



**MILTON PLANNING BOARD**  
**Regular Meeting Agenda**

November 27, 2023  
5:30 PM  
6738 Dixon Street  
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Review and Approval of Agenda**
- 3. Approval of Minutes**
  - Item # 2023-2075
  - Approval of Minutes from October 30, 2023 meeting
- 4. Citizens to Appear Before the Board**
- 5. New Business**
  - Item # 2023-2076
  - Variance - 5088 Mary St.
  - Item # 2023-2077
  - Variance - Corner of Harvell and Stewart St.
  - Item # 2023-2078
  - Special Exception - Washington St.
- 6. Old Business**
- 7. Planning Department Update**
- 8. 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 # 2023-2075

# Approval of Minutes from October 30, 2023 meeting

## MEETING DATE

November 27, 2023

## PREPARED BY

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

## BACKGROUND

## SUMMARY

## RECOMMENDATION

Approval of Minutes

## ATTACHMENTS

1. BOA October 30 2023 minutes

The Board of Adjustment met on Monday, October 30, 2023, at 5:30 p.m. in Conference Room A at City Hall.

**PRESENT:** Dennis Rogers  
Kristopher Long  
Jay Camp  
Karra Graber  
Howard Steele

Jacob Hullett, Planner & Zoning Officer  
Melissa Short, Administrative Assistant

**OTHERS:** Beckie Cato, Andrew Doss, David Johnson, and John Jeffers

Dennis Rogers called the meeting to order at 5:36 p.m. Jay Camp made a motion to approve the minutes from August 28, 2023, meeting, seconded by Kristopher Long; approved 5-0.

**NEW BUSINESS:**

**Variance – 6766 North Ave**

Jacob Hullett presented the case before the board regarding 6766 North Ave. Variance. This property is otherwise known as Parcel# 34-2N-28-0000-14602-0000. This request, if approved, will allow the owner to build a single-family home within the required front and side setbacks. The property lies within the R-1 Single Family Zoning District.

The City of Milton's Unified Development Code, Article 6.2.1 *Residential District Dimensional Standards for Residential Uses*, requires a front setback of twenty-five (25) feet and a side setback of twelve (12) feet. Such language constitutes a variance for the placement of the single-family structure to be located within said setbacks. Furthermore, in Section 3.4, it is stated that the Board of Adjustment shall make a finding that the requirements regarding hardship relief have been met by the applicant for a variance, that the reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land. The City of Milton's Board of Adjustments will take this request under consideration, but before a variance can be granted, the property must be posted and all abutting property owners and property owners directly across the street from the subject property must be notified, and a Public Hearing held.

Howard Steele made the motion to approve 6766 North Ave. Variance, seconded by Jay Camp; approved 5-0.

**Variance – 6193 Pomerall Summit St.**

Jacob Hullett presented the case before the board regarding 6193 Pomerall Summit St. Variance. This property is otherwise known as Parcel# 08-1N-28-1965-00A00-0260. This request, if approved, will allow the owner to build an accessory shed structure on the property which currently exceeds the allowable impervious surface ratios in the overlying zoning district and do so within the required setbacks. The property lies within the R-1 Single Family Zoning District.

The City of Milton's Unified Development Code, Article 6.2.1 *Residential District Dimensional Standards for Residential Uses*, sets a maximum impervious surface ratio of thirty-five percent (35%).

The current impervious surface ratio, as approximated using digital aerial photography, information gathered from the Santa Rosa Property Appraiser's website, and City of Milton's GIS database, conservatively estimates an approximate current impervious surface ratio between forty-five and fifty-one percent (45% and 51%) for the property. Such language constitutes a variance for the placement of any additional impervious surfaces, including accessory structures. Section 9.3, *Accessory Structures and Uses*, also states all accessory structures must be located a minimum of five feet from any parcel boundary and any structure located closer than ten (10) feet from the primary structure shall be construed as part of the primary structure and must adhere to all primary structure setbacks of the overlying zoning district. The applicant is requesting a variance to the minimum impervious surface ratio and setbacks for the placement of an accessory shed structure. Furthermore, in Section 3.4, it is stated that the Board of Adjustment shall make a finding that the requirements regarding hardship relief have been met by the applicant for a variance, that the reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land. The City of Milton's Board of Adjustments will take this request under consideration, but before a variance can be granted, the property must be posted and all abutting property owners and property owners directly across the street from the subject property must be notified, and a Public Hearing held. Kristopher Long made the motion to approve 6193 Pomeroy Summit St. Variance, seconded by Jay Camp; approved 5-0.

There being no further items to discuss, the meeting was adjourned at 5:54 p.m.



Agenda Item # 2023-2076

## Variance - 5088 Mary St.

### MEETING DATE

November 27, 2023

### PREPARED BY

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

### BACKGROUND

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

1. Variance - 5088 Mary St.



# City of Milton

November 8, 2023

## PUBLIC NOTICE

### TO WHOM IT MAY CONCERN

This letter is to inform you that the City of Milton, on behalf of Erin Malbeck with the Santa Rosa County Housing Program and authorized agent for 5088 Mary St., Milton, FL 32570, is advancing a variance request application. This property is otherwise known as Parcel # 031N282530067000030. This variance request from the City of Milton, if approved, will allow the owner to build a single-family home which contains a public street facing wall/façade with a transparency of fifteen (15%) percent. The property lies within the R-2 One- and Two-Family Zoning District.

The City of Milton's Unified Development Code, Article 6.2(E) *Design Standards for Residential Districts*, requires a twenty-five (25%) percent transparency for all walls facing public streets. Such language constitutes a variance for the walls facing Alice St., a public street, to be constructed with a transparency of fifteen (15%) percent. Furthermore, in Section 3.4, it is stated that the Board of Adjustment shall make a finding that the requirements regarding hardship relief have been met by the applicant for a variance, that the reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land. The City of Milton's Board of Adjustments will take this request under consideration, but before a variance can be granted, the property must be posted and all abutting property owners and property owners directly across the street from the subject property must be notified, and a Public Hearing held.

**YOU ARE HEREBY NOTIFIED** that the application will be considered at the Board of Adjustments meeting on **Monday November 27th, at 5:30 p.m.** in the Council Chambers at City Hall, 6738 Dixon Street, Milton, FL 32570. Should you be unable to attend this Public Hearing, a letter expressing your views will be considered. A complete lack of response to this notice will be construed as implied consent to the granting of this request.

Sincerely,

Jacob Hullett  
Current Planner/Zoning Officer

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, Florida or by calling (850) 983-5440. "If any person decides to appeal any decision made by the board, agency, or commission, with request 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 based." FS286.01015



Agenda Item # 2023-2077

## Variance - Corner of Harvell and Stewart St.

### MEETING DATE

November 27, 2023

### PREPARED BY

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

### BACKGROUND

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

1. Variance - Corner of Harvell and Stewart St.



# City of Milton

November 8, 2023

## PUBLIC NOTICE

TO WHOM IT MAY CONCERN

This letter is to inform you that the City of Milton has received and Application for Variance from GROVER'S LLC, authorized agent for the property otherwise known as Parcel # 031N282530067000030 at the southeast corner of Harvell St. and Stewart St. This variance request, if approved, will allow the applicant to commercially develop said parcel with a decreased side buffer yard requirement on the south parcel boundary and build to an 80% impervious surface ratio. The property lies within the SSC-RC Stewart Street Corridor Residential Commercial Zoning District.

The City of Milton's Unified Development Code, Article 6.4 Special District Standards, Table 6.4.2 Special District Standards for Mixed-Use and Non-Residential Uses, sets a maximum impervious surface ratio within the SSC-RC Zoning District of sixty (60%) percent. Additionally, Article 12.5(C)(2), requires buffer yards to be ten (10%) percent of the street facing front lot width, no less than ten (10) feet and no more than twenty (20) feet. Such language constitutes a variance to decrease the side buffer yard from the required twenty (20) feet to the proposed twelve (12) feet and increase the maximum impervious surface ratio from the required sixty (60%) percent to the proposed eighty (80%) percent.

Furthermore, in Section 3.4, it is stated that the Board of Adjustment shall make a finding that the requirements regarding hardship relief have been met by the applicant for a variance, that the reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land. The City of Milton's Board of Adjustments will take this request under consideration, but before a variance can be granted, the property must be posted and all abutting property owners and property owners directly across the street from the subject property must be notified, and a Public Hearing held.

**YOU ARE HEREBY NOTIFIED** that the application will be considered at the Board of Adjustments meeting on **Monday November 27th, at 5:30 p.m.** in the Council Chambers at City Hall, 6738 Dixon Street, Milton, FL 32570. Should you be unable to attend this Public Hearing, a letter expressing your views will be considered. A complete lack of response to this notice will be construed as implied consent to the granting of this request.

Sincerely,

Jacob Hullett  
Current Planner/Zoning Officer

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Agenda Item # 2023-2078

## Special Exception - Washington St.

### MEETING DATE

November 27, 2023

### PREPARED BY

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

### BACKGROUND

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

1. Special Exception - Washington St.



# City of Milton

November 8, 2023

## PUBLIC NOTICE

### TO WHOM IT MAY CONCERN

This letter is to inform you that the City of Milton has received a Special Exception request application from Robert Allen, authorized applicant of the property located at Washington St. otherwise known as Parcel# 34-2N-28-0000-05201-0000. This request, if approved, will allow the owner to develop the property into a residential duplex complex. The property lies within the C-1 Neighborhood Commercial Zoning District, in which duplex use requires authorization through special exception.

The City of Milton's Unified Development Code states in Section 3.3 that the Board of Adjustment shall make a finding that the requirements regarding special exception have been met by the applicant, that the reasons set forth in the application justify the granting of the special exception, and that the granting of the special exception will not adversely affect the public interest. The City of Milton's Board of Adjustments will take this request under consideration, but before a special exception can be granted, the property must be posted and all abutting property owners and property owners directly across the street from the subject property must be notified, and a Public Hearing held.

**YOU ARE HEREBY NOTIFIED** that the application will be considered at the Board of Adjustments meeting on **Monday, November 27th, at 5:30 p.m.** in the Council Chambers at City Hall, 6738 Dixon Street, Milton, FL 32570. Should you be unable to attend this Public Hearing, a letter expressing your views will be considered. A complete lack of response to this notice will be construed as implied consent to the granting of this request.

Sincerely,

Jacob Hullett  
Current Planner/Zoning Officer

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, Florida or by calling (850) 983-5440. "If any person decides to appeal any decision made by the board, agency, or commission, with request 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 based." FS 286.01015