



MILTON PLANNING BOARD
Regular Meeting Agenda

November 14, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Open Meeting with Invocation & Pledge of Allegiance**
- 2. Review and Approval of Agenda**
- 3. Approval of Minutes**
 - Item # 2023-2072
 - Approval of Minutes from September 19, 2023 meeting
- 4. Citizens to Appear Before the Board**
- 5. Economic Development Update**
- 6. New Business**
 - Item # 2023-2073
 - Annual Election of Chairman and Vice Chairman
 - Item # 2023-2074
 - 6.2 - E(1) Residential Transparency Standards
- 7. Old Business**
- 8. Planning Department Update**
- 9. Adjournment**

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



Agenda Item # 2023-2072

Approval of Minutes from September 19, 2023 meeting

MEETING DATE

November 14, 2023

PREPARED BY

Melissa Short, Admin
Assistant/Permit Clerk/Assistant
City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

Approval of Minutes

ATTACHMENTS

1. MPB Sept Minutes 2023

MILTON PLANNING BOARD**September 19, 2023**

The Milton Planning Board met on Tuesday, September 19, 2023, at 5:30 p.m. in the Council Chambers at City Hall.

PRESENT: Tom Powers
Jimmy Messick
Kathy Ellis
Amber Leek
Laura Austin
Greg Scoville
Steve Dobbs

Tim Milstead, Planning Director
Jacob Hullett, Current Planner/Zoning Officer
Melissa Short, Administrative Assistant

OTHERS: Councilman Mike Cusack, James Young Jr., Jolynda Webstar, and Roy Andrews

Chairman Tom Powers called the meeting to order at 5:30 p.m. Mr. Powers welcomed new board member Greg Scoville. Jimmy Messick approved the agenda as amended, seconded by Steve Dobbs; approved 7-0. Jimmy Messick made a motion to approve the July 18, 2023, minutes, seconded by Kathy Ellis; approved 7-0.

ECONOMIC DEVELOPMENT UPDATE:

Tim Milstead provided the board with an Economic Development Department Annual Report from 9/1/22-9/1/23 for their review.

OLD BUSINESS:

Vanity Fair Rd. Rezoning – Tim Milstead provided the board with a Vanity Fair Road Rezoning packet to review along with a staff analysis. Mr. Milstead presented the Use Matrix and the rezoning request to change the zoning classification from R-U to R-3 with no change to the current future land use designation of Multi-Family, which is proposed for Parcel Number 05-1N-28-0000-00102-0000 located on Vanity Fair Road to the board. Jim Young, Milton, spoke for the subject property rezoning request located on Vanity Fair Road and explained he wants to market the property, but does not have any plans for the property at this time. Steve Dobbs made a motion to move this forward to the Council, seconded by Jimmy Messick; approved 7-0.

Article 11.4/11.5 Update – Chairman Tom Powers recommended Jimmy Messick to present this to the Council and to represent the Milton Planning Board. There was discussion about this item. Steve Dobbs made a motion for Jimmy Messick to speak on behalf of the board at the Council Meeting, seconded by Laura Austin; approved 7-0

PLANNING DEPARTMENT UPDATE:

Tim Milstead explained that the tenants at the Publix Shopping center on Dogwood are moving forward, the Dogwood Development across from Publix is ongoing, Tranquility is continuing construction, development is still taking place at the new Culvert's, and a proposed Pet Sense is going into the Six Flags Shopping Center.

There was no further business to discuss, and the meeting was adjourned at 6:27 p.m.



Agenda Item # 2023-2073

Annual Election of Chairman and Vice Chairman

MEETING DATE

November 14, 2023

PREPARED BY

Melissa Short, Admin
Assistant/Permit Clerk/Assistant
City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-2074

6.2 - E(1) Residential Transparency Standards

MEETING DATE

November 14, 2023

PREPARED BY

Melissa Short, Admin
Assistant/Permit Clerk/Assistant
City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. 6.2-E(1) Residential Transparency Standards

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- D. **Standards for Residential Conversions.** Residential conversions of single-family dwellings into two-family dwellings and non-residential uses within the appropriate residential districts are permitted for dwellings that meet the following standards. Residential conversions require site plan review approval. Construction drawings and plans that describe the proposed conversion in detail are required as part of the application.
- (1) The existing single-family dwelling must have a minimum of 1,750 square feet or more in gross floor area if converting to a two-family dwelling. This gross floor area calculation does not include any basement area.
 - (2) Upon conversion to a two-family dwelling, the unit mix should meet the gross floor area as calculated by the unit types below:
 - a. Efficiency Unit: 750 square feet.
 - b. One Bedroom: 900 square feet.
 - c. Two Bedroom: 1,100 square feet.
 - d. Three or More Bedroom: 1,300 square feet.
 - (3) The dwelling must conform to the applicable dimensional standards for the district in which the building is located.
 - (4) No residential conversion may violate any occupancy regulations.
 - (5) One parking space must be provided for each additional dwelling unit.
 - (6) Following the conversion, the exterior of the dwelling must retain its existing residential character.
 - (7) Conversions of any structure must meet all applicable Fire and Life Safety Standards.

E. **Design Standards for Residential Districts.**

- (1) *General Architectural Standards, Building Materials, and Façade Features.* The following residential design standards apply to new construction, substantial remodeling and repair or rehabilitation meant to remedy damage or deterioration of the exterior façade of an existing structure, and additions to existing structures.
 - a. Exterior design and façade features, rooflines, massing, window and treatment types, and materials shall be compatible with the existing character of the surrounding residences.
 - b. Exterior entrances from a public sidewalk or common open space are permitted for apartment or condominium units on the ground floor. These entrances shall be raised from the finished ground floor level of the sidewalk and shall appear to be designed as townhouses.
 - c. All exterior walls, including parking structures, garages, and accessory structures shall be constructed of materials commonly used for residential structures in Santa Rosa County historically.
 - d. No blank walls shall front public streets.
 - e. A minimum of two distinct building materials from the approved list as provided in Subsection 2.2(B) must be utilized on all façades to provide architectural detail and interest.
 - f. The architectural features, materials, and the articulation of the building's façade shall be continued on all sides visible from a public street.
 - g. The front façade of the principle building on any lot shall face onto a public or private street.
 - h. Any building (excluding parking garages and other accessory building) viewed from a public right-of-way or public open space shall either face such right-of-way or open space, or shall have a

façade facing such area in keeping with the character of the front façade, including the utilization of window design and materials.

- i. Front and street sides of buildings visible from the public right-of-way shall include changes in relief such as columns, cornices, bases, fenestration, and fluted masonry. The top floor of any building shall contain a distinctive finish, consisting of a cornice, banding or other architectural termination.
- j. An expression line shall delineate divisions between floors of all buildings, and a cornice shall delineate the tops of façades for non-single-family buildings that do not utilize a pitched roof.
- k. All walls facing public streets shall have at least 25% transparency.

(2) *Entry features.*

- a. All ground floor non-residential uses shall have a main entrance from a public sidewalk or plaza.
- b. All ground floor, excluding single family and duplex residential, entrances shall be covered or inset with distinct architectural detail.
- c. Building entrances shall be defined and articulated with architectural elements such as pediments, columns, porticos, porches, overhangs, pent roofs, and hooded front doors or other similar architectural elements.
- d. Shall have a main entrance from a public sidewalk or common open space (excluding single-family residential structures).
- e. Mixed use residential entry features.
 - i. Exterior entrances from a public sidewalk or common open space are permitted for apartment or condominium units on the ground floor. These entrances shall be raised from the finished ground floor level of the sidewalk and shall appear to be designed as townhouses.
- f. Multi-family apartment and condominium uses above the ground floor shall have interior unit entrances except:
 - i. Exterior stairs are permitted for access to second and third floor units only if they are oriented towards a central plaza and/or not visible from any street.

(3) *Roofing Design, Materials and Features.*

- a. Asphalt shingles, industry approved synthetic shingles, standing seam metal or tile roofs are allowed.
- b. Gable roofs, if provided shall have a minimum pitch of 6/12.
- c. Pitch roofs, if provided shall have a minimum pitch of 9/12.
- d. Other roof types shall be appropriate to the architectural style of the building.
- e. Architectural elements that add visual interest to the roof, such as dormers and masonry chimneys are strongly encouraged.
- f. Flat roofs shall require parapet screening. Parapets shall be constructed of the same material as the primary façade and should include a decorative cornice and/or coping or other approved accent. Roofs designs such as slant or shed roofs are not allowed for residential homes within any district.

(4) *Multi-family Specific Standards.* In addition to Subsections E(1), (2), and (3) above.