design plans and a site plan.
- Proposed management and operations post-completion
- All proposals should include a parking plan to manage the parking requirements for the activities or uses proposed.

## **6. Financial Feasibility and Cash Flow Analysis:**

Proposals should include a financial feasibility analysis of the project. Feasibility models should be presented in a clear manner that explains the proposed phasing, cash flows of project revenues, and any other financial returns expected over a ten-year period. Please also include this information in digital format such as an excel spreadsheet, including formulas, along with an assumptions page.

## **7. Financial Returns to the City:**

Proposals shall include an analysis of the return to the City in terms of purchase price or minimum guaranteed base ground rent plus percentage(s) of gross revenues (if any) and any other proposed revenue payments. The proposal should estimate the new taxes generated by the proposed development, in all forms, as well as the estimated number of new City utility customers (water, sewer, and natural gas).

Please include pricing per square foot of each proposed use type, including restaurant, marina, office space, retail space, residential space, and any other proposed uses.

Proposals may request either a fee simple sale of the property and/or long-term ground lease. Alternate proposals, if proposed, must include their own financial feasibility analysis.

Proposed Deal Structure and timeline – provide detail of each pre-development stage of the project from site control through purchase/lease start date. How much time required for each stage, estimated expenses for each stage, and level of financial commitment at each stage (i.e., hard earnest money) prior to closing.

## **8. Past Performance:**

- Qualified proposals will include an overview, with as much detail as necessary, of your team's experience in similar projects. This performance history should include:
- Demonstrated, successful track record of developing and owning/operating mixed use, multi-phase projects of comparable size in terms of square footage and number of units, including development budgets for each example.
- Total number of comparable projects within the past ten years, detailing the type/nature of the project. Include principal client contact and financial structure. Developments within the Gulf Coast region are preferable.
- Provide an overview of the team's financial strength which will support the completion of the project. Include financial structures typically used by the team, including partners, financiers, and/or investors with whom you typically partner on these developments.
- Provide financial statements for your firm.
- Describe any litigation, administrative, or regulatory proceedings pending and/or within the past five years where the firm, any partner firm within the proposing team, or any principal on the team was a named party.

- Three reference letters for comparable size mixed- use development projects, from government entities if on public property, or lenders and/or major equity investors. Provide contact information for all references.

## **9. Benchmark Requirements:**

- Time is of the essence. Each submission must submit a statement that they understand and will adhere to the required development benchmarks:
  1. If selected, the respondent(s) will have a maximum of 60 calendar days from the date of selection to complete an Initial Term Sheet for presentation to City Council for approval. Failure to complete the term sheet within 60 days will terminate the opportunity and the City may begin negotiations with the second ranked party under these same requirements. The Initial Term Sheet period may be extended by 30 calendar days one (1) time only by City Council at their sole discretion.
  2. The selected respondent(s) will have a maximum of 180 calendar days from the date of selection to complete the evolution of the term sheet into a Development Agreement or PUD for presentation to City Council for approval. Failure to complete the Development Agreement or PUD within 180 days will terminate the opportunity and the City may begin negotiations with the second ranked party under these same requirements. The Development Agreement or PUD period may be extended by 90 calendar days one (1) time only by City Council at their sole discretion.
  3. The selected respondent(s) will have a maximum of 365 calendar days plus any approved extensions (maximum 500 calendar days) from the date of selection to commence construction of the proposed development. Failure to commence construction within 365 calendar days plus any approved extensions will terminate the opportunity and result in a financial penalty of \$100,000 to the selected respondent. The City may begin negotiations with the second ranked party under these same requirements.

## **10. Performance Bond:**

A Performance Bond of \$25,000 with a corporate surety approved by the City will be required for the faithful performance of this opportunity by the selected respondent(s). Attorneys-in-fact who sign the Performance Bond must file a current certified copy of their power of attorney. The Performance Bond shall be provided within ten (10) calendar days from the date of selection by the City Council. The selected respondent shall thereupon record the Performance Bond at the Santa Rosa County Courthouse and return the recorded originals to the City within seven (7) calendar days. If the selected respondent fails to obtain or record the required Performance Bond within the allotted time, the City may consider the respondent in default and immediately terminate negotiations and begin negotiations with the second ranked firm.

Do not date the Performance Bond. The City will date it.

The Bond shall be called upon the failure to meet the timelines as specified in Section 9.3 above. Should the terms of Section 9.3 above be met, the Bond shall be terminated.

**Number of Copies to Submit:**

Proposers should submit Fifteen (15) copies of the proposal. In addition to the hard copy (printed paper) version of Proposal, Proposer should provide an electronic version of the proposal on a USB drive in noneditable, PDF format.

The outside of the envelopes shall plainly identify: (1) the name of the RFP, (2) the RFP closing date and time, and (3) the name and address of the proposer. Proposals received after the designated time and date will not be opened. The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City

**Equal Opportunity:**

The City of Milton encourages and supports the utilization of disadvantaged, minority, and locally owned businesses and asks that the Proposing Teams make every reasonable effort to ensure that such businesses have the maximum opportunity to participate in the redevelopment process. “Local”, for the purposes of this RFP is defined specifically as within the corporate limits of the City of Milton and generally, as Santa Rosa County

Proposing Teams shall comply with all Federal, State and local laws concerning non-discrimination and shall not permit any person or business to be excluded from participation in, denied the benefits of, or to be otherwise discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

**RFP Evaluation Criteria**

The City of Milton seeks qualified, experienced partners to develop the sites, and anticipates and encourages a team approach to achieve the City’s development vision. The RFP process is intended to allow all interested and qualified development teams to participate and respond. Qualification packages should include and will be evaluated on the following items and requirements:

<b>Experience and Qualifications – 25 points</b>
<ul style="list-style-type: none"> <li>• Experience developing mixed-use projects of comparable size in a downtown, waterfront setting</li> <li>• Financial strength of the development team</li> <li>• Active litigation, judgment liens and outstanding payments (negative points)</li> </ul>
<b>Financial Proposal – 15 points</b>
<ul style="list-style-type: none"> <li>• Defined source and percentage of debt and equity</li> <li>• Financial feasibility and cash flow analysis</li> </ul>
<b>Economic Benefit – 15 points</b>
<ul style="list-style-type: none"> <li>• Acquisition price</li> <li>• Financial return to the City (ROI), economic impact (e.g. job creation, tax revenues, utility customers)</li> <li>• Additional development on adjacent parcels</li> </ul>

**Project Development and Design – 30 points**

- Project’s ability to serve as a catalyst for vibrant development
- Design (Mixed-use, residential density, Plan guidance, parking)
- Development timeline (e.g. construction commencement and delivery timing)
- Activation of the waterfront, connection to the water, including civic and community benefits.
- Quality of Design, Construction, Resiliency & Environmental Impact

**Oral Presentations and Questions – 10 points**

**Local Utilization Commitment – 5 points**

**Proposal Documents:**

This document and subsequent addendums, if any, can be downloaded from the City of Milton’s website, <https://www.miltonfl.org/Bids.aspx>. The proposal documents may also be obtained through Florida Purchasing Group (BID NET); 1-800-835-4603: <https://www.bidnetdirect.com/florida/city-of-milton>; Vendor Registry Bids & Solicitations; 1-844-802-9202: <https://vrapp.vendorregistry.com> or through the link above.

**Questions:**

Proposer inquiries must be submitted in writing via email (preferred), or delivered to the individual and address specified on or before the time specified in the RFP Schedule. Inquiries must clearly identify the Proposer who is submitting the inquiry. To the extent the City determines, in its sole discretion, to respond to an inquiry, such response will be made in writing by addendum and posted to City of Milton website at <https://www.miltonfl.org/Bids.aspx>. Questions submitted after the Last Day and time for Questions as specified in the RFP Schedule will not be answered.

**RFP Timeline:**

The following dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time, with appropriate notice to prospective Proposers.

RFP Released	Wednesday, July 12, 2023
Written Questions Due	Friday, July 28, 2023
Answers to Questions Distributed	Friday, August 4, 2023
<b>Proposals Due</b>	<b>Friday, August 25, 2023, 2 p.m. CST</b>
Presentation to City Executive Committee	Tuesday, September 5, 2023
Selection and Approval by City Council	Tuesday, September 12, 2023
Negotiations	60 Days Maximum
Initial Term Sheet to City Council	November 2023

**RFP Point of Contact:**

The following person has been designated the Point of Contact for this RFP:

Edward E. Spears, Economic Development Director  
City of Milton  
6738 Dixon Street  
Milton, Florida 32570

Telephone: (850) 983-5400 ext. 1233  
Email: [espears@miltonfl.org](mailto:espears@miltonfl.org)

Respondents to this RFP, or persons acting on their behalf, may not contact City Council, any employee, officer or elected official of the City of Milton concerning any aspect of this RFP, except in writing to the authorized City Point of Contact identified above, between the release of the RFP and the recommendation to Council. Violation of this provision may be grounds for rejecting a response.

**See below map for the 7 parcels as labeled.**



Marina Parcels

Broad Street Parcels

Monroe Street Property



# RFP Presentation

**MEETING DATE**

July 3, 2023

**PREPARED BY**

Office of Economic Development  
Ed Spears, Director of Economic Development

DOWNTOWN  
WATERFRONT MARINA,  
RESIDENTIAL & MIXED-  
USE DEVELOPMENT  
OPPORTUNITY



July 3, 2023

# Executive Summary

- Seeking proposals from individuals or firms to develop a marina, residential, restaurant/entertainment, and mixed-use development project.
- Three (3) city-owned waterfront property groups totaling 7.9 +/- acres along the Blackwater River
- Must demonstrate the ability to design, finance, and construct projects.
- This RFP was issued on two prior occasions but for various reasons did not result in a contract.
- Staff is recommending reissuing the RFP due to new interest in the property from multiple entities.

# Project Goals

- Return the parcels to maximum productive, tax generating use, including new City Utility customers
- Serve as a catalyst for further downtown and riverfront revitalization
- Develop new development opportunities
- Develop a connected, walkable, mixed-use environment with enhanced amenities and destinations
- Create an inclusive project that is reflective of the Milton Community
- Complies with the spirit and goals of the Downtown CRA Plan and the Riverfront Master Plan

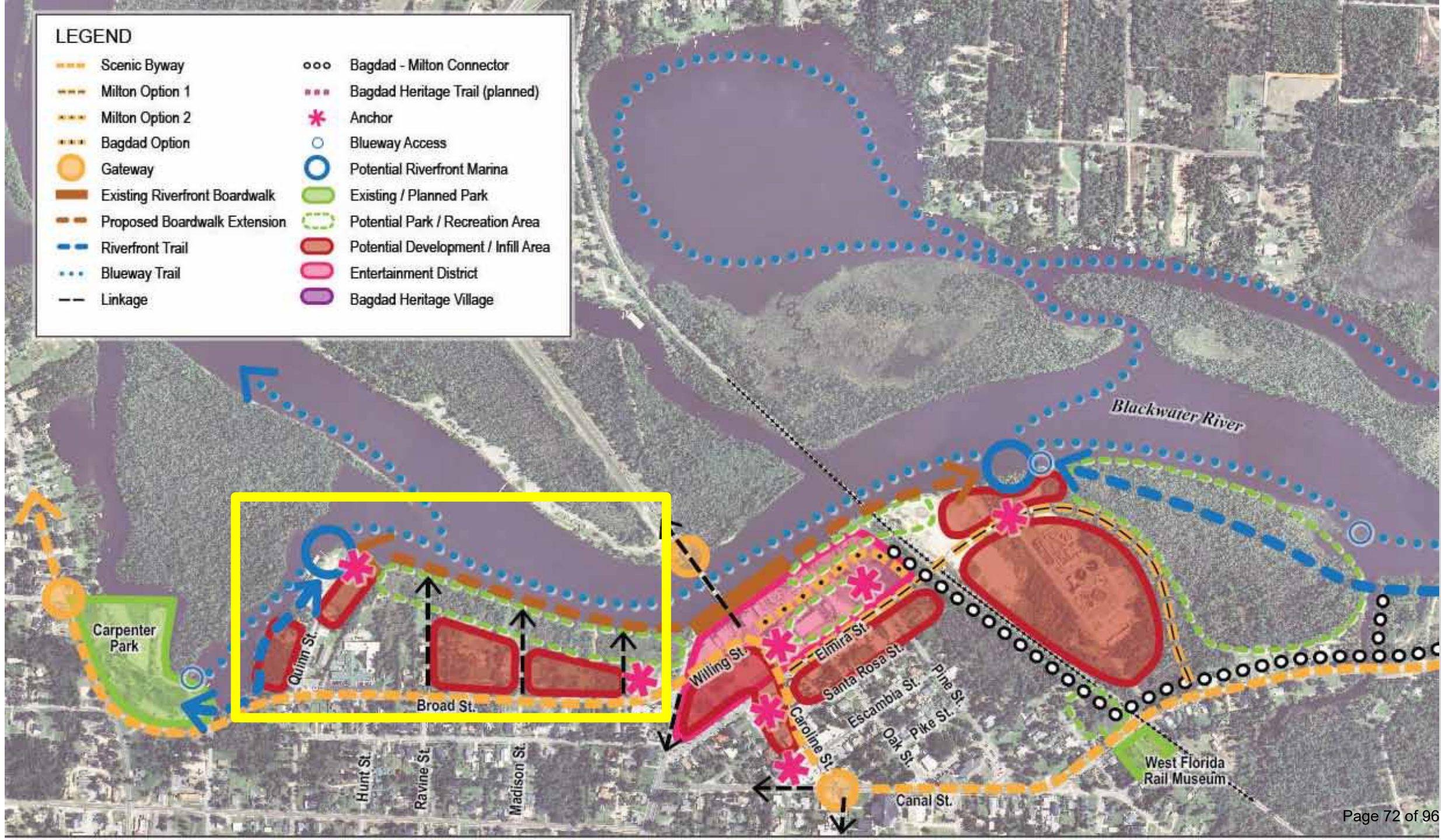
# Existing Plans Goals

## Riverfront Master Plan

- Be a defining feature of the community
- Be connected to streets, parks and public spaces
- Have continuous pedestrian access along the shoreline
- Prioritize pedestrians and promote walkability and accommodate bicycles
- Allow for socializing and gathering
- Be attractive, safe and inviting
- Be green and sustainable
- Accommodate a diversity of activities, events and programs

# LEGEND

- Scenic Byway
- Milton Option 1
- Milton Option 2
- Bagdad Option
- Gateway
- Existing Riverfront Boardwalk
- Proposed Boardwalk Extension
- Riverfront Trail
- Blueway Trail
- Linkage
- Bagdad - Milton Connector
- Bagdad Heritage Trail (planned)
- Anchor
- Blueway Access
- Potential Riverfront Marina
- Existing / Planned Park
- Potential Park / Recreation Area
- Potential Development / Infill Area
- Entertainment District
- Bagdad Heritage Village



# Milton's Riverfront Plan

Complementary to an active riverfront are the various City features and opportunities that are maximized in the Riverfront Plan. These features include signature anchors, public realm improvements and redevelopment potentials. Each of these features is numbered and identified on the adjacent plan as well as described in the following pages.

## Signature Anchors

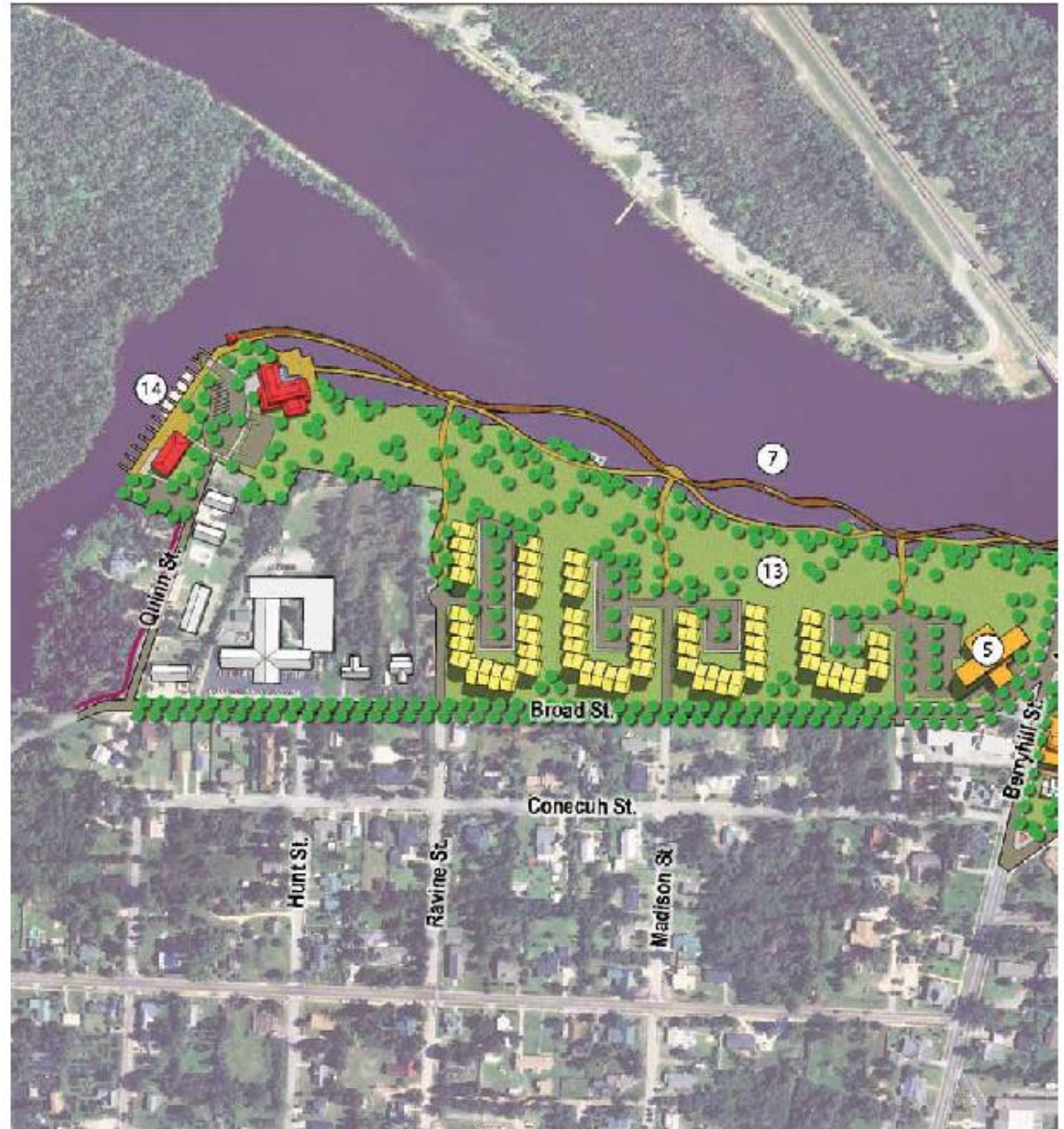
- 1 Arts & Culture Center
- 2 Amphitheater
- 3 Blackwater Theater
- 4 Milton Gateway/Visitor Welcome Center
- 5 Riverfront Hotel
- 6 Riverfront Village Marina

## Public Realm Improvements

- 7 Blackwater Walk
- 8 Community Commons
- 9 Preservation Park
- 10 Riverwalk South
- 11 Willing Street Mall

## Redevelopment Potentials

- 12 Blackwater Quarter
- 13 Broad Street Redevelopment Area
- 14 Blackwater Landing & Banquet Hall
- 15 Riverfront Village
- 16 The Mews
- 17 West Florida Railroad Museum Expansion



## *Redevelopment Potentials*

### **13** Broad Street Redevelopment Area -

There is potential to redevelop the residential land east of Broad Street for mixed use, with a strong



focus on residential units and neighborhood retail/commercial. As illustrated on the Riverfront Plan, building masses are organized to capture views of the water and link internal open space to the river. A greenbelt preserve is proposed along the river from the north end of the existing Riverwalk to approximately Ravine Street. This is intended to protect the riparian characteristics and function of the river and provide a significant setback from the water's edge from potential redevelopment.

# Existing Plans Goals

## **Downtown Community Redevelopment Plan**

- Reverse deterioration and initiate positive growth
- Improve the appearance and attractiveness
- Provide a compact, accessible downtown (mixed uses)
- Make DCRA a vital and healthy segment of the community
- Make riverfront area an image of civic pride
- Develop a Riverfront Park
- Provide connected and safe sidewalks
- Market – High quality Residential; Specialty Retail
- Complete Boardwalk
- Develop Marina Circle
- Develop Quinn Street Marina / Old Market
- Entrance to Riverwalk at Monroe Street



Marina Parcels

Broad Street Parcels

Monroe Street Property

The Marina Properties consists of three (3) parcels:

- Parcel #1: 1.47 +/- acres Zoned R-3
- Parcel #2: 0.26 +/- acres Zoned R-3
- Parcel #3: 0.3 +/- acres Zoned C-3

The South Marina Property consists of one (1) parcel:

- Parcel #4: 2.0 +/- acres Zoned C-3

Broad Street Properties (5340-5360 Broad Street) consists of two (2) parcels:

- Parcel #5: 1.22 +/- acres Zoned R-3
- Parcel #6: 2.24 +/- acres Zoned R-3

Monroe Street Property consists of one (1) parcel:

- Parcel #7: 0.41 +/- acres Zoned RC-1

# The Project

- Mixed-use project that consists of residential with potential for restaurant, entertainment, marina, retail and commercial uses and associated parking on the ground floor.
- The project must enhance the public access to the waterfront.
- Proposed projects should be respectful and compatible with the surrounding area, but clearly signal a new direction for the Waterfront.
- The City intends to establish a 50 ft. easement along the water's edge.
- Environmental considerations and conservation of trees on the properties is expected.
- Creative alternatives are welcome.
- Proposals that pair the City parcels with other, privately owned parcels are encouraged.

# The Marina

- Acquired by the City in 2011. TDC Funds were utilized.
- The Marina property currently houses 17 wet slips and a boat ramp.
- A previous marina building has been demolished and the property is vacant.
- The City holds the submerged land lease and permits for an additional ten (10) slips.
- The marina aspect of this RFP is not mandatory.
- Due to grant restrictions, the “North Marina” parcels must include a marina use, but additional uses may be allowed.
- The “South Marina” parcel may be utilized for any allowable use in conformance with the property’s zoning or rezoning.

# Broad Street and Monroe Street Properties

- The Broad Street Property was acquired by the City in 2020 and derelict buildings have been demolished.
- The Monroe Street parcel is also vacant.

# Zoning – R-3 Multi-Family Residential

- Provides for various dwelling types at higher development densities, including single-family, two-family, townhouse, condominium, and low to mid-rise multi-family dwellings. Neighborhood-commercial and services are encouraged. Intended to provide a variety of housing types among neighborhood commercial and institutional uses emphasizing pedestrian-oriented activities and ease of access.
- Maximum 50% lot coverage and 36 ft Building height (3 stories)
- Maximum Dwelling 15 Units/Acre

# Zoning – C-3 High Intensity Commercial

- Provides for large-scale development that may generate a sizeable amount of traffic and typically requires significant off-street parking. High density multi-family development shall adhere to the standards required in the R-3 Zoning District.
- Maximum 70% lot coverage and 48 ft Building height (4 stories)
- Maximum Dwelling 15 Units/Acre

# Zoning – RC-1 Residential Commercial

- Provides a mixed-use district that will promulgate redevelopment of the downtown, historic, and riverfront areas. A mixture of residential, commercial, and office uses with an interconnected network of circulation systems that facilitate walking, bicycling, and driving.
- Maximum 60% lot coverage and 48 ft Building height (4 stories)

# RFP Requirements

- Executive Summary
- Development Team and History
- Project Concept
- Physical Details
- Financial Feasibility and Cash Flow Analysis
- Financial Returns to the City
- Past Performance
- \$25,000 Performance Bond

# RFP Evaluation Criteria

- Experience and Qualifications – 25 points
- Financial Proposal – 15 points
- Economic Benefit – 15 points
- Project Development and Design – 30 points
- Oral Presentations and Questions – 10 points
- Local Utilization Commitment – 5 points
  
- TOTAL – 100 points

DOWNTOWN  
WATERFRONT MARINA,  
RESIDENTIAL & MIXED-  
USE DEVELOPMENT  
OPPORTUNITY

QUESTIONS



DOWNTOWN  
WATERFRONT MARINA,  
RESIDENTIAL & MIXED-  
USE DEVELOPMENT  
OPPORTUNITY

Presentation to the  
Riverfront Redevelopment Team  
November 12, 2020





Marina Parcels

Broad Street Parcels

Monroe Street Property

The Marina Properties consists of three (3) parcels:

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- Parcel #3: 0.3 +/- acres Zoned C-3

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- Parcel #4: 2.0 +/- acres Zoned C-3

Broad Street Properties (5340-5360 Broad Street) consists of two (2) parcels:

- Parcel #5: 1.22 +/- acres Zoned R-3
- Parcel #6: 2.24 +/- acres Zoned R-3

Monroe Street Property consists of one (1) parcel:

- Parcel #7: 0.41 +/- acres Zoned RC-1



Agenda Item # 2023-1605

## Overbrook Drive Garbage pickup and vehicle parking

### MEETING DATE

July 3, 2023

### PREPARED BY

Tim Milstead, Planning Director

### BACKGROUND

The City Council was presented with information from Kim Sumner on June 13th regarding parking issues on Overbrook Drive. Staff has reviewed the complaint and has addressed several complaints provided by Ms. Sumner.

### SUMMARY

The City adopted a policy for all residents of Overbrook Drive in 2018 that requires any on-street parking to be limited to the south side of the street, and requires all garbage cans to be placed on the north side of the street to allow garbage trucks and emergency vehicle full access to all residences. The applicant's letter, associated pictures and the letter sent by City staff to the property owners in 2018 are all attached for review.

### RECOMMENDATION

Staff awaits Council Direction.

### ATTACHMENTS

1. Overbrook\_Garbage\_Letter\_070918
2. 20230613\_154642
3. 20230613\_154612



# *City of Milton*

## **NOTICE TO OVERBROOK RESIDENTS ON GARBAGE CANS**

This is notice that the requirements for garbage can placement on Overbrook Drive is now changing. As you are aware, all vehicles parked along Overbrook Drive are now required to be parked on the south side of the street, and no parking signs have been placed along the north side of the street. However, garbage cans placed on the south side of the street for pickup often cannot be reached by the City's sanitation vehicle due to parked vehicles on the street.

As a result, effective August 1st, 2018, garbage cans must be placed on the north side of the street in order to be picked up. This is the opposite side of the street from which on-street parking is allowed. After that date, garbage cans not placed on the north side of the street will not be picked up. The garbage cans should be placed with the wheels close to or against the curb. This change will allow the on-street parking to continue along the south side of the street, and for garbage pickup to continue un-hindered.

Thank you in advance for your cooperation in this matter. In closing, this change will help the City provide its services to your home in a more efficient way. Please contact the Planning Department at (850) 983-5440, weekdays between the hours of 7:30 a.m. and 4:30 p.m. if you have any questions.

**Sincerely,**

**Randy Jorgenson**  
**Interim City Manager/Planning Director**

*P.O. Box 909 • 6738 Dixon Street • Milton, Florida 32572 • (850) 983-5400 • Fax (850) 983-5415  
~Established 1844~*

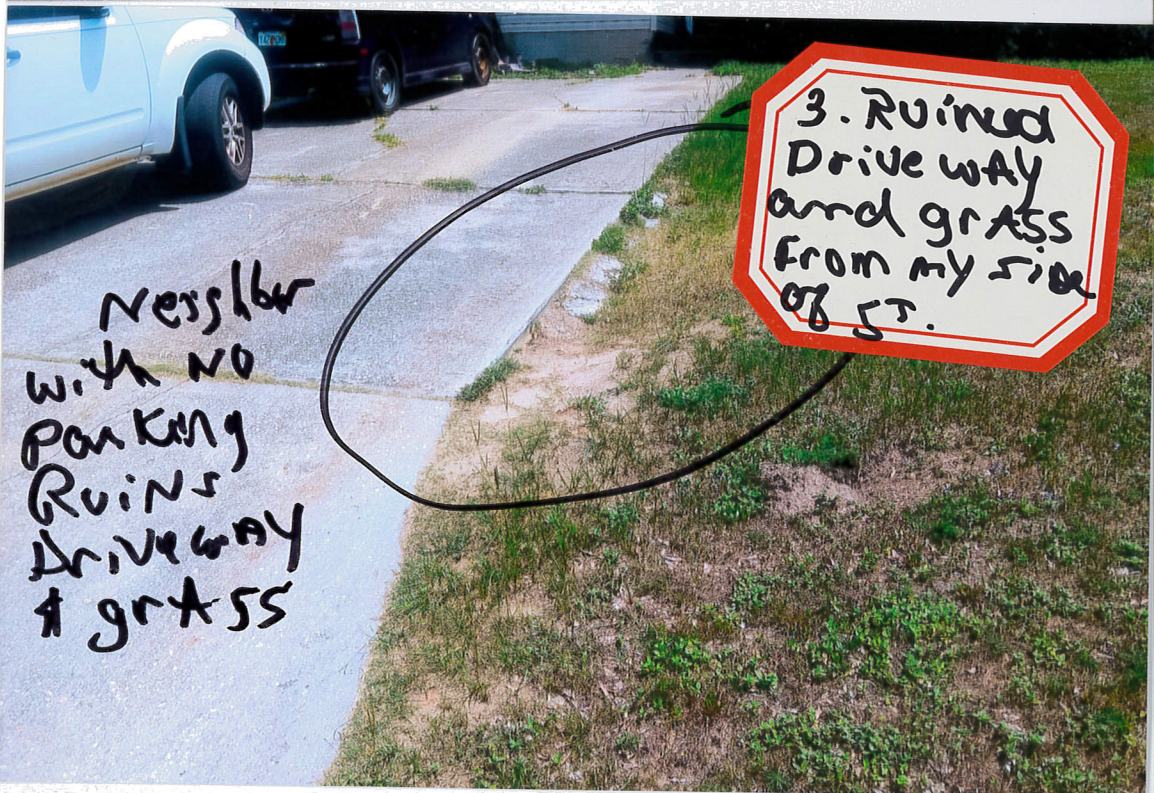


4. Most Neighbors Do This.

Good Neighbor Trash cans on property



2. Trash can in St. blocking parking



3. Ruined Drive way and grass from my side of St.

Neighbor with no parking Ruins Driveway & grass



1. 24/7 Rusty Truck

# City Council Meeting 6-13-2023

Thank you for hearing my Statement regarding the City of Milton "No Parking" signs on one side of Overbrook DR only.

My NAME is Kim Sumner, I am Retired from The District Court of Maryland and moved to Milton, Fla in 2015.

When I moved to 5307 Overbrook Dr in 2015, There were NO "No Parking" signs. The 1<sup>ST</sup> Night here, I parked my car out front of my house on the Street. The NEXT DAY Neighbor "B" approached me & said I could NOT Park on the Street, and I should Always have my porch outdoor Light on at night.

Months Later, I rented out a Bedroom to a serviceman out of Whiting Field. He parked his car in front of the vacant house next door to me. Again, Neighbor "B" said my renter could NOT Park in the Street.

AROUND 2018, The "No Parking" Signs From City of Milton went up, But the very people (neighbors) that Advocated these signs and parking Restrictions, did not Apply to them.

I Believe the City of Milton Suseumbed to a cantankerous elderly ~~old~~ couple who Believed they had a right To police & disenfranchise other home owners on Overbrook Dr.

Neighbor A (pic 1) Nice people But they have a Rotating car issue. I only care ABOUT the Rusty Truck parked on the Street 24/7. Never driven, Been there For months.

Last Friday, June 9<sup>th</sup>, I ASKED Neighbor A To put A nice Vehicle on the Street & put eye soar Rusty truck in Drive Way. They Resolutely said "ABSOLUTELY NOT."

Neighbor **A's** Response tells me they Believe they are entitled to that street, that parking space as it is part of their land. I get that. I use to think that Before City of Milton put up signs taking away my "entitlement" to the space on the street outside my house. It's NOT my land, But it is the land of Neighbor "A". We Both PAY TAXES, BUT they have entitlement of land I don't have.

So, 2018 (or so) City of Milton puts up "No Parkers" signs on one side of street only. Theresa Welsch code enforcer, said regarding parking taken away from 1/2 homeowners,  
"- No. the street belongs to City of Milton. you can park across the street" same thing with TRASH CANS. After trash pickup, homeowners should put trash cans on their property, NOT leave in street. Neighbor "B" does NOT do this, u can't park in front of them

house Because they leave their trash can in Street (Pic 2)

This Results in homeowners with signs installed, parking on their grass & Ruining their curport PAD (Pic 3) BTW, Pic 3 is one house. UP & Down the Street lots of house have Ruined yards & curPAD.

I Respectfully Request the "No Parking" signs Be taken Down making all homeowners rights equal. Or, Take Down & Stop the entitlement of one group of homeowners while discriminating Against Another group of homeowners who pay just as much in taxes

Thank you

Kim B. Sumner



Agenda Item # 2023-1627

## Feral Cats Discussion

### MEETING DATE

July 3, 2023

### PREPARED BY

Tim Milstead, Planning Director

### BACKGROUND

Discussion about Feral Cats and the available programs for spay/neuter services.

### SUMMARY

Feral Cat populations within the City of Milton are maintained through the Santa Rosa County Animal Service program, and through private volunteer agencies, such as A Hope for Santa Rosa. The programs established for controlling the feral cat population are similar, and involve the TNR method (Trap, Neuter, & Return). A copy of the community cat program through Santa Rosa County is attached.

### RECOMMENDATION

Staff awaits Council Direction.

### ATTACHMENTS

1. 20230628\_152519\_001

Outdoor cats are not a new phenomenon—they have existed alongside people for at least 10,000 years—around the time of the pyramids. “Community Cats” is a term used to describe outdoor, unowned, free-roaming cats. These cats could be friendly, feral, adults, or kittens. They may or may not have a caregiver who provides food and medical care. Community cats are members of the same species as pet cats—and are protected under state animal anti-cruelty laws. Community cats have a home—outdoors in the community. They live and thrive in every landscape, from the inner city to rural farmland.

Are there stray and feral cats in your neighborhood? Do you want to help them? Be part of the solution. Santa Rosa County approaches population management of outdoor community cats in a proven humane manner known as Trap-Neuter-Return (TNR). Under the TNR program, community cats are spayed or neutered, vaccinated and returned to their original habitat. TNR prevents the birth of unwanted kittens in the community, reduces the hormone caused nuisance behaviors associated with cats not spayed or neutered, vaccinates the cats for public health and reduces the number of cats euthanized in animal shelters.



## SRCAS Community Cat Program

SRCAS offers the Community Cat program, which allows Santa Rosa County residents to assist in managing the community cat population at low to no costs. Participants of the program must be Santa Rosa County residents and can register up to three community cats per appointment.

Cats must be at least three months of age, outdoor, unowned, free-roaming cats to be eligible for the program. In addition to neuter/spay, cats will receive a rabies vaccination and ear tip. A tipped ear indicates that a community cat has been altered.

Santa Rosa County residents can register community cats by making an appointment with the shelter at (850) 983-4680. Appointments are available on a first-come, first-served basis.



Residents are responsible for trapping and transporting cats to and from the Santa Rosa County Animal Shelter, 4451 Pine Forest Road in Milton. Cats must be secured in a humane trap. Traps are available to rent from SRCAS, renters will be charged \$65 to take a trap and will be refunded once the trap is returned.

**FREE neuter/spay appointments are only available based on funding availability, appointments may be scheduled months out.**