



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

January 16, 2024  
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 # 2024-2201
  - Approval of Minutes from November 14, 2023 meeting
- 4. Citizens to Appear Before the Board**
- 5. Economic Development Update**
- 6. New Business**
  - Item # 2024-2202
  - Rezoning of .82 acres between Hydrangea and James Street
- 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 # 2024-2201

## Approval of Minutes from November 14, 2023 meeting

### MEETING DATE

January 16, 2024

### PREPARED BY

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

### BACKGROUND

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

1. MPB Nov. Minutes 2023

**MILTON PLANNING BOARD****November 14, 2023**

The Milton Planning Board met on Tuesday, November 14, 2023, at 5:30 p.m. in the Council Chambers at City Hall.

**PRESENT:**

Tom Powers  
Jimmy Messick  
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, Kathy Ellis, B. Campbell, and  
Donna Long

Chairman Tom Powers called the meeting to order at 5:30 p.m. Jimmy Messick approved the agenda, seconded by Steve Dobbs; approved 6-0. Jimmy Messick made a motion to approve the September 19, 2023, minutes, seconded by Steve Dobbs; approved 6-0.

**ECONOMIC DEVELOPMENT UPDATE:**

Tim Milstead provided the board with an Economic Development update. Mr. Milstead explained the City is starting a new fiscal year and there are funds for the commercial business improvement program and the residential façade improvement program.

**NEW BUSINESS:**

**Annual Election of Chairman and Vice Chairman** – Jimmy Messick nominated Tom Powers to continue as Chairman, seconded by Steve Dobbs; approved 6-0. Tom Powers nominated Steve Dobbs to continue as Vice Chairman, seconded by Jimmy Messick; approved 6-0.

**6.2 – E. (1) – Residential Transparency Standards** - Mr. Milstead presented the residential transparency standards and explained that the current front façade is 25% and would like the board to consider a minimum of 15 % from the current 25% requirement including all windows in garage doors, and entry doors. The board agreed for staff to make the language change. Jimmy Messick made a motion to change the language to all walls facing public streets

should have at least 15% transparency including entry doors, seconded by Steve Dobbs; approved 6-0.

**PLANNING DEPARTMENT UPDATE:**

Jacob Hullett explained that Merganser Commons, development on Dogwood across from Publix, is continuing, and the tenants will include McDonalds, Urgent Care, Starbucks, and Heartland Dental.

There was no further business to discuss, and the meeting was adjourned at 5:58 p.m.



Agenda Item # 2024-2202

## Rezoning of .82 acres between Hydrangea and James Street

### MEETING DATE

January 16, 2024

### PREPARED BY

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

### BACKGROUND

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

1. Emailing Rezoning Application with FLUM 2



# REZONING WITH SMALL-SCALE FUTURE LAND USE MAP (FLUM) AMENDMENT APPLICATION

City of Milton Planning & Development Department  
6738 Dixon Street  
Milton, Florida 32570

Phone: (850) 983-5440 Fax: (850) 983-5415

E-Mail: [planning@miltonfl.org](mailto:planning@miltonfl.org)

**\*\* FOR OFFICIAL USE ONLY \*\***

|                         |                                 |
|-------------------------|---------------------------------|
| Application # _____     | Date Received: _____            |
| Fee: _____              | Received by: _____              |
| FLUM Destination: _____ | Receipt #: _____                |
| Zoning District: _____  | Proposed _____                  |
| FLUM Destination: _____ | Proposed Zoning District: _____ |

All items on the application must be completed to prevent a delay of your request. Please make checks payable to the City of Milton.

APPLICANTS ARE RESPONSIBLE FOR THE ADVERTISEMENT: ADVERTISING COSTS  
FOR THE PUBLIC WORKSHOP AND PUBLIC HEARING; COST OF LABELS•  
CERTIFIED RETURN RECEIPT REQUESTED MAILINGS: CONSULTANT FEE: POSTING  
OF PROPERTY: PREPARATION OF ORDINANCES: PREPARATION OF  
COMPREHENSIVE PLAN AMENDMENT DOCUMENT AND REPRODUCTION OF  
DOCUMENTS

## To BE COMPLETED BY THE APPLICANT:

I. **Owner's Name and Home Address:** (Please attach proof of ownership)

Name: Troy Welch

Address: 6622 Hinote st

City: Milton State: FL

Zip Code: 32570

Telephone: 309-738-5059 Email (optional): tsawelch@gmail.com

II. **Authorized Agent's Name and Home Address:** (If different than Applicant)

Name:

Address:

City:  State:

Zip Code:

Telephone:  Email (optional):

(Signature of Property Owner Required See Part VIII, D. of this Application)

III. **Legal Description of Property** (Attach legal description including most recent survey. NOTE: If only a portion of a parcel is requested for a Rezoning/FLUM change, include a legal description with the survey of the specific portion of the property requested for change.)

Street Address: 0 Hydrangea st Milton fl 32570

Subdivision:

Provide driving directions to the property from the nearest major intersection. Side streets, landmarks, etc. should be included. .

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Property Reference Number (i.e., Parcel I.D. Number) —example: 34-21\1-28-3250-00500-0010 (Include all applicable\*):

34-2N-28-0000-26700-0000

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(\*May be obtained from tax papers, homestead exemption papers, or the Property Appraiser's Office at 850-983-1880)

Existing Zoning: R-1 Proposed Zoning: R-2, R-3, R-U

Existing FLUM Category:  Proposed FLUM Category:

Size of Property (acres) requested for Rezoning: .82 acre

Size of Property (acres) requested for FLUM Amendment: .82 acre

If the amendment is granted, the property will be used for: Housing or commercial

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Current use of property:

~~Vacant lot~~

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Explain why this property cannot be used under the present zoning classification:

~~Undesired area, poor accessibility due to no road from hydrangea st.~~

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Explain why the rezoning is necessary to permit the reasonable use of this property:

~~Undesired area, no access from hydrangea st~~

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Explain why this zoning change is not detrimental to the public welfare nor to the property rights of other persons in the vicinity:

~~Continued growth for the area~~

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What changed or changing conditions make this zoning amendment necessary:

~~No access from hydrangea st~~

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What other conditions justify the property zoning change:

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#### IV. Facility Capacity Analysis

Applicant must provide a water/sewer survey to confirm potable water and sewage disposal from the City of Milton's Public Works Department. (Solid Waste is a mandatory service provided by the City of Milton)

Existing water at site ☐ Yes ☐ No

Size of meter if existing or proposed

Existing sewer at site ☐ Yes ☐ No

**A. Stormwater Control**

Describe how Stormwater will be controlled and treated.

~~Water drainage easement on property~~

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**B. Traffic Capacity**

Describe the potential impacts to affected roadways.

~~No will be end of street~~

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**C. Parking**

If the site requires parking compliance with the City of Milton's Land & Development Regulations describe how requirements will be accomplished:

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**NOTE:** An Application is not considered complete until **ALL** required information is received.

**V. Rezoning Needing a Small-Scale Amendment Must Meet the Following Criteria:**

- A. Small-Scale Amendment involves 10 acres of land or less and:
- a. does not involve the same property granted a change within the prior 12 months;
  - b. the proposed amendment does not involve the same owner's property within 200 feet of property granted a change within the prior 12 months;
  - c. only proposes a land use change to the Future Land Use Map for a site-specific small-scale development activity;
  - d. the property is not located within an Area of Critical State Concern; and,
  - e. if the proposed amendment involves a residential land use, the proposed residential land use has a density of 10 units or less per acre.

The City of Milton may only amend up to 60 acres per calendar year under the Small-Scale Amendment provisions.

## **VI. Notice Requirements:**

The owner/agent will have the "Notice of Public Workshop and Public Hearing" notice posted on the property fifteen (15) days prior to the public workshop and public hearing. A photo and affidavit of the posting are to be provided to the City of Milton's Planning & Development Department fifteen (15) days prior the public workshop. Letters stating the requested action(s) to be considered at the Milton Planning Board and City Council meetings will be sent via certified return receipt requested to the applicant and all property owners within 500 feet of the subject property fifteen (15) days prior to the Public Workshop. The applicant is responsible for obtaining a printout and mailing labels from the Property Appraiser's Office (6495 Caroline Street, Suite K in Milton (983. 1880), indicating all property owners within 500 feet of the property.

Certification from the Santa Rosa County Property Appraiser's Office must be provided to the City of Milton's Planning & Development Department that the labels have been provided to the property owners within the 500' radius. Please note that the Property Appraiser's Office only provides this information; other questions about the application or the process must be directed to the Planning and Development Department.

## **VII. Review Procedure:**

- A. Within ten (10) working days prior to the Public Workshop the applicant must provide all documentations to the City of Milton's Planning & Development Department for completeness.
- B. City staff will review the application for consistency with the Comprehensive Plan and Land Development Regulations.
- C. The Milton Planning Board will consider the request at a public workshop and make a recommendation to the City Council. The City Council will consider the Planning Board's recommendation at a subsequent public hearing. If the City Council concurs with the proposed amendment an ordinance will be read at two (2) consecutive meetings. The owner/agent is responsible for preparation of all required ordinances. The applicant will be notified as to the date of the meetings. The applicant or his/her representative must attend these meetings.
- D. If approved by the City Council, it is the owners/agents responsibility to submit the amendment to the Florida Department of Community Affairs (DCA), the West Florida Regional Planning Council (WFRPC) and the Santa Rosa County's Planning & Zoning Department for review and comments, If no appeal is filed within 30 days of submittal, the amendment and rezoning become effective 31 days following adoption by City Council.
- E. Depending upon the specific proposed use, the applicant may be required to obtain Conditional Use Approval prior to submitting for development approval. If Conditional Use approval is given or is not required, the applicant must apply for development approval prior to obtaining any building permits.
- F. The following affidavits and certifications must be provided to the City of Milton's Planning & Development Department on or before ten (10) working days prior to the Public Workshop:
  - a. Certified Return Receipt Requested Mailings
  - b. Publication of appropriate notices
  - c. Proper posting of the subject site(s)

G. One (1) day prior to the public workshop the return receipts of mailing(s) shall be provided to the City of Milton's Planning & Development Department.

**VIII. Certification and Authorization**

- A. By my signature hereto, I do hereby certify that the information contained in this application is true and correct, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application.
- B. I do hereby authorize City staff to enter upon my property at any reasonable time for purposes of site inspection.
- C. I do hereby authorize the placement of a public notice sign(s) on my property at a location(s) to be determined by owner/agent.
- D. If applicable, I do hereby authorize the agent described in Part II of this application to act on my behalf in all matters pertaining to this Rezoning with Future Land Use Map amendment petition.

Troy Welch  
Applicant Name (Type or Print)

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Title (If applicable)

Troy Welch  
Applicant Signature

September 14 2023  
Date

**APPLICATION CHECKLIST**  
**REZONING WITH SMALL-SCALE FLUM AMENDMENT**

1. \_\_\_\_ Owner(s) Name, Home Address and Telephone Number
2. \_\_\_\_ Proof of Ownership
3. \_\_\_\_ Authorized Agent(s) Name, Address, and Telephone Number
4. \_\_\_\_ Agent Authorization
5. \_\_\_\_ Legal Description of Property (for parcel and/or specific portion thereof requested for change ):

Legal Description Attached

Street Address

Parcel ID Number

Intended Use of Property

Existing Use of Property

\_\_\_\_\_

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\_\_\_\_\_
6. \_\_\_\_ Certified boundary survey of all property to be rezoned/amended (optional)
7. \_\_\_\_ Preliminary site plan of proposed property (optional)
8. \_\_\_\_ Copy of covenants and restrictions (if property is located in a platted subdivision)
9. \_\_\_\_ Signature of owner(s) and agent(s) (if applicable)
10. \_\_\_\_ A completed application and application fees must be paid thirty (30) days prior to public workshop.
11. \_\_\_\_ Certified list of property owners within 500 ft. radius
12. \_\_\_\_ If applicable availability letters from water and sewer provider
13. \_\_\_\_ Proposed Ordinances
14. \_\_\_\_ Proof of Publication(s), Affidavit of posting and photo must be submitted fifteen (15) days prior to the Public Workshop
15. \_\_\_\_ Fifteen (15) copies of the Data and Analysis must be provided to the City of Milton's Planning & Development Department at least ten (10) working days prior to the Public Workshop.
16. \_\_\_\_ Required Certifications
17. \_\_\_\_ Fifteen (15) copies of all documents