



CITY COUNCIL
Regular Meeting Agenda

March 12, 2024
6:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

2. Invocation

Pastor Nicole Jackson

3. Pledge of Allegiance

4. Approval of Minutes

February 13, 2024 Regular Council Meeting Minutes

5. Approval of Agenda

- Recommendation for additional items from the staff.
- Recommendation for additional items from the Council.

6. Public Announcements, Awards, Proclamations & Recognitions

Item # 2024-2282

Woman's History Month Proclamation

7. Public Hearings

Item # 2024-2283

Rezoning Request - 6308 Willard Norris Rd.

Item # 2024-2297

Rezoning Request - 5003 & 5021 Henry Street + 5005 Filmore Street

8. Invited Speakers

Item # 2024-2281

Monica Sanford & Jeremy Ruffin

9. Persons to Appear

10. Ordinances & Resolutions

Ordinance #03-24 Amending Section 38-176 Milton Police Officers Pension Fund COLA Increase - Second Reading

Ordinance #05-24 - Future Land Use Map Change on James Street - 0.82 Acres - First Reading

Ordinance #06-24 - Rezoning Change on Willard Norris Road - 1.46 Acres - First Reading

Ordinance 07-24 - Future Land Use map Change on Willard Norris Road - 1.46 Acres - First Reading

Ordinance #08-24 - Rezoning Change on Henry Street of four properties - First Reading

Ordinance #09-24 - Future Land Use Map Change on Henry Street - First Reading

Resolution #2024-17 Transfer reserves to W&S, Reimburse Impact Fees for Land

Resolution #2024-18 to Reappoint Lester Jones as a Council Appointee to the Fire Pension Board

Resolution #2024-19 to Remove Steve Warren as Council Appointee and Appoint Brian McGuire as Council Appointee to the Fire Pension Board

Resolution #2024-20 Acknowledging Board's Action to Appoint Steve Warren as Fifth Member of Fire Pension Board

Resolution #2024-21 City of Milton Support of Flag by Commissioner Calkins

11. City of Milton Events

Events Coordinator, Jay Conrad

Item # 2024-2278

SEPA - Mother's Day Market 2024 (May 11)

Item # 2024-2302

SEPA - Petfest 2024

Item # 2024-2326

SEPA - Refuge Church Easter Egg Hunt 2024

12. Finance, Planning Board

Councilman Michael Cusack

13. Administration, Emerald Coast Regional Council

Councilwoman Marilyn Farrow

Item # 2024-2305

Recognizing Michele Williams as new Purchasing Officer

Item # 2024-2304

Recognizing Navy League Award Recipients

Item # 2024-2306

Recognizing NAS Whiting Field

14. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne

15. Board of Adjustments

Councilman Matthew Jarrett

16. Historic Preservation Board, Transportation Planning Organization

Councilwoman Roxanne Meiss

17. Growth, Development & Annexation, Tourist Development Council

Councilman Jeff Snow

Item # 2024-2298

Multi-Jurisdictional Floodplain Mitigation Plan and the Plan for Public Information

Item # 2024-2299

Residential Facade Improvement Grant Program Request - 5006 Canal Street

Item # 2024-2300

Teresa Walsh Travel Request - F.A.C.E. Conference

Item # 2024-2303

FY 2024 Business Improvement Program Cycle 3 - Prost Office Brewery

Item # 2024-2307

Grand Opening of Pet Sense on March 9th

18. Public Works

Councilman Casey Powell

19. Mayor Report: Public Safety, Ordinance Committee

Mayor Heather Lindsay

20. City Attorney's Report

21. City Manager's Business

22. Public Input

23. 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



February 13, 2024 Regular Council Meeting Minutes

MEETING DATE	PREPARED BY
March 12, 2024	Clerk's Office Molly Turnes, City Clerk



CITY COUNCIL
Regular Meeting Minutes

February 13, 2024
6:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

The meeting was called to order at 06:30 PM.

Members Present:

Council Member, Ward II, Seat I Marilyn Farrow
Council Member, Ward I, Seat I Mike Cusack
Council Member Ward III, Seat II Jeff Snow
Council Member, Ward 4, Seat I Shari Sebastiao
Council Member, Ward III, Seat I Gavin Hawthorne
Council Member Ward I, Seat II Matt Jarrett
Council Member Ward IV, Seat II Casey Powell

Members Absent:

Council Member Ward II, Seat II Roxanne Meiss

Members of the Public in Attendance

Jerry Rushing, J. Alan Sapp, Lance Young, Vera Cooper, Stephanie Shelter, Jeff Martin, Margaret Beasley, Bertha Morton, Frank White, Jimmy Messick, Melissa Simpson, Muggren Murphy, Greta Green, Steve Dobbs, Spencer B., Mike Hudson, Carol Farmer, Rachel Harwick, Gus Rich, Cynthia Smith, Melissa Wells, Marlene Collins, John Stamp, Vernon Compton, Art Brown, Susan Brown, Elizabeth Smith, Gloria Daniels, Ervilene Witherspoon, Catherine Brown, Emily Hamilton, Larry Brewton, Tom Powers, Bobby Burckett, Timothy Brewton, Myra Brewton Euwing, Clarence Johnson, Carolyn Brewton, Charles Kunze, Lucile Johnson, Vickie Mullins, Dan Mullins, Buddy Fisher, Amber Leek, Robert Leek, Annie Gilmore, Yvonne Gray, Jean Samples, Jackie Hill Thomas, Angie Straugh, Tamila Brewton, Harold L,

Staff in Attendance

City Manager, Scott Collins
City Attorney, Eric Mead
City Clerk, Molly Turnes
IT Director, Krystle Nowlin
Planning Director, Tim Milstead
Public Works Director, Joe Cook
Events Coordinator, Jay Conrad
Chief of Police, Tony Tindell

2. Invocation

Presiding Elder Anthony Scott, Isaiah Chapel A.M.E. Zion Church

3. Pledge of Allegiance

4. Approval of Minutes

January 9, 2024 Regular Council Meeting

ACTION:	Motion to Approve by Marilyn Farrow; second by Shari Sebastiao; Motion passed - 7:0
YEAS:	Matt Jarrett, Jeff Snow, Casey Powell, Mike Cusack, Marilyn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

5. Approval of Agenda

ACTION:	Motion to Approve by Jeff Snow; second by Shari Sebastiao; Motion passed - 7:0
YEAS:	Matt Jarrett, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

City Manager Scott Collins removed Ordinance 01-24 & 02-24 from the agenda

6. Recognitions, Proclamations & Awards

Councilwoman Sebastiao inquired why the recognition of former Councilman Jason Vance was not added to the agenda as she had requested. Scott Collins explained that he had tried to reach Mr. Vance but has received no reply.

Item # 2024-2193

Al Brewton Recognition (Naming of Council Chambers)

The Al Brewton Recognition (Naming of Council Chambers)
was held at 5:30pm

Item # 2024-2227

Recognizing Purchasing Officer, Diane Ebentheuer

Ms. Diane Ebentheuer was recognized for her service to the
city as the Purchasing Officer.

Item # 2024-2224

Black History Month Proclamation

Mayor Lindsay read the Black History Month Proclamation

7. Public Hearings/Meetings

Item # 2024-2206

Rezoning Request - 0.82 acres along James Street

Public Hearing was held discussing the rezoning request.

Planning Director Tim Milstead reported to Council.

Public input was provided by: Muggren Murphy and Mr. Wayne
NAACP rep

8. Invited Speakers

Tappie Villane, SRC Supervisor of Elections

Santa Rosa County Supervisor of Elections, Tappie Villaine
explained the March 19th (PPP) Presidential Preference
Primary.

9. Persons to Appear

Cynthia Smith, Jimmy Messick, James Hudson, Spencer Bethel, Stephanie
Freezner?, Carol Farmer

10. General Consent Agenda

General Consent Agenda

No items on General Consent Agenda

11. Ordinances & Resolutions

Ordinance #01-24 City Council Meeting Agenda Format - First Reading

ORD 01-24 was removed from the Agenda by City Manager
Scott Collins

Ordinance #02-24 City Council and City Boards Procedural Rules - First
Reading

ORD 02-24 was removed from the Agenda by City Manager
Scott Collins

Ordinance #03-24 Amending Section 38-176 Milton Police Officers Pension
Fund COLA Increase - First Reading

ACTION: Motion to Approve by Matt Jarrett; second
by Marilynn Farrow;

Motion passed - 7:0

YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao

NAYS: None
ABSTAIN: None

**City Attorney Eric Mead read Ordinance 03-24 into record
(FIRST READING)**

Item # 2024-2240

Ordinance #04-24 Zoning Change on James Street - 0.82 acres - First
Reading

ACTION: Motion to Approve by Jeff Snow; second
by Mike Cusack;
Motion passed - 6:1
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Gavin Hawthorne, Shari
Sebastiao
NAYS: Marilynn Farrow
ABSTAIN: None

**City Attorney Eric Mead read Ordinance 04-24 into record
(FIRST READING)**

Item # 2024-2241

Ordinance #05-24 - Future Land Use Map Change on James Street - 0.82
Acres - First Reading

Council decided that more information was needed. City to
have survey conducted of Hydrangea Street.
ORD 05-24 was not read

Resolution #1591-23 Authorizing City Manager to Negotiate & Execute Lease
for Office Space

ACTION: Motion to Approve by Mike Cusack;
second by Jeff Snow;
Motion passed - 7:0
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Resolution #2024-07 Bid Opening for ITB 2023.18 Water & Wastewater
Conversion to Liquid Chlorine

ACTION: Motion to Approve by Jeff Snow; second
by Shari Sebastiao;

YEAS: Motion passed - 7:0
Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Resolution #2024-08 Negotiation of 2023.12 Engineer Services for CDBG
Broad, Quinn, & Okaloosa Streets

ACTION: Motion to Approve by Jeff Snow; second
by Marilynn Farrow;
Motion passed - 7:0

YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Resolution #2024-09 Negotiation for Professional Appraisal Services WWTP
2023.09

ACTION: Motion to Approve by Jeff Snow; second
by Shari Sebastiao;
Motion passed - 7:0

YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Resolution #2024-10 BDI Task Order - Cultural & Environmental Review
along 7,900 LF Pipeline Route

ACTION: Motion to Approve by Matt Jarrett; second
by Casey Powell;
Motion passed - 5:2

YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Gavin Hawthorne, Shari Sebastiao

NAYS: Mike Cusack, Marilynn Farrow

ABSTAIN: None

Resolution #2024-11 BDI Task Order - Engineering Services During
Construction - Amendment 1

ACTION: Motion to Approve by Jeff Snow; second
by Shari Sebastiao;
Motion passed - 6:1
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Marilynn Farrow, Gavin Hawthorne, Shari
Sebastiao
NAYS: Mike Cusack
ABSTAIN: None

Resolution #2024-12 Piggyback Santa Rosa County School Board's Carpet
Tile Misc. Flooring

ACTION: Motion to Approve by Matt Jarrett; second
by Shari Sebastiao;
Motion passed - 7:0
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Resolution #2024-13 Replacement sewer pump for GEO Prison

ACTION: Motion to Approve by Casey Powell;
second by Shari Sebastiao;
Motion passed - 7:0
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Resolution #2024-14 Reject Proposals received for bid #2023.19 Engineer
Services - Decommission of WWTP

ACTION: Motion to Approve by Jeff Snow; second
by Marilynn Farrow;
Motion passed - 7:0
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Item # 2024-2238

Resolution #2024-15 Wastewater Liftstation repair, land, Sanitation truck,
Sundial upgrade

ACTION: Motion to Approve by Jeff Snow; second
by Matt Jarrett;
Motion passed - 7:0
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Resolution #2024-16 Appoint Former City Manager, Randy Jorgenson as
Interim City Manager

ACTION: Motion to Approve by Jeff Snow; second
by None;
Motion - 0:0
YEAS: None
NAYS: None
ABSTAIN: None

Public input was provided by: Sherry Chapman, Jerry Mitchell,
Theresa Messick, Vernon Compton, Mr. Farrow, James
Calkins, Dave Samples, Cynthia Smith, Melissa Wells
Council tabled this discussion until the work session.

12. City of Milton Events

Item # 2024-2225

SEPA - Reimagine Milton

ACTION: Motion to Approve by Jeff Snow; second
by Shari Sebastiao;
Motion passed - 7:0
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Events Coordinator, Jay Conrad reported to Council

Item # 2024-2226
SEPA - Day/Brown Riverwalk Wedding

ACTION: Motion to Approve by Jeff Snow; second
by Marilynn Farrow;
Motion passed - 7:0
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Events Coordinator, Jay Conrad reported to Council

Item # 2024-2243
SEPA - SRC National Day of Prayer 2024

ACTION: Motion to Approve by Casey Powell;
second by Shari Sebastiao;
Motion passed - 7:0
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Events Coordinator, Jay Conrad reported to Council

Item # 2024-2244
Renewal of Permit: The Market of Milton

ACTION: Motion to Approve by Mike Cusack;
second by Matt Jarrett;
Motion passed - 7:0
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Events Coordinator, Jay Conrad reported to Council

13. Finance, Planning Board

Item # 2024-2215

Reducing the Required Amount of Council Members (Discussion)

This item was moved to the next work session

Item # 2024-2220

Liberty Church Imogene Theater Zoning Discussion

Planning Director Tim Milstead reported to Council.

Rep from Church - David Bollard

14. Administration, Emerald Coast Regional Council

Ms. Farrow Reported to Council

Item # 2024-2185

City of Milton Board Vacancies

1) Historic Preservation Board - Jeff Martin appointed

Mary Johnson spoke to the council

Public input was provided by: Theresa Messick

2) CIB- Reappointment 4 board members - Kaiden Spurlock,
Cassandra Sharp, Deborah Becker & Paul Kilmartin

3) CIB - 1 Appointment (Ms. Sebastiao's vacant seat) -
Appointed Vernon Compton

Vernon Compton spoke to the council

4) CIB- Appointments 2- Howard Steele & Cynthia Smith

5) Planning Board position - deferred waiting for additional
applicants (Ward IV Council Member Appointment)

Public input was provided by: Lauren Cooper, Theresa
Messick, Pam Mitchell

Item # 2024-2235

Community Improvement Board Member Appointment

15. Parks & Recreation, Community Improvement Board

No report

16. Board of Adjustments

No Report

17. Historic Preservation Board, Transportation Planning Organization

No Report

18. Growth, Development & Annexation, Tourist Development Council

Councilman Snow reported to council

Item # 2024-2236

FY 2024 Business Improvement Program – Cycle 2 – Boomerang USA, LLC
(DBA Boomerang Pizza Kitchen) and Atalanta Investment Properties, LLC

ACTION: Motion to Approve by Jeff Snow; second
by Shari Sebastiao;
Motion passed - 6:1
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Marilynn Farrow, Gavin Hawthorne, Shari
Sebastiao
NAYS: Mike Cusack
ABSTAIN: None

Economic Development Director Ed Spears reported to Council
Melissa Simpson spoke to council

Item # 2024-2237

Facade Grant Extension Request - Kearing, LLC

ACTION: Motion to Approve by Shari Sebastiao;
second by Jeff Snow;
Motion passed - 7:0
YEAS: Matt Jarrett, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Economic Development Director Ed Spears reported to Council

19. Public Works

No Report

20. Mayor Report: Public Safety, Ordinance Committee

Mayor Lindsay reported to Council in regard to the flag Commissioner Calkins
wants to erect to put at Jernigan's Landing.

Ms Sebastiao asked for a proclamation or resolution of support.

21. City Attorney's Report

No Report

22. City Manager's Report

City Manager Scott Collins reported to council

23. Public Input

No public input

24. Adjourn

The meeting adjourned at 10:07 PM.

Mayor

Date

City Clerk

Date



Agenda Item # 2024-2282

Woman's History Month Proclamation

MEETING DATE

March 12, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2283

Rezoning Request - 6308 Willard Norris Rd.

MEETING DATE

March 12, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Staff has received a request to rezone the property at 6308 Willard Norris Road from a R-1AA Single Family Residential zoning district to a C-1 Neighborhood Commercial zoning district.

SUMMARY

The staff review of this item is attached for Council review. The Milton Planning Board recommended with a 4-0 vote that the City Council deny the proposed rezoning request. If approved, the proposed rezoning and future land use amendment ordinances are attached for first reading.

RECOMMENDATION

Staff has no objection to the proposed rezoning, provided that all city requirements are met pertaining to lighting, screening and buffering for new commercial developments in an effort to protect those adjacent residential properties. The MPB recommended unanimously to deny the proposed rezoning.

ATTACHMENTS

1. rezoning application 6308 Willard Norris Rd complete
2. Public Notice - FLUM and Rezoning Letter - 6308 Willard Norris Rd - Phan
3. Staff Analysis - Phan - 6308 Willard Norris Rd Rezoning Staff Analysis - R1AA to C1 and SFRES to COM
4. Phan Willard Norris Rezoning Ordinance 2024
5. Phan Willard Norris FLUM Ordinance 2024



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

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

Application #	_____	Date Received:	_____
Fee:	_____	Received by:	_____
FLUM Destination:	_____	Receipt #:	_____
			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: Binh Phan and Nhung Le

Address: 5831 Locust St

City: Milton State: FL

Zip Code: 32570

Telephone: _____ Email (optional): _____

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

Name: Beckie Cato

Address: 5650 Whispering Woods Drive

City: Pace State: FL

Zip Code: 32571

Telephone: 850-393-9802 Email (optional): beckie@beckiecato.com

(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: 6308 Willard Norris Road

Subdivision: NA

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

Property is located adjacent to the north side of Willard Norris Road, 0.1 mile west of Dogwood Drive.

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

28-2N-28-0000-03205-0000

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

Existing Zoning: R-1AA Proposed Zoning: C-1

Existing FLUM Category: SF RES Proposed FLUM Category: COM

Size of Property (acres) requested for Rezoning: 1.46 acres

Size of Property (acres) requested for FLUM Amendment: 1.46 acres

If the amendment is granted, the property will be used for: Nail Salon

Current use of property:

Single family home

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

Nail salons are not a permitted use in the current zoning district.

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

Rezoning to C-1 will allow the existing home structure to be used as a Nail Salon.

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

C-1 is the city's low intensity commercial zoning district, appropriate for location adjacent to existing residential homes and providing a natural transition from C-2 on the east and R1-AA on the west.

What changed or changing conditions make this zoning amendment necessary:

Residential and commercial growth in the vicinity of the subject parcel has increased the need for personal services in this area.

What other conditions justify the property zoning change:

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.

If site improvements necessitate added stormwater control, such will be added consistent with city code.

B. Traffic Capacity

Describe the potential impacts to affected roadways.

The proposed nail salon has the potential to generate slightly more traffic than the existing single family home use.

The site fronts onto Willard Norris Road which has capacity for increased traffic; therefore, this rezoning will not negatively impact traffic in the area.

C. Parking

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

The city's LDC requires 1 parking space per 300 gross square feet of building area for any personal service use.

At 2,520 sq. ft., the existing building would call for 8 parking spaces. Upon zoning approval, the owner will coordinate with city staff regarding parking location and design.

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.

Binh Phan
Applicant Name (Type or Print)

Title (If applicable)

Binh Phan	dotloop verified 01/16/24 10:10 AM CST 3MOC-QHW7-YZ7T-OMNT
-----------	--

Applicant Signature

01/16/2024

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	_____
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

Prepared by and return to:

Chantalle Handlin
SETCO Services, LLC
4507 Woodbine Road
Pace, FL 32571
(850) 650-6161
File No PA-23-955

Documentary Stamp Taxes were collected in the amount of 2,499.00 based on the purchase price of 357,000.00.

Parcel Identification No 28-2N-28-0000-03205-0000

[Space Above This Line For Recording Data]

WARRANTY DEED

(STATUTORY FORM – SECTION 689.02, F.S.)

STATE OF FLORIDA
COUNTY OF SANTA ROSA

This indenture made the 30th day of October, 2023 between Barbara L. Hennessee, an unmarried woman, whose post office address is 6908 Richeve Way, Sacramento, CA 95828, Grantor, to Binh Phan and Nhung Le, husband and wife, whose post office address is 5831 Locust Street, Milton, FL 32570, Grantees:

Witnesseth, that said Grantor, for and in consideration of the sum of TEN DOLLARS (U.S.\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantees, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said Grantees, and Grantees' heirs and assigns forever, the following described land, situate, lying and being in Santa Rosa, Florida, to-wit:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 2 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA; THENCE RUN SOUTH 87 DEGREES 21 MINUTES 30 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 28 A DISTANCE OF 580.00 FEET; THENCE RUN NORTH 03 DEGREES 21 MINUTES 55 SECONDS EAST A DISTANCE OF 89.00 FEET TO A CAPPED METAL ROD (LICENSED BUSINESS #5170) AT AN INTERSECTION WITH THE NORTHERLY RIGHT OF WAY LINE OF WILLARD NORRIS ROAD (100 R/W) FOR THE POINT OF BEGINNING; THENCE CONTINUE NORTH 03 DEGREES 21 MINUTES 55 SECONDS EAST A DISTANCE OF 283.13 FEET TO A CAPPED METAL ROD (#4511); THENCE RUN SOUTH 86 DEGREES 33 MINUTES 28 SECONDS EAST A DISTANCE OF 200.00 FEET TO A CAPPED METAL ROD (#4511); THENCE RUN SOUTH 03 DEGREES 21 MINUTES 55 SECONDS WEST A DISTANCE OF 302.10 FEET TO A CAPPED METAL ROD (LICENSED BUSINESS (#5170). SAID POINT LYING IN A CURVE ON SAID NORTHERLY RIGHT OF WAY LINE: THENCE RUN NORTHWESTERLY ALONG THE ARC OF A CURVE TO THE RIGHT AND ALONG SAID NORTHERLY RIGHT OF WAY LINE A DISTANCE OF 200.97 FEET TO THE POINT OF BEGINNING, SAID CURVE HAVING A RADIUS OF 2814.93 FEET, A CENTRAL ANGLE OF 04 DEGREES 05 MINUTES 28 SECONDS, A CHORD DISTANCE OF 200.92 FEET, AND A CHORD BEARING OF NORTH 81 DEGREES 08 MINUTES 18 SECONDS WEST.

Said property is not the homestead property of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) nor any member of the household of Grantor(s) reside thereon.

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

Subject to taxes for 2023 and subsequent years, not yet due and payable; covenants, restrictions, easements, reservations and limitations of record, if any.

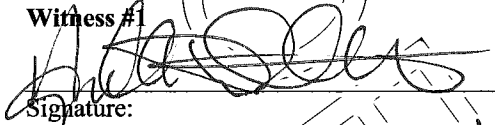
TO HAVE AND TO HOLD the same in fee simple forever.

And Grantor hereby covenants with the Grantees that the Grantor is lawfully seized of said land in fee simple, that Grantor has good right and lawful authority to sell and convey said land and that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever.

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

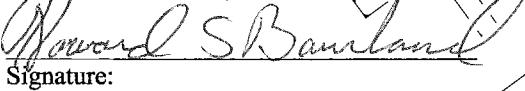
Signed, sealed and delivered in our presence:

Witness #1


Signature:

Print name: Angela D. Phillips

Witness #2


Signature:

Print name: Howard S. Bourland

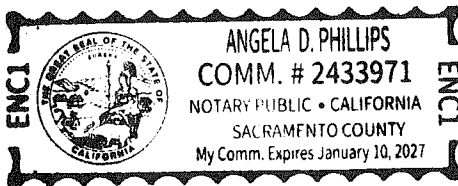
Barbara L. Hennessee
Barbara L. Hennessee

STATE OF California
COUNTY OF Sacramento

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 20th day of October, 2023, by Barbara L. Hennessee, who is known to me or who has produced Florida Driver License as photo identification.

(AFFIX NOTARY SEAL HERE)


Notary Public
Printed Name: Angela D. Phillips
My Commission Expires: 1-10-2027





Santa Rosa County Property Appraiser

Gregory S. Brown II, CFA



[Home](#) [Search](#) [Map](#)

▼ Parcel Information

Parcel Number	28-2N-28-0000-03205-0000
Situs/Physical Address	6308 WILLARD NORRIS RD MILTON 32570
Property Usage	SINGLE FAMILY (0100)
Section-Township-Range	28-2N-28
Tax District	MILTON
2023 Total Millage Rate	14.5547
Acreage	1.46
Homestead	N

Brief Legal Description

****UPDATED 2024**** SECTION 28TOWNSHIP 2N RANGE 28W: COMM SWCOR OF SE4 OF SW4 TH S87*21'30"E ALONG S SEC LN 580FT TH N 03*21'55"E 89 FT TO NR/W WILLARD NORRIS RD & POB THN03*21'55"E 283.13 FT TH S86*33'28"E 200 FT TH S 03*21'55"W 302.10 FT TH NWLY ALONG CURVED R/W (R=2814.93 FT CB=N 81*08'18"W) 200.92 FT TO POB AS DES IN OR 4449 PG 206

▼ Owner Information

Primary Owner

Phan Binh &
Le Nhung
5831 Locust St
Milton, FL 32570-8735

[Apply for Exemptions](#) [Update Mailing Address](#) [Estimate Taxes](#)

▼ Valuation

	2021 Certified	2022 Certified	2023 Certified
Building	\$138,391.00	\$174,753.00	\$179,204.00
Extra Feature	\$8,251.00	\$8,251.00	\$8,251.00
Land Value	\$24,888.00	\$24,888.00	\$26,352.00
Land Agricultural Value	\$0.00	\$0.00	\$0.00
Agricultural (Market) Value	\$0.00	\$0.00	\$0.00
Just (Market) Value*	\$171,530.00	\$207,892.00	\$213,807.00
Co. Assessed Value	\$170,062.00	\$187,068.00	\$205,775.00
Exempt Value	\$0.00	\$0.00	\$0.00
Co. Taxable Value	\$170,062.00	\$187,068.00	\$205,775.00

▼ Residential Buildings

Building 1

Type	SINGLE FAM
Total Area	3197
Heated Area	2520.00
Ext Walls	BRICK
Roof Cover	TIMB/SHING
Interior Walls	DRYWALL
Foundation	BLOCK/MASN
Frame	WOOD FRAME
Floor	CARPET
Heat Type	FCD AIR D
A/C Type	CENTRAL
Bathrooms	2.00
Bedrooms	3.00
Stories	1.00
Actual Year Built	1972
Effective Year Built	1972



Traverse Unavailable

▼ Land

Land Code	Description	Zoning	Frontage	Depth	Unit Type	Land Units	Land Value
0100	SFR	RAA	200.00	319.00	AC	1.46	\$26,352

▼ Extra Features

Description	Number of Items	Units	Year	Extra Feature Value
FIREPLACE	1.00	1.00 UT	1974	\$1,500
FIREPLACE	1.00	1.00 UT	1981	\$1,000
SWIMPOOL	1.00	1.00 UT	1981	\$5,000
BARN	1.00	1.00 UT	1991	\$750
SHED	1.00	1.00 UT	1991	\$1

▼ Sales

Multi-Parcel Sale	Sale Date	Sale Price	Instrument 	Book / Page	Qualification	Vacant or Improved	Grantor	Grantee
N	10/20/2023	\$357,000	WD	4449 / 206	Q	I	HENNESSEE BARBARA L	PHAN BINH & LE NHUNG
N	10/23/2003	\$144,900	WD	2220 / 946	Q	I	HINOTE VIRGIL LLOYD &	HENNESSEE BARBARA L

▼ Map



The Santa Rosa County Property Appraiser and staff are constantly working to provide and publish the most current and accurate information possible. No warranties, expressed or implied are provided for the data herein, its use, or its interpretation. The current assessed values as viewed herein are 2023 Certified Values, the data elements are current as of December 11, 2023. Again, one must remember that the primary use of the assessment data contained herein is for general public information. No responsibility or liability is assumed for inaccuracies or errors.

[Accessibility](#) | [Contact Us](#) | [Feedback](#) | [Home](#) | [Site Map](#) | [System Requirements](#)

Last Data Upload: 1/17/2024 1:57:05 AM

Developed by:

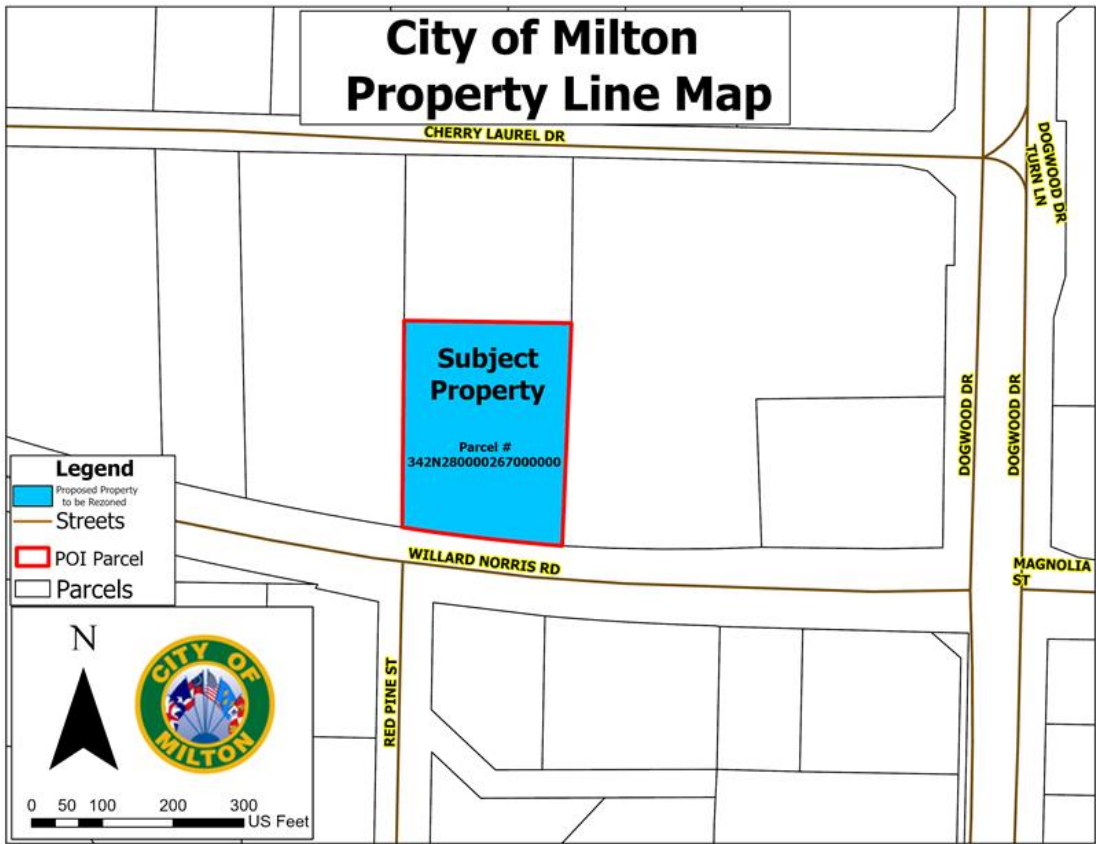


Santa Rosa County
Property Appraiser



PUBLIC HEARING NOTICE
NOTICE OF REZONING AND FUTURE LAND USE MAP
AMENDMENT

This letter serves as notice that the City of Milton received an application from Beckie Cato, authorized agent for the property located at 6308 Willard Norris Rd., Milton, FL 32570. The extent of the subject property is shown below. The application pertains to a proposed Rezoning and Future Land Use Map (FLUM) change. The Rezoning is comprised of the existing residential R-1AA, Low Density Residential, Single-Family Zoning District, rezoned to the proposed to C-1, Neighborhood Retail Commercial Zoning District. Coinciding with the Rezoning is a proposed FLUM change from Single-Family Residential (SF RES) to Commercial (COM).



This property, otherwise known by the following Parcel Number, is shown on the map below.
Parcel 282N280000032050000

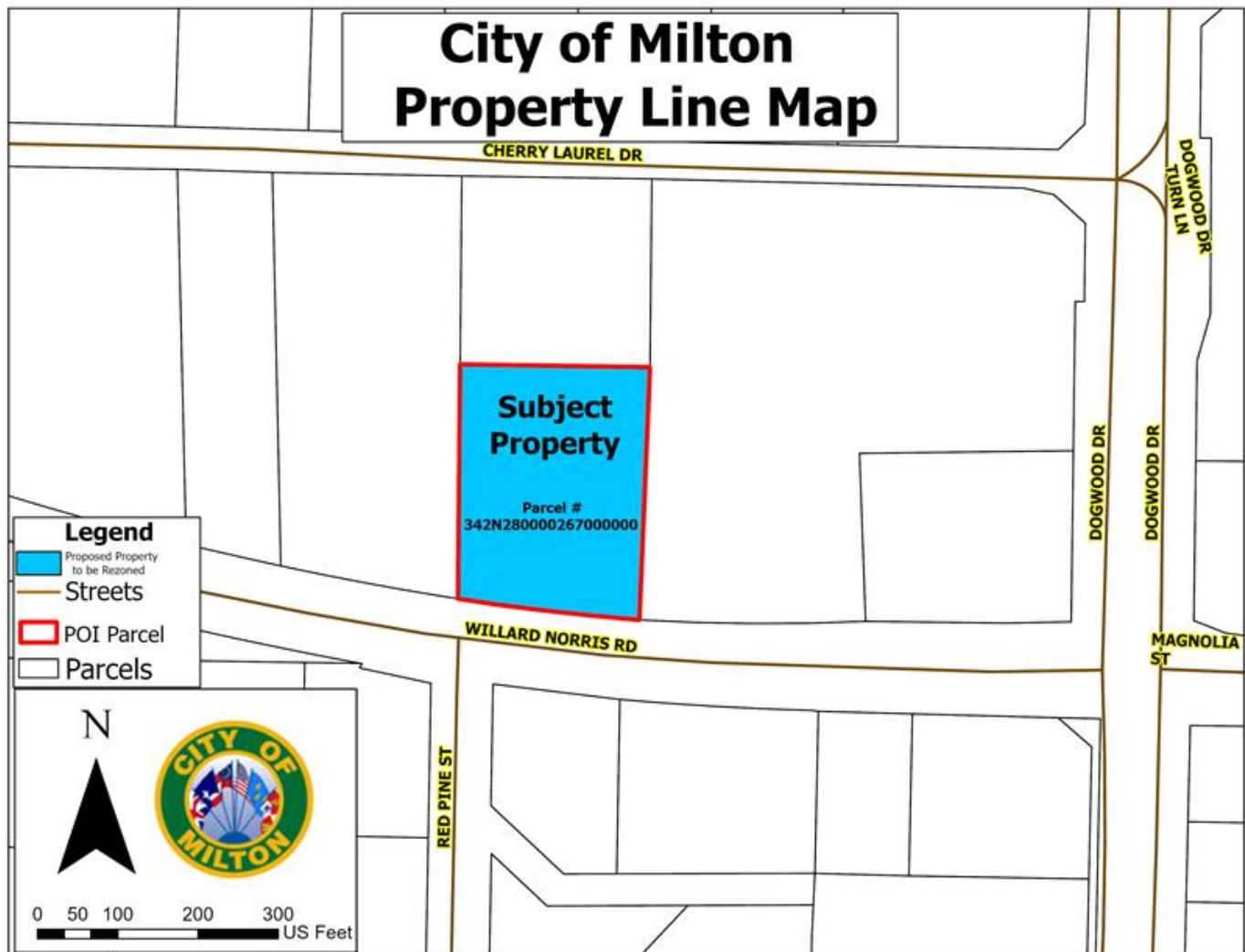
A **Public Hearing** on the proposed **Rezoning and Future Land Use Map Change** will be held at the City Council meeting on **March 12th at 6:30 p.m.** in the Council Chambers at City Hall. The proposed Rezoning and FLUM Change will also be discussed before the **Planning Board on February 20th at 5:30 p.m.** and on **March 12th at a 5:30 p.m. Council Work Session** in the Council Chambers at City Hall. The purpose of the Public Hearing is to receive comments from the public and make decisions regarding the above matter.

Copies of the proposed **Rezoning Request and FLUM Change** are available for public inspection at the Planning & Development Department, City Hall, 6738 Dixon Street, Milton, Florida from 7:30 a.m. to 4:30 p.m., Monday through Friday. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, FL or by calling (850) 983-5440.

"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 based." FS 286.0105

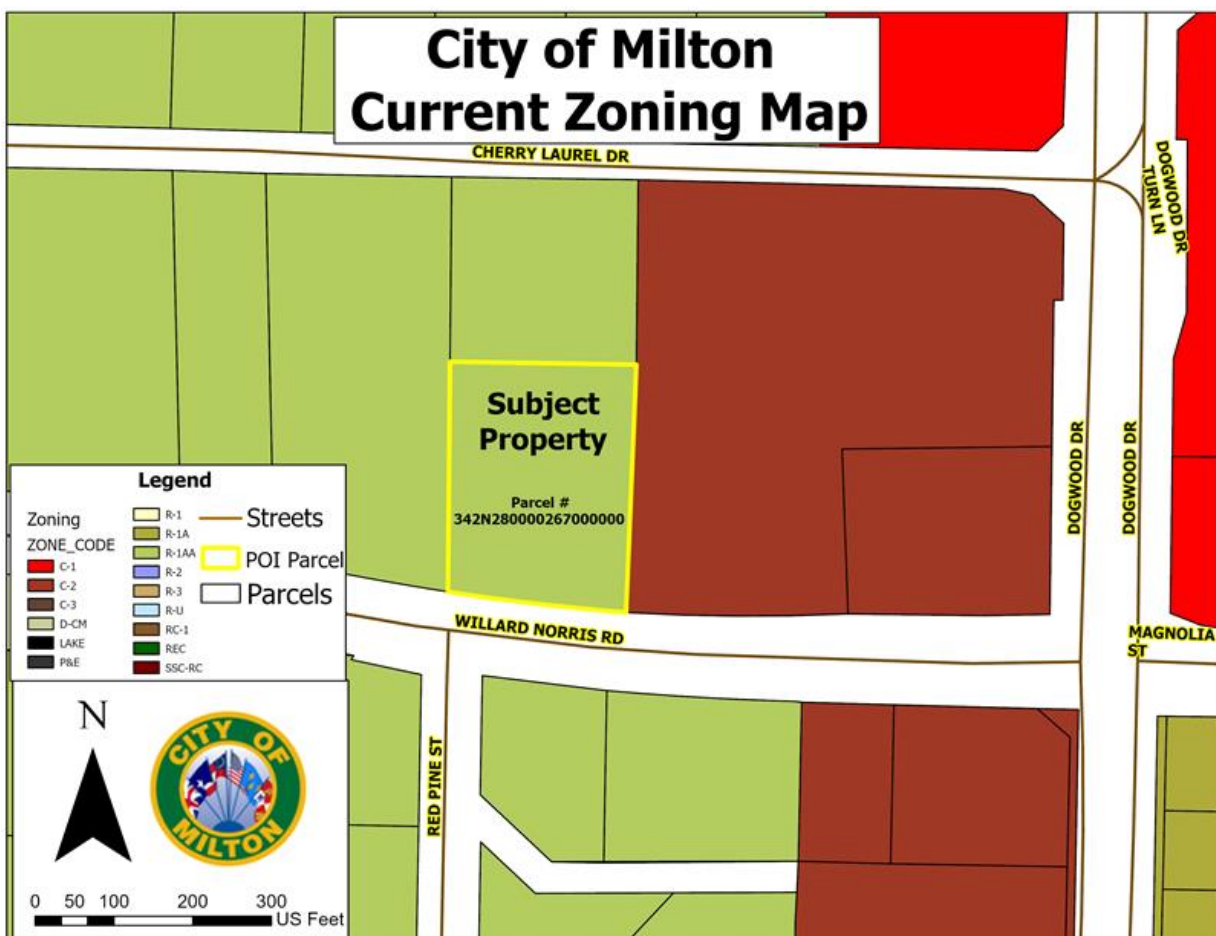
Rezoning Request Data & Analysis

(a) The city planning board is hereby designated as the local planning agency. The planning board as established under part II, section 2-521 of the City of Milton Code of Ordinances shall be responsible for review and recommendations regarding the development, updating and amendment of the comprehensive plan and these Land Development Regulations. All plan amendments and revised regulations shall require planning board review and recommendation prior to council approval.

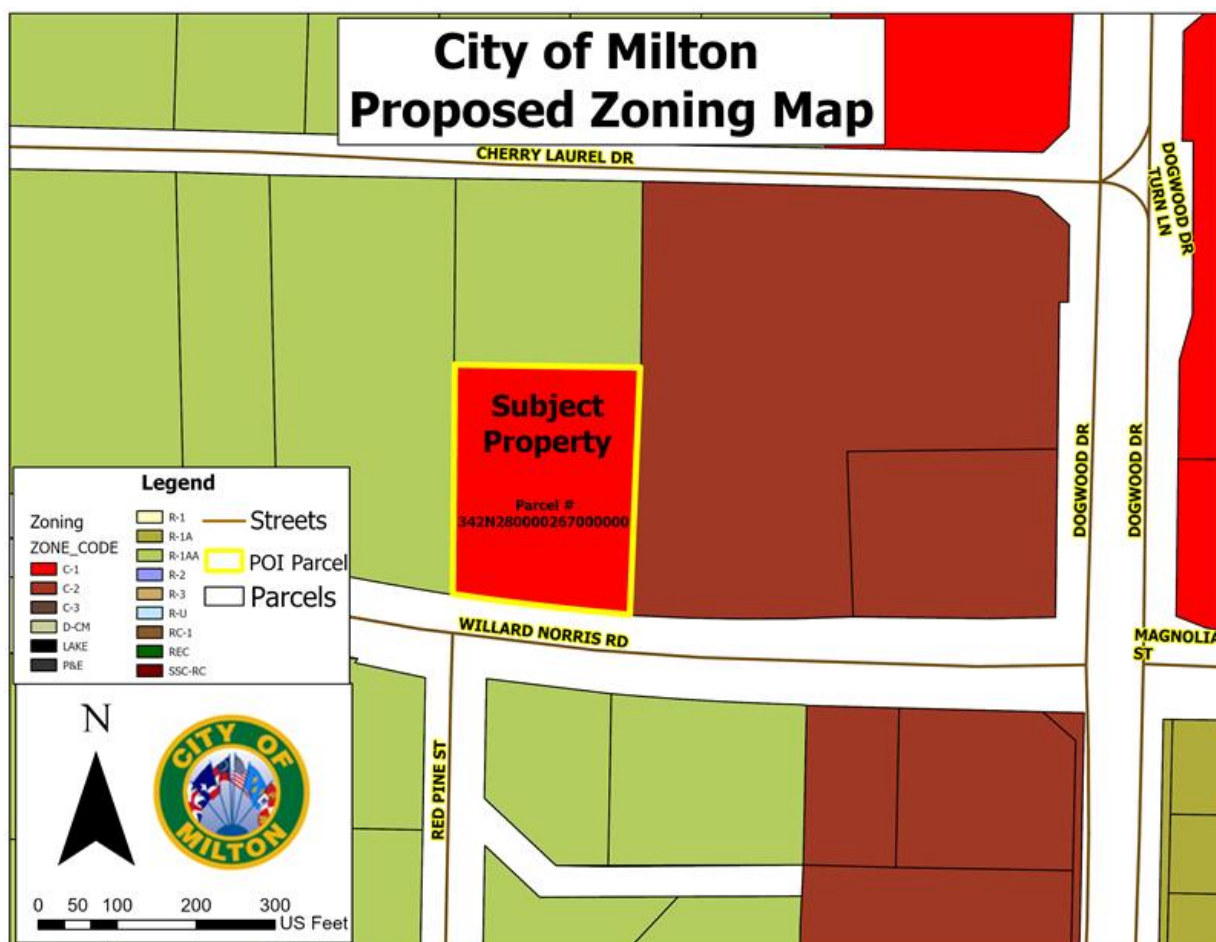
PROPERTY LOCATION:

CURRENT REQUEST: This proposal is for the rezoning of approximately 1.46 acres of property, known as Parcel ID 28-2N-28-0000-03205-0000, which abuts Willard Norris Rd. to the south of the property and is approximately 460 feet west of Dogwood Dr. The property is currently used as a single-family residence. The applicant is requesting to rezone the property from its current R-1AA Low Density Residential, Single-Family Residential Zoning District to the proposed C-1 Neighborhood Retail Commercial Zoning District. According to the City of Milton's Unified Development Code, properties within the R-1AA Low Density Residential, Single-Family Residential Zoning District are not permitted to be used for the majority of commercial uses including but not limited to; Personal Service Establishment Beauty/Salon, Office, Fast Food Restaurant, Restaurant, Car Wash, Country Club, Financial Institution, Gas Station, Hotel/Motel, Medical/Dental Office, Micro-Brewery/Distillery/Winery Large, Outdoor Dining, Parking Lot (principle use), Shopping Center, and Take-out Only Restaurant, which are allowed in the C-1 Neighborhood Retail Commercial Zoning District. R-1AA Low Density Residential, Single-Family Residential Zoning District also requires a minimum lot area of 12,500 square feet, a minimum lot width of 90 feet, and a maximum impervious surface of 35%. Minimum lot area and width are not regulated within the C-1 Neighborhood Retail Commercial Zoning District and the maximum impervious surface area is increased to 60%.

CURRENT ZONING:

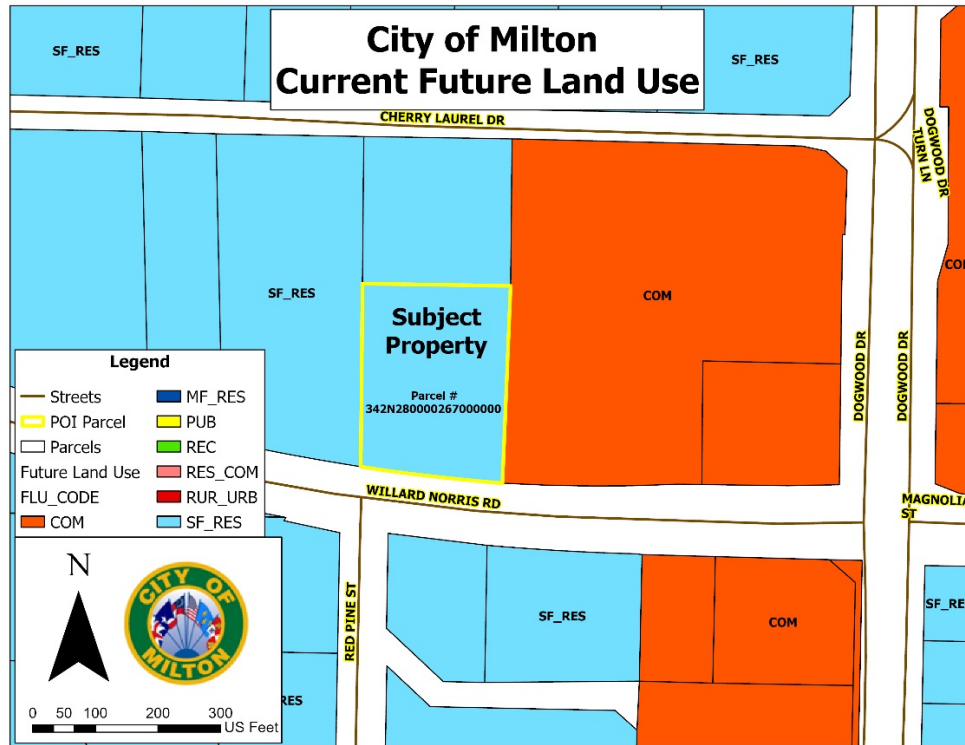


PROPOSED ZONING:



The applicant has initiated the process to reclassify property from the R-1AA to the C-1 Zoning District. This change requires a change in the future land (FLUM) use designation of Single-Family Residential to Commercial. Additionally, the UDC states that a change in use, which potentially increases intensity, such as is the case here, requires Ordinance standards to be met for items such as Landscaping and Screening from neighboring properties, which in this instance consist of R-1AA zoning to the north, south, and west, and a more intense zoning designation of C-2 to the east.

CURRENT FUTURE LAND USE MAP



PROPOSED FUTURE LAND USE MAP



TRAFFIC: This property is served by Willard Norris Rd. to the south and a major thoroughfare, Dogwood Dr./Hwy 89, lies approximately 460 feet west. As of 2022, the FDOT calculates an Annual Average Daily Traffic (AADT) of 9,600 per day along Willard Norris Rd from CR-197/Chumuckla Highway to SR-89/Dogwood Dr. At the intersection of Dogwood Dr. and Willard Norris, an AADT of 19,600 is reported. Notably, these streets are currently serving both residential and commercial uses, with commercial uses accessed from Willard Norris occurring nearer to Highway 89/Dogwood Dr.

UTILITY SERVICE: The property in question is or is readily available to be serviced by City of Milton utilities, and the City of Milton has adequate capacity to service any increase in utility demand, if applicable. Sewer, water, and gas are available along Willard Norris Rd.

LIGHTING: Current City regulations require that lighting may not exceed 1 foot candle at any lot line. 1 foot candle 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. This standard must be met as a part of the development review process.

SOUND: The applicant will be required to establish required landscaping buffers on all sides to minimize sound effects on the adjacent properties. Depending on any proposed use, landscaping must be incorporated on the property and utilized as part of the landscaping buffer where required by code. Currently, as a single-family residence, the property includes a privacy fence along the back and side property boundaries along with a half privacy-half-chain-link fence near the front building line. The property is also surrounded by vegetation/woods/vacant land on three of the four sides, with the side facing Willard Norris Rd. being the only bare or non-fenced boundary line. Should the rezoning be approved and a commercial entity use the property, landscape buffers required include but are not limited to a streetscape buffer yard 20 feet in width along Willard Norris Rd., side buffer yards that are no less than 10% of the lot width on each side with a minimum width of 15 feet, 1 shade tree planted for every 35 feet of buffer yard length, one shrub every 7 linear feet of buffer yard length, and side and rear buffer yards shall consist of a fence or wall at a minimum height of 6 feet and the required landscaping materials.

Current Zoning Sec. 6.2 (A.2) – Single-Family Residential Zoning District (R-1AA)

The R-1AA Single-Family Residential Zoning District is intended to provide for a neighborhood environment of single-family detached dwellings located on larger lots of 12,500 square feet or more. Limited non-residential uses that are compatible with surrounding residential neighborhoods may be conditionally permitted by the City Council following review by the Planning Board.

Allowable uses in the R-1AA Zoning District. Allowable uses include but are not limited to adult family-care home, community residential home 6 or less, day care home, dwelling single-family, fallout shelter (1-2 family accessory), garage apartment, guest cottage, government office, public park, and private stable.

Proposed Zoning Sec. 6.3 (A.1). – Neighborhood Commercial Zoning District (C-1)

The C-1 Neighborhood Commercial District is intended to accommodate local non-residential uses that predominantly serve the needs of the nearby residential neighborhoods. They should be similar in character of the surrounding residential neighborhood. Apartment Complexes and single-family residential dwelling units may be allowed above the ground floor upon development authority approval. The purpose of this district is to allow for the full development of commercial uses while protecting nearby residential properties from the adverse effects of commercial activities.

Allowable uses in the C-1 zoning district. Allowable uses include, but are not limited to Personal Service Establishment Beauty/Salon, Office, Fast Food Restaurant, Restaurant, Car Wash, Bed and Breakfast, Drive Through Facility, Dwelling – Multi Family, Farmers’ Market, Country Club, Financial Institution, Gas Station, Hotel/Motel, Medical/Dental Office, Micro-Brewery/Distillery/Winery Large, Funeral Home, Outdoor Dining, Parking Lot (principle use), Shopping Center, Place of Worship, and Take-out Only Restaurant.

Please review the following:

Initiate rezoning – if the City Council believes a property is not properly zoned it can initiate rezoning to a more appropriate, comprehensive plan compliant district. While most rezonings are requested by property owners, the city has the right to initiate rezonings in order to meet a specific community or neighborhood goal. The proposed district (C-1) intends to, amongst other things, create a better transition from the more intense C-2 district along Dogwood Dr./Hwy 89, match the more commercially oriented zoning and uses along Dogwood Dr./Hwy 89 and W Magnolia St., and ensure appropriate neighborhood uses and screenings are in place. When a zoning district is changed some uses may no longer be permitted under the new regulations.

Remember that the basis in the law for Land Development Codes and Zoning is a unit of government’s Comprehensive Plan and any other adopted plan that identifies land-based development activities. This proposed rezoning would not cause undue difficulties as it pertains to the City of Milton’s Comprehensive Plan and the future land use designation of Commercial may serve as an overall benefit to the area which has recently seen more growth and commercial activity. The uses allowed in the C-1 Zoning District designation may better serve the community as it is meant to service the needs of the nearby residents.

Sec. 1.7. – Amendments, supplements, changes, or revisions to this Unified Development Code

- (a) Any person, planning agency, or local governing body may request an amendment, supplement, change or repeal of any regulation, or restriction contained in these regulations. Applications for such change shall be submitted to the planning and development department, which shall transmit the application to the local planning agency for review.
- (b) Any revision to a zoning district boundary which does not alter the boundary of a land use district shown on the generalized future land use map, shall be considered a rezoning and shall follow the same procedure for public notice and hearing as required for amendments, supplements, changes or revisions to these Land Development Regulations. Such rezoning shall not require a comprehensive plan amendment. Further, notice of the proposed rezoning shall be posted on the subject property at least 15 days in advance of the scheduled hearing.
- (c) Any application for a change of boundary or land use classification as depicted on the future land use map shall constitute a comprehensive plan amendment which must be recommended by the local planning agency and approved by the city council. The local planning agency will review each application and make its recommendation to the city

council no later than 90 days after submission of the application. Upon all requests, the local planning agency shall either recommend to the city council that a public hearing be held and the plan amendment approved, or that no public hearing be held and the amendment denied.

(d) Requirements regarding comprehensive plan amendments contained in F.S. ch. 163 shall be met.

(e) Any application for an amendment, supplement, change, modification or repeal of the content of these regulations shall follow the same procedure described in subsections (a) through (d) of this section, as applicable. Notice shall be by publication in the local newspaper and posting in city hall. Nothing in this section shall be construed as to allow changes to the Unified Development Code, which are not consistent with the adopted comprehensive plan.

RECOMMENDATION: Staff have reviewed the request and will refer to the Milton Planning Board for further recommendations. Staff does feel the proposed C-1 zoning district provides an appropriate transition zone from the adjacent C-2 zoning district adjacent to the property in question and could better match the growth pattern along the Dogwood Dr./Magnolia St./Willard Norris Rd. corridor.

ORDINANCE NO. 4-24

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, REZONING ONE PROPERTY CONTAINING 1.46 ACRES OF LAND WITHIN THE CITY OF MILTON, FLORIDA, FURTHER DESCRIBED IN SECTION 1 HEREIN, FROM R-1AA, SINGLE FAMILY RESIDENTIAL ZONING DISTRICT, TO THE C-1, NEIGHBORHOOD RETAIL COMMERCIAL ZONING DISTRICT; AUTHORIZING A ZONING MAP AMENDMENT; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council held a public hearing on March 12, 2024 to consider the rezoning of the property described in Attachment A herein; and

WHEREAS, due public notice has been provided pursuant to Chapter 166, Florida Statutes, and Section 1.7 of the Milton Unified Development Code: and

WHEREAS, the City Council of the City of Milton, Florida, in exercise of its authority, finds it necessary and desirable to adopt and does hereby adopt the proposed zoning change, in order to encourage the most appropriate use of land, water and resources consistent with the public interest, and to deal effectively with future problems that may result from the use and development of land within the City of Milton as follows.

NOW THEREFORE BE IT ORDAINED BY THE City Council of the City of Milton, Florida as follows:

Section 1: Intent and Purpose.

That the Zoning District Classification upon the below property situated, lying, and being contained by the legal boundaries of the City of Milton as listed below and more particularly described in Attachment B:

PARCEL # 28-2N-28-0000-03205-0000

Is hereby changed from the R-1AA (Single Family Residential) Zoning District to the C-1 (Neighborhood Retail Commercial) Zoning District.

Section 2: Zoning Map Series Amendment.

That the City of Milton Unified Development Code is hereby amended as set forth and incorporated herein by reference, and consists of a Zoning Map Series amendment, attached hereto as Attachment A.

Section 3: Severability.

If any part of this Ordinance shall be held invalid by a court of competent jurisdiction, the remaining parts shall be severable and shall continue in full force and effect.

Section 4: Copy on File.

An official, true, and correct copy of all elements of the Milton Unified Development Code, as adopted and amended from time to time, shall be maintained by the City Clerk or his or her designee.

Section 5: Effective Date.

This Ordinance shall take effect immediately upon passage and adoption by the City Council.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Milton, Florida, The 9th day of April, 2024.

CITY OF MILTON, FLORIDA

Heather Lindsay - Mayor

ATTEST:

CITY CLERK

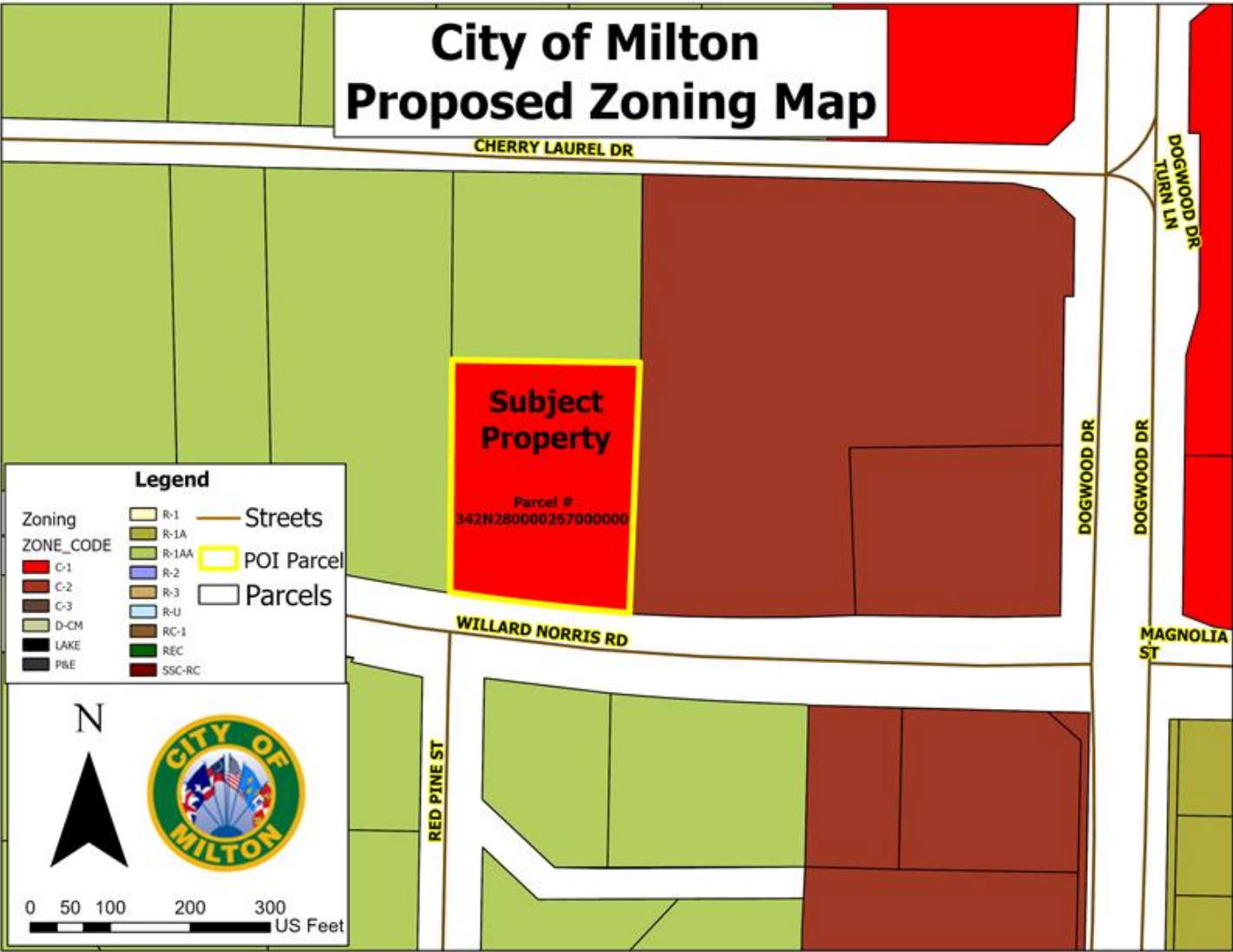
FIRST READING: _____,

SECOND READING: _____

Legal in form and valid when signed by the City Attorney

Alex Andrade – City Attorney

ATTACHMENT A



ATTACHMENT B

PARCEL # 28-2N-28-0000-03205-0000

LEGAL DESCRIPTION:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 2 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA; THENCE RUN SOUTH 87 DEGREES 21 MINUTES 30 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 28 A DISTANCE OF 580.00 FEET: THENCE RUN NORTH 03 DEGREES 21 MINUTES 55 SECONDS EAST A DISTANCE OF 89.00 FEET TO A CAPPED METAL ROD (LICENSED BUSINESS #5170) AT AN INTERSECTION WITH THE NORTHERLY RIGHT OF WAY LINE OF WILLARD NORRIS ROAD (100 R/W) FOR THE POINT OF BEGINNING; THENCE CONTINUE NORTH 03 DEGREES 21 MINUTES 55 SECONDS EAST A DISTANCE OF 283.13 FEET TO A CAPPED METAL ROD (#4511); THENCE RUN SOUTH 86 DEGREES 33 MINUTES 28 SECONDS EAST A DISTANCE OF 200.00 FEET TO A CAPPED METAL ROD (#4511); THENCE RUN SOUTH 03 DEGREES 21 MINUTES 55 SECONDS WEST A DISTANCE OF 302.10 FEET TO A CAPPED METAL ROD (LICENSED BUSINESS #5170). SAID POINT LYING IN A CURVE ON SAID NORTHERLY RIGHT OF WAY LINE: THENCE RUN NORTHWESTERLY ALONG THE ARC OF A CURVE TO THE RIGHT AND ALONG SAID NORTHERLY RIGHT OF WAY LINE A DISTANCE OF 200.97 FEET TO THE POINT OF BEGINNING, SAID CURVE HAVING A RADIUS OF 2814.93 FEET, A CENTRAL ANGLE OF 04 DEGREES 05 MINUTES 28 SECONDS, A CHORD DISTANCE OF 200.92 FEET, AND A CHORD BEARING OF NORTH 81 DEGREES 08 MINUTES 18 SECONDS WEST.

ORDINANCE NO. 5-24

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF MILTON, SPECIFICALLY THE FUTURE LAND USE MAP, TO INCLUDE ONE PARCEL IN SECTION 28, TOWNSHIP 2 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA, THE LEGAL DESCRIPTION OF WHICH IS CONTAINED IN ATTACHMENT B OF THIS ORDINANCE, FROM A SINGLE-FAMILY RESIDENTIAL DESIGNATION TO A COMMERCIAL DESIGNATION; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Legislature adopted Chapter 163, laws of Florida, which requires the City of Milton prepare, adopt, and enforce a comprehensive plan; and

WHEREAS, the City Council of the City of Milton held a Public Hearing and first reading on March 12th, 2024 to adopt Comprehensive Plan Amendment No. 2024-S2, pursuant to Section 163.3187, Florida Statutes, with due public notice having been provided, and having reviewed and considered all comments received during the public hearing, and having provided for necessary revisions; and,

WHEREAS, in exercise of its authority, the City Council of the City of Milton, Florida finds it necessary and desirable to adopt and does hereby adopt Comprehensive Plan Amendment No. 2024-S2, in order to encourage the most appropriate use of land, water and resources, consistent with the public interest; and deal effectively with future problems that may result from the use and development of land within the City of Milton, as follows:

NOW THEREFORE BE IT ORDAINED BY THE City Council of the City of Milton, Florida as follows:

Section 1: Purpose and Intent.

The future land use designation of the below identified parcels, shall be and is hereby changed from a SINGLE-FAMILY RESIDENTIAL DESIGNATION to a COMMERCIAL DESIGNATION, as described in Amendment No. 2024-S2, and shown on the map located in Attachment A.

PARCEL # 28-2N-28-0000-03205-0000

Section 2: Comprehensive Plan Amendment.

The City of Milton Comprehensive Plan is hereby amended as set forth in and incorporated herein by reference, and consists of a Future Land Use Map amendment pertaining to the following parcel, which is described in the Property Legal Descriptions located in Attachment B:

Section 3: Severability.

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance and the City of Milton's Comprehensive Plan shall remain in full force and effect.

Section 4: Copy on File.

An official, true, and correct copy of all elements of the Milton Comprehensive Plan, as adopted and amended from time to time, shall be maintained by the City Clerk or her designee.

Section 5: Effective Date.

The effective date of this Comprehensive Plan Amendment shall be 31 days after adoption unless challenged within 30 days after said adoption pursuant to Section 163.3187, Florida Statutes. In which case, the amendment shall not become effective until the state landplaning agency or the Administration Commission, respectively, issues a final order determining the adopted small scale development amendment is in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before this amendment becomes effective.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Milton, Florida, the 9th day of April, 2024.

CITY OF MILTON, FLORIDA

BY: _____
Heather Lindsay - MAYOR

ATTEST:

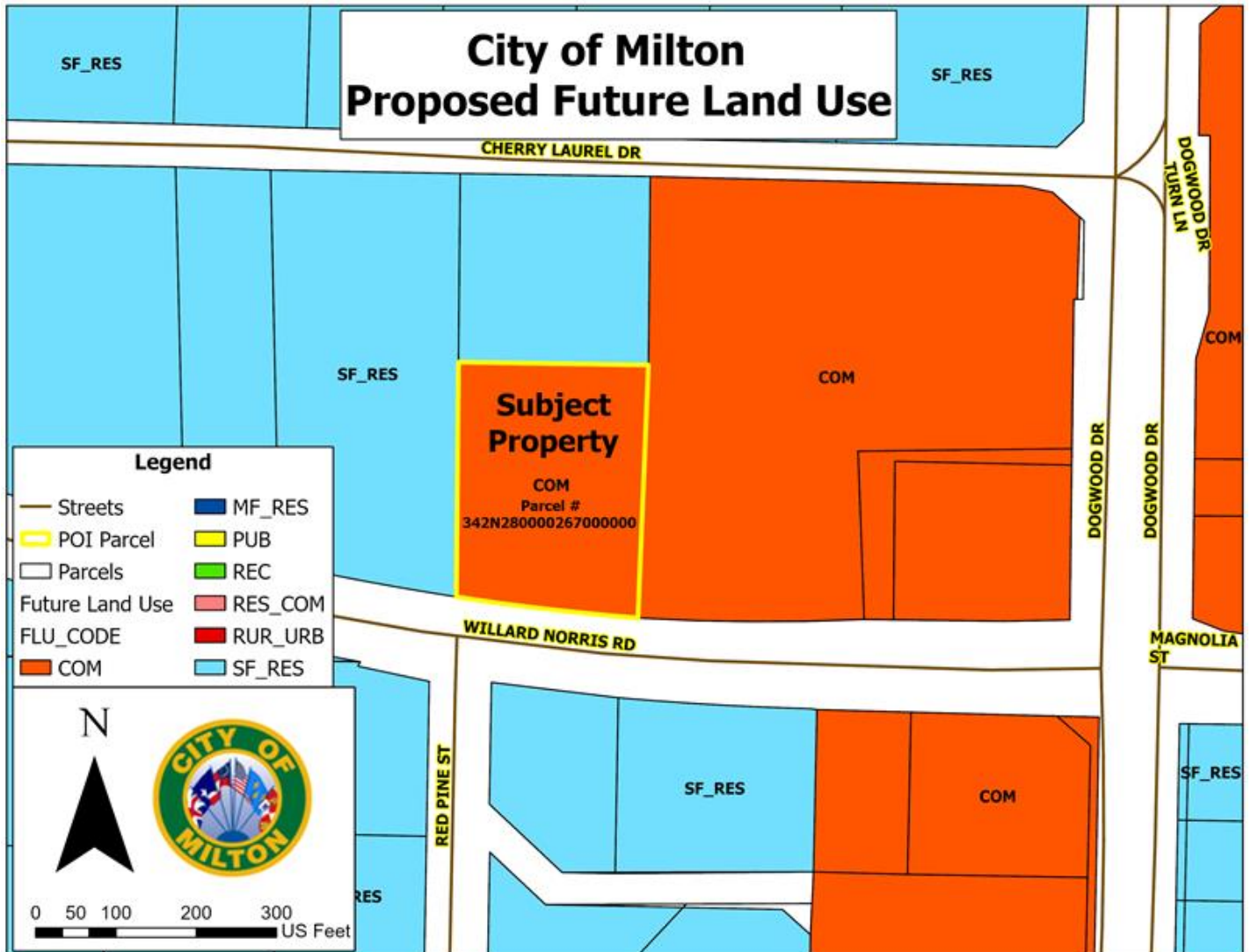
CITY CLERK: _____

First Reading: _____

Second Reading: _____

Legal in form and valid when signed by City Attorney.

ATTACHMENT A



ATTACHMENT B

PARCEL # 28-2N-28-0000-03205-0000

LEGAL DESCRIPTION:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 2 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA; THENCE RUN SOUTH 87 DEGREES 21 MINUTES 30 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 28 A DISTANCE OF 580.00 FEET; THENCE RUN NORTH 03 DEGREES 21 MINUTES 55 SECONDS EAST A DISTANCE OF 89.00 FEET TO A CAPPED METAL ROD (LICENSED BUSINESS #5170) AT AN INTERSECTION WITH THE NORTHERLY RIGHT OF WAY LINE OF WILLARD NORRIS ROAD (100 R/W) FOR THE POINT OF BEGINNING; THENCE CONTINUE NORTH 03 DEGREES 21 MINUTES 55 SECONDS EAST A DISTANCE OF 283.13 FEET TO A CAPPED METAL ROD (#4511); THENCE RUN SOUTH 86 DEGREES 33 MINUTES 28 SECONDS EAST A DISTANCE OF 200.00 FEET TO A CAPPED METAL ROD (#4511); THENCE RUN SOUTH 03 DEGREES 21 MINUTES 55 SECONDS WEST A DISTANCE OF 302.10 FEET TO A CAPPED METAL ROD (LICENSED BUSINESS #5170). SAID POINT LYING IN A CURVE ON SAID NORTHERLY RIGHT OF WAY LINE: THENCE RUN NORTHWESTERLY ALONG THE ARC OF A CURVE TO THE RIGHT AND ALONG SAID NORTHERLY RIGHT OF WAY LINE A DISTANCE OF 200.97 FEET TO THE POINT OF BEGINNING, SAID CURVE HAVING A RADIUS OF 2814.93 FEET, A CENTRAL ANGLE OF 04 DEGREES 05 MINUTES 28 SECONDS, A CHORD DISTANCE OF 200.92 FEET, AND A CHORD BEARING OF NORTH 81 DEGREES 08 MINUTES 18 SECONDS WEST.



Agenda Item # 2024-2297

Rezoning Request - 5003 & 5021 Henry Street + 5005 Filmore Street

MEETING DATE

March 12, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Staff has received a request to rezone 4 properties owned by the Santa Rosa Historical Society totaling 3 acres from the R-2 One and Two Family Residential zoning district to the RC-1 Residential Commercial zoning district. These four properties are shown in the attached maps and involve the structures known as 5003 and 5021 Henry Street, as well as 5005 Filmore Street.

SUMMARY

The staff review of this item is attached for Council review. The Milton Planning Board recommended with a 4-0 vote that the City Council approve the proposed rezoning request. If approved, the proposed rezoning and future land use amendment ordinances are attached for first reading.

RECOMMENDATION

Staff recommends approval of the rezoning request. The Milton Planning Board voted 4-0 to recommend approval of the rezoning request to the City Council.

ATTACHMENTS

1. SRHS zoning application 2024
2. Public Notice - FLUM and Rezoning Letter - SRHS Henry St and Filmore St
3. Staff Analysis - Santa Rosa Historical Society - Henry St and Filmore St Rezoning Staff Analysis - R2 to RC1



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

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

Application #	_____	Date Received:	_____
Fee:	_____	Received by:	_____
FLUM Destination:	_____	Receipt #:	_____
FLUM Destination:	_____	Zoning District:	_____ Proposed
	_____	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: Santa Rosa Historical Society

Address: PO Box 196

City: Bagdad State: FL

Zip Code: 32530

Telephone: 850-723-4726 Email (optional): mainstreetcafe02@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: 5003 Henry, etc. * See attached

Subdivision: _____

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

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

see attached

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

Existing Zoning: R2 Proposed Zoning: RC-1

Existing FLUM Category: _____ Proposed FLUM Category: _____

Size of Property (acres) requested for Rezoning: See attached

Size of Property (acres) requested for FLUM Amendment: _____

If the amendment is granted, the property will be used for: _____

Current use of property:

Train Depot, parking and two residential property uses.

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

5005 Filmore St / office use needed

5021 Henry St. / museum use needed

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

Currently Train Depot properties need to be corrected for their use. Residential homes will become a part of the Train Depot.

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

Train Depot has been commercial since ~~at~~ the 1800's.

Residential homes - similar uses in the area.

What changed or changing conditions make this zoning amendment necessary:

Correction + expansion of the Depot.

What other conditions justify the property zoning change:

Same as above

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.

City

B. Traffic Capacity

Describe the potential impacts to affected roadways.

Minimal

C. Parking

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

Currently have parking

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.

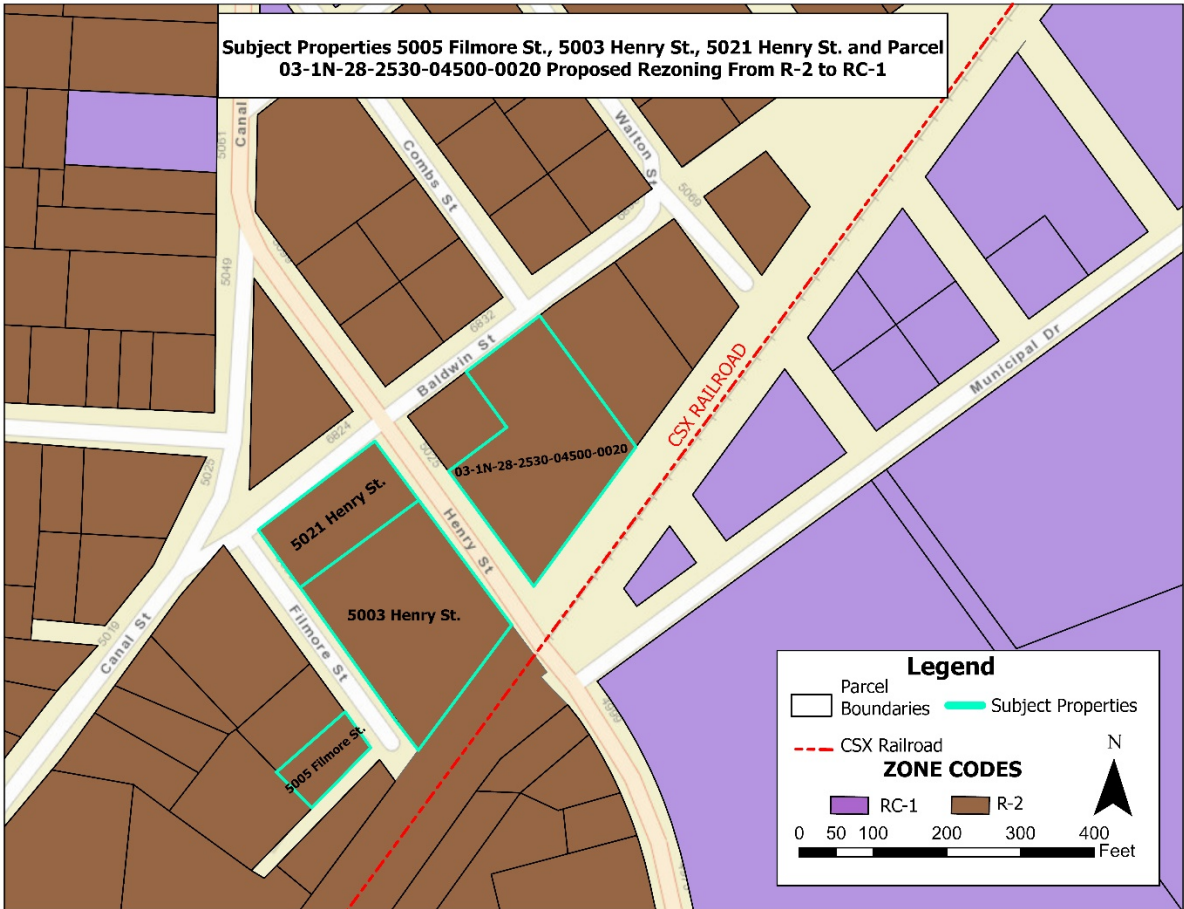
SRHS
Cassandra Sharp
Applicant Name (Type or Print)
Pres.
Title (If applicable)

Cassandra Z Sharp, Pres
Applicant Signature
1-25-24
Date

PUBLIC HEARING NOTICE
NOTICE OF REZONING AND FUTURE LAND USE MAP
AMENDMENT

This letter serves as a notice that Santa Rosa Historical Society, owner of the subject properties shown below, proposes to change the current zoning classifications of the properties that are otherwise known as Parcels: 03-1N-28-2530-04300-005B, 03-1N-28-2530-04400-0050, 03-1N-28-2530-04400-0010, and 03-1N-28-2530-04500-0020. Included with the rezoning application are changes to the Future Land Use Map and Comprehensive Plan to reflect the changes proposed by the request. The proposed change will convert the existing *R-2 One- and Two-Family Residential Zoning District* to *RC-1 Residential Commercial District* and the Future Land Use Map’s current *Single Family Residential* designation to *Residential Commercial*.

Parcels: 03-1N-28-2530-04300-005B, 03-1N-28-2530-04400-0050, 03-1N-28-2530-04400-0010, and 03-1N-28-2530-04500-0020



YOU ARE HEREBY NOTIFIED that a Public Hearing on the proposed rezoning and FLUM change will be held before the City Council on **Tuesday, March 12, 2024 at 6:30 P.M.** The purpose of the Public Hearing is to receive comments and make decisions regarding the above matter. Additionally, the City Council will meet as a work session and will review the proposal on March 12, 2024, at 5:30 PM and the Milton Planning Board will review the proposed rezoning on February 20, 2024, at 5:30 PM. All meetings will be held in the Council Chambers at Milton City Hall, and the public is invited to attend and provide input at all meetings.

Copies of the proposed ordinance and supporting data are available for public inspection at the Planning & Development Department, City Hall, 6738 Dixon Street, Milton, Florida from 7:30 a.m. to 4:30 p.m., Monday through Friday. For additional information about this request, please refer to the below website: <https://www.miltonfl.org/420/Public-Hearing-Information>

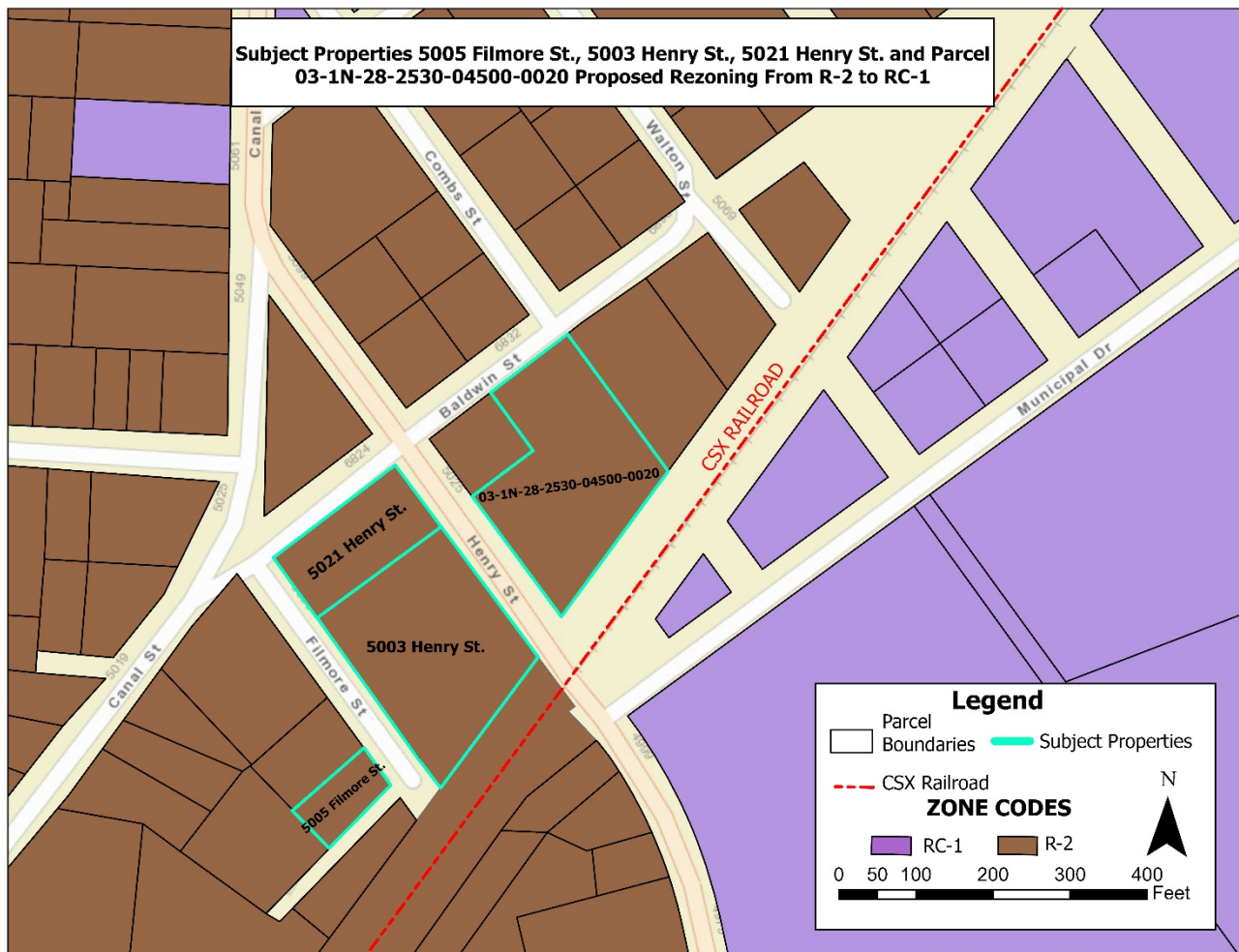
Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, FL or by calling (850) 983-5440. *“If any 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 based.” FS 286.0105*

Henry St. and Filmore St.

Rezoning Request Data & Analysis

(a) The city planning board is hereby designated as the local planning agency. The planning board as established under part II, section 2-521 of the City of Milton Code of Ordinances shall be responsible for review and recommendations regarding the development, updating and amendment of the comprehensive plan and these Land Development Regulations. All plan amendments and revised regulations shall require planning board review and recommendation prior to council approval.

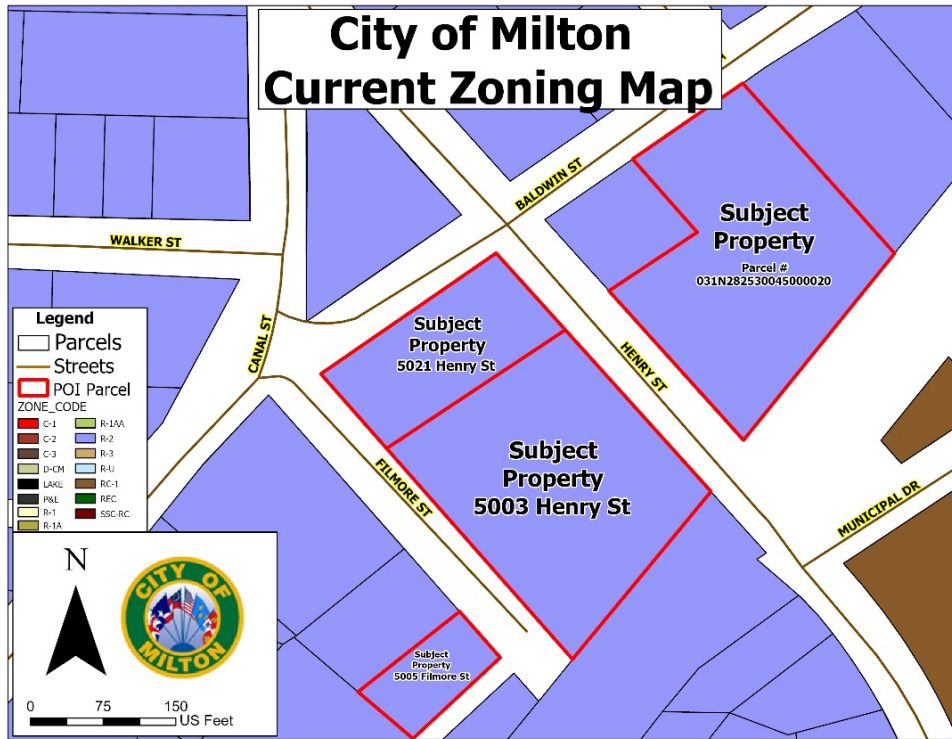
PROPERTY LOCATION:



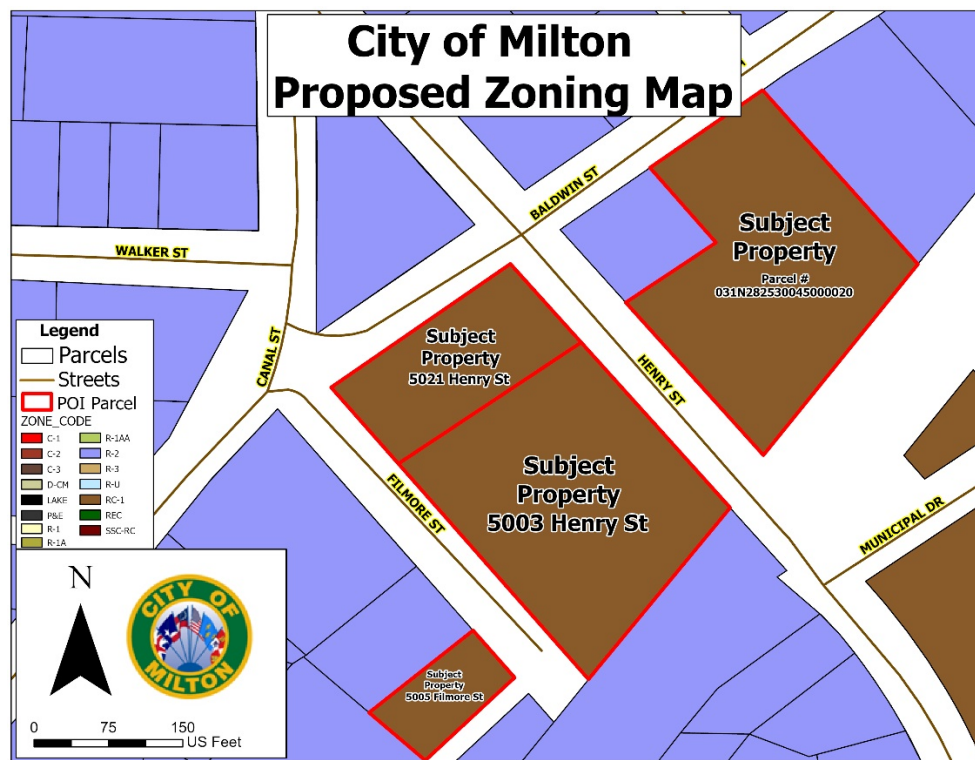
CURRENT REQUEST: This proposal is for the rezoning of four parcels which are approximately 0.22 acres, 0.46 acres, 1.14 acres, and 1.12 acres in size, also known as Parcel IDs 03-1N-28-2530-04300-005B, 03-1N-28-2530-04400-0010, 03-1N-28-2530-04400-0050, and 03-1N-28-2530-04500-0020. The addresses for said parcels are 5005 Filmore St., 5021 Henry St., 5003 Henry St., and an unaddressed parcel, respectively. The properties in question are serviced by Filmore St., Henry St., with Baldwin St. and Canal St. running approximately north and northeast of the subject properties. The intersection with Canal St. and Baldwin St. is approximately 75 feet to 100 feet from 5021 Henry St. and Highway 90/Caroline St. is approximately 1,650 feet from the closest property boundary. The applicant is requesting to rezone the property from its current R-2 One- and Two-Family Residential Zoning District to the proposed R-C1 Residential Commercial Zoning District. According to the City of Milton's Unified Development Code, properties within the R-2 One- and Two-Family Residential Zoning District are not permitted to be used for the majority of commercial uses including but not limited to Cultural Facility, Art Gallery, Art Studio, Bed and Breakfast, Community Center, Contractor's Office without Storage, Convention Center, Dwelling Above the Ground Floor, Multi-family Dwellings, Townhouses, Farmers' Market, Financial Institutions, Funeral Homes, Gas Station, Hotel/Motel, Lodge/Meeting Hall, Medical/Dental Office, Micro-Brewery/Distillery/Winery Small, Neighborhood Market, Outdoor Dining, Principle Use Parking Lot, Parking Structure, Personal Service Establishments, Retails Uses including the sale of Alcohol, and Restaurants. Such uses would be allowed in the R-C1 Zoning District. Currently, the properties' uses include Museum/Cultural Facility and a Parking Lot Principle Use at the Henry St. locations and a Single-Family Residence at the Filmore St. location. Future proposed uses include maintaining the current Museum/Cultural facility use along Henry St., the property on the corner of Baldwin St. and Henry St. to be used as a Museum/Cultural facility as well, and 5005 Filmore St. to be converted into office space to support the Museums/Cultural Facilities.

Property dimensional requirements, such as lot width, minimum lot size, front, side, and rear setbacks as well as impervious surface ratios differ between the two zoning districts as well. The major differences exist between those uses deemed residential in the R-2 district versus those deemed commercial in the R-C1 district. In the R-2 district, for single-family uses, a minimum lot area of 6,500 square feet, minimum lot width of 60 feet, front setback of 20 feet, side setback of 10 feet, rear setback of 15 feet, and maximum impervious surface of 35% are required. Within the R-C1 district, for commercial uses, the minimal lot size and width requirements are no longer required, the front and rear setback minimums are reduced to 10 feet (15 feet remains if adjacent to a residential use), and the maximum impervious surface allowed is increased to 75%. Side setbacks, if adjacent to a residential use is increased to 15 feet. Screening and buffering for such uses will be required as part of any commercial use. The properties in question are also located within the Historic District of the City of Milton. Being such, development of the properties may require approval by the Historic Preservation Board and additional design standards for development.

CURRENT ZONING:

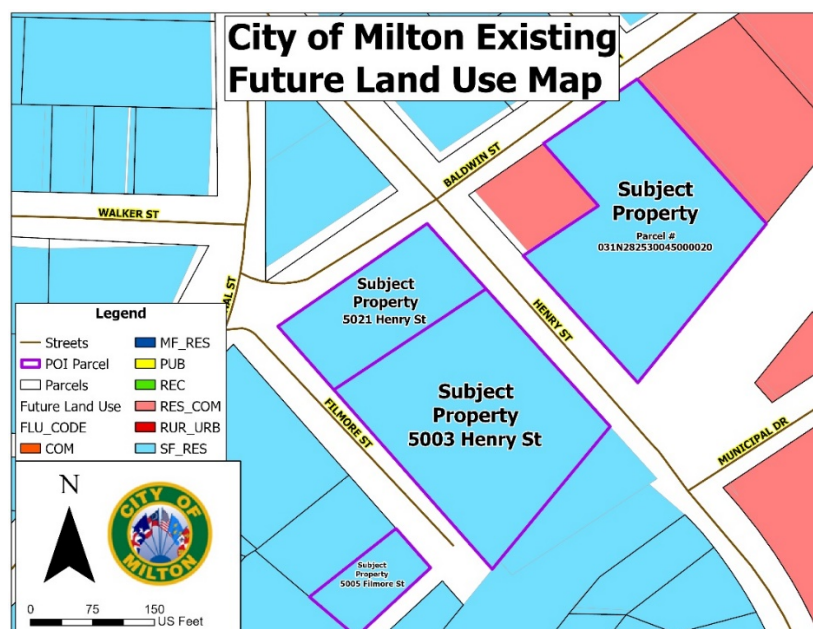


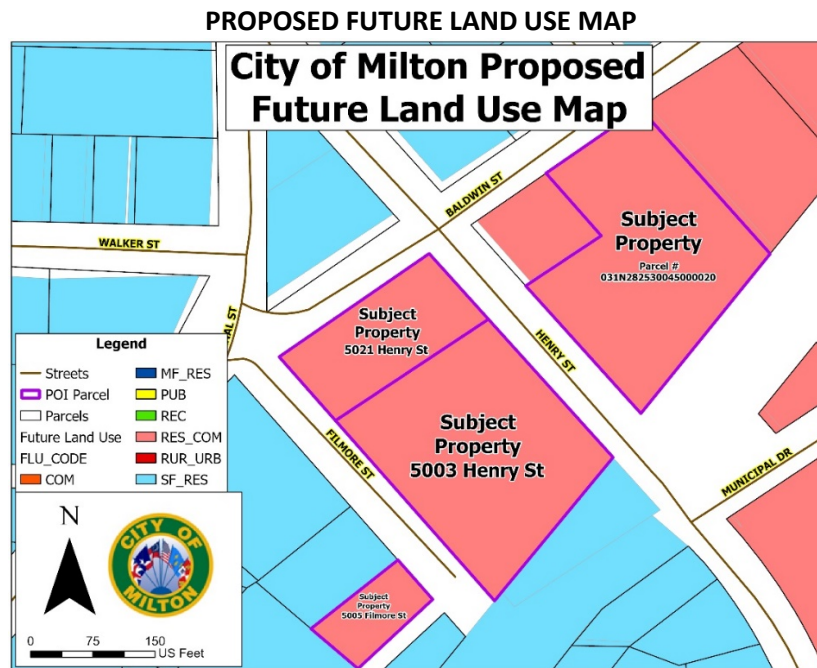
PROPOSED ZONING:



The applicant has initiated the process to reclassify properties from the R-2 Zoning District to the R-C1 Zoning District. This change requires a change in the future land use (FLUM) designation of Single-Family Residential to Residential-Commercial. Additionally, the UDC states that a change in use, which potentially increases intensity, such as is the case here, requires Ordinance standards to be met for items such as Landscaping and Screening from neighboring properties, which in this instance consist of R-2 zoning to the north, east, west, and south of the properties. The unaddressed parcel, otherwise known as Parcel ID 03-1N-28-2530-04500-0020 which is currently being used as a Parking Lot Principle Use, is currently abutted by the R-C1 Zoning District to the south.

CURRENT FUTURE LAND USE MAP





TRAFFIC: The properties are served by Baldwin St. to the north with Henry St. and Filmore St. along the property boundaries on the western and eastern boundaries. Henry St. is located to the west of the unaddressed parcel and east of 5003 and 5021 Henry St. Filmore St. is located to the west of 5003 and 5021 Henry St. and east of 5005 Filmore St. As of 2022, the FDOT only calculates an Annual Average Daily Traffic (AADT) at Canal St./Henry St. and excludes any calculations for Filmore St. and Baldwin St. Along the Canal St./Henry St., corridor FDOT provides an AADT of 6,600. The closest major corridor is approximately 1,650 linear feet approximately north from the closest boundary line, at Highway 90/Caroline St. FDOT reports an AADT of 21,500 at the intersection of Canal St. and Highway 90/Caroline St. The area between Willing St. to the east, Canal St. to the west, the CSX railroad to the south, and Hwy 90/Caroline St. to the north, which the properties in question are located within, totals approximately 0.1 square miles or 61 acres. This area contains three zoning districts; R-C1, R-2, and D-CM, which contains a mix of residential and commercial uses throughout.

UTILITY SERVICE: The properties in question are already serviced by City of Milton utilities.

LIGHTING: Current City regulations require that lighting may not exceed 1 foot candle at any lot line. 1 foot candle 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. This standard must be met as a part of the development review process.

SOUND: The applicant will be required to establish required landscaping buffers on all sides to minimize sound effects on the adjacent properties. Depending on any proposed use,

landscaping must be incorporated on the property and utilized as part of the landscaping buffer where required by code. Within the R-C1 district, Article 12.7 Additional Landscape and Screening Standards within the R-C1, D-CM, and SSC-RC Special Zoning Districts requirements control along with the requirements as found in Article 12.3. Where conflicts exist between the two requirements, Article 12.7 takes precedence.

5 feet wide landscaped buffer yards are required along any street frontage. Such a buffer shall require a minimum of one deciduous canopy tree per every 30 linear feet.

Where parking areas are proposed, parking and loading areas fronting on public streets, and all parking and loading areas abutting residential districts or uses shall provide a landscaped area at least 5 feet wide along the public street or sidewalk which includes; screening at least three feet in height and no less than 50% opaque shall be satisfied by one or some combination of a decorative fence no less than 50% opaque, a masonry wall, a hedge, or berm and continuous landscaped areas. Additionally, one tree for each 25 linear feet of parking lot frontage shall be present. If no sidewalk exists, prior to development, along the street frontage, the provision of a minimum 5-foot-wide sidewalk is required. A ten-foot-wide buffer yard is required when the parking and/or loading area(s) abut a residential use, to include the requisite trees and shrubbery as per subsection 12.7(D)(a)(b).

Requirements for the interior parking area landscaping are also enforced by code. Such requirements include corners of parking lots, parking lot islands, and all other areas not used for parking or vehicular circulation shall be landscaped. Such landscape vegetation can include turf grass, native grasses or other perennial flowering plants, vines, shrubs or trees. Such spaces should include architectural features such as benches, kiosks or bicycle parking. Parking lot islands should include on-site stormwater management features such as bioswales, rain gardens, or other bio retention and infiltration areas. If parking lots of more than 10 spaces are placed within the R-C1 district, at least 25% of the parking area interior shall be landscaped. The use of pavers, or other acceptable permeable pavement systems is encouraged and may reduce required landscaping by up to 10%.

Current Zoning Sec. 6.2 (A.5) – One- and Two-Family Residential Zoning District (R-2)

The R-2 One- and Two-Family Residential Zoning District is intended to provide for a denser neighborhood environment of single-family detached and attached and two-family dwellings on lots with a smaller lot size ranging from 6,500 square feet for Single Family to 10,000 square feet for Two Family units, to provide for a more intensive form of residential development. Limited non-residential uses that are compatible with surrounding residential neighborhoods may be conditionally permitted by the City Council following review by the Planning Board. This district may function as a transitional zone between predominantly single-family neighborhoods and adjacent higher density multi-family neighborhoods, mixed-use areas, and non-residential areas.

Allowable uses in the R-2 Zoning District. Allowable uses include but are not limited to adult family-care home, community residential home 6 or less, day care home, dwelling single-family, dwelling two-family, fallout shelter (1-2 family accessory), garage apartment, guest cottage, and private stable.

Proposed Zoning Sec. 6.4 (A.2). – Residential Commercial Zoning District (R-C1).

The R-C1 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.

Allowable uses in the R-C1 zoning district. Allowable uses include, but are not limited to art gallery, art studio, bed and breakfast, community center, contractor's office without storage, convention center, dwelling above the ground floor, multi-family dwellings, townhouses, farmers' market, financial institutions, funeral homes, gas station, hotel/motel, lodge/meeting hall, medical/dental office, micro-brewery/distillery/winery small, neighborhood market, outdoor dining, principle use parking lot, parking structure, personal service establishments, retails uses including the sale of alcohol, and restaurants.

Please review the following:

Initiate rezoning – if the City Council believes a property is not properly zoned it can initiate rezoning to a more appropriate, comprehensive plan compliant district. While most rezonings are requested by property owners, the city has the right to initiate rezonings in order to meet a specific community or neighborhood goal. The proposed district (R-C1) intends to, amongst other things, match the current uses of the property, to include the West Florida Railroad Museum and the parking lot supporting the use of the museum. When a zoning district is changed some uses may no longer be permitted under the new regulations.

Remember that the basis in the law for Land Development Codes and Zoning is a unit of government's Comprehensive Plan and any other adopted plan that identifies land-based development activities. This proposed rezoning would not cause undue difficulties as it pertains to the City of Milton's Comprehensive Plan and the future land use designation of Residential-Commercial may serve as an overall benefit to the area. The uses allowed in the R-C1 Zoning District better fit the overall purpose for the area as it is part of the City of Milton Historic District, within close proximity of downtown, and is approximately 0.3 miles from the riverfront areas. The properties' locations fit the designations required for R-C1 zoning and may allow for a more appropriate use of said lands as it better matches the current uses.

Sec. 1.7. – Amendments, supplements, changes, or revisions to this Unified Development Code

(a) Any person, planning agency, or local governing body may request an amendment, supplement, change or repeal of any regulation, or restriction contained in these regulations. Applications for such a change shall be submitted to the planning and development department, which shall transmit the application to the local planning agency for review.

(b) Any revision to a zoning district boundary which does not alter the boundary of a land use district shown on the generalized future land use map, shall be considered a rezoning and shall follow the same procedure for public notice and hearing as required for amendments, supplements, changes or revisions to these Land Development Regulations. Such rezoning shall not require a comprehensive plan amendment. Further, notice of the proposed rezoning shall be posted on the subject property at least 15 days in advance of the scheduled hearing.

(c) Any application for a change of boundary or land use classification as depicted on the future land use map shall constitute a comprehensive plan amendment which must be recommended by the local planning agency and approved by the city council. The local

planning agency will review each application and make its recommendation to the city council no later than 90 days after submission of the application. Upon all requests, the local planning agency shall either recommend to the city council that a public hearing be held and the plan amendment approved, or that no public hearing be held, and the amendment denied.

(d) Requirements regarding comprehensive plan amendments contained in F.S. Ch. 163 shall be met.

(e) Any application for an amendment, supplement, change, modification or repeal of the content of these regulations shall follow the same procedure described in subsections (a) through (d) of this section, as applicable. Notice shall be by publication in the local newspaper and posting in city hall. Nothing in this section shall be construed as to allow changes to the Unified Development Code, which are not consistent with the adopted comprehensive plan.

RECOMMENDATION: Staff have reviewed the request and believe the request to be of good merit as the properties' uses currently are a museum and parking lot supporting the existing museum. Such uses, according to 7.3 Use Matrix in the UDC, falls into the category of "Cultural Facility" and "Parking lot – principle use", which are permitted by right in the R-C1 district. The locations of the properties, being that they fall into the historic district, in close proximity to downtown, and within walking distance of a city park, the riverwalk, and several businesses would constitute the R-C1 district as more fitting to the area's overall direction and purpose.



Agenda Item # 2024-2281

Monica Sanford & Jeremy Ruffin

MEETING DATE

March 12, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

SUMMARY

Community Health Event for April 2024.

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2214

Ordinance #03-24 Amending Section 38-176 Milton Police Officers Pension Fund COLA Increase - Second Reading

MEETING DATE

March 12, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

The Police Pension Board recently approved language for a proposed ordinance amendment regarding their COLA and the change in the age for minimum required distributions as set forth in the IRS code.

Second Reading

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. 03-24 Milton Police Pension COLA Increase

ORDINANCE NO. 03-24

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, FURTHER AMENDING CHAPTER 38, PERSONNEL AND RETIREMENT, ARTICLE V, MILTON POLICE OFFICERS' PENSION TRUST FUND, OF THE CODE OF ORDINANCES OF THE CITY OF MILTON: AMENDING SECTION 38-176, BENEFIT AMOUNTS AND ELIGIBILITY; PROVIDING FOR SEVERABILITY OF ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 38 "Personnel and Retirement," Article V, Police Officers' Pension Trust Fund of the City of Milton Code of Ordinances governs the retirement plan and trust fund for the City of Milton (hereinafter the "Plan");

WHEREAS, the Board of Trustees has recommended amending of the Plan as set forth below to assist in retention of Police Officers and to establish benefits to remain competitive with other jurisdictions.

WHEREAS, the City Commission of Milton finds that it would be in the best interest of the citizens of the City and the members of the Police Officers' Pension Trust Fund to amend the Plan as set forth below.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MILTON, FLORIDA, THAT:

Section 1: Section 38-176 of the Milton City code is amended to read as follows:

Sec. 38-176. – Benefit amounts and eligibility.

* * *

(e) *Cost-of-living adjustment.*

* * *

(2) All employees retiring after January 1, 2000, whether retired at their early or normal retirement date will receive an annual ~~one percent~~ **two percent (2%)** cost-of-living increase **beginning on October 1, 2023, and** on each October 1 **thereafter**. The cost-of-living adjustment shall not apply to disability retirees and terminated vested members.

(f) *Required distribution date.* The member's benefit under this section must begin to be distributed to the member no later than April 1 of the calendar year

following the later of the calendar year in which the member attains age ~~seventy and one-half~~ **seventy-three (73)**, **provided the member had not already attained age 72 by December 31, 2022,** or the calendar year in which the member terminates employment with the city. **The Plan will make all future required minimum distributions in compliance with the prevailing age restrictions and additional parameters set out in the Internal Revenue Code as amended from time to time.**

* * *

Section 2. All sections or parts of sections of the City Code, all ordinances or parts of ordinances, and all resolutions or parts of resolutions in conflict herewith, be and the same, are hereby repealed to the extent of such conflict.

Section 3. Should any section or provision of this Ordinance or any paragraph, sentence or word, be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof, as a whole or part hereof, other than the part declared to be invalid.

Section 4. It is the intention of the City Commission of the City of Milton that the provisions of this Ordinance shall become and be made a part of the Code of the City of Milton and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to "Chapter," "Section," "Article," or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed.

MAYOR

DATE

ATTEST:

CITY CLERK

DATE

APPROVED AS TO FORM:

CITY ATTORNEY

DATE

Passed First Reading: _____

Passed Second Reading: _____



Agenda Item # 2024-2241

Ordinance #05-24 - Future Land Use Map Change on James Street - 0.82 Acres - First Reading

MEETING DATE

March 12, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This ordinance is being provided for first reading subject to approval by the Milton City Council of the proposed future land use map amendment of 0.82 acres along James Street from Single Family Residential designation to a Multi-Family Residential designation.

SUMMARY

RECOMMENDATION

Staff recommends approval. First Reading.

ATTACHMENTS

1. Welch James FLUM Ordinance 2024

ORDINANCE NO. 5-24

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF MILTON, SPECIFICALLY THE FUTURE LAND USE MAP, TO INCLUDE ONE PARCEL IN SECTION 34, TOWNSHIP 2 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA, THE LEGAL DESCRIPTION OF WHICH IS CONTAINED IN ATTACHMENT B OF THIS ORDINANCE, FROM A SINGLE-FAMILY RESIDENTIAL DESIGNATION TO A MULTI-FAMILY RESIDENTIAL DESIGNATION; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Legislature adopted Chapter 163, laws of Florida, which requires the City of Milton prepare, adopt, and enforce a comprehensive plan; and

WHEREAS, the City Council of the City of Milton held a Public Hearing and first reading on February 13th, 2024 to adopt Comprehensive Plan Amendment No. 2024-S1, pursuant to Section 163.3187, Florida Statutes, with due public notice having been provided, and having reviewed and considered all comments received during the public hearing, and having provided for necessary revisions; and,

WHEREAS, in exercise of its authority, the City Council of the City of Milton, Florida finds it necessary and desirable to adopt and does hereby adopt Comprehensive Plan Amendment No. 2024-S1, in order to encourage the most appropriate use of land, water and resources, consistent with the public interest; and deal effectively with future problems that may result from the use and development of land within the City of Milton, as follows:

NOW THEREFORE BE IT ORDAINED BY THE City Council of the City of Milton, Florida as follows:

Section 1: Purpose and Intent.

The future land use designation of the below identified parcels, shall be and is hereby changed from a SINGLE-FAMILY RESIDENTIAL DESIGNATION to a MULTI-FAMILY RESIDENTIAL DESIGNATION, as described in Amendment No. 2024-S1, and shown on the map located in Attachment A.

PARCEL # 34-2N-28-0000-26700-0000

Section 2: Comprehensive Plan Amendment.

The City of Milton Comprehensive Plan is hereby amended as set forth in and incorporated herein by reference, and consists of a Future Land Use Map amendment pertaining to the following parcel, which is described in the Property Legal Descriptions located in Attachment B:

Section 3: Severability.

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance and the City of Milton's Comprehensive Plan shall remain in full force and effect.

Section 4: Copy on File.

An official, true, and correct copy of all elements of the Milton Comprehensive Plan, as adopted and amended from time to time, shall be maintained by the City Clerk or her designee.

Section 5: Effective Date.

The effective date of this Comprehensive Plan Amendment shall be 31 days after adoption unless challenged within 30 days after said adoption pursuant to Section 163.3187, Florida Statutes. In which case, the amendment shall not become effective until the state landplaning agency or the Administration Commission, respectively, issues a final order determining the adopted small scale development amendment is in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before this amendment becomes effective.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Milton, Florida, the 12th day of March, 2024.

CITY OF MILTON, FLORIDA

BY: _____
Heather Lindsay - MAYOR

ATTEST:

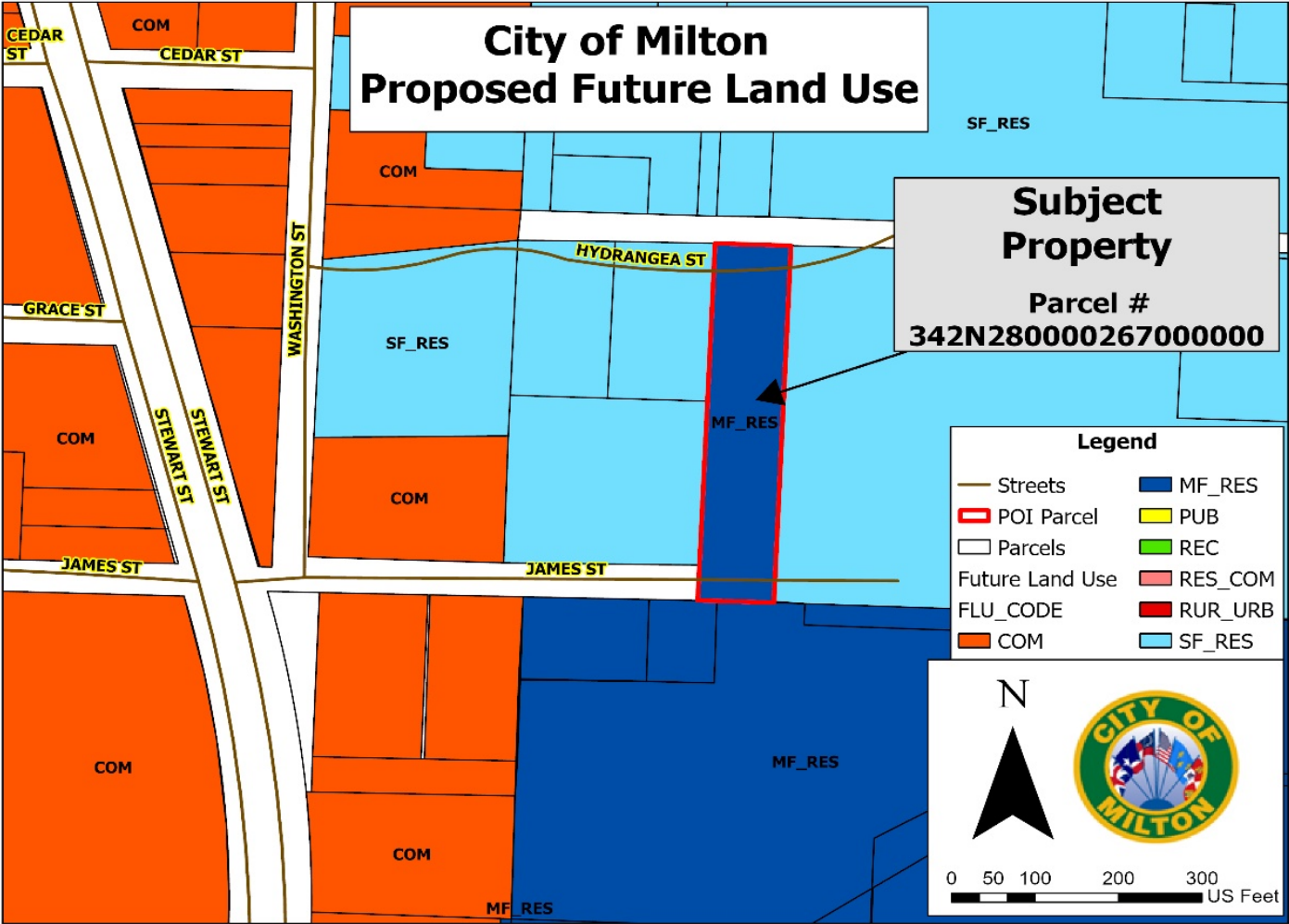
CITY CLERK: _____

First Reading: _____

Second Reading: _____

Legal in form and valid when signed by City Attorney.

ATTACHMENT A



ATTACHMENT B

PARCEL # 34-2N-28-0000-26700-0000

LEGAL DESCRIPTION:

BEGIN AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER, SECTION 34, TOWNSHIP 2 NORTH, RANGE 28 WEST IN SANTA ROSA COUNTY, FLORIDA; THENCE EAST 134 YARDS FOR THE POINT OF BEGINNING; THENCE NORTH 456 FEET, THENCE EAST 78 FEET, THENCE SOUTH 456 FEET, THENCE WEST 78.0 FEET TO THE POINT OF BEGINNING. LESS ROAD RIGHT OF WAY FOR JAMES STREET AND HYDRANGEA STREET.

SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATION OF RECORDS AND TAXES FOR THE YEAR 2023 AND THEREAFTER.



Agenda Item # 2024-2322

Ordinance #06-24 - Rezoning Change on Willard Norris Road - 1.46 Acres - First Reading

MEETING DATE

March 12, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This ordinance is being provided for first reading subject to approval by the Milton City Council of the proposed rezoning of 1.46 acres along Willard Norris Road from the Single Family Residential zoning district (R-1AA) to a Neighborhood Retail Commercial Zoning district (C-1).

SUMMARY

RECOMMENDATION

Staff recommends review of the proposed ordinance. For first reading.

ATTACHMENTS

1. Phan Willard Norris Rezoning Ordinance 2024

ORDINANCE NO. 6-24

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, REZONING ONE PROPERTY CONTAINING 1.46 ACRES OF LAND WITHIN THE CITY OF MILTON, FLORIDA, FURTHER DESCRIBED IN SECTION 1 HEREIN, FROM R-1AA, SINGLE FAMILY RESIDENTIAL ZONING DISTRICT, TO THE C-1, NEIGHBORHOOD RETAIL COMMERCIAL ZONING DISTRICT; AUTHORIZING A ZONING MAP AMENDMENT; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council held a public hearing on March 12, 2024 to consider the rezoning of the property described in Attachment A herein; and

WHEREAS, due public notice has been provided pursuant to Chapter 166, Florida Statutes, and Section 1.7 of the Milton Unified Development Code: and

WHEREAS, the City Council of the City of Milton, Florida, in exercise of its authority, finds it necessary and desirable to adopt and does hereby adopt the proposed zoning change, in order to encourage the most appropriate use of land, water and resources consistent with the public interest, and to deal effectively with future problems that may result from the use and development of land within the City of Milton as follows.

NOW THEREFORE BE IT ORDAINED BY THE City Council of the City of Milton, Florida as follows:

Section 1: Intent and Purpose.

That the Zoning District Classification upon the below property situated, lying, and being contained by the legal boundaries of the City of Milton as listed below and more particularly described in Attachment B:

PARCEL # 28-2N-28-0000-03205-0000

Is hereby changed from the R-1AA (Single Family Residential) Zoning District to the C-1 (Neighborhood Retail Commercial) Zoning District.

Section 2: Zoning Map Series Amendment.

That the City of Milton Unified Development Code is hereby amended as set forth and incorporated herein by reference, and consists of a Zoning Map Series amendment, attached hereto as Attachment A.

Section 3: Severability.

If any part of this Ordinance shall be held invalid by a court of competent jurisdiction, the remaining parts shall be severable and shall continue in full force and effect.

Section 4: Copy on File.

An official, true, and correct copy of all elements of the Milton Unified Development Code, as adopted and amended from time to time, shall be maintained by the City Clerk or his or her designee.

Section 5: Effective Date.

This Ordinance shall take effect immediately upon passage and adoption by the City Council.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Milton, Florida, The 9th day of April, 2024.

CITY OF MILTON, FLORIDA

Heather Lindsay - Mayor

ATTEST:

CITY CLERK

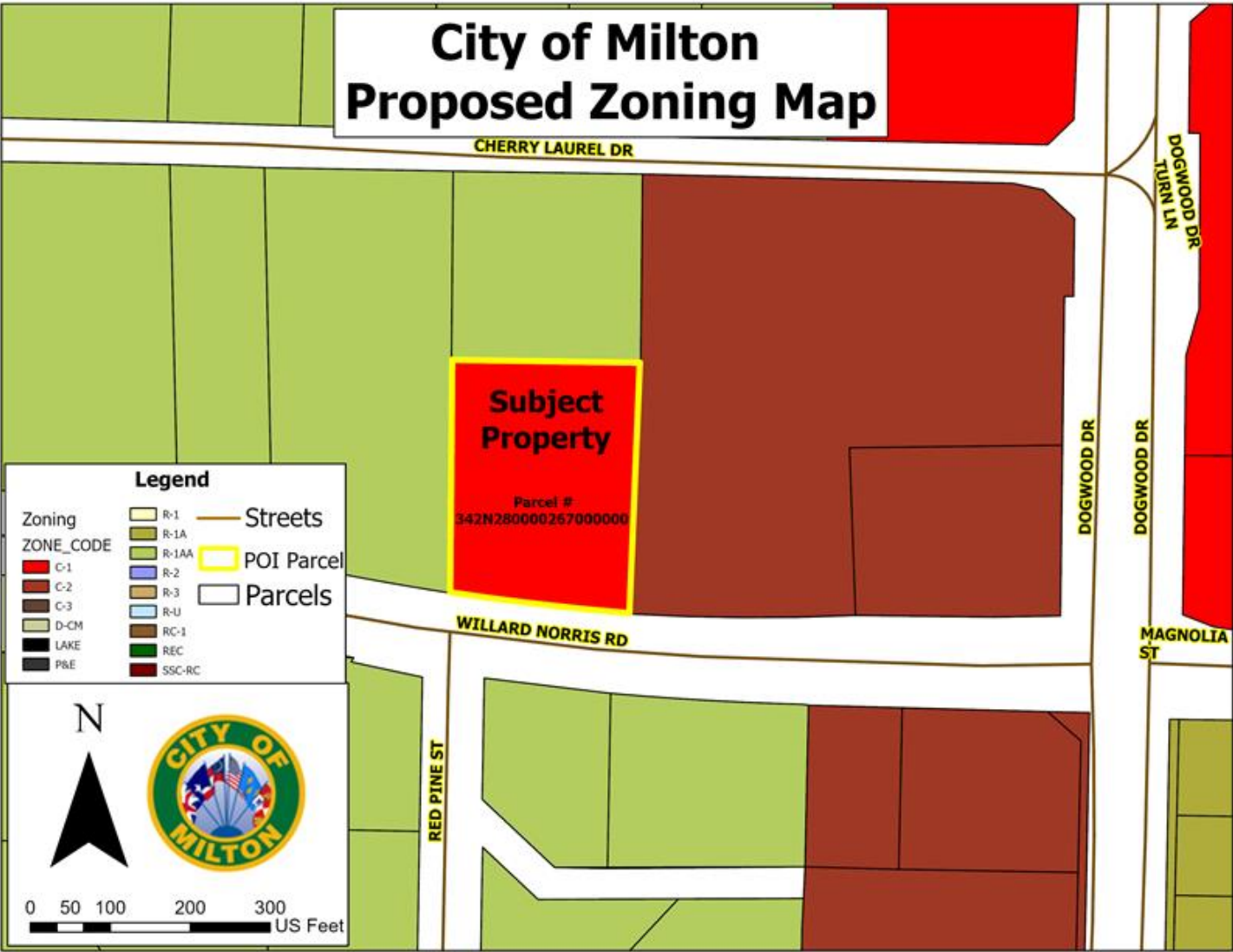
FIRST READING: _____,

SECOND READING: _____

Legal in form and valid when signed by the City Attorney

Alex Andrade – City Attorney

ATTACHMENT A



ATTACHMENT B

PARCEL # 28-2N-28-0000-03205-0000

LEGAL DESCRIPTION:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 2 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA; THENCE RUN SOUTH 87 DEGREES 21 MINUTES 30 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 28 A DISTANCE OF 580.00 FEET: THENCE RUN NORTH 03 DEGREES 21 MINUTES 55 SECONDS EAST A DISTANCE OF 89.00 FEET TO A CAPPED METAL ROD (LICENSED BUSINESS #5170) AT AN INTERSECTION WITH THE NORTHERLY RIGHT OF WAY LINE OF WILLARD NORRIS ROAD (100 R/W) FOR THE POINT OF BEGINNING; THENCE CONTINUE NORTH 03 DEGREES 21 MINUTES 55 SECONDS EAST A DISTANCE OF 283.13 FEET TO A CAPPED METAL ROD (#4511); THENCE RUN SOUTH 86 DEGREES 33 MINUTES 28 SECONDS EAST A DISTANCE OF 200.00 FEET TO A CAPPED METAL ROD (#4511); THENCE RUN SOUTH 03 DEGREES 21 MINUTES 55 SECONDS WEST A DISTANCE OF 302.10 FEET TO A CAPPED METAL ROD (LICENSED BUSINESS #5170). SAID POINT LYING IN A CURVE ON SAID NORTHERLY RIGHT OF WAY LINE: THENCE RUN NORTHWESTERLY ALONG THE ARC OF A CURVE TO THE RIGHT AND ALONG SAID NORTHERLY RIGHT OF WAY LINE A DISTANCE OF 200.97 FEET TO THE POINT OF BEGINNING, SAID CURVE HAVING A RADIUS OF 2814.93 FEET, A CENTRAL ANGLE OF 04 DEGREES 05 MINUTES 28 SECONDS, A CHORD DISTANCE OF 200.92 FEET, AND A CHORD BEARING OF NORTH 81 DEGREES 08 MINUTES 18 SECONDS WEST.



Agenda Item # 2024-2323

Ordinance 07-24 - Future Land Use map Change on Willard Norris Road - 1.46 Acres - First Reading

MEETING DATE

March 12, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This ordinance is being provided for first reading subject to approval by the Milton City Council of the proposed future land use map amendment of 1.46 acres along Willard Norris Road from Single Family Residential designation to a Commercial designation.

SUMMARY

RECOMMENDATION

Staff recommends Council Review. For First Reading

ATTACHMENTS

1. Phan Willard Norris FLUM Ordinance 2024

ORDINANCE NO. 7-24

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF MILTON, SPECIFICALLY THE FUTURE LAND USE MAP, TO INCLUDE ONE PARCEL IN SECTION 28, TOWNSHIP 2 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA, THE LEGAL DESCRIPTION OF WHICH IS CONTAINED IN ATTACHMENT B OF THIS ORDINANCE, FROM A SINGLE-FAMILY RESIDENTIAL DESIGNATION TO A COMMERCIAL DESIGNATION; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Legislature adopted Chapter 163, laws of Florida, which requires the City of Milton prepare, adopt, and enforce a comprehensive plan; and

WHEREAS, the City Council of the City of Milton held a Public Hearing and first reading on March 12th, 2024 to adopt Comprehensive Plan Amendment No. 2024-S2, pursuant to Section 163.3187, Florida Statutes, with due public notice having been provided, and having reviewed and considered all comments received during the public hearing, and having provided for necessary revisions; and,

WHEREAS, in exercise of its authority, the City Council of the City of Milton, Florida finds it necessary and desirable to adopt and does hereby adopt Comprehensive Plan Amendment No. 2024-S2, in order to encourage the most appropriate use of land, water and resources, consistent with the public interest; and deal effectively with future problems that may result from the use and development of land within the City of Milton, as follows:

NOW THEREFORE BE IT ORDAINED BY THE City Council of the City of Milton, Florida as follows:

Section 1: Purpose and Intent.

The future land use designation of the below identified parcels, shall be and is hereby changed from a SINGLE-FAMILY RESIDENTIAL DESIGNATION to a COMMERCIAL DESIGNATION, as described in Amendment No. 2024-S2, and shown on the map located in Attachment A.

PARCEL # 28-2N-28-0000-03205-0000

Section 2: Comprehensive Plan Amendment.

The City of Milton Comprehensive Plan is hereby amended as set forth in and incorporated herein by reference, and consists of a Future Land Use Map amendment pertaining to the following parcel, which is described in the Property Legal Descriptions located in Attachment B:

Section 3: Severability.

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance and the City of Milton's Comprehensive Plan shall remain in full force and effect.

Section 4: Copy on File.

An official, true, and correct copy of all elements of the Milton Comprehensive Plan, as adopted and amended from time to time, shall be maintained by the City Clerk or her designee.

Section 5: Effective Date.

The effective date of this Comprehensive Plan Amendment shall be 31 days after adoption unless challenged within 30 days after said adoption pursuant to Section 163.3187, Florida Statutes. In which case, the amendment shall not become effective until the state landplaning agency or the Administration Commission, respectively, issues a final order determining the adopted small scale development amendment is in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before this amendment becomes effective.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Milton, Florida, the 9th day of April, 2024.

CITY OF MILTON, FLORIDA

BY: _____
Heather Lindsay - MAYOR

ATTEST:

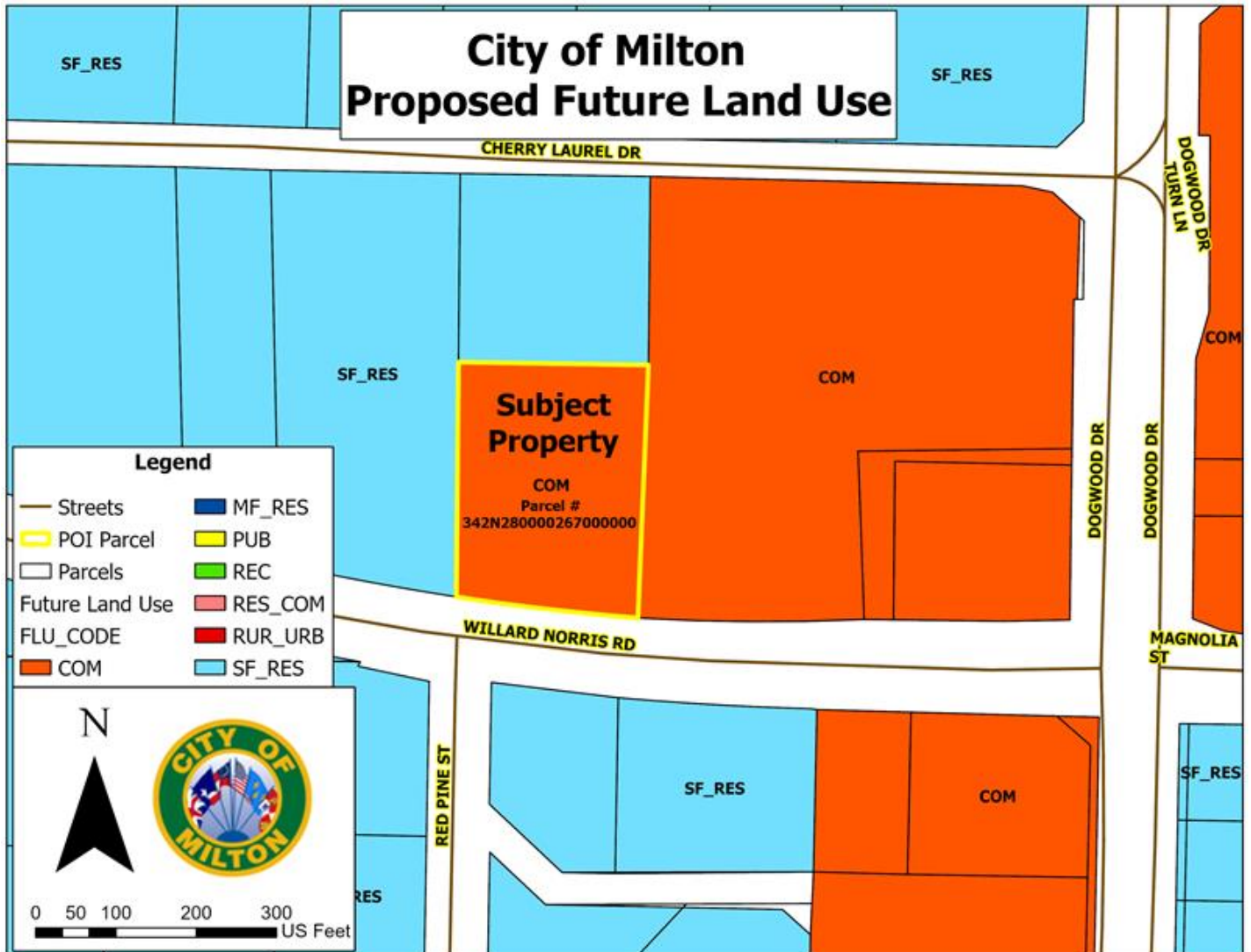
CITY CLERK: _____

First Reading: _____

Second Reading: _____

Legal in form and valid when signed by City Attorney.

ATTACHMENT A



ATTACHMENT B

PARCEL # 28-2N-28-0000-03205-0000

LEGAL DESCRIPTION:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 2 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA; THENCE RUN SOUTH 87 DEGREES 21 MINUTES 30 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 28 A DISTANCE OF 580.00 FEET; THENCE RUN NORTH 03 DEGREES 21 MINUTES 55 SECONDS EAST A DISTANCE OF 89.00 FEET TO A CAPPED METAL ROD (LICENSED BUSINESS #5170) AT AN INTERSECTION WITH THE NORTHERLY RIGHT OF WAY LINE OF WILLARD NORRIS ROAD (100 R/W) FOR THE POINT OF BEGINNING; THENCE CONTINUE NORTH 03 DEGREES 21 MINUTES 55 SECONDS EAST A DISTANCE OF 283.13 FEET TO A CAPPED METAL ROD (#4511); THENCE RUN SOUTH 86 DEGREES 33 MINUTES 28 SECONDS EAST A DISTANCE OF 200.00 FEET TO A CAPPED METAL ROD (#4511); THENCE RUN SOUTH 03 DEGREES 21 MINUTES 55 SECONDS WEST A DISTANCE OF 302.10 FEET TO A CAPPED METAL ROD (LICENSED BUSINESS #5170). SAID POINT LYING IN A CURVE ON SAID NORTHERLY RIGHT OF WAY LINE: THENCE RUN NORTHWESTERLY ALONG THE ARC OF A CURVE TO THE RIGHT AND ALONG SAID NORTHERLY RIGHT OF WAY LINE A DISTANCE OF 200.97 FEET TO THE POINT OF BEGINNING, SAID CURVE HAVING A RADIUS OF 2814.93 FEET, A CENTRAL ANGLE OF 04 DEGREES 05 MINUTES 28 SECONDS, A CHORD DISTANCE OF 200.92 FEET, AND A CHORD BEARING OF NORTH 81 DEGREES 08 MINUTES 18 SECONDS WEST.



Agenda Item # 2024-2324

Ordinance #08-24 - Rezoning Change on Henry Street of four properties - First Reading

MEETING DATE

March 12, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This ordinance is being provided for first reading subject to approval by the Milton City Council of the proposed rezoning of four properties totaling 3 acres along Henry Street from the One and Two Family Residential zoning district (R-2) to a Residential Commercial Zoning district (RC-1).

SUMMARY

RECOMMENDATION

Staff recommends Council review. For first reading.

ATTACHMENTS

1. Santa Rosa Historical Society Rezoning Ordinance 2024

ORDINANCE NO. 8-24

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, REZONING FOUR PROPERTIES CONTAINING 3 ACRES OF LAND WITHIN THE CITY OF MILTON, FLORIDA, FURTHER DESCRIBED IN SECTION 1 HEREIN, FROM R-2, ONE- AND TWO-FAMILY RESIDENTIAL ZONING DISTRICT, TO THE R-C1, RESIDENTIAL COMMERCIAL ZONING DISTRICT; AUTHORIZING A ZONING MAP AMENDMENT; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council held a public hearing on March 12, 2024 to consider the rezoning of the property described in Attachment A herein; and

WHEREAS, due public notice has been provided pursuant to Chapter 166, Florida Statutes, and Section 1.7 of the Milton Unified Development Code: and

WHEREAS, the City Council of the City of Milton, Florida, in exercise of its authority, finds it necessary and desirable to adopt and does hereby adopt the proposed zoning change, in order to encourage the most appropriate use of land, water and resources consistent with the public interest, and to deal effectively with future problems that may result from the use and development of land within the City of Milton as follows.

NOW THEREFORE BE IT ORDAINED BY THE City Council of the City of Milton, Florida as follows:

Section 1: Intent and Purpose.

That the Zoning District Classification upon the below property situated, lying, and being contained by the legal boundaries of the City of Milton as listed below and more particularly described in Attachment B:

PARCEL #s 03-1N-28-2530-04300-005B, 03-1N-28-2530-04400-0050, 03-1N-28-2530-04400-0010, & 03-1N-28-2530-04500-0020

Is hereby changed from the R-2 (One- and Two-Family Residential) Zoning District to the R-C1 (Residential Commercial) Zoning District.

Section 2: Zoning Map Series Amendment.

That the City of Milton Unified Development Code is hereby amended as set forth and incorporated herein by reference, and consists of a Zoning Map Series amendment, attached hereto as Attachment A.

Section 3: Severability.

If any part of this Ordinance shall be held invalid by a court of competent jurisdiction, the remaining parts shall be severable and shall continue in full force and effect.

Section 4: Copy on File.

An official, true, and correct copy of all elements of the Milton Unified Development Code, as adopted and amended from time to time, shall be maintained by the City Clerk or his or her designee.

Section 5: Effective Date.

This Ordinance shall take effect immediately upon passage and adoption by the City Council.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Milton, Florida, The 9th day of April, 2024.

CITY OF MILTON, FLORIDA

Heather Lindsay - Mayor

ATTEST:

CITY CLERK

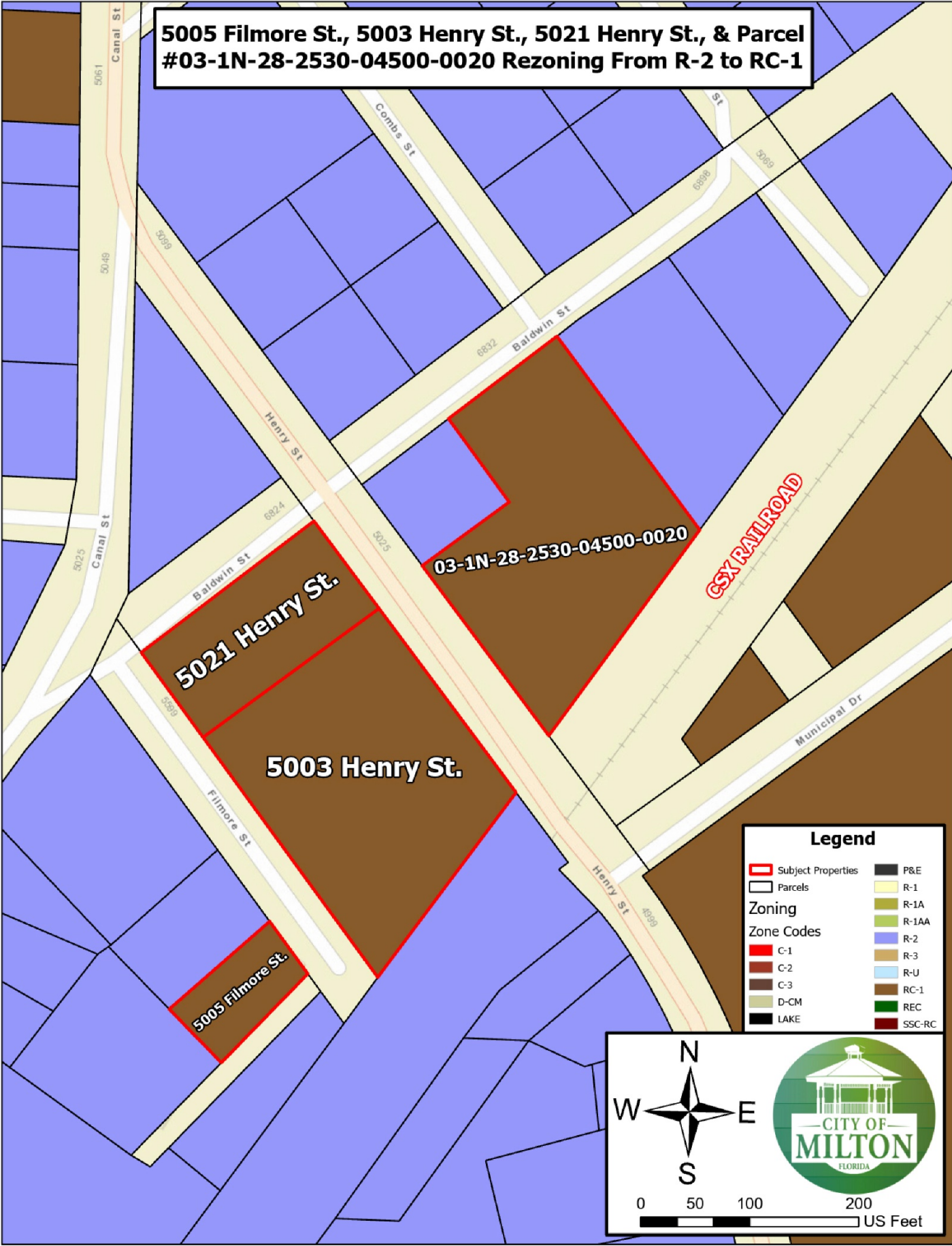
FIRST READING: _____,

SECOND READING: _____

Legal in form and valid when signed by the City Attorney

Alex Andrade – City Attorney

ATTACHMENT A



ATTACHMENT B

5005 FILMORE ST – PARCEL # 03-1N-28-2530-04300-005B

LEGAL DESCRIPTION:

LOT 'B' OF THE SUBDIVISION OF LOTS FIVE (5) AND SEVEN (7) IN BLOCK NUMBER FORTY-THREE (43) IN THE TOWN OF MILTON, SANTA ROSA COUNTY, FLORIDA, ALSO A STRIP TWELVE AND ONE-HALF FEET (12 ½)' WIDE OFF THE EAST SIDE OF LOT 'C', SAID STRIP TO FRONT ON FILMORE STREET TWELVE AND ONE-HALF FEET (12 ½') AND RUN THROUGH THE ENTIRE WIDTH OF LOT 'C' TO THE SOUTH BOUNDARY LINE OF LOT 'C', APPROXIMATELY ONE HUNDRED AND THIRTY-THREE FEET (133') MAKING THE TRACT HEREBY CONVEYED FIFTY-EIGHT AND ONE-HALF (58 ½') FEET FRONT ON FILMORE STREET, ONE HUNDRED AND TWENTY-SIX (126') FRONT ON THE CHAFFIN ALLEY AND SIXTY-EIGHT AND ONE-HALF FEET (68 ½') WIDE ON THE BACK. ALL AS PER MAP OF SAID SUBDIVISION MADE BY OLIVER JERNIGAN, JR., AND SAID J.A. CHAFFIN & COMPANY ON THE 22ND DAY OF JULY, A.D. 1911.

5003 HENRY ST. – PARCEL # 03-1N-28-2530-04400-0050

LEGAL DESCRIPTION:

BEGINNING AT A POINT IN THE WEST LINE OF KENT STREET, FIFTY (50) FEET NORTHWESTERLY FROM AND AT RIGHT ANGLES TO THE CENTERLINE OF THE MAIN TRACK OF THE MOBILE DIVISION FORMERLY THE PENSACOLA AND ATLANTIC DIVISION OF THE RAILROAD OF THE GRANTOR AT VALUATION STATION 3337+50.78, WHICH POINT IS THREE HUNDRED EIGHTY-EIGHT AND TWENTY-EIGHT HUNDREDTHS (388.28) FEET MEASURE NORTHEASTERLY ALONG THE CENTERLINE OF SAID MAIN TRACK FROM MILE POST 670 FROM LOUISVILLE, KENTUCKY; THENCE SOUTHWESTWARDLY ALONG THE FIFTY (50) FEET NORTHWESTERLY FROM AND PARALLEL TO THE CENTERLINE OF SAID MAIN TRACK A DISTANCE OF TWO HUNDRED NINE AND THIRTY-TWO HUNDREDTHS (209.32) FEET TO A POINT OPPOSITE VALUATION STATION 3335+41.46; THENCE NORTHWESTERLY FORMING AN INTERIOR ANGLE OF 72° 50' 20" WITH SAID LAST DESCRIBED LINE, A DISTANCE OF ONE HUNDRED SIXTY AND FIFTY NINE HUNDREDTHS (160.59) FEET TO A POINT OPPOSITE VALUATION STATION 3335+88.84; THENCE NORTHEASTERLY FORMING AN INTERIOR ANGLE OF 90° 00' WITH SAID LAST DESCRIBED LINE, A DISTANCE OF TWO HUNDRED (200) FEET TO A POINT IN THE WEST LINE OF KENT STREET, OPPOSITE VALUATION STATION 3337+79.94; THENCE SOUTHEASTWARDLY ALONG THE WEST LINE OF SAID KENT STREET, FORMING AN INTERIOR ANGLE OF 90° 00' WITH SAID LAST DESCRIBED LINE, A DISTANCE OF NINETY-EIGHT AND EIGHT-THREE HUNDREDTHS (98.83) FEET TO THE POINT OF BEGINNING, AND FORMING AN INTERIOR ANGLE OF 107° 09' 40" WITH THE FIRST HEREINABOVE DESCRIBED LINE, CONTAINING FIVE HUNDRED NINETY-FIVE THOUSANDTHS (0.595) ACRE, MORE OR LESS, BEING A PART OF THE SAME PROPERTY CONVEYED TO THE GRANTOR FROM PENSACOLA AND ATLANTIC RAILROAD COMPANY BY EDWARD T. HUNT, MASTER COMMISSIONER FOR THE CIRCUIT COURT OF THE UNITED STATES OF AMERICA BY DEED DATED JUNE 12, 1891, RECORDED IN DEED BOOK "G", PAGE 1-68, IN CIRCUIT COURT CLERK'S OFFICE, SANTA ROSA COUNTY, FLORIDA.

5021 HENRY ST. – PARCEL # 03-1N-28-2530-04400-0010

LEGAL DESCRIPTION:

LOTS 1 AND 2 OF BLOCK 44, SECTION 3, TOWNSHIP 1 NORTH, RANGE 28, TOWN OF MILTON, ALL OF THE PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA.

PARCEL # 03-1N-28-2530-04500-0020

LEGAL DESCRIPTION:

WEST 25 FEET OF THE FOLLOWING DESCRIBED PROPERTY, LYING CONTIGUOUS TO LOTS 2, 4 AND 6, LYING NORTH OF THE RAILROAD: ALL IN BLOCK 45, TOWN OF MILTON, SECTION 3, TOWNSHIP 1 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA.

A 50' WIDE BY 225' LONG CENTERLINE UNIMPROVED PLATTED ROAD BETWEEN LOTS 2, 4 AND 6, BLOCK 45, TOWN OF MILTON AND LOTS 1, 3 AND 5, BLOCK 46, TOWN OF MILTON AND LYING AND BEING IN SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA.

SUBJECT TO A UTILITY EASEMENT IN FAVOR OF THE CITY OF MILTON FOR THE ENTIRE WIDTH AND LENGTH OF THAT RIGHT-OF-WAY SET FORTH ABOVE AND BEING THE RIGHT OF WAY CLOSED BY RESOLUTION OF THE CITY OF MILTON DATED JULY 11, 2000, AND BEING RESOLUTION #1005 ACCORDING TO THE RECORDS OF THE CITY OF MILTON.

SUBJECT TO ALL EASEMENTS, RESTRICTIONS AND RESERVATIONS (INCLUDING MINERAL RESERVATIONS) OF RECORD AFFECTING THE ABOVE PROPERTY, IF ANY, WHICH ARE NOT EXPRESSLY REIMPOSED HEREBY.



Agenda Item # 2024-2325

Ordinance #09-24 - Future Land Use Map Change on Henry Street - First Reading

MEETING DATE

March 12, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This ordinance is being provided for first reading subject to approval by the Milton City Council of the proposed future land use map amendment of four properties totaling 3 acres along Henry Street from Single Family Residential designation to a Residential Commercial designation.

SUMMARY

RECOMMENDATION

Staff recommends Council Review. For First Reading

ATTACHMENTS

1. Santa Rosa Historical Society FLUM Ordinance 2024

ORDINANCE NO. 9-24

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF MILTON, SPECIFICALLY THE FUTURE LAND USE MAP, TO INCLUDE FOUR PARCELS IN SECTION 03, TOWNSHIP 01 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA, THE LEGAL DESCRIPTION OF WHICH IS CONTAINED IN ATTACHMENT B OF THIS ORDINANCE, FROM A SINGLE-FAMILY RESIDENTIAL DESIGNATION TO A RESIDENTIAL COMMERCIAL DESIGNATION; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Legislature adopted Chapter 163, laws of Florida, which requires the City of Milton prepare, adopt, and enforce a comprehensive plan; and

WHEREAS, the City Council of the City of Milton held a Public Hearing and first reading on March 12th, 2024 to adopt Comprehensive Plan Amendment No. 2024-S3, pursuant to Section 163.3187, Florida Statutes, with due public notice having been provided, and having reviewed and considered all comments received during the public hearing, and having provided for necessary revisions; and,

WHEREAS, in exercise of its authority, the City Council of the City of Milton, Florida finds it necessary and desirable to adopt and does hereby adopt Comprehensive Plan Amendment No. 2024-S3, in order to encourage the most appropriate use of land, water and resources, consistent with the public interest; and deal effectively with future problems that may result from the use and development of land within the City of Milton, as follows:

NOW THEREFORE BE IT ORDAINED BY THE City Council of the City of Milton, Florida as follows:

Section 1: Purpose and Intent.

The future land use designation of the below identified parcels, shall be and is hereby changed from a SINGLE-FAMILY RESIDENTIAL DESIGNATION to a RESIDENTIAL COMMERCIAL DESIGNATION, as described in Amendment No. 2024-S3, and shown on the map located in Attachment A.

PARCEL #s 03-1N-28-2530-04300-005B, 03-1N-28-2530-04400-0050, 03-1N-28-2530-04400-0010, 03-1N-28-2530-04500-0020

Section 2: Comprehensive Plan Amendment.

The City of Milton Comprehensive Plan is hereby amended as set forth in and incorporated herein by reference, and consists of a Future Land Use Map amendment pertaining to the following parcel, which is described in the Property Legal Descriptions located in Attachment B:

Section 3: Severability.

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance and the City of Milton's Comprehensive Plan shall remain in full force and effect.

Section 4: Copy on File.

An official, true, and correct copy of all elements of the Milton Comprehensive Plan, as adopted and amended from time to time, shall be maintained by the City Clerk or her designee.

Section 5: Effective Date.

The effective date of this Comprehensive Plan Amendment shall be 31 days after adoption unless challenged within 30 days after said adoption pursuant to Section 163.3187, Florida Statutes. In which case, the amendment shall not become effective until the state landplanning agency or the Administration Commission, respectively, issues a final order determining the adopted small scale development amendment is in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before this amendment becomes effective.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Milton, Florida, the 9th day of April, 2024.

CITY OF MILTON, FLORIDA

BY: _____
Heather Lindsay - MAYOR

ATTEST:

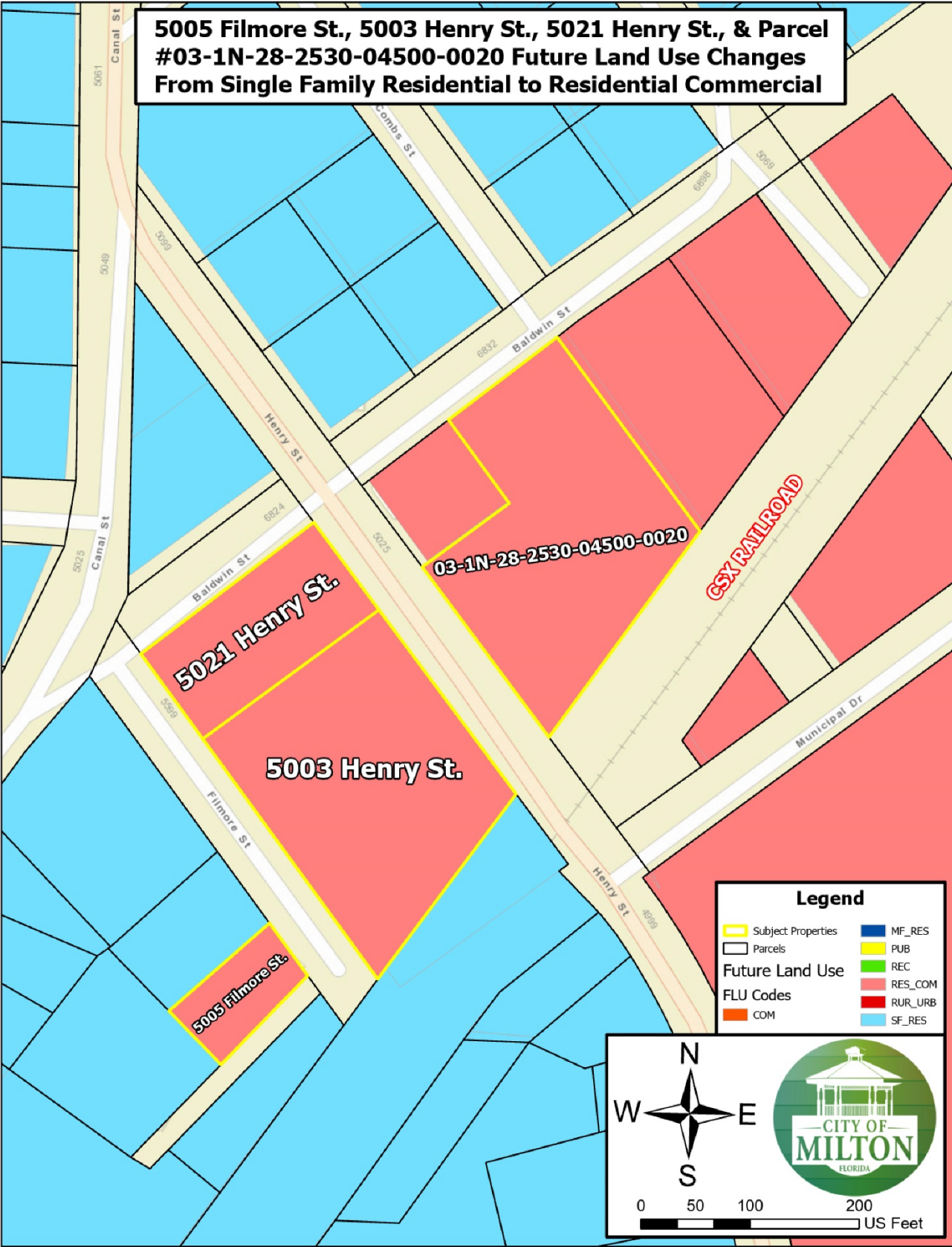
CITY CLERK: _____

First Reading: _____

Second Reading: _____

Legal in form and valid when signed by City Attorney.

ATTACHMENT A



ATTACHMENT B

5005 FILMORE ST – PARCEL # 03-1N-28-2530-04300-005B

LEGAL DESCRIPTION:

LOT 'B' OF THE SUBDIVISION OF LOTS FIVE (5) AND SEVEN (7) IN BLOCK NUMBER FORTY-THREE (43) IN THE TOWN OF MILTON, SANTA ROSA COUNTY, FLORIDA, ALSO A STRIP TWELVE AND ONE-HALF FEET (12 ½)' WIDE OFF THE EAST SIDE OF LOT 'C', SAID STRIP TO FRONT ON FILMORE STREET TWELVE AND ONE-HALF FEET (12 ½') AND RUN THROUGH THE ENTIRE WIDTH OF LOT 'C' TO THE SOUTH BOUNDARY LINE OF LOT 'C', APPROXIMATELY ONE HUNDRED AND THIRTY-THREE FEET (133') MAKING THE TRACT HEREBY CONVEYED FIFTY-EIGHT AND ONE-HALF (58 ½') FEET FRONT ON FILMORE STREET, ONE HUNDRED AND TWENTY-SIX (126') FRONT ON THE CHAFFIN ALLEY AND SIXTY-EIGHT AND ONE-HALF FEET (68 ½') WIDE ON THE BACK. ALL AS PER MAP OF SAID SUBDIVISION MADE BY OLIVER JERNIGAN, JR., AND SAID J.A. CHAFFIN & COMPANY ON THE 22ND DAY OF JULY, A.D. 1911.

5003 HENRY ST. – PARCEL # 03-1N-28-2530-04400-0050

LEGAL DESCRIPTION:

BEGINNING AT A POINT IN THE WEST LINE OF KENT STREET, FIFTY (50) FEET NORTHWESTERLY FROM AND AT RIGHT ANGLES TO THE CENTERLINE OF THE MAIN TRACK OF THE MOBILE DIVISION FORMERLY THE PENSACOLA AND ATLANTIC DIVISION OF THE RAILROAD OF THE GRANTOR AT VALUATION STATION 3337+50.78, WHICH POINT IS THREE HUNDRED EIGHTY-EIGHT AND TWENTY-EIGHT HUNDREDTHS (388.28) FEET MEASURE NORTHEASTERLY ALONG THE CENTERLINE OF SAID MAIN TRACK FROM MILE POST 670 FROM LOUISVILLE, KENTUCKY; THENCE SOUTHWESTWARDLY ALONG A LINE FIFTY (50) FEET NORTHWESTERLY FROM AND PARALLEL TO THE CENTERLINE OF SAID MAIN TRACK A DISTANCE OF TWO HUNDRED NINE AND THIRTY-TWO HUNDREDTHS (209.32) FEET TO A POINT OPPOSITE VALUATION STATION 3335+41.46; THENCE NORTHWESTERLY FORMING AN INTERIOR ANGLE OF 72° 50' 20" WITH SAID LAST DESCRIBED LINE, A DISTANCE OF ONE HUNDRED SIXTY AND FIFTY NINE HUNDREDTHS (160.59) FEET TO A POINT OPPOSITE VALUATION STATION 3335+88.84; THENCE NORTHEASTERLY FORMING AN INTERIOR ANGLE OF 90° 00' WITH SAID LAST DESCRIBED LINE, A DISTANCE OF TWO HUNDRED (200) FEET TO A POINT IN THE WEST LINE OF KENT STREET, OPPOSITE VALUATION STATION 3337+79.94; THENCE SOUTHEASTWARDLY ALONG THE WEST LINE OF SAID KENT STREET, FORMING AN INTERIOR ANGLE OF 90° 00' WITH SAID LAST DESCRIBED LINE, A DISTANCE OF NINETY-EIGHT AND EIGHT-THREE HUNDREDTHS (98.83) FEET TO THE POINT OF BEGINNING, AND FORMING AN INTERIOR ANGLE OF 107° 09' 40" WITH THE FIRST HEREINABOVE DESCRIBED LINE, CONTAINING FIVE HUNDRED NINETY-FIVE THOUSANDTHS (0.595) ACRE, MORE OR LESS, BEING A PART OF THE SAME PROPERTY CONVEYED TO THE GRANTOR FROM PENSACOLA AND ATLANTIC RAILROAD COMPANY BY EDWARD T. HUNT, MASTER COMMISSIONER FOR THE CIRCUIT COURT OF THE UNITED STATES OF AMERICA BY DEED DATED JUNE 12, 1891, RECORDED IN DEED BOOK "G", PAGE 1-68, IN CIRCUIT COURT CLERK'S OFFICE, SANTA ROSA COUNTY, FLORIDA.

5021 HENRY ST. – PARCEL # 03-1N-28-2530-04400-0010

LEGAL DESCRIPTION:

LOTS 1 AND 2 OF BLOCK 44, SECTION 3, TOWNSHIP 1 NORTH, RANGE 28, TOWN OF MILTON, ALL OF THE PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA

PARCEL # 03-1N-28-2530-04500-0020

LEGAL DESCRIPTION:

WEST 25 FEET OF THE FOLLOWING DESCRIBED PROPERTY, LYING CONTIGUOUS TO LOTS 2, 4 AND 6, LYING NORTH OF THE RAILROAD: ALL IN BLOCK 45, TOWN OF MILTON, SECTION 3, TOWNSHIP 1 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA. A 50' WIDE BY 225' LONG CENTERLINE UNIMPROVED PLATTED ROAD BETWEEN LOTS 2, 4 AND 6, BLOCK 45, TOWN OF MILTON AND LOTS 1, 3 AND 5, BLOCK 46, TOWN OF MILTON AND LYING AND BEING IN SECTION 3, TOWNSHIP 2 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA. SUBJECT TO A UTILITY EASEMENT IN FAVOR OF THE CITY OF MILTON FOR THE ENTIRE WIDTH AND LENGTH OF THAT RIGHT-OF-WAY SET FORTH ABOVE AND BEING THE RIGHT OF WAY CLOSED BY RESOLUTION OF THE CITY OF MILTON DATED JULY 11, 2000, AND BEING RESOLUTION #1005 ACCORDING TO THE RECORDS OF THE CITY OF MILTON.

SUBJECT TO ALL EASEMENTS, RESTRICTIONS AND RESERVATIONS (INCLUDING MINERAL RESERVATIONS) OF RECORD AFFECTING THE ABOVE PROPERTY, IF ANY, WHICH ARE NOT EXPRESSLY REIMPOSED HEREBY.



Agenda Item # 2024-2321

Resolution #2024-17 Transfer reserves to W&S, Reimburse Impact Fees for Land

MEETING DATE

March 12, 2024

PREPARED BY

Curtis Krebs, Chief Financial
Officer

BACKGROUND

The first transaction is to transfer excess reserves from the General Fund reserve fund back to the Sewer and Water reserve fund. This is a result of excess funds that were transferred.

The second transaction is to reimburse the Sewer Impact Fees account for monies that were paid for spray field land out of this account.

SUMMARY

RECOMMENDATION

Recommend approval

ATTACHMENTS

1. Resolution NO. 2024-17

RESOLUTION NO. # 2024-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON,
FLORIDA, AMENDING THE FISCAL YEAR 2024 BUDGET, CHANGING
THE ESTIMATED TOTAL REVENUES AND EXPENDITURES
OF VARIOUS FUNDS
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, changes in anticipated revenues and expenditures of the City of Milton, necessitates a revision of the Appropriations for Fiscal Year 2024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Milton, Florida, in open meeting duly assembled

Section 1. The following funds are revised as specified herein:

FUND: General		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
001-0581-581-91-43	Transfer to Water and Sewer Fund	\$ -	\$ 1,383,090.00	\$ 1,383,090.00
LINE ITEM TOTAL-----			\$ 1,383,090.00	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
001-0000-389-90-01	Funds brought forward	\$ 544,328.00	\$ 1,383,090.00	\$ 1,927,418.00
LINE ITEM TOTAL-----				\$ -
COMMENTS/EXPLANATION: Excess Reserves Funds over 4.5 months tranfered to W&S Fund				

FUND: W&S Fund		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0535-535-61-12	Wastewater/Capital Outlay/NSRWRF-Eff Disp	-	\$ 845,710.00	\$ 845,710.00
403-0535-535-61-13	Wastewater/Capital Outlay/NSRWRF-Eff Disp		\$ 537,380.00	\$ 537,380.00
LINE ITEM TOTAL-----			\$ 1,383,090.00	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-000-0381-01-00	Transfer from General Fund	\$ -	\$ 1,383,090.00	\$ 1,383,090.00
LINE ITEM TOTAL-----				\$ -
COMMENTS/EXPLANATION: Funds to reimburse Sewer Impact Fees that paid for Land for the Spray Fields.				

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. City staff is hereby authorized to implement changes in funds, accounts, transfers and balances as outlined within this resolution.

Section 4. This resolution shall take effect immediately upon the adoption by the City Council.

Passed and adopted this _____ day of _____, 20____, by the Milton City Council of the City of Milton, Florida.

By: _____

ATTEST:

Molly Turnes, City Clerk

[https://miltonfl-my.sharepoint.com/personal/dwilliams_miltonfl_org/Documents/Documents/BUDGET/Annual Folders/2023-2024/2023 2024 BA & BA Policy/RESOLUTIONS FY 2023/Resolution 2024-17](https://miltonfl-my.sharepoint.com/personal/dwilliams_miltonfl_org/Documents/Documents/BUDGET/Annual%20Folders/2023-2024/2023%2024%20BA%20BA%20Policy/RESOLUTIONS%20FY%202023/Resolution%202024-17) 1 of 1



Agenda Item # 2024-2308

Resolution #2024-18 to Reappoint Lester Jones as a Council Appointee to the Fire Pension Board

MEETING DATE

March 12, 2024

PREPARED BY

BACKGROUND

This Resolution is to reappoint Lester Jones as a Council Appointee to the Fire Pension Board.

Presently, the two council-appointed members are Lester Jones and Steve Warren. Lester's term expired in April 2023, but he is willing to continue to serve. Steve's doesn't expire until June 2024. However, Steve has recently moved out of town, and is therefore no longer eligible to serve as a council appointee, as they must be city residents. Brian McGuire, who is a city resident, serves as the "fifth member," selected by the four other members of the board. His term would be due to expire in March 2025. The board has requested that Steve Warren be removed from the board as a council appointee, and that he be replaced by Brian McGuire. The board has already approved for Steve Warren to take the seat as the "fifth member" so they would request that Council acknowledge this appointment. This action would keep the board intact and maintain the knowledge and continuity of the members.

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Resolution #2024-19 to Remove Steve Warren as Council Appointee and Appoint Brian McGuire as Council Appointee to the Fire Pension Board

MEETING DATE

March 12, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

This resolution is to remove Steve Warren as Council Appointee and appoint Brian McGuire as Council Appointee to the Fire Pension Board.

Presently, the two council-appointed members are Lester Jones and Steve Warren. Lester's term expired in April 2023, but he is willing to continue to serve. Steve's doesn't expire until June 2024. However, Steve has recently moved out of town, and is therefore no longer eligible to serve as a council appointee, as they must be city residents. Brian McGuire, who is a city resident, serves as the "fifth member," selected by the four other members of the board. His term would be due to expire in March 2025. The board has requested that Steve Warren be removed from the board as a council appointee, and that he be replaced by Brian McGuire. The board has already approved for Steve Warren to take the seat as the "fifth member" so they would request that Council acknowledge this appointment. This action would keep the board intact and maintain the knowledge and continuity of the members.

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2310

Resolution #2024-20 Acknowledging Board's Action to Appoint Steve Warren as Fifth Member of Fire Pension Board

MEETING DATE

March 12, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

This resolution is to acknowledge the Board's action to appoint Steve Warren as the fifth member of the Fire Pension Board.

Presently, the two council-appointed members are Lester Jones and Steve Warren. Lester's term expired in April 2023, but he is willing to continue to serve. Steve's doesn't expire until June 2024. However, Steve has recently moved out of town, and is therefore no longer eligible to serve as a council appointee, as they must be city residents. Brian McGuire, who is a city resident, serves as the "fifth member," selected by the four other members of the board. His term would be due to expire in March 2025. The board has requested that Steve Warren be removed from the board as a council appointee, and that he be replaced by Brian McGuire. The board has already approved for Steve Warren to take the seat as the "fifth member" so they would request that Council acknowledge this appointment. This action would keep the board intact and maintain the knowledge and continuity of the members.

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2296

Resolution #2024-21 City of Milton Support of Flag by Commissioner Calkins

MEETING DATE

March 12, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

This resolution by the City of Milton is to show support for the Flag being erected by Commissioner Calkins. The City Council agreed to draft a resolution of support to have the flag placed at Jernigan's Landing.

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2278

SEPA - Mother's Day Market 2024 (May 11)

MEETING DATE

March 12, 2024

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

This is a first-time event scheduled to take place on May 11, 2024. The event will run from 10:00 AM until 3:00 PM with setup beginning at 8:00 AM and cleanup finishing between 3:00 and 3:30 PM.

The event is being organized by First Presbyterian Church, with assistance from one of our local market groups. The plan for the event is to close Elmira Street adjoining the church and line the edges of the streets with vendors (with overflow into the church's parking lot) in honor of Mother's Day.

For this event, the organizers have requested the following items from the City:

1. Closure of Elmira St. north of Highway 90 adjacent to their property.
2. Rental of road closure barricades to secure the roadway (\$100.00)
3. Rental of a dumpster to dispose of all trash (\$50.00)

Total fees for this event total \$150.00.

SUMMARY

RECOMMENDATION

City staff recommends approval of this event.

ATTACHMENTS

1. SEPA - FPC Mother's Day Market 2024



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570
850-983-5400 events@miltonfl.org

Instructions:

To process this application all applicable pages must be filled out completely and submitted to the city. Pages 1-6 are mandatory with every application. If you are requesting in-kind support and / or financial sponsorship for your event, the City of Milton Outside Agency Funding Application is required in addition to this application. For questions about requirements, fees, or the application process contact the Administration Department at City Hall.

Applicant & Event Organizer Information

☐ Individual ☒ Not-for Profit ☐ For-Profit ☐ Charity
☐ Other: _____

Name of Organization: First Presbyterian Church, Milton

Address: First Presbyterian Church, Milton City: Milton

Phone: 850-384-3270 Email: Deborah@sageage.com

Event POC: Deborah Potter

Phone: same as above Email: _____

Event Information

☐ Concert ☐ Park Festival ☐ Street Festival ☐ Parade/ Procession
☐ Run/ Walk ☐ Sporting Event ☒ Sale/ Market ☐ Private Event/ Wedding
☐ Other _____

Event Name: Mother's Day Market

Event Website/ Event Page: fpcmilton.org, page for event forthcoming

Event Location: Elmira Street Event Date(s) May 11 to May 11

Time of Event: Day 1 10 a.m. to 3 p.m. (Day 2 - Optional) _____ to _____

Setup Date & Time: May 11 at 8 a.m. Teardown Date & Time: May 11 at 3 p.m.

Estimated Attendance: 150-200 staggered Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

Below are questions about the event. Please answer all questions and attach additional documents, if necessary, to the application.

Will a City park be utilized?	(page 3)	☐ YES	☒ NO
Will equipment from the City of Milton be needed?	(page 3)	☒ YES	☐ NO
Will you need the City's Stage?	(page 3)	☐ YES	☒ NO
Will there be amplified sound?	(page 4)	☒ YES	☐ NO
Will you need the City's portable restroom?	(page 3)	☐ YES	☒ NO
Will tents larger than 10'x10' be erected?	(page 4)	☐ YES	☒ NO
Will inflatable bounce houses be erected?	(page 4)	☐ YES	☒ NO
Will you be using water slides?	(page 4)	☐ YES	☒ NO
Will you need City Dumpsters/ Trashcans?	(page 3)	☒ YES	☐ NO
Will there be fireworks?	(page 4)	☐ YES	☒ NO
Will vendors be selling merchandise, food, or wares?	(page 4)	☒ YES	☐ NO
Will food be cooked at the event?	(page 4)	☐ YES	☒ NO
Will alcohol be sold or given away at this event?	(page 4)	☒ YES	☐ NO
Will animals/ pets be allowed at the event?	(page 4)	☐ YES	☒ NO
Will you be using State or County Roads?	(page 4)	☐ YES	☒ NO
Will temporary No Parking Signs be utilized?	(page 4)	☐ YES	☒ NO
Will an EMT be on site?	(page 3)	☐ YES	☒ NO
Will you need security?	(page 3)	☐ YES	☒ NO
Will you require power on-site?	(page 3)	☐ YES	☒ NO
Will you require water on-site?	(page 3)	☐ YES	☒ NO

If you have answered YES to any of these questions, please see page 3-4 and select the items you request to use.

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? Soliciting community partners to bring guests and spread the word. Church and personal facebook page and website. Personal invitation.

Have you prepared a to scale event map/ layout that meets all ADA parking and access requirements?
☒ YES ☐ NO

City Fee Sheet

(City Fees are the fixed cost for the use of its facilities, licenses, insurance, parks, equipment, etc.)

Location(s)/ Facility used at event:

- | | | |
|---|-------|---|
| ☐ North Riverwalk | \$150 | ☐ North Willing Street |
| ☐ South Riverwalk | \$150 | ☐ South Willing Street |
| ☐ Entire Riverwalk | \$250 | ☐ North Elmira Street |
| ☐ N Riverwalk Gazebo | \$50 | ☒ South Elmira Street |
| ☐ S Riverwalk Pavilion | \$50 | ☐ Imogene Parking Lot |

Jernigan's Landing *(Downtown event location for the City of Milton. Select all applicable)*

- | | | | |
|---------------------------------------|-------|--|-------|
| ☐ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☐ Other: _____ | | | |

Requested Items:

QTY

QTY

- | | | | |
|--|-------------------|--|----------------------|
| ☐ Portable Restroom
<i>(at Jernigan's landing)</i> | \$250(np only) | ☐ Portable Restroom
<i>(at alternate location)</i> | \$350(np only) |
| ☐ City Stage 14'x28' | \$350(np only) | ☐ City Movie System | \$250(np only) |
| ☐ Live Music Licensing ***\$200 | | ☐ Movie Licensing *** | \$(at cost)(np only) |
| ☒ Barricades | \$100 per _____ | ☐ Cones | \$10 per _____ |
| ☐ City Garbage Cans | \$10 per _____ | ☒ Dumpster | \$50 per _____ |
| ☐ City Tent (40'x40') | \$500(np only) | ☐ Variable Message Sign | \$250 per _____ |
| ☐ Large Generator | \$250 | ☐ Small Generator | \$100 |
| ☐ Generator power distro | \$100 | ☐ Hose-bid water distro | \$100 |
| ☐ City Hydrant tap fee | \$50 + meter rate | ☐ Electrical Activation | \$75 + meter rate |

Packages: These are requested items that come as a package.

- | | |
|---|---------------------|
| ☐ Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| ☐ Parade Package ("") – For-Profit Organization | \$2500 |

(Parade package requires event organizers to complete all necessary documents, schedule pre & post event meetings with city staff, provide a detailed map of the starting point, route, and end point, provide alternate dates, provide certificate of insurance for the event, and written approval for use from all parties in which the event will take place.)

Parades that utilize a state road will require a FDOT permit for use and can take months to receive.

*Published music, movies, and other electronic art forms are protected by US Copyright and Trademark laws. Unauthorized use of copyrighted work is illegal. **Must be free event, open to the public and located within the City Limits to access the City's ASCAP, BMI and SESAC License. *** np only stands for Non-profits only.

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

NOTE: Tourism District Special Request Applications must be received by the city sixty (60) days prior to the event. Events with Alcohol must submit ninety (90) days prior to the event.

I hereby request waiver of the following ordinances: **(only available in the Tourism District)**

- ☐ Open Container Ordinance (Section 6-27)
- ☐ Noise Ordinance (LDR Section III-5.16)
- ☐ Animal Control Ordinance (Section 4-37(b))
- ☐ And/ or other Ordinance _____

I hereby request the following regarding the Blackwater River:

- ☐ Activate Boating Restricted Areas
- ☐ Activate 24-hour docking at the Riverwalk

I hereby request the use of Fireworks in the City of Milton:

- ☐ By selecting this box, you must complete the City of Milton Fireworks Display Permit Application

**note – Fireworks are subject to approval by the City Fire Chief and must be done by a licensed and insured pyrotechnics professional. Additional information will be provided.*

Time Period from when these requests will take place:

From: _____ Date: _____ To: _____ Date: _____

I hereby request that vendors be allowed to sell their wares at the event. All vendors know they must abide by all federal, state, county, and local laws regarding resell, sell of their ware. All vendors have their applicable license's available if requested. City will not be held liable. ☒ YES ☐ NO

Will this event require Road Closures? ----- ☒ YES ☐ NO

Stewart Street requires a separate FDOT application. A scheduled meeting with the Planning Department is required for a State Road Closure. Ensure you have your date/ time confirmed prior to submitting your information. The City will assist.

If so, please list street names:

- 1) Elmira Street
- 2) _____
- 3) _____
- 4) _____

Is this an annual Event? ☒ YES ☐ NO possibly

If YES, list the date(s) requested for next year. Please note that requesting the date(s) on this application does not guarantee a hold or act as a confirmation of the requested date(s).

Requested event date(s): May 10, 2025 Alternative Date(s): _____

Additional Documents Required with Application

All events require an Event Site Map and copy of Insurance Certificate's 10 days prior. Below are additional documents that may be required to be submitted with the application. Application will be considered incomplete without these documents.

For additional information on what is required please contact the Administrative Office at City Hall.

- ☐ Event Site Map ☐ Event Race Route Map ☐ Parade Route & Alternate

Event organizers must provide a site map with vendor locations, portable restrooms, run/ walk route, etc. at the time this application is submitted. A detailed listing of all services is required for public awareness & safety.

- ☐ Insurance Certificate(s) ☐ Fireworks Application ☐ Other (any other agency)

- ☐ Tax Exempt Certificate and 501(c)3 Documentation *(if the entity is claiming tax exempt and/ or non-profit status)*

Rules & Regulations

Application Dates:

- The permit application process should begin at least 60 days prior to the event date. 90 days if alcohol is to be sold or given away. Parade application process should allow 6 months.
- Once all documents have been submitted, City Staff will schedule a meeting to review all information and ensure event organizers have met all requirements. Staff will at this time develop an Agenda Analysis for Councils review. Council will be informed during the Committee of the Whole meeting. This meeting takes place the third Thursday of every month.
- Each event will require Council's approval and organizers should attend *(if requesting support)*.

Cancellation Policy:

- Event application fees are non-refundable if the event is cancelled by the applicant.
- Although event application fees are non-refundable, if an event is cancelled due to inclement weather, the fee may be credited towards an alternate date. Event Organizers must inform the Office of Economic Development when cancelling any event. An alternate date must take place within one year of the original event date.

ADA Accessibility Guidelines:

- Event Organizers must make the event accessible to people with disabilities to the greater extent possible in compliance with the requirements of the American with Disabilities Act (ADA).
- Accessible parking must also be provided for persons with Disabilities. Information regarding accessible parking locations should be included as part of the event site map.

Clean-Up:

- It is understood that clean-up will be performed immediately following the event. Event site must be returned to its pre-event state. Failure to adequately clean-up event site may result in a fee. Adequacy of clean-up will be assessed by City of Milton Code Enforcement.

Hold Harmless Agreement

For and in consideration of having been granted permission by the City of Milton to hold a Special Event within the City of Milton limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the City of Milton, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this permitted activity.

The undersigned also agrees to protect and hold harmless the City of Milton, its subsidiaries, or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses, present, past or future which may be asserted by this organization, or any member of this organization, or any participant of third party arising out of or occurring in connection with this permitted event.

By the signature to this document the undersigned acknowledges that it understands the contents of this document and is voluntarily agreeing to its terms.

In witness whereof I have here unto set my hand and seal this 20 day of February in 2024

Name of Special Event Mother's Day Market
Date(s) of Special Event Saturday, May 11, 2024
Name of Organization First Presbyterian Church, Milton, FL
Event Organizers Name Deborah Potter
Address of Organization 5203 Elmira Street
Phone Number contact number - Deborah Potter, 850-384-3270
Email Deborah@sageage.com

Printed Name

Deborah Potter

Signature

Deborah Potter

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2024-2302

SEPA - Petfest 2024

MEETING DATE

March 12, 2024

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

Petfest is an event proposed by Cumulus Media of Pensacola. Cumulus is one of the biggest sponsors for City of Milton Events. This event is scheduled as a midday festival that is expected to run from 11:00 AM until 2:00 PM at Jernigan's Landing.

Essentially planned as a "picnic party at the park," the event will feature food trucks, Cumulus' radio DJs (106.1, 100.7, 94.1, 102.7, 104.9), and numerous family-friendly activities for kids, including bounce houses. The event is being advertised as pet friendly so long as pets remain on leashes.

The event organizer has requested the following items for this event:

1. Jernigan's Landing Riverside & Events Area - \$250.00
2. Portable Restroom - \$250.00
3. City Stage (old) - \$350.00
4. Road Closure Barricades - \$100.00
5. City Garbage Cans - \$100.00

Fees for this event total \$1050.00

Of note, there is a wedding taking place at the South Riverwalk on the same day, but after Petfest is expected to conclude.

SUMMARY

RECOMMENDATION

City staff recommends approval of this event.

ATTACHMENTS

1. SEPA - Petfest 2024



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL 32570
850-983-5400 events@miltonfl.org

Instructions:

To process this application all applicable pages must be filled out completely and submitted to the city. Pages 1-6 are mandatory with every application. If you are requesting in-kind support and / or financial sponsorship for your event, the City of Milton Outside Agency Funding Application is required in addition to this application. For questions about requirements, fees, or the application process contact the Administration Department at City Hall.

Applicant & Event Organizer Information

☐ Individual ☐ Not-for Profit ☒ For-Profit ☐ Charity

☐ Other: _____

Name of Organization: Cumulus Media Pensacola

Address: 6565 North W Street City: Pensacola

Phone: (850) 478-6011 Email: N/A

Event POC: Alaejha Moore

Phone: (850) 501-5759 Email: Alaejha.Moore@Cumulus.com

Event Information

☐ Concert ☒ Park Festival ☐ Street Festival ☐ Parade/ Procession

☐ Run/ Walk ☐ Sporting Event ☐ Sale/ Market ☐ Private Event/ Wedding

☐ Other: _____

Event Name: Petfest

Event Website/ Event Page: _____

Event Location: Jernigans Landing Event Date(s) 4/20 to _____

Time of Event: Day 1 11 am to 2:00 pm (Day 2 - Optional) _____ to _____

Setup Date & Time: _____ at _____ Teardown Date & Time: _____ at _____

Estimated Attendance: ≤ 500 Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

Below are questions about the event. Please answer all questions and attach additional documents, if necessary, to the application.

Will a City park be utilized?	(page 3)	☒ YES	☐ NO
Will equipment from the City of Milton be needed?	(page 3)	☒ YES	☐ NO
Will you need the City's Stage?	(page 3)	☒ YES	☐ NO
Will there be amplified sound?	(page 4)	☐ YES	☒ NO
Will you need the City's portable restroom?	(page 3)	☒ YES	☐ NO
Will tents larger than 10'x10' be erected?	(page 4)	☐ YES	☒ NO
Will inflatable bounce houses be erected?	(page 4)	☒ YES	☐ NO
Will you be using water slides?	(page 4)	☐ YES	☒ NO
Will you need City Dumpsters/ Trashcans?	(page 3)	☒ YES	☐ NO
Will there be fireworks?	(page 4)	☐ YES	☒ NO
Will vendors be selling merchandise, food, or wares?	(page 4)	☒ YES	☐ NO
Will food be cooked at the event?	(page 4)	☐ YES	☒ NO
Will alcohol be sold or given away at this event?	(page 4)	☐ YES	☒ NO
Will animals/ pets be allowed at the event?	(page 4)	☒ YES	☐ NO
Will you be using State or County Roads?	(page 4)	☐ YES	☐ NO
Will temporary No Parking Signs be utilized?	(page 4)	☐ YES	☐ NO
Will an EMT be on site?	(page 3)	☐ YES	☒ NO
Will you need security?	(page 3)	☐ YES	☒ NO
Will you require power on-site?	(page 3)	☒ YES	☐ NO
Will you require water on-site?	(page 3)	☒ YES	☐ NO

If you have answered YES to any of these questions, please see page 3-4 and select the items you request to use.

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? yes. Radio and social media.

Have you prepared a to scale event map/ layout that meets all ADA parking and access requirements?

☒ YES ☐ NO

City Fee Sheet

(City Fees are the fixed cost for the use of its facilities, licenses, insurance, parks, equipment, etc.)

Location(s)/ Facility used at event:

- | | | |
|---|-------|---|
| ☐ North Riverwalk | \$150 | ☐ North Willing Street |
| ☐ South Riverwalk | \$150 | ☐ South Willing Street |
| ☐ Entire Riverwalk | \$250 | ☐ North Elmira Street |
| ☐ N Riverwalk Gazebo | \$50 | ☐ South Elmira Street |
| ☐ S Riverwalk Pavilion | \$50 | ☐ Imogene Parking Lot |

Jernigan's Landing (Downtown event location for the City of Milton. Select all applicable)

- | | | | |
|---|-------|---|-------|
| ☒ Riverside | \$100 | ☒ Festival Area | \$150 |
| ☐ Other: _____ | | | |

Requested Items:

QTY

QTY

- | | | | |
|--|--------------------|---|----------------------|
| ☒ Portable Restroom
(at Jernigan's landing) | \$250(np only) | ☐ Portable Restroom
(at alternate location) | \$350(np only) |
| ☒ City Stage 14'x28' | \$350(np only) | ☐ City Movie System | \$250(np only) |
| ☐ Live Music Licensing ***\$200 | | ☐ Movie Licensing *** | \$(at cost)(np only) |
| ☒ Barricades | \$100 per <u>1</u> | ☐ Cones | \$10 per _____ |
| ☒ City Garbage Cans | \$10 per _____ | ☐ Dumpster | \$50 per _____ |
| ☐ City Tent (40'x40') | \$500(np only) | ☐ Variable Message Sign | \$250 per _____ |
| ☐ Large Generator | \$250 | ☐ Small Generator | \$100 |
| ☐ Generator power distro | \$100 | ☐ Hose-bid water distro | \$100 |
| ☐ City Hydrant tap fee | \$50 + meter rate | ☐ Electrical Activation | \$75 + meter rate |

Packages: These are requested items that come as a package.

- | | |
|---|---------------------|
| ☐ Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| ☐ Parade Package ("") – For-Profit Organization | \$2500 |

(Parade package requires event organizers to complete all necessary documents, schedule pre & post event meetings with city staff, provide a detailed map of the starting point, route, and end point, provide alternate dates, provide certificate of insurance for the event, and written approval for use from all parties in which the event will take place.)

Parades that utilize a state road will require a FDOT permit for use and can take months to receive.

*Published music, movies, and other electronic art forms are protected by US Copyright and Trademark laws. Unauthorized use of copyrighted work is illegal. **Must be free event, open to the public and located within the City Limits to access the City's ASCAP, BMI and SESAC License. *** np only stands for Non-profits only.

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

NOTE: Tourism District Special Request Applications must be received by the city sixty (60) days prior to the event. Events with Alcohol must submit ninety (90) days prior to the event.

I hereby request waiver of the following ordinances: **(only available in the Tourism District)**

☐ Open Container Ordinance (Section 6-27)

☐ Noise Ordinance (LDR Section III-5.16)

☒ Animal Control Ordinance (Section 4-37(b))

☐ And/ or other Ordinance _____

I hereby request the following regarding the Blackwater River:

☐ Activate Boating Restricted Areas

☐ Activate 24-hour docking at the Riverwalk

I hereby request the use of Fireworks in the City of Milton:

☐ By selecting this box, you must complete the City of Milton Fireworks Display Permit Application

**note – Fireworks are subject to approval by the City Fire Chief and must be done by a licensed and insured pyrotechnics professional. Additional information will be provided.*

Time Period from when these requests will take place:

From: _____ Date: _____ To: _____ Date: _____

I hereby request that vendors be allowed to sell their wares at the event. All vendors know they must abide by all federal, state, county, and local laws regarding resell, sell of their ware. All vendors have their applicable license's available if requested. City will not be held liable. ☒ YES ☐ NO

Will this event require Road Closures? ----- ☒ YES ☐ NO

Stewart Street requires a separate FDOT application. A scheduled meeting with the Planning Department is required for a State Road Closure. Ensure you have your date/ time confirmed prior to submitting your information. The City will assist.

If so, please list street names:

1) Willing St. 2) _____
3) _____ 4) _____

Is this an annual Event? ☒ YES ☐ NO

If YES, list the date(s) requested for next year. Please note that requesting the date(s) on this application does not guarantee a hold or act as a confirmation of the requested date(s).

Requested event date(s): N/A Alternative Date(s): _____

Additional Documents Required with Application

All events require an Event Site Map and copy of Insurance Certificate's 10 days prior. Below are additional documents that may be required to be submitted with the application. Application will be considered incomplete without these documents.

For additional information on what is required please contact the Administrative Office at City Hall.



Event Site Map



Event Race Route Map



Parade Route & Alternate

Event organizers must provide a site map with vendor locations, portable restrooms, run/ walk route, etc. at the time this application is submitted. A detailed listing of all services is required for public awareness & safety.



Insurance Certificate(s)



Fireworks Application



Other (any other agency)



Tax Exempt Certificate and 501(c)3 Documentation *(if the entity is claiming tax exempt and/ or non-profit status)*

Rules & Regulations

Application Dates:

- The permit application process should begin at least 60 days prior to the event date. 90 days if alcohol is to be sold or given away. Parade application process should allow 6 months.
- Once all documents have been submitted, City Staff will schedule a meeting to review all information and ensure event organizers have met all requirements. Staff will at this time develop an Agenda Analysis for Councils review. Council will be informed during the Committee of the Whole meeting. This meeting takes place the third Thursday of every month.
- Each event will require Council's approval and organizers should attend *(if requesting support)*.

Cancellation Policy:

- Event application fees are non-refundable if the event is cancelled by the applicant.
- Although event application fees are non-refundable, if an event is cancelled due to inclement weather, the fee may be credited towards an alternate date. Event Organizers must inform the Office of Economic Development when cancelling any event. An alternate date must take place within one year of the original event date.

ADA Accessibility Guidelines:

- Event Organizers must make the event accessible to people with disabilities to the greater extent possible in compliance with the requirements of the American with Disabilities Act (ADA).
- Accessible parking must also be provided for persons with Disabilities. Information regarding accessible parking locations should be included as part of the event site map.

Clean-Up:

- It is understood that clean-up will be performed immediately following the event. Event site must be returned to its pre-event state. Failure to adequately clean-up event site may result in a fee. Adequacy of clean-up will be assessed by City of Milton Code Enforcement.

Hold Harmless Agreement

For and in consideration of having been granted permission by the City of Milton to hold a Special Event within the City of Milton limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the City of Milton, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this permitted activity.

The undersigned also agrees to protect and hold harmless the City of Milton, its subsidiaries, or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses, present, past or future which may be asserted by this organization, or any member of this organization, or any participant of third party arising out of or occurring in connection with this permitted event.

By the signature to this document the undersigned acknowledges that it understands the contents of this document and is voluntarily agreeing to its terms.

In witness whereof I have here unto set my hand and seal this 29 day of February in 2024

Name of Special Event Petfest
Date(s) of Special Event 4/20/2024
Name of Organization Cumulus Media Pensacola
Event Organizers Name Alaejha Moore
Address of Organization 6565 North W street
Phone Number (850) 478-6011
Email Alaejha.Moore@cumulus.com

Printed Name

Signature

Alaejha Moore

AmM

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2024-2326

SEPA - Refuge Church Easter Egg Hunt 2024

MEETING DATE

March 12, 2024

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

This request is from Refuge Church to host their annual Easter Egg Hunt at Carpenter's Park. The event is scheduled to take place on Saturday, March 30, 2024 from 11 AM to 2 PM (setup beginning at 7 AM and cleanup concluded by 4 PM).

The event will use several of the pavilions at the park and the arrangement to rent those pavilions has already been worked out with the Parks and Recreation Department.

For this event, the event organizers are requesting the following from the City:

- Trash Cans (5)
- Use of the restroom complex located at the park
- Use of the Splash Pad for the day of this event

SUMMARY

RECOMMENDATION

The Events Coordinator recommends approval of this event.

ATTACHMENTS

1. SEPA - Refuge Church Easter Egg Hunt 2024



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 events@miltonfl.org

Instructions:

To process this application all applicable pages must be filled out completely and submitted to the city. Pages 1-6 are mandatory with every application. If you are requesting in-kind support and / or financial sponsorship for your event, the City of Milton Outside Agency Funding Application is required in addition to this application. For questions about requirements, fees, or the application process contact the Administration Department at City Hall.

Applicant & Event Organizer Information

- ☐ Individual ☒ Not-for Profit ☐ For-Profit ☐ Charity
☐ Other: _____

Name of Organization: Refuge Church NWFL

Address: 1060 Hwy 90

City: Milton

Phone: _____

Email: wearerefugechurch@gmail.com

Event POC: Matthew Gaines / Stephanie Gaines

Phone: (850) 293-7214 / (850) 206-9262

Email: matthewbgaines@gmail.com

Event Information

- ☐ Concert ☐ Park Festival ☐ Street Festival ☐ Parade/ Procession
☐ Run/ Walk ☐ Sporting Event ☐ Sale/ Market ☐ Private Event/ Wedding
☒ Other Community Easter Egg Hunt

Event Name: Refuge Church Community Easter Egg Hunt

Event Website/ Event Page: Refuge Church Facebook

Event Location: Carpenters Park

Event Date(s) 3/30/24 to 3/30/24

Time of Event: Day 1 11am to 2pm (Day 2 - Optional) _____ to _____

Setup Date & Time: 3/30/24 at 7am Teardown Date & Time: 4pm at 3/30/24

Estimated Attendance: 2500

Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

Below are questions about the event. Please answer all questions and attach additional documents, if necessary, to the application.

Will a City park be utilized?	(page 3)	☒ YES	☐ NO
Will equipment from the City of Milton be needed?	(page 3)	☒ YES	☐ NO
Will you need the City's Stage?	(page 3)	☐ YES	☒ NO
Will there be amplified sound?	(page 4)	☒ YES	☐ NO
Will you need the City's portable restroom?	(page 3)	☐ YES	☒ NO
Will tents larger than 10'x10' be erected?	(page 4)	☐ YES	☒ NO
Will inflatable bounce houses be erected?	(page 4)	☐ YES	☒ NO
Will you be using water slides?	(page 4)	☐ YES	☒ NO
Will you need City Dumpsters/ Trashcans?	(page 3)	☒ YES	☐ NO
Will there be fireworks?	(page 4)	☐ YES	☒ NO
Will vendors be selling merchandise, food, or wares?	(page 4)	☐ YES	☒ NO
Will food be cooked at the event?	(page 4)	☒ YES	☐ NO
Will alcohol be sold or given away at this event?	(page 4)	☐ YES	☒ NO
Will animals/ pets be allowed at the event?	(page 4)	☒ YES	☐ NO
Will you be using State or County Roads?	(page 4)	☐ YES	☒ NO
Will temporary No Parking Signs be utilized?	(page 4)	☒ YES	☐ NO
Will an EMT be on site?	(page 3)	☐ YES	☒ NO
Will you need security?	(page 3)	☐ YES	☒ NO
Will you require power on-site?	(page 3)	☒ YES	☐ NO
Will you require water on-site?	(page 3)	☒ YES	☐ NO

If you have answered YES to any of these questions, please see page 3-4 and select the items you request to use.

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? Flyers for local businesses and Social media

Have you prepared a to scale event map/ layout that meets all ADA parking and access requirements?

☒ YES ☐ NO

City Fee Sheet

(City Fees are the fixed cost for the use of its facilities, licenses, insurance, parks, equipment, etc.)

Location(s)/ Facility used at event:

- | | | |
|---|-------|---|
| ☐ North Riverwalk | \$150 | ☐ North Willing Street |
| ☐ South Riverwalk | \$150 | ☐ South Willing Street |
| ☐ Entire Riverwalk | \$250 | ☐ North Elmira Street |
| ☐ N Riverwalk Gazebo | \$50 | ☐ South Elmira Street |
| ☐ S Riverwalk Pavilion | \$50 | ☐ Imogene Parking Lot |

Jernigan's Landing (Downtown event location for the City of Milton. Select all applicable)

- | | | | |
|--|-------|--|-------|
| ☐ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☒ Other: Access to park restrooms and Splash Pad | | | |

Requested Items:

QTY

QTY

- | | | | |
|---|-------------------|---|----------------------|
| ☐ Portable Restroom
(at Jernigan's landing) | \$250(np only) | ☐ Portable Restroom
(at alternate location) | \$350(np only) |
| ☐ City Stage 14'x28' | \$350(np only) | ☐ City Movie System | \$250(np only) |
| ☐ Live Music Licensing ***\$200 | | ☐ Movie Licensing *** | \$(at cost)(np only) |
| ☐ Barricades | \$100 per _____ | ☐ Cones | \$10 per _____ |
| ☒ City Garbage Cans | \$10 per <u>5</u> | ☐ Dumpster | \$50 per _____ |
| ☐ City Tent (40'x40') | \$500(np only) | ☐ Variable Message Sign | \$250 per _____ |
| ☐ Large Generator | \$250 | ☐ Small Generator | \$100 |
| ☐ Generator power distro | \$100 | ☐ Hose-bid water distro | \$100 |
| ☐ City Hydrant tap fee | \$50 + meter rate | ☐ Electrical Activation | \$75 + meter rate |

Packages: These are requested items that come as a package.

- | | |
|---|---------------------|
| ☐ Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| ☐ Parade Package ("") – For-Profit Organization | \$2500 |

(Parade package requires event organizers to complete all necessary documents, schedule pre & post event meetings with city staff, provide a detailed map of the starting point, route, and end point, provide alternate dates, provide certificate of insurance for the event, and written approval for use from all parties in which the event will take place.)

Parades that utilize a state road will require a FDOT permit for use and can take months to receive.

*Published music, movies, and other electronic art forms are protected by US Copyright and Trademark laws. Unauthorized use of copyrighted work is illegal. **Must be free event, open to the public and located within the City Limits to access the City's ASCAP, BMI and SESAC License. *** np only stands for Non-profits only.

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

NOTE: Tourism District Special Request Applications must be received by the city sixty (60) days prior to the event. Events with Alcohol must submit ninety (90) days prior to the event.

I hereby request waiver of the following ordinances: **(only available in the Tourism District)**

- ☐ Open Container Ordinance (Section 6-27)
- ☐ Noise Ordinance (LDR Section III-5.16)
- ☐ Animal Control Ordinance (Section 4-37(b))
- ☐ And/ or other Ordinance _____

I hereby request the following regarding the Blackwater River:

- ☐ Activate Boating Restricted Areas
- ☐ Activate 24-hour docking at the Riverwalk

I hereby request the use of Fireworks in the City of Milton:

- ☐ By selecting this box, you must complete the City of Milton Fireworks Display Permit Application

**note – Fireworks are subject to approval by the City Fire Chief and must be done by a licensed and insured pyrotechnics professional. Additional information will be provided.*

Time Period from when these requests will take place:

From: _____ Date: _____ To: _____ Date: _____

I hereby request that vendors be allowed to sell their wares at the event. All vendors know they must abide by all federal, state, county, and local laws regarding resell, sell of their ware. All vendors have their applicable license's available if requested. City will not be held liable. ☐ YES ☐ NO

Will this event require Road Closures? ----- ☐ YES ☐ NO

Stewart Street requires a separate FDOT application. A scheduled meeting with the Planning Department is required for a State Road Closure. Ensure you have your date/ time confirmed prior to submitting your information. The City will assist.

If so, please list street names:

- 1) _____ 2) _____
- 3) _____ 4) _____

Is this an annual Event? ☒ YES ☐ NO

If YES, list the date(s) requested for next year. Please note that requesting the date(s) on this application does not guarantee a hold or act as a confirmation of the requested date(s).

Requested event date(s): _____ Alternative Date(s): _____

Annual event, every Saturday before Easter

Additional Documents Required with Application

All events require an Event Site Map and copy of Insurance Certificate's 10 days prior. Below are additional documents that may be required to be submitted with the application. Application will be considered incomplete without these documents.

For additional information on what is required please contact the Administrative Office at City Hall.

- ☐ Event Site Map ☐ Event Race Route Map ☐ Parade Route & Alternate

Event organizers must provide a site map with vendor locations, portable restrooms, run/ walk route, etc. at the time this application is submitted. A detailed listing of all services is required for public awareness & safety.



- Insurance Certificate(s) ☐ Fireworks Application ☐ Other (any other agency)

Tax Exempt Certificate and 501(c)3 Documentation *(if the entity is claiming tax exempt and/ or non-profit status)*

Rules & Regulations

Application Dates:

- The permit application process should begin at least 60 days prior to the event date. 90 days if alcohol is to be sold or given away. Parade application process should allow 6 months.
- Once all documents have been submitted, City Staff will schedule a meeting to review all information and ensure event organizers have met all requirements. Staff will at this time develop an Agenda Analysis for Councils review. Council will be informed during the Committee of the Whole meeting. This meeting takes place the third Thursday of every month.
- Each event will require Council's approval and organizers should attend *(if requesting support)*.

Cancellation Policy:

- Event application fees are non-refundable if the event is cancelled by the applicant.
- Although event application fees are non-refundable, if an event is cancelled due to inclement weather, the fee may be credited towards an alternate date. Event Organizers must inform the Office of Economic Development when cancelling any event. An alternate date must take place within one year of the original event date.

ADA Accessibility Guidelines:

- Event Organizers must make the event accessible to people with disabilities to the greater extent possible in compliance with the requirements of the American with Disabilities Act (ADA).
- Accessible parking must also be provided for persons with Disabilities. Information regarding accessible parking locations should be included as part of the event site map.

Clean-Up:

- It is understood that clean-up will be performed immediately following the event. Event site must be returned to its pre-event state. Failure to adequately clean-up event site may result in a fee. Adequacy of clean-up will be assessed by City of Milton Code Enforcement.

Hold Harmless Agreement

For and in consideration of having been granted permission by the City of Milton to hold a Special Event within the City of Milton limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the City of Milton, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this permitted activity.

The undersigned also agrees to protect and hold harmless the City of Milton, its subsidiaries, or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses, present, past or future which may be asserted by this organization, or any member of this organization, or any participant of third party arising out of or occurring in connection with this permitted event.

By the signature to this document the undersigned acknowledges that it understands the contents of this document and is voluntarily agreeing to its terms.

In witness whereof I have here unto set my hand and seal this 6th day of March in 2024

Name of Special Event Refuge Church Community Easter Egg Hunt
Date(s) of Special Event March 30, 2024
Name of Organization Refuge Church NWFL
Event Organizers Name Stephanie Gaines
Address of Organization 1060 Hwy 90 Milton FL 32583
Phone Number (850) 293-7214
Email weaverefugechurch@gmail.com

Printed Name

Stephanie Gaines

Signature

[Signature]

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2024-2305

Recognizing Michele Williams as new Purchasing Officer

MEETING DATE

March 12, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

Recognizing Michele Williams as the new Purchasing Officer for the City of Milton.

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2304

Recognizing Navy League Award Recipients

MEETING DATE

March 12, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

Recognizing Navy League Sailors of the Year, Civilians of the Year and Flight Instructors of the Year who received awards at the February 2024 Banquet. Special thanks to Captain Kline and Chief Tindell for their service to the Navy League as President and Past-President.

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2306

Recognizing NAS Whiting Field

MEETING DATE

March 12, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

Recognizing NAS Whiting Field as 2024 Installation of the Year, Small Base Category and nomination to represent the U.S. Navy in the 2024 Commander in Chief's Annual Award for Excellence competition.

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2298

Multi-Jurisdictional Floodplain Mitigation Plan and the Plan for Public Information

MEETING DATE

March 12, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

As part of the City of Milton's annual recertification process for the National Flood Insurance Program (NFIP) staff is required to present the findings of the Flood Mitigation Task Force (FMTF) to Council. The FMTF has reviewed and evaluated both the Plan for Public Information (PPI) and the Flood Mitigation Plan. The evaluation reports were presented on January 19, 2024 at the FMTF meeting. City of Milton staff will present the aspects of these evaluation reports, specifically dealing with the City of Milton to Council on March 12, 2024. As the City has partnered with Santa Rosa County and other local Municipalities in the creation of the PPI and Floodplain Mitigation Plan and has committed resources to the creation and maintenance of these documents, it is important that the City Council be made aware of any progress and or deficiencies of these programs. The City of Milton Council, the Media and the public at large shall be made aware of the program evaluations on an annual basis. Documentation of Council review as the City's Stormwater Committee shall be submitted upon annual recertification. City Council is required to act upon the evaluation reports.

SUMMARY

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. PPI doc updated 2024
2. PPI Tables updated 2023-2024
3. A Review of the Action Items in the Original Plan 2023-2024 (1)
4. Annual Report action items table

A decorative graphic on the right side of the page. It features three concentric blue circles of varying sizes. Two thin blue lines intersect at a point between the top and middle circles, extending towards the top-left and bottom-right corners of the page. A larger concentric blue circle is partially visible at the bottom right, overlapping the page footer area.

Plan for Public Information

PPI for Santa Rosa County Unincorporated
Areas, Cities of Milton and Gulf Breeze

**Santa Rosa County Flood Mitigation Task Force
1/19/2024**

I. Background

Santa Rosa County and the Cities of Gulf Breeze and Milton, located within Santa Rosa County, are all impacted by flooding, both coastal and riverine, during all times of the year. Historically, the communities initiated their own flood hazard outreach and education efforts prior to hurricane season in the spring months. The individual jurisdictions contacted their citizens in flood prone or repetitive loss areas utilizing their own methods.

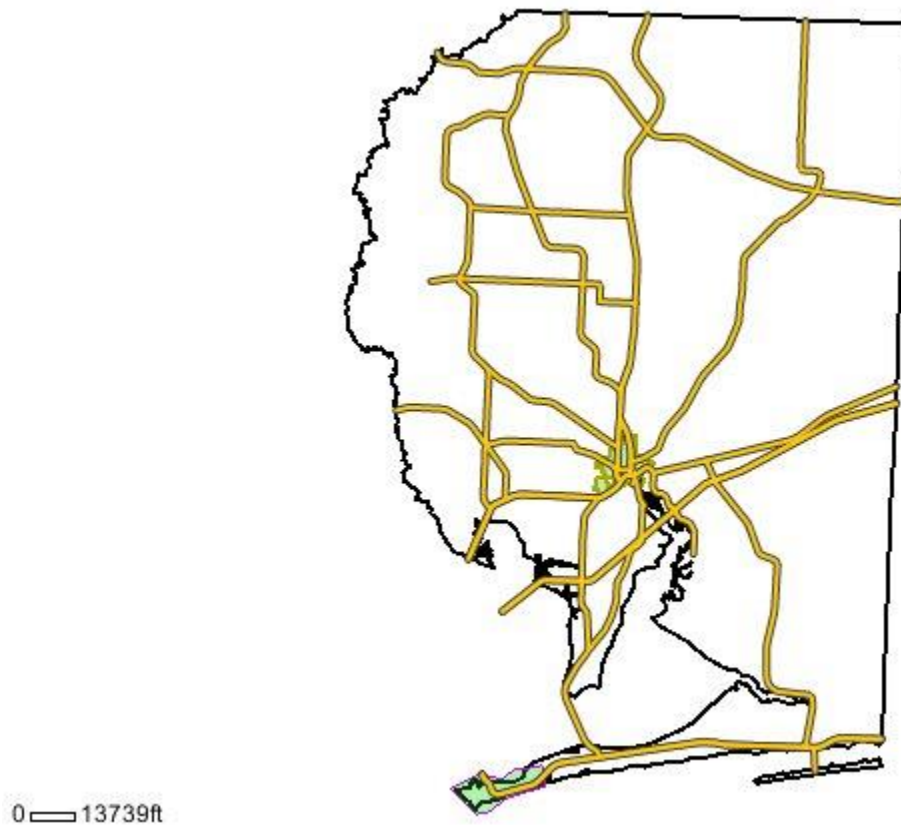


Figure 1. Location Map: Santa Rosa County with the Cities of Gulf Breeze and Milton

As part of the revisions to the Community Rating System (CRS) Program which became effective in 2013, the Program for Public Information (PPI) was introduced by the Federal Emergency Management Agency (FEMA) as a new planning tool to provide a step-by-step coordinated approach to flood hazard outreach. The PPI can be developed and implemented by a single community or with other communities as a multi-jurisdictional effort. The purpose is the same: to improve communication with citizens, and to provide information about flood hazards, flood safety, flood insurance and ways to protect property and natural floodplain functions to those who can benefit from it. The intent of the CRS Program, and the PPI, is to reduce injury to people and damage to property from future floods. Coordination between jurisdictions

through Multi-Jurisdictional Program for Public Information (MJ-PPI) further increases efficiency in resource use and improves communication with citizens.

When the PPI was introduced in fall of 2013 to the Local Mitigation Strategy Task Force (a multi-jurisdictional body) three jurisdictions participated in the CRS Program: City of Milton, City of Gulf Breeze and the County, which has jurisdiction over the unincorporated area. For the jurisdictions involved a number of factors supported the need to develop an overall, coordinated flood hazard outreach plan. First, the jurisdictions are generally not in a position to address flooding problems through structural means as often as in the past. New practices in urban stormwater management and floodplain management, which typically address flooding in rural settings are moving away from approaches that require more infrastructure to channel water. A common objective of both fields is finding cost effective methods of addressing flooding primarily through avoidance or reduction measures, which often have less long term costs associated with them. Second, the recent economic downturn has left the jurisdictions with fewer resources (staff, budget and grant availability) to address future flooding.

The importance of public safety and the need to reduce future flood damage has not diminished. Reducing future flood damage requires a partnership with the public, and an educated public is an important component for success. Willing homeowners can make modifications to their homes and property that will improve flood resiliency, however, they need clear, relevant facts and in some cases, financial assistance.

A MJ-PPI can offer the jurisdictions the benefit of clear, coordinated messages and a more comprehensive approach in getting information out in a consistent, cost-effective manner. The six priority topics of the revised CRS program are essentially best management practices for households – actions that can be taken by homeowners or renters to avoid or reduce flood damage.

II. Goals of the Santa Rosa County/Gulf Breeze/Milton Multi-Jurisdictional PPI Plan

The plan participants share a common vision for a better-informed citizenry that is knowledgeable about the flood risks, what they can do to decrease future flood damage, and the benefits of flood insurance. Staff from Santa Rosa County, and the Cities of Gulf Breeze and Milton are recommending two goals and supporting objectives.

- Coordinate and synchronize the preparedness messaging of Santa Rosa County and the Cities of Gulf Breeze and Milton for a more comprehensive approach to building community resilience to flooding.

- Cross-Jurisdictionally identify the most at risk and through the outreach materials and methods, encourage residents to adopt behaviors that improve flood hazard preparedness and decrease future flood damage.

III. Multi-Jurisdictional Flood Mitigation Task Force (FMTF).

The Flood Mitigation Task Force was established in 2009, as an extension of the Local Mitigation Strategy Group, to develop a Multi-Jurisdictional Flood Mitigation Plan (Activity 510). The FMTF continues to meet regularly to maintain the Flood Mitigation Plan. This task force is an extension of the Local Mitigation Strategy group and in March of 2015 the Flood Mitigation Task Force undertook the process of developing a Multi-Jurisdictional Plan for Public Information which will meet the requirements of Activity 330.

The Task Force was established using the requirements of the CRS manual and consists of the following representatives (updated 1/19/2024):

Karen Thornhill, CFM	Floodplain Manager	Santa Rosa County
Lani Burritt	Grants & Special Programs Coord.	Santa Rosa County
Sarah Whitfield	Public Information Officer	Santa Rosa County
James Cook	Public Works	Santa Rosa County
Shawn Ward	Planning & Zoning Dir	Santa Rosa County
Katrina Penton	GIS	Santa Rosa County
Tim Trowbridge	Emergency Mgmt	Santa Rosa County
Rodney Miller	Resident	Santa Rosa County
Lyndsey Benton	Planning Department	City of Milton
Randy Jorgenson	City Manager	City of Milton
Thomas Lambert	Assistant Director, SSRUS	City of Gulf Breeze
Shane Carmichael	Planning Director	City of Gulf Breeze
Ginny Cannon	Resident	City of Milton
HBTS Board President	Resident	Holley by the Sea HOA
Kyle Holley	Resident	Santa Rosa County -E Milton
Doug Lasater	Resident	Milton- Bagdad Waterfronts
Morrell Holland	Stormwater Section	NRCS
Heather Hyde	Resident	Santa Rosa County (Pace)
April Salazar	Resident	Santa Rosa County (HBTS)
Michael Schmidt	Environmental Director	Santa Rosa County
James Caulkins	Commissioner	Santa Rosa County
Darlene Stanhope	Planning & Zoning GIS	Santa Rosa County
Tom Lloyd	Emergency Management	Santa Rosa County
Donna Bullock	Town Clerk/Resident	Town of Jay

The role of FMTF members was to assist in developing the MJ-PPI plan by providing feedback, from their perspective, on areas of their larger community that should be targeted for outreach, what type of message should be delivered and how often. FMTF members were also asked to share information on any efforts related to this work that have occurred or are occurring within their communities.

County staff developed the agendas and facilitated the FMTF meetings. Prior to setting each meeting date, an email request for attendance went out to ensure that the FMTF's efforts met the attendance requirements outlined in the new CRS manual.

The process of developing the MJ-PPI plan and the Flood Insurance Coverage credit in Activity 370, began with representatives from participating jurisdictions completing their respective CRS Community Self – Assessments and bringing the results to the first MJ-PPI task force meeting. That initial meeting was held on March 5, 2015 at the Public Services Building in the Development Services Media Room in Milton. The agenda followed the required elements in the CRS Manual for development of a PPI. This meeting presented the PPI and the Flood Insurance Assessment requirements to the FMTF. The CRS Community Self-Assessments were reviewed for each of the jurisdictions – agreement on the five target audiences the PPI plan would focus on are presented in the sections below. It was determined that monthly meetings would be held in order to facilitate the creation of the MJ-PPI, FIA and update the Flood Mitigation Plan.

The second meeting, held May 7, 2015, continued with the required elements of the CRS Manual specifically the development phase. During this meeting, members reviewed the six messages of the CRS Program and matched the topics to the five target audiences, developing specific messages. This work is detailed under the “Target Audiences” section below. The Task Force informally inventoried the current outreach projects and noted where they would fit into the PPI Plan or if they needed to be modified to better fit the plan. The discussion also included program development. Representatives from the jurisdictions and organizations discussed what actions they could take to deliver specific messages to target audiences. The outcome of this work is presented in Appendix 2: PPI Worksheet.

Based on the discussion during the second meeting, County staff assembled the first draft of the Santa Rosa County, City of Milton, and City of Gulf Breeze Multi-Jurisdictional Program for Public Information. The draft was first circulated to the cities to confirm and complete some facts. A revised copy was sent out to the entire FMTF. Suggestions for corrections and additions were solicited, compiled and then presented to the FMTF at the June 4th meeting for final approval. The PPI Plan was then submitted to the governing bodies of each jurisdiction for approval.

IV. The Communities, and Highlights of their CRS Community Self-Assessment

Santa Rosa County Unincorporated and the Cities of Milton and Gulf Breeze are vulnerable to most types of flooding. Over the years we have implemented stronger regulatory standards for construction. By maintaining and reevaluating which standards work and which need improvement and by improving communication between citizens and staff by emphasizing the importance of flood insurance and mitigation of flood risks, we can become more flood resilient.

V. Flood Insurance Assessment for Santa Rosa County, City of Milton, City of Gulf Breeze

A flood insurance assessment (FIA) is an analysis of a community's level of flood insurance coverage that identifies where increased coverage would be beneficial. It is the first step toward developing a flood insurance coverage improvement plan in the community. This FIA is a Multi-Jurisdictional look at the overall flood insurance for Santa Rosa County, the City of Milton, and the City of Gulf Breeze.

i. Collect Flood Insurance Data

The flood insurance information was obtained from FEMA Region IV and summarizes the data on every issued policy in all the jurisdictions as of March 3, 2015. Please note that although the information has been collected that only generic totals will be used in this assessment. Property-specific policy information that includes policy holder addresses is protected under the Privacy Act of 1974 and cannot be shared with the public.

ii. Determine Level of Flood Insurance Coverage

Using the flood insurance information obtained as referenced above; staff created the following tables used by the FMTF to determine the level of coverage and the locations to target for outreach.

Santa Rosa County

	Policies in Force	SFHA buildings	Total Number of Buildings	Premium	Insurance in Force	Average Coverage
A1-30 & AE	5230	6184	N/A	\$3,589,379	\$1,215,155,200	\$230,240
A Zone	36	195	N/A	\$32,148	\$9,191,600	\$218,847
AO Zone	4	4	N/A	\$1,600	\$1,284,200	\$321,050
V1-30 & VE	280	882	N/A	\$1,118,653	\$90,000,900	\$269,463

B,C, X	7799	0	83290	\$3,022,346	\$2,167,473,600	\$277,916
Total	13,259	5151	90180	\$6,964,159	\$3,472,108,900	\$261,686

City of Milton

A1-30 & AE	74	N/A	N/A	\$111,569	\$15,042,200	\$273,494
A Zone	0	N/A	0	0	0	0
AO Zone	0	N/A	0	0	0	0
V1-30 & VE	0	N/A	0	0	0	0
B,C, X	121	N/A	N/A	\$49,169	\$26,973,800	\$240,837
Total	195	N/A	N/A	\$160,738	\$42,016,000	\$251,592

City of Gulf Breeze

A1-30 & AE	271	N/A	N/A	\$121,950	\$60,767,200	\$251,104
A Zone	0	N/A	0	0	0	0
AO Zone	0	N/A	0	0	0	0
V1-30 & VE	59	N/A	N/A	\$256,033	\$13,318,000	\$277,458
B,C, X	711	N/A	N/A	\$322,854	\$235,574,500	\$299,713
Total	1041	N/A	N/A	\$700,837	\$309,659,700	\$287,787

**NOTE: Tables will be updated as data becomes available.

Conclusions and Recommendations

Santa Rosa County

Conclusion: The number of policies for structures in the VE Zones are less than half the level of insurable buildings.

- Recommendation: An effort should be made to inform citizens in the VE Zone about the advantages of having a flood insurance policy.
- Recommendation: Reach out to renters and inform them of contents coverage availability.

Conclusion: The numbers of flood insurance policies in the B, C or X zones are very low.

- Recommendation: An effort should be made to inform property owners about the potential flood hazard and that homeowners insurance does not cover flooding damages
- Recommendation: Reach out to renters and inform them of contents coverage availability.

Conclusion: The numbers of policies in the A, AE Zones are relatively low.

- Recommendation: An effort should be made to encourage policy holders to maintain their flood insurance.
- Recommendation: An effort should be made to inform property owners who do not have flood insurance due to various reasons, to purchase flood insurance.
- Recommendation: Reach out to renters and inform them of contents coverage availability.

City of Milton

Conclusion: There are no VE Zones within the jurisdiction of the City of Milton. Therefore, there are no recommendations for this zone.

Conclusion: The numbers of flood insurance policies in the B, C or X zones are very low.

- Recommendation: An effort should be made to inform property owners about the potential flood hazard and that homeowner's insurance does not cover flooding damages.
- Recommendation: Reach out to renters and inform them of contents coverage availability.

Conclusion: The numbers of policies in the A, AE Zones is relatively low, most are not covered by flood insurance.

- Recommendation: An effort should be made to encourage policy holders to maintain their flood insurance.
- Recommendation: An effort should be made to inform property owners who do not have flood insurance due to various reasons, to purchase flood insurance.
- Recommendation: Reach out to renters and inform them of contents coverage availability.

City of Gulf Breeze

Conclusion: The number of policies for structures in the VE Zones are less than half the level of insurable buildings.

- Recommendation: An effort should be made to inform citizens in the VE Zone about the advantages of having a flood insurance policy.
- Recommendation: Reach out to renters and inform them of contents coverage availability.

Conclusion: The numbers of flood insurance policies in the B, C or X zones are moderate in relation to the total number of buildings.

- Recommendation: An effort should be made to inform property owners about the potential flood hazard and that homeowner's insurance does not cover flooding damages.
- Recommendation: Reach out to renters and inform them of contents coverage availability.

Conclusion: The numbers of policies in the A, AE Zones is relatively low, most are not covered by flood insurance.

- Recommendation: An effort should be made to encourage policy holders to maintain their flood insurance.
- Recommendation: An effort should be made to inform property owners who do not have flood insurance due to various reasons, to purchase flood insurance.
- Recommendation: Reach out to renters and inform them of contents coverage availability.

Summary

According to the data compiled approximately 75% of all Santa Rosa County buildings (including the Cities) in the A, AE zones are covered by flood insurance. In the VE Zone approximately 35% are insured. In the non-special flood hazard areas only 9% are insured.

Education of the target audiences regarding flood insurance availability is essential to flood resilience in the future.

Plan shall be sent to the FEMA Regional Insurance Specialist for review.

VI. Target Audiences

After consideration of the Community Assessment results and the Flood Insurance Assessment the FMTF agreed upon seven key target audiences that would benefit most from public information outreach:

- Prospective Buyers-through education of realtors and lenders
- Repetitive Loss Area Residents
- Potential Flood Insurance Policy Holders
- Floodplain Residents
- The Community at Large
- Businesses
- Homeowners Associations

VII. Other Public Information Efforts

As noted above, the purpose of the PPI is to build community resilience to flooding by influencing residents to adopt behaviors to improve flood hazard preparedness and decrease future flood damages.

The FMTF developed the MJ-PPI plan beginning by inventorying the current outreach projects that supported the goal and CRS messages. These would supplement the project list, which would also incorporate new approaches to delivering priority messages.

Table 1: Other Public Information Efforts		
Jurisdiction	Project	Message
Santa Rosa County	Annual Repetitive Loss Mailing	Flood Insurance, Property Protection
	Annual Mailout to all residences in Tax Collector Trim Notices	Flood Preparedness, Flood insurance, recovery, safety, Flood maps, mitigation measures, grants, warning.
	Disaster Guide – Grant by FDEM	Flood Preparedness, Flood insurance, recovery, safety, Flood maps, mitigation measures, grants, warning.
	Flood Information Website	Flood Preparedness, Flood insurance, recovery, safety, Flood maps, mitigation measures, grants, warning.
	Flood Safety Awareness Week	Flood Preparedness, Flood Insurance, Mitigation, Flood Risk Awareness
	High Water Mark Initiative	Flood Risk Awareness

	Tweets, News Releases, Media Blasts, Facebook	Various
Home Depot	Health and Safety Day	Flood risk awareness, safety, construction in a SFHA
City of Milton	Annual Repetitive Loss Mailing	Flood Insurance, Property Protection
	High Water Mark Initiative	Flood Risk Awareness
	Annual Mail out to utility customers	Flood Preparedness, Flood insurance, recovery, safety, Flood maps, mitigation measures, grants, warning.
Home Depot	Health and Safety Day	Flood risk awareness, safety, construction in a SFHA
City of Gulf Breeze	Annual Repetitive Loss Mailing	Flood Insurance, Property Protection
	High Water Mark Initiative	Flood Risk Awareness
Home Depot	Health and Safety Day	Flood risk awareness, safety, construction in a SFHA
	Annual mailout to utility customers	Flood Preparedness, Flood insurance, recovery, safety, Flood maps, mitigation measures, grants, warning.

VIII. Communication Strategy, Projects and Initiatives

The focus of the MJ-PPI plan is to encourage flood preparedness best practices for the following key audiences:

- Prospective Buyers-through education of realtors and lenders
- Repetitive Loss Area Residents
- Potential Flood Insurance Policy Holders
- Floodplain Residents
- The community at large
- Businesses
- Homeowners Associations

The FMTF selected seven key messages that need to be disseminated to the audiences. These six are the same as the seven priority messages for the CRS.

- Know your flood hazard.

- Insure your property for your flood hazard.
- Protect people from the flood hazard.
- Protect your property from the flood hazard.
- Build responsibly.
- Protect Natural floodplain functions.
- Protect your pets.

The overall strategy is to make information more readily available to the target audiences in a manner that will equip and encourage these audiences to adopt behaviors to improve preparedness and decrease future flood damages. The PPI Worksheet (Appendix A) provides a comprehensive list of the program elements, which include various public information pieces, and information package covering all aspects of flood recovery, website enhancements, and neighborhood meetings.

Some new proposed projects, developed through discussions at the meetings, are highlighted below:

- Add outreach materials to Tax trim notices.
- Set up tables for outreach materials at local businesses.
- Draft a letter to the State Board of Realtors to try and effect changes to the Florida Laws regarding flood insurance purchase for home buyers.
- Try to pass a regulation regarding property buyers to sign stating that they understand the importance of flood insurance purchase at the closing of a property purchase.

IX. Annual Evaluation

The Flood Mitigation Task Force will meet at least once a year to evaluate the plan and incorporate any needed revisions. The evaluation will cover:

- A review of the projects that were completed.
- Progress toward the desired outcomes
- Recommendation regarding projects not completed.
- Changes in the target audiences or projects

The jurisdictions should refresh their CRS Community Self-Assessment at least once every two years and bring the results to the Annual Evaluation. The County will coordinate and facilitate this meeting, and afterward, provide a summary and updated PPI worksheet reflecting the FMTF's decisions.

An annual report of the evaluation of the plan will be prepared by the FMTF. This evaluation report will be submitted to the Santa Rosa County Board of County Commissioners and the City Council of the City of Milton and Gulf Breeze. Typically, this is submitted between September and October each year, prior to the CRS recertification on May 1st.

X. Plan Adoption

This document will become effective upon approval by the Santa Rosa Board of County Commissioners, the Milton City Council and the Gulf Breeze City Council.

Approval dates and governing bodies are as follows:

	Date Approved
Governing Body	
Santa Rosa County Board of County Commissioners (Agenda from BOCC Meeting attached)	
Milton City Council	
Gulf Breeze City Council	

Target Audience	Message	Outcome	Project(s) proposed to support the messages	Assignment	Proposed Schedule	Stakeholder	CRS Community
#1 Prospective Buyers – through education of Realtors and Lenders #2 Repetitive Loss Area Residents #3 Potential Flood Insurance Policy Holders #4 Floodplain Residents #5 Community @ Large #6 Businesses #7 Homeowners Associations	Topic # 1: Know your flood hazard Topic # 2: Insure your property for your flood hazard Topic #3: Protect people from the flood hazard Topic #4: Protect your property from the flood hazard Topic #5: Build Responsibly Topic #6: Protect Natural Floodplain functions Topic #7: Protect your pets	Better informed public leading to more insurance policies, better resiliency in flood events, less losses.	1- GIS EVENT and EM Day	GIS Staff and Karen Thornhill , SRC DEM	(GIS)Fall and (EM) Spring of each year		120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton
#2, 3, 4, 6	# 1, 2, 3, 4	More flood insurance policies, less losses	2-Annual Repetitive Loss Mailings	Karen Thornhill, City of Milton, City of Gulf	Annually		120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton
#1, 2, 3, 4, 5, 6, 7	#1, 2, 3, 4, 5, 6, 7	Better prepared public, more insurance policies, less risk	3-Disaster Guide-	SRC DEM	Annually	DHS funded	120274 Santa Rosa County

#1, 2, 3, 4, 5, 6, 7	#1, 2, 3, 4, 5, 6, 7	Better informed public leading to more insurance policies, better resiliency in flood events, less losses.	4-Websites (SRC - http://www.santarosa.fl.gov/development/services/floodmanagement.cfm) Post flyers, and other documents covering <u>at least</u> six topics and links to other local sites, floodsmart.gov, State DEM, FEMA and other pertinent websites. Update at least 1 time per year – more frequently as needed. *Stream Dumping shall be on both the flood web page and the Road and Bridge Web page.	GIS Departments of SRC and Cities	As needed		120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton
----------------------	----------------------	--	---	-----------------------------------	-----------	--	---

#1, 2, 3, 4, 5, 6, 7	#1, 2	Better informed public leading to more insurance policies, better resiliency in flood events, less losses.	5-High Water mark Initiative	Public Works Departments of SRC and Cities	On Going	DHS funded	120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton
#1, 2, 3, 4, 5, 6, 7	#1, 2, 3, 4, 5, 6, 7	Better informed Public leading to more insurance policies, better resiliency in flood events, less losses.	6-Flood Safety Awareness Week – in coordination with the Florida Flood Safety Awareness Week done by FFMA (Florida Floodplain Managers Association)	Karen Thornhill, City of Milton, City of Gulf Breeze	Annually	FFMA	120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton
#1, 2, 3, 4, 5, 6, 7	#1, 2, 3, 4, 5, 6, 7	More views, hits, follows Leading to increased awareness of flood risk, increase in flood policies, and resilience to flood damages	7-Social Media, (News releases, Media Blasts, Email, Tweets, Facebook) – more social media is needed. Most everyone carries a smart phone now.	Various staff of SRC, both Cities and citizen organizations	On going Updated and released as needed	Holley by the Sea HOA, United Pennisula Association, Navarre Board of Realtors, Bearman insurance	120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton

#1, 2, 3, 4, 5, 6, 7	#1, 2, 3, 4, 5, 6	Better informed public leading to more insurance policies, better resiliency in flood events, less losses.	8-Flyer Cards - Kiosks in BOCC lobby, City Halls, Military Housing office, Chamber of Commerce offices (Pull up banner in BOCC only)	Various staff and citizens in SRC and both Cities	On going	FDEM funded	120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton
#1, 2, 3, 4, 5, 6, 7	#1, 2, 3, 4, 5, 6, 7	Better informed public leading to more insurance policies, better resiliency in flood events, less losses.	9-Public Service Announcements – Radio and TV Spots	FDEM	On going	FDEM	120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton
#1, 2, 3, 4, 5, 6, 7	#1, 2, 3, 4, 5, 6, 7	Better informed public leading to more insurance policies, better resiliency in flood events, less losses.	10-Adding outreach materials to Utility Bills and Trim Notices	Karen Thornhill, both Cities, various citizens	On going	Local Utility Companies	120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton
#1, 3, 4, 5, 6, 7	#1, 2, 3, 4, 5, 6, 7	Better informed public leading to more insurance policies, better resiliency in flood events, less losses.	11-Speaking to various agencies, HOA's, Realtors, Insurance Agents, CERT Teams, and other interested parties.	Karen Thornhill, SRC DEM Staff, Citizens, Insurance Agents	On going	Depending on the request- Check documentation	120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton

			Realtors should agree to advise house hunters regarding the flood hazards in the area and hand out REB.				
#1, 2, 3, 4, 5, 6, 7	#1, 2, 3, 4, 5, 6	Better informed public leading to more insurance policies, better resiliency in flood events, and less losses	Work with local stakeholder groups, like the School Board, Northwest Florida Water Management District, Lenders, Real Estate Agents, and others, to coordinate events and pursue increased involvement from Public for information and education activities.	Karen Thornhill, Both Cities	On going	Dependent upon message and speaker.	120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton
#1, 2, 3, 4, 5, 6, 7	#1, 2, 3, 4, 5, 6	Better informed public leading to more insurance policies, better resiliency in flood events, and less losses	Continue to provide FEMA brochures at multiple locations, when made available. Contact the	Karen Thornhill, Both Cities	On going	FEMA	120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton

			local office for new materials.				
#5	#6	Better informed public leading to more insurance policies, better resiliency in flood events, and less losses	Install “Do Not Dump” stencils at or near stormwater inlets.	Public Works of City of Milton	Ongoing		120276 City of Milton
#1, 2, 3, 4, 5, 6, 7	# 1, 3, 4, 5, 6	Better informed public leading to more insurance policies, better resiliency in flood events, and less losses	Identify locations for sign placement indicating “Natural Floodplain Function Area”, distribute brochures specifically addressing the importance of Wetlands and other areas needed. Coordinate with local schools to introduce this concept into classroom or field learning exercises.	Public Works of SRC and both Cities	Ongoing		120274 Santa Rosa County 120275 City of Gulf Breeze 120276 City of Milton

A Review of the Action Items in the Original Plan for 2023-2024

The Action Plan Items are shown below and an update on the progress made for each item is depicted in red:

1. Maintain the County's strong regulatory flood prevention standards, including:

- Utilization of 100-year design storm for development
- Closed basin design
- Engineered Lot grading plans for all lots in Santa Rosa County
- Freeboard in all SFHAs.
- Coastal A Zone Requirements – Limit of Moderate Wave Action line was added on latest map revision and is currently being enforced.

This activity is conducted throughout the year. The County Floodplain Management Ordinance was updated (2022-05) on April 28, 2022. The Floodplain Management Ordinance has been reviewed and accepted by FEMA and FDEM. Email indicating approval on file.

2. Prioritize the addressing of flooding issues in repetitive loss areas and implement capital projects to mitigate flooding. Drainage issues should continue to be prioritized in the capital improvement program, particularly in repetitive loss areas. A half cent Local Option Sales Tax was approved in FY 2017 and identification of drainage projects within the capital improvement program is a county priority. To supplement local funding, the County must continue to be proactive in obtaining additional grant funding for this program. The following sources are recommended:

- Community Development Block Program
- Flood Mitigation Assistance Grant
- Hazard Mitigation Grant Program

As funding opportunities become available in the above referenced programs, the grants coordinator in consultation with the Public Works Assistant Director, County Administrator and CDBG consultant will discuss priority flooding issues and determine which projects should be submitted for funding depending on many factors including critical need, estimated cost of the project in comparison to the available grant budget and other factors. This activity is ongoing.

3. Implement County's Plan for Public Information.

The Public Information Outreach Strategy was formally replaced with the Plan for Public Information in July 2015. The Flood Mitigation Task Force met on January 19, 2024 to update the PPI. The updated list is attached.

4. Pursue appropriate grants to enhance flood mitigation, including one or more of the following:

- Flood Mitigation Assistance Program Grant
- Hazard Mitigation Grant
- Pre-Disaster Mitigation Grant

Grant applications through the Flood Mitigation Assistance Program are submitted on an annual basis depending on interest of eligible property owners. Grant applications through the Hazard Mitigation Grant program are submitted post disaster upon availability of funding.

5. Implement the following structural drainage projects previously identified in the Unincorporated County Mitigation Initiatives

- Venetian Way/Coronado Dr (east of Coronado Drive) Completed
- Chipper/Maranatha Dr Completed
- Ranchettes / Northridge / Whisper Bay Bid for Construction-Bids have been received and was over budget. Increase has been requested from FEMA . We are awaiting their decision.
- Pace/Patterson Dr
- Settlers Colony Expansion Project (west of Coronado Drive) Completed
- Ashmore/Gardenview Submitted final for phase one-Phase two for public notice
- Metron Estates Under Construction: approximately 29% complete

6. Provide for shore/bank stabilization at Russel Harber landing to protect Russel Harber Rd. from further degradation and to prevent the loss of recreational opportunities.

Grant funds are needed to complete this project. Once funds have been identified, project will begin.

7. Provide knowledgeable staff to assist citizens before, during and after an event to understand their repair/rebuilding/flooding/mitigation options.

This activity is conducted throughout the year. Staff members attend continuing education training to maintain/improve their level of knowledge. Staff also attended the Florida Floodplain Managers Virtual Conference in April 2023 and will attend in person April 2024. Three new CFM's have been added to staff. Two more are either scheduled to test or are studying.

8. Update Flood Insurance Rate Maps (FIRMs) to include elevations in all Special Flood Hazard Areas.

This activity is currently complete. Current FIRM's went effective November 19, 2021

9. Identify all critical facilities located within Special Flood Hazard Areas (SFHAs) and make contingency plans for those facilities under the responsibility of the county and continue to work with other agencies to assist with their contingency plans, in the event of flooding.

This activity is conducted throughout the year.

10. The Division of Emergency Management will implement the Post-disaster Mitigation Policy and Procedures outlined in Appendix R.

This activity is conducted on a post-disaster recovery basis.

11. The Division of Emergency Management shall ensure that immediately prior to, during and after a hurricane or flood event, pertinent information will be posted concerning major points of interest, such as bridge and road closures, evacuation orders, emergency shelter locations and electrical outages, utilizing the following media:

- County website
- Email advisements
- Television Government Access Channel
- Electronic message boards
- Reverse 911 telephone system
- AlertSantaRosa.com
- Public Service Announcements through local media
- Brochure handouts at PODs
- Other social media as applicable

This activity is conducted on an as-needed basis and was utilized as appropriate during the last year

12. The Division of Emergency Management shall ensure optimal staffing of emergency management personnel to receive and respond to emergency events.

Staffing levels are routinely monitored and adjusted on an as-needed basis to ensure optimal staffing.

13. Continue to prioritize reduction of repetitive loss properties through various means of mitigation, updating repetitive loss forms and removing properties from Repetitive Loss List.

This activity is conducted throughout the year. AW-501's have or will be sent on properties mitigated.

14. Work with County Housing Program to provide education to home buyers regarding flood information.

County Housing asks for and receives flood determinations on all properties for which assistance is provided. This is done via email between the housing program and the floodplain manager.

15. Continuing to require that installation of stormwater management facilities made necessary by new development is the responsibility of the developer.

This is required by the Land Development Code as part of every site plan review.

16. Consider the relocation, mitigating or replacement of infrastructure currently present within the Coastal High Hazard Area where state funding is anticipated to be needed, as identified in the Local Mitigation Strategy Priority List.

This activity is conducted throughout the year and action taken when appropriate.

17. Integrate response to flooded homes with appropriate response organizations (Red Cross, Baptist Association, etc).

This activity is conducted on a post disaster basis. Regular communication and training occurs between the county and response organizations to ensure optimal response efforts.

18. Continue active participation in the Flood Mitigation Assistance Program to mitigate NFIP insured repetitively flooded properties.

Applications have been submitted through the FMA program for the last ten of eleven years. Since the last plan update, seven homes have been elevated. A total of 22 repetitive loss properties have been elevated or acquired. There are currently three SRL properties that are being considered for funding in the 2023-2024 cycle. An application for those properties has been submitted.

19. Assist with establishment of Disaster Recovery Center (DRC).

This activity is on-going and we are ready to assist as needed.

20. Ensure citizens know how to contact FEMA post flood.

This activity is conducted on an as-needed basis. Information is contained on the county's website and in our disaster guides. All employees received an email with important information to give out to citizens which included FEMA assistance contact information and locations of DRCs.

21. Include notification of grants, loans and service availability in all County publications, seminars and websites that address flood mitigation.

Property owners of repetitively flooded properties are notified by the state and the county of the availability of grant funds. A press release is also generated when workshops are held notifying the public of the availability of grant funds. Social media was also used to spread the word about grant funding availability.

22. Maintain and enforce designation of Coastal Barrier Resources Act (CBRA) property.

Ongoing – this is done by staff, on a daily basis.

23. Maintain strong working relationship with all state and federal agencies including Northwest Florida Water Management District in an effort to ensure that our regulations pertaining to floodplain management are equal to or are greater than their regulations.

Ongoing – this is done by staff on a daily basis. The Floodplain Manager is in contact with the NFWMD, State DEM, FEMA and other agencies.

24. Implement strict enforcement of best management practices for reducing erosion during development activity.

Erosion Control plan is part of site plan and WMD permit that has enforcement capabilities. This activity is conducted throughout the year. The county's building inspection department has increased efforts to enforce the implementation of erosion control practices on the construction sites for single family homes and has hired a site inspector to further that effort.

25. Assist citizens with Letter of Map Amendment and Letter of Map Revision Paperwork.

Ongoing – this is done by staff on a daily basis. The Floodplain Manager has assisted numerous individuals with LOMA (Letter of Map Amendment) paperwork. Floodplain Manager reviews all LOMA and LOMR requests prior to being submitted to FEMA. **There are currently two LOMA's in review as of this date.**

26. Encourage individual property owners to pursue percolation-oriented drainage improvements using best management practices through outreach and education. Drainage that seeps into the soil, rather than being directed out to the open water, provides multiple benefits. Not only does it mitigate flooding, but it also recharges the aquifer, enhances water quality, and reduces erosion.

This activity is ongoing throughout the year.

27. Review County Code of Ordinances to strengthen maintenance requirements of private stormwater management facilities.

Staff will continue efforts to strengthen language in the county codes related to the ongoing maintenance on privately owned and operated stormwater management facilities. Owners of private stormwater facilities (ponds, swales, pipes etc.) for commercial and non-county maintained residential developments have an ongoing obligation to maintain their facilities in accordance with the standards approved with the issued permits and county development order. Code Enforcement staff respond to complaints of non-compliant facilities only after possible negative impacts have occurred. A cooperative and pro-active set of standards can be sought to lessen the likelihood of stormwater system failures as an effort to reduce flooding. **An engineered site plan is required for development within Santa Rosa County.**

28. Consider acquisition of natural areas for parks or open space.

Policy 7.1.B.6 of the Comprehensive Plan requires the County to consider the acquisition of open space and natural areas on a continuous basis. This activity is ongoing.

29. Require designation of open space property for all major development.

Policy 7.1.B.5 of the Comprehensive Policy requires the designation of neighborhood sized active parks, playing fields, usable open space, trail systems, water access or other recreational or open space

areas/facilities and Policy 7.1.B requires the continued cooperative efforts between public and private sectors of recreational opportunities.

30. The Division of Emergency Management shall ensure adherence to the County's Comprehensive Emergency Management Plan, particularly in the event of evacuation orders.

This activity is conducted as appropriate.

31. The Public Works Department shall provide information on where to get sandbags to residents prior to impending floods. Public Works will have sand available for residents to fill sandbags.

This activity is conducted as appropriate and with the approval of appropriate administration. The County is prepared for distributions as the need arises.

32. Continue County's periodic inspection program of county-maintained stormwater control structures to ensure the proper functioning of such structures.

A County inspection and maintenance crew, that utilizes inmate labor, is assigned the task of addressing all issues discovered relative to the functioning of our stormwater facilities. This activity is conducted throughout the year and includes: the cleaning of debris and trash from the ponds, mowing, fence repair, and the cleaning of pond bottoms to restore percolation. The inmate squad is assisted by our District Crew when heavy machinery is involved.

33. Ensure that all public buildings that serve first response and critical emergency/public needs, including record/data collection and communication centers/infrastructure, are located outside of flood zones or flood-prone areas.

According to the data collected for the Post Disaster Redevelopment Plan the following structures that serve first response and critical emergency/public needs are located in flood zones or flood-prone areas: Milton EMS Station is in 0.2% ACF zone, Avalon Beach-Mulat Fire Dept Station #2 is in a 0.2% ACF zone, Milton Well #1 is in a 0.2% ACF zone, Navarre Beach Fire Dept is in an AE flood zone, Navarre Beach wells #2 & 3 are in an AE flood zone, Milton WWTP is in an AE flood zone, Navarre Beach STP & utilities office are in an AE flood zone, Jackson Pre-K School is in an AE flood zone, Santa Rosa County Courthouse is in an AE flood zone, and approximately 70 lift stations are in various flood zones. The county works to relocate and/or mitigate first response and critical emergency/public needs infrastructure as appropriate based on funding limitations and geographic needs.

34. Continue practice of identifying and correcting localized drainage problems so that the best possible drainage standards are maintained.

This activity is conducted throughout the year. County maintenance crews have focused drainage improvement activities on the areas that have demonstrated the need during prolonged periods of rain. Numerous projects have been identified and we are currently working towards obtaining funding for these projects.

35. The Flood Mitigation Plan has been incorporated into the Land Development Code. The 5-year update has been completed and approved by FDEM and FEMA.

36. Incorporate into the County's review processes for infrastructure planning an assessment of the appropriateness of public capital improvements in coastal high hazard areas as identified in the Coastal Management Element of the Comprehensive Plan. (Comp Plan Policy 8.1.B.2)

This activity has occurred and is on-going.

37. Evaluate the Flood Mitigation Plan, and particularly the Action Plan, annually.

Currently underway. The Flood Mitigation Task Force met on **January 19, 2024** to evaluate the plan and the action plan. Evaluation Report made available to the public on the county's LMS page after presentation to the Governing bodies.

Board of County Commissioners presentation: **[REDACTED]**

City of Milton City Council presentation: **[REDACTED]**

City of Gulf Breeze presentation:

38. Consider expansion of the County's properties that are designated natural and beneficial areas.

Policy 7.1.B.6 of the Comprehensive Plan requires the County to consider the acquisition of open space and natural areas on a continuous basis. This activity is ongoing.

39. Encourage designation, protection and maintenance of wetlands as identified in the Comprehensive Plan and Land Development Code.

This is conducted as part of the site plan review process for every building permit.

40. Support efforts of the Institute of Food and Agricultural Services (IFAS/County Cooperative Extension Service) and the Natural Resources Conservation Services (NRCS) as it relates to reduction and mitigation of flood hazards to crops and silvicultural operations.

This activity is conducted throughout the year with the financial support of the County to these agencies.

41. Investigate the feasibility of including base flood finished floor elevations on Certificates of Occupancy.

Ongoing – this request has been submitted to the Computer Department. They will incorporate as staff time is available. The elevation certificates are currently available on the property appraiser's website or by visiting the Building Inspection Department, also by calling or emailing the Floodplain Manager. Elevation certificates are updated on the PA's website as they become available. This activity is on-going.

42. Continue County participation in, and compliance with the National Flood Insurance Program (NFIP) and the Community Rating System (CRS). Seek CRS classification improvements within

capabilities of County programs, including adoption and administration of FEMA-approved ordinances and flood insurance rate maps (FIRMs).

Ongoing – this is done by staff on a daily basis. Currently working towards Class 4; however, this may not be feasible until a County wide drainage plan is produced. CRS 3 year cycle visit was conducted on June 6, 2018.

2023 Update – Recertification cycle visit is scheduled for March 13, 2024

We are currently working with North Atlantic University under a grant to create a Watershed Master Plan

43. Implement projects identified in the Holley by the Sea drainage improvement study, January 2016.

Below are projects moving forward from the January 2016 study:

- Tom King Bayou East Branch Channel Restoration – Design phase is currently under contract with a consulting engineering firm
- Camden Drive Outfall Improvements – Phase two is completed.

44. The replacement of the box culvert, at the Alabama Street crossing of Collins Mill Creek, with a bridge.

Grant funds are needed to complete this project. Once funds have been identified, project will begin.

45. East District - The project will alleviate flooding and includes the installation of piping to provide a positive gravity outfall for the following areas: McClure Drive, Shirley Drive, Stearns Street, Robert Avenue and portions of the Plantation Hill subdivision.

Project for City of Gulf Breeze – Completed

46. Gilmore Basin - The project will alleviate flooding and includes the installation of piping to provide a positive gravity outfall for the following areas: Gilmore Drive, San Carlos Avenue, Hampton Street, York Street, Navarre Street, Warwick Avenue and others.

Project for City of Gulf Breeze - On going, still waiting on funding.

47. Shoreline Drainage Basin – The project will alleviate flooding for the basin surrounding Shoreline Park. The basin is currently served by four pumps, but a large gravity discharge will be installed, as well as additional collection points into the neighborhood north of the park.

Project for City of Gulf Breeze – HMGP Funded for Desing, which is in progress.

Item #	Description of project	Discussion
1	Maintain the County's strong regulatory flood prevention standards, including: Utilization of 100-year design storm for development. Closed basin design. Freeboard in all SFHAs. Coastal A Zone Requirements.	This activity is conducted throughout the year. The County Floodplain Management Ordinance was updated. Ongoing
2	Prioritize addressing of flooding issues in repetitive loss areas and implement capital projects to mitigate flooding.	Drainage issues should continue to be prioritized in the capital improvement program, particularly in repetitive loss areas. A half cent Local Option Sales Tax was approved in FY 2017 and identification of drainage projects within the capital improvement program is a county priority. To supplement local funding, the County must continue to be proactive in obtaining additional grant funding for this program.
3	Implement County's Plan for Public Information.	The Public Information Outreach Strategy was formally replaced with the Plan for Public Information in July 2015. The Flood Mitigation Task Force met on January 19, 2024 to update the PPI. The updated list is attached.
4	Pursue appropriate grants to enhance flood mitigation.	Grant application through the Flood Mitigation Assistance Program are submitted on an annual basis depending on interest of eligible property owners. Grant applications through the Hazard Mitigation Grant program are submitted post disaster upon availability of funding.

- 5 Implement the following structural drainage projects previously identified in the Unincorporated County Mitigation Initiatives Ranchettes / Northridge / Whisper Bay- Budget increase has been requested.
Pace/Patterson Dr/ Ashmore Ashmore/Gardenview Submitted final for phase one-Phase two for public notice
Metron Estates Under Construction: approximately 29% complete
- 6 Provide for shore/bank stabilization at Russel Harbor landing to protect Russel Harbor Rd. from further degradation and to prevent the loss of recreational opportunities. Grant funds are needed to complete this project. Once funds have been identified, project will begin.
- 7 Provide knowledgeable staff to assist citizens before, during and after an event to understand their repair/rebuilding/flooding/mitigation options. This activity is conducted throughout the year.
- 8 Update Flood Insurance Rate Maps (FIRMs) to include elevations in all Special Flood Hazard Areas.
- 9 Identify all critical facilities located within Special Flood Hazard Areas (SFHAs) and make contingency plans for those facilities under the responsibility of the county and continue to work with other agencies to assist with their contingency plans, in the event of flooding. This activity is conducted throughout the year.
- 10 The Division of Emergency Management will implement the Post-disaster Mitigation Policy and Procedures outlined in Appendix R. This activity is conducted on a post-disaster recovery basis.

- | | |
|---|--|
| <p>11 The Division of Emergency Management shall ensure that immediately prior to, during and after a hurricane or flood event, pertinent information will be posted concerning major points of interest, such as bridge and road closures, evacuation orders, emergency shelter locations and electrical outages, utilizing the media, social networks, AlertSantaRosa.com, Reverse 911, etc</p> | <p>This activity is conducted on an as-needed basis and was utilized as appropriate during the last year.</p> |
| <p>12 1, 1</p> | <p>Staffing levels are routinely monitored and adjusted on an as-needed basis to ensure optimal staffing.</p> |
| <p>13 Continue to prioritize reduction of repetitive loss properties through various means of mitigation, updating repetitive loss forms and removing properties from Repetitive Loss List.</p> | <p>This activity is conducted throughout the year. AW-501's have or will be sent on properties mitigated.</p> |
| <p>14 Work with County Housing Program to provide education to home buyers regarding flood information.</p> | <p>County Housing asks for and receives a flood determination on all properties for which assistance is provided. This is done via email between the housing program and the floodplain manager.</p> |
| <p>15 Continue to require that installation of stormwater management facilities made necessary by new development is the responsibility of the developer.</p> | <p>This is required by the Land Development Code as part of every site plan review.</p> |
| <p>16 Consider the relocation, mitigating or replacement of infrastructure currently present within the Coastal High Hazard Area where state funding is anticipated to be needed, as identified in the Local Mitigation Strategy Priority List.</p> | <p>This activity is conducted throughout the year and action taken when appropriate.</p> |
| <p>17 Integrate response to flooded homes with appropriate response organizations (Red Cross, Baptist Association, etc).</p> | <p>This activity is conducted on a post disaster basis. Regular communication and training occurs between the county and response organizations to ensure optimal response efforts.</p> |

18 Continue active participation in the Flood Mitigation Assistance Program to mitigate NFIP insured repetitively flooded properties.	There are currently three SRL and three RL properties which have been recommended for funding for the 2023-2024 application cycle.
19 Assist with establishment of Disaster Recovery Center (DRC)	Normally FEMA likes to use our County Auditorium for DRC or JFO.
20 Ensure citizens know how to contact FEMA post flood.	Information is contained on the county's website and in our disaster guides. All employees received an email with important information to give out to citizens which included FEMA assistance contact information and locations of DRCs.
21 Include notification of grants, loans and service availability in all County publications, seminars and websites that address flood mitigation.	Property owners of repetitively flooded properties are notified by the state and the county of the availability of grant funds. A press release is also generated when workshops are held notifying the public of the availability of grant funds. Social media was also used to spread the word about grant funding availability.
22 Maintain and enforce designation of Coastal Barrier Resources Act (CBRA) property.	The mapping of the CBRA / OPA zones are under the supervision of the USFW.
23 Maintain strong working relationship with all state and federal agencies including Northwest Florida Water Management District in an effort to ensure that our regulations pertaining to floodplain management are equal to or are greater than their regulations.	this is done by staff on a daily basis. The Floodplain Manager is in contact with the NFWMD, State DEM, FEMA and other agencies.

- | | |
|---|---|
| 24 Implement strict enforcement of best management practices for reducing erosion during development activity. | Erosion Control plan is part of site plan and WMD permit that has enforcement capabilities. This activity is conducted throughout the year. The county's building inspection department has increased efforts to enforce the implementation of erosion control practices on the construction sites for single family homes and has hired a site inspector to further that effort. |
| 25 Assist citizens with Letter of Map Amendment and Letter of Map Revision Paperwork. | This is done by staff on a daily basis. The Floodplain Manager has assisted numerous individuals with LOMA (Letter of Map Amendment) paperwork. Floodplain Manager reviews all LOMA and LOMR requests prior to being submitted to FEMA. There is currently one LOMA in review as of this date. |
| 26 Encourage individual property owners to pursue percolation-oriented drainage improvements using best management practices through outreach and education. Drainage that seeps into the soil, rather than being directed out to the open water, provides multiple benefits. Not only does it mitigate flooding, but it also recharges the aquifer, enhances water quality, and reduces erosion. | |

- | | |
|---|---|
| 27 Review County Code of Ordinances to strengthen maintenance requirements of private stormwater management facilities. | Staff will continue efforts to strengthen language in the county codes related to the ongoing maintenance on privately owned and operated stormwater management facilities. Owners of private stormwater facilities (ponds, swales, pipes etc.) for commercial and non-county maintained residential developments have an ongoing obligation to maintain their facilities in accordance with the standards approved with the issued permits and county development order. Code Enforcement staff respond to complaints of non-compliant facilities only after possible negative impacts have occurred. A cooperative and proactive set of standards can be sought to lessen the likelihood of stormwater system failures as an effort to reduce flooding. |
| 28 Consider acquisition of natural areas for parks or open space. | Policy 7.1.B.6 of the Comprehensive Plan requires the County to consider the acquisition of open space and natural areas on a continuous basis. |
| 29 Require designation of open space property for all major development. | Policy 7.1.B.5 of the Comprehensive Policy requires the designation of neighborhood sized active parks, playing fields, usable open space, trail systems, water access or other recreational or open space areas/facilities an Policy 7.1.B requires the continued cooperative efforts between public and private sectors of recreational opportunities. |

30 The Division of Emergency Management shall ensure adherence to the County's Comprehensive Emergency Management Plan, particularly in the event of evacuation orders.

31 The Public Works Department shall provide information on where to get sandbags to residents prior to impending floods. Public Works will have sand available for residents to fill sandbags.

This activity is conducted as appropriate and with the approval of appropriate administration. The County is prepared for distributions as the need arises.

32 Continue County's periodic inspection program of county-maintained stormwater control structures to ensure the proper functioning of such structures.

A County inspection and maintenance crew, that utilizes inmate labor, is assigned the task of addressing all issues discovered relative to the functioning of our stormwater facilities. This activity is conducted throughout the year and includes: the cleaning of debris and trash from the ponds, mowing, fence repair, and the cleaning of pond bottoms to restore percolation. The inmate squad is assisted by our District Crew when heavy machinery is involved.

- 33 Ensure that all public buildings that serve first response and critical emergency/public needs, including record/data collection and communication centers/infrastructure, are located outside of flood zones or flood-prone areas.
- According to the data collected for the Post Disaster Redevelopment Plan the following structures that serve first response and critical emergency/public needs are located in flood zones or flood-prone areas: Milton EMS Station is in 0.2% ACF zone, Avalon Beach-Mulat Fire Dept Station #2 is in a 0.2% ACF zone, Milton Well #1 is in a 0.2% ACF zone, Navarre Beach Fire Dept is in an AE flood zone, Navarre Beach wells #2 & 3 are in an AE flood zone, Milton WWTP is in an AE flood zone, Navarre Beach STP & utilities office are in an AE flood zone, Jackson Pre-K School is in an AE flood zone, Santa Rosa County Courthouse is in an AE flood zone, and approximately 70 lift stations are in various flood zones.
- The county works to relocate and/or mitigate first response and critical emergency/public needs infrastructure as appropriate based on funding limitations and geographic needs.
- 34 Continue practice of identifying and correcting localized drainage problems so that the best possible drainage standards are maintained.
- This activity is conducted throughout the year. County maintenance crews have focused drainage improvement activities on the areas that have demonstrated the need during prolonged periods of rain. Numerous projects have been identified and we are currently working towards obtaining funding for these projects.

- | | |
|---|--|
| <p>35 Update the Flood Mitigation Plan, Changed to: Update the Land Development code with specific emphasis on the Flood standards.</p> | <p>This is due to be re-evaluated on a 5 year cycle. (Next due date is in 2026)</p> |
| | |
| <p>36 Incorporate into the County's review processes for infrastructure planning an assessment of the appropriateness of public capital improvements in coastal high hazard areas as identified in the Coastal Management Element of the Comprehensive Plan. (Comp Plan Policy 8.1.B.2)</p> | |
| <p>37 Evaluate the Flood Mitigation Plan, and particularly the Action Plan, annually.</p> | <p>This task is assigned to the Flood mitigation task force.</p> |
| <p>38 Consider expansion of the County's properties that are designated natural and beneficial areas.</p> | <p>Policy 7.1.B.6 of the Comprehensive Plan requires the County to consider the acquisition of open space and natural areas on a continuous basis.</p> |
| | |
| <p>39 Encourage designation, protection and maintenance of wetlands as identified in the Comprehensive Plan and Land Development Code.</p> | <p>This is conducted as part of the site plan review process for every building permit.</p> |
| <p>40 Support efforts of the Institute of Food and Agricultural Services (IFAS/County Cooperative Extension Service) and the Natural Resources Conservation Services (NRCS) as it relates to reduction and mitigation of flood hazards to crops and silvicultural operations.</p> | <p>This activity is conducted throughout the year with the financial support of the County to these agencies.</p> |
| | |
| <p>41 Investigate the feasibility of including base flood finished floor elevations on Certificates of Occupancy.</p> | |

- | | |
|--|---|
| <p>42 Continue County participation in, and compliance with the National Flood Insurance Program (NFIP) and the Community Rating System (CRS). Seek CRS classification improvements within capabilities of County programs, including adoption and administration of FEMA-approved ordinances and flood insurance rate maps (FIRMs).</p> | <p>Goal: reach a class 4 or 3.</p> |
| <p>43 Implement projects identified in the Holley by the Sea drainage improvement study, January 2016.</p> | <p>Tom King Bayou East Branch Channel restoration. Camden Dr outfall improvements. Sunrise Dr North Drainage improvements. Sunrise Dr entrance drainage improvements. West Williams Creek Channel Restoration. Edgewood Dr Drainage improvements. East Bay Blvd culvert upgrades.</p> |
| <p>44 The replacement of the box culvert, at the Alabama Street crossing of Collins Mill Creek, with a bridge.</p> | <p>Grant funds are needed to complete this project. Once funds have been identified, project will begin. City of Milton project</p> |
| <p>45 East District - The project will alleviate flooding and includes the installation of piping to provide a positive gravity outfall for the following areas: McClure Drive, Shirley Drive, Stearns Street, Robert Avenue and portions of the Plantation Hill subdivision.</p> | <p>City of Gulf Breeze Project</p> |
| <p>46 Gilmore Basin - The project will alleviate flooding and includes the installation of piping to provide a positive gravity outfall for the following areas: Gilmore Drive, San Carlos Avenue, Hampton Street, York Street, Navarre Street, Warwick Avenue and others.</p> | <p>City of Gulf Breeze Project</p> |

ns

Update 2022-23

2022-2023 Engineered Lot grading plans for all lots south of Yellow river are now required. 1/1/2024 4.04.01D SRCLDC All residential lots, County wide, less than two acres in size are required to have a engineered lot grading plan. As of 11/19/2021 there is now a Limit of Moderate Wave Action Line on the DFIRM's. (2022-05) on April 28, 2022 The Floodplain Management Ordinance has been reviewed and accepted by FEMA and FDEM. Email indicating approval on file.

Ongoing

Ongoing

Ongoing

Still ongoing

Still need to identify funds.

We now have 3 new Certified Floodplain Managers on staff. This brings the total to 4. One is studying and one is to take the exam in March. Certified staff did attend the FFMA Conference virtually in 2023 and will attend in person in 2024.

Complete. New FIRM's went effective November 19, 2021
Ongoing

As Necessary

As Necessary

No changes

No changes

Ongoing

Ongoing

No changes

No changes

Ongoing

This activity is on-going and we are ready to assist as needed.

As Necessary

as Necessary

Ongoing

Ongoing

ongoing

ongoing- There are currently two LOMA applications in at this time.

Ongoing

An engineered site plan is required for development in Santa Rosa County. OnGoing

Ongoing

Ongoing

As Necessary

as Necessary

Ongoing

Ongoing

Ongoing

The Flood Mitigation Plan has been incorporated into the Land Development Code. The 5-year update was completed and approved by FDEM and FEMA. This will be changed to: Update the Land Development code with specific emphasis on the Flood standards.

ongoing

Ongoing : Flood Mitigation task force met on January 19, 2024.

Ongoing

Ongoing

Ongoing

A new permit program is now in use and we hope to have this ability within the next year.

Recertification in 2022 verified retention of Class 5, with points for a class 4. We are currently working with Florida Atlantic University on a Watershed Master Plan.
Ongoing

Tom King Bayou East Branch Channel Restoration – Design phase is currently under contract with a consulting engineering firm
Camden Drive Outfall Improvements – Phase two is completed

Needs funding

Complete

HMGP Funded for Design, Which is in progress



Agenda Item # 2024-2299

Residential Facade Improvement Grant Program Request - 5006 Canal Street

MEETING DATE

March 12, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

The City's current application window for the Residential Facade Improvement Grant Program opened on November 8th, and was open until February 9th. Staff has recently received a complete application from Daniel and Marianne Hatch for improvements to their home at 5006 Canal Street. This home is outside the Milton Historic District.

SUMMARY

This grant, if approved, will allow the applicant to replace the roof on the applicant's home, and to replace 10 windows on the home. The applicant is requesting \$5,000 of grant money from the city to complete this project, and is proposing a project match of \$7,428. This project meets the qualifications of the grant program.

RECOMMENDATION

ATTACHMENTS

1. Hatch Residential Facade Grant Application

DATE & TIME APPLICATION RECEIVED: 1/8/24, 11:30 A.M.

RECEIVED BY: [Signature]



City of Milton
Planning & Development Dept
6738 Dixon Street
Milton, FL 32572
www.miltonfl.org

DEADLINE FOR APPLICATIONS:

February 9, 2024

DATE OF APPLICATION: _____

PROPERTY OWNER(S): Daniel L. Hatch Jr. & Marianne Hatch

PROPERTY OWNER(S) (IF DIFFERENT): _____

TOTAL AMOUNT REQUESTED (MAXIMUM \$5,000): \$ 5,000.00

TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ 100%

TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ 12,428.82

ADDRESS OF PROJECT: 5006 Canal Street Milton FL 32576

PROJECT NAME: Canal Street

ATTACH REQUIRED ADDITIONAL INFORMATION:

- ☒ Complete application form
- ☒ Detailed project description
- ☒ 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 Shingle
- ☒ 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):

Daniel L. Hatch Jr & Marianne Hatch
7700 Holley Oaks LN
Milton FL 32583

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

TELEPHONE # (850) _____

CELL # (850)

910-3989

EMAIL

hatchemail@yahoo.com

For official use only:

DATE & TIME APPLICATION RECEIVED:

1/8/2024 11:30 A.M.

RECEIVED BY:

[Signature]



City of Milton
Planning & Development Dept
6738 Dixon Street
Milton, FL 32572
www.miltonfl.org

Page 2 of 2

Memorandum of Understanding

I, the grantee, understand that work cannot commence on any portion of the Downtown CRA Residential Façade Improvement 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 Residential Façade Improvement 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.

DAN HATCH
Grantee Name (Please Print)

[Signature]
Grantee Signature

1-3-24
Date

Marianne Hatch
Property Owner Name (Please Print)

[Signature]
Property Owner Signature

1/3/24
Date

City of Milton (Please Print)

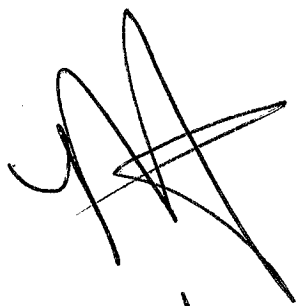
City Manager Signature

Date

Detailed Project Description:
5006 Canal Street
Milton FL 32570

We need a new roof and
replacing old windows with
new windows.

I choose Tim Dillard to complete
the work.



Marianne Hatch
1/3/24

Search

Mobile Lowe's

Open until 8 PM ▾

 Delivery
3660¢


Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and service subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

[Building Supplies](#) / [Roofing](#) / [Roof Shingles](#)

GAF Timberline HDZ Pewter Gray Laminated Architectural Roof Shingles (33.33-sq ft per Bundle)

Item #1439803 | Model #0487552

[Shop GAF](#) ★★★★★ ▾ 17966


\$41.48

[Calculate your required quantity](#)
Bulk Savings
\$37.33/ Each (10.0% Off) when you buy 72+

 \$39.41 when you choose 5% savings on eligible purchases every day. [Learn how](#)

A great value, architecturally stylish, but practically priced — with a Lifetime Limited Warranty (see GAF shingle and accessory limited New StrikeZone™ nailing area is the largest nail zone designed for high visibility, ease of installation, and maximum accuracy Proprietary LayerLock™ Technology mechanically fastens the common bond, allowing for a larger nailing area, up to 600% larger nailing

Manufacturer Color/Finish: Pewter Gray

Pickup

Ready tomorrow

Delivery

As soon as Tomorrow

FREE Pickup at Mobile Lowe's

 219 in Stock **Aisle 53 | Bay 4**
[Check Other Stores](#)

1

+

Add to Cart

In-use/lifestyle images - accessories not included

[Get It Installed](#)

Easy & Free Returns

 Return your new, unused item in-store or ship it back to us free of charge. [Learn More](#)

Here are some similar items ...

 Open until 8 PM 

 Deliv
3660€


Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and service subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

[Windows & Doors](#) / [Windows](#) / [Single Hung Windows](#)

RELIABILT 105 Series New Construction 31.5-in x 51.5-in x 2.625-in Jamb White Vinyl Low-e Argon Single Hung Window Half Screen Included

Item #632808 | Model #719801225436105SH

 Shop RELIABILT  115

EXCLUSIVE
\$178.00
 **\$169.10** when you choose 5% savings on eligible purchases every day. [Learn how](#)
 12 monthly installments of \$16.07 with Lowe's Pay [Learn How](#)

The economically priced RELIABILT 105 Series single hung window is a great choice whenever top performance requires a strict budget. The bottom sash is side-loaded for easy removal and operates with dual lift rails. Designed for new construction and remodeling applications, the window installs easily with a pre-punched, integrated nail fin and built in.

Actual Size (W x H): 31-1/2-in x 51-1/2-in

 31-1/2-in x 51-1/2-in 

Pickup

Available Nearby

Delivery

As soon as Mon, Jan 8

 Out of Stock at Mobile Lowe's

 2 in Stock at **Pascagoula Lowe's (31.7) miles**
[Check Other Stores](#)


1

+

Add to Cart

 In use lifestyle image, accessories not included; refer to specifications for grid and lock details

[Get It Installed](#)

Easy & Free Returns

 Return your new, unused item in-store or ship it back to us free of charge. [Learn More](#)

Here are some similar items ...











DAC Roofing LLC
5421 Stokes ST
Milton, FL 32570
Corporate office
Phone: (850) 910-4707

Fax: (850) 889-1848

01/08/2024

Company Representative
Drek Gilbreath
Phone: (850) 910-3402
Drek@dacroofingllc.com

Dac Roofing Revised Quote

Marianne Hatch
5006 Canal Street
Milton, FL 32570
(850) 910-3989

Job: Marianne Hatch

Roofing Section

- Full Roof Replacement
- Includes peel and stick underlayment on front 3 squares
- Remove existing shingles down to deck
- NO CHARGE for replacement up to 2 sheets of 1/2 inch OSB decking for substrate
- If damaged or rotted wood is discovered, it will be replaced at a price of \$75 per sheet after your 2 free sheets of 1/2 inch OSB .
- 3/4 inch decking will be charged at \$95 per sheet
- DECKING PRICING SUBJECT TO CHANGE WITH THE STEADY INCREASE OF MATERIALS
- Re-nail any loose wood and bring up to code with 8d Ring Shank Nails
- Install 3' of Atlas Weather Master ice and water shield at all valleys.
- Install Atlas Summit 60 Synthetic underlayment Up to new Jan 2021 code.
- ****Let us know if you are interested in pricing the Full Peel and Stick Underlayment/Secondary Water Barrier)
- Install Atlas Pro-Cut Starter Shingles along all gutter lines and rake edges
- Install Atlas Pinnacle Pristine Limited Lifetime Dimensional Shingles per specifications by manufacture.
- Install Atlas Pro-Cut Hip & Ridge Shingles.
- Install new ridge vent.
- Install new pipe boot and 750's. (750'S TWO MAX INCLUDED IN PRICING)
- Install New drip Edge where gutters do not interfere
- Clean up all job related debris And Magnet sweep
- Provide 15 year workmanship warranty and provide owner with an Atlas Manufacturer Warranty.
- Chimney Flashing or any other flashings is not included in the pricing.
- If you have 2 Layers of shingles. There will be an additional charge for the demo per sq.
- All Our Crews are licensed and insured.
- Crews will maintain safety requirement at all times during the construction process

-Financing Available- See Bottom for Options. Admin Finance Fee to Apply from DAC Roofing, LLC.

Fascia \$15.00 a Linear foot
Soffit wood/vinyl \$18.00 a sq. ft.
Framing \$8.00 a linear foot
Fascia bent metal \$10.00 Linear foot

• Client agrees to pay Contractor according to the following plan:

X _____

* 50% DUE WITH Signed Contract

We will not order material until the 50% has been received.

(Check will not be cashed or Credit Card Processed until materials have been delivered).

CC payment's are only approved for the first 50% of roof cost due to the Fee's associated with CC's. Once materials are delivered, they are your property and we are not responsible for stolen property.

* Final payment of 50% due upon completion

(Not Final Inspection as we have no control over County Inspections)

BBB

www.dacroofingllc.com

FLCCC1333733

AL31556

Estimates are only good for 14 days. Due to the rapid increase of materials.

NO DISCOUNTS TO BE REQUESTED OR APPLIED AFTER SIGNING CONTRACT.

The signing of this agreement you agree that you are now under contract with DAC Roofing, LLC

Any signed contract not turned in completed (Contract, NOC, Color Selection of shingle/drip edge, 50% Down Payment) within 14 days will no longer be valid.

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date

H.E. Roberts Roofing, LLC

6223 U.S. 90
Box #172
Milton, Florida 32570
<https://www.herobertsroofing.com>



RECIPIENT:

Marianne Hatch

5006 Canal Street
Milton, Florida 32570

Estimate #1602

Sent on Jan 04, 2024
Sales Rep Main Office (850) 281-6509
herobertsroofing@gmail.com

Total \$6,850.00

Product/Service	Description
Reroof - Double Layer Synthetic - Dimensional Shingle	- Remove one layer of existing roofing - Renail decking to code - Install a double layer of synthetic underlayment over surface of roof - Install peel and stick underlayment in valleys - Replace pipe boots - Install drip edge metal (white) as needed - Install new dimensional shingle roof (cap & starters) - Install nail-over ridge vent - Remove debris from property and run magnet - Pull permit and schedule inspection if required *Any decking replacement or additional work will be added at end of roofing project. Plywood = \$90.00/sheet 1 x 6 decking = \$6.00/ft

-Estimate includes a \$500.00 New Year , New Roof Discount & 1 free sheet of plywood if needed for repairs (Brandon)

DISCLAIMER

This estimate is valid for 30 days from the date issued. An updated estimate will be provided upon request.

For all METAL roof jobs, a non-refundable deposit of 50% of the quote total will be required before the job can be scheduled.

H.E. Roberts Roofing, LLC is licensed and insured in the States of Florida and Alabama (and are able to pull all required permits).

Subtotal	\$7,350.00
Discount	- \$500.00
Total	\$6,850.00

QUOTE

Expiration Date:3/4/2024



Salesperson	Job	Payment terms	Due date
T.Troutman	5006 Canal Street	Due on receipt	TBD

Qty	Description	Unit price	Line total
1	Window Only quote (detail attached)	2905.35	2905.35
1	Delivery (included)		
	Labor not included - customer to outsource labor		
		Subtotal	2905.35
		Sales Tax	203.38
		Total	3108.72

To accept this quotation, sign here and return: _____



6721 Applegate St
Milton, Florida 32570
PH: 850-564-5590

ORDER: 1337578
ORDER DATE: 1/4/2024
ORDER CONTACT:

QUOTE

INVOICE INFORMATION

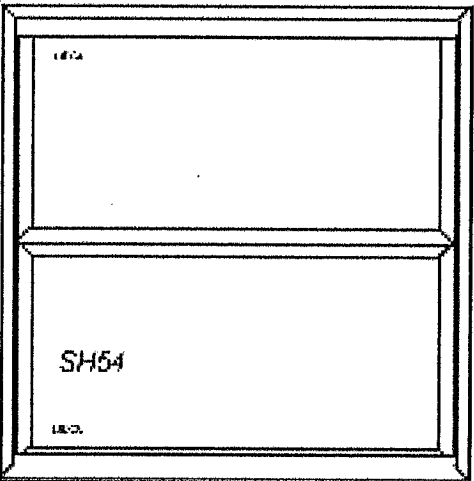
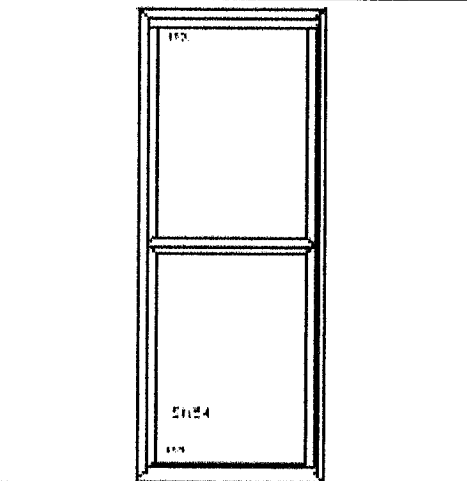
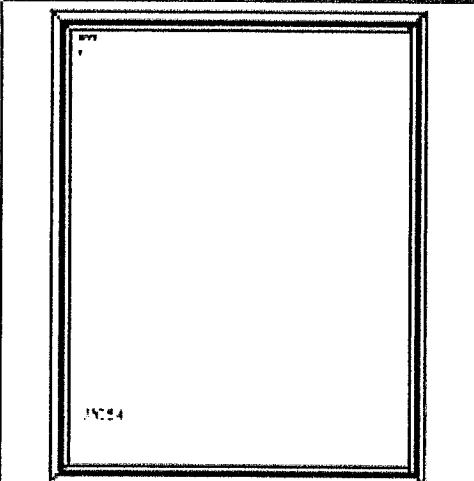
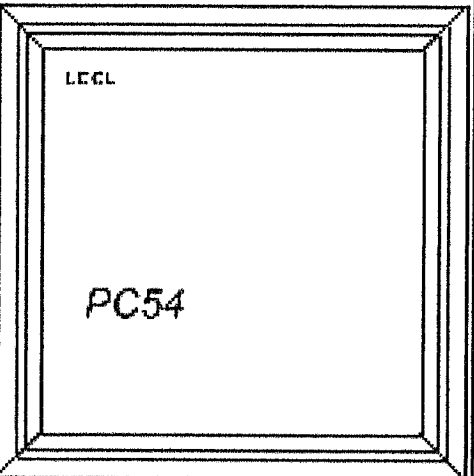
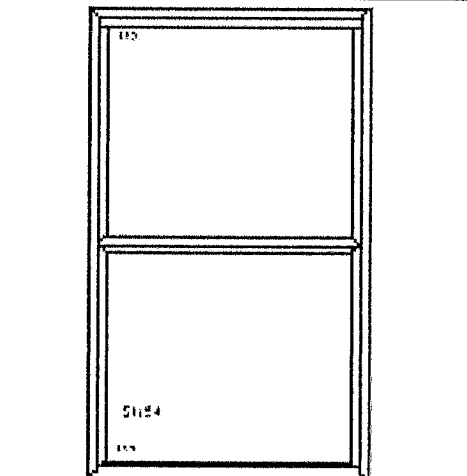
C.O.D.
5006 Canal Street
Milton , FL 32583

SHIPPING INFORMATION

C.O.D.
5006 Canal Street
Milton , FL 32583

SHIP VIA:

ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF	TERMS	
1337578	1/4/2024		5006 Canal Street		
ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL
1	5400 SINGLE HUNG WHITE REPLACEMENT ACCESSORY TRACK FILLER INSIDE TIP TO TIP LOWE/ARGON/CLEAR GLASS BREAKAGE WARRANTY 25 YEARS HALF SCREEN FIBERGLASS FLORIDA BUILDING CODE APPROVED PRODUCTS=[LC50-(40X42, RF=A1, GS=SS) FL17088.1] ESTAR CLIMATE ZONES=[S,] SOLAR HEAT GAIN=[0.22] U-FACTOR=[0.3] VISIBLE TRANSMISSION=[0.53] CLEAR OPENING HEIGHT=[12.296] CLEAR OPENING SQUARE FEET=[2.689] CLEAR OPENING WIDTH=[31.49] 2 TWINS	4	36 W X 36 H		
2	5400 SINGLE HUNG WHITE REPLACEMENT ACCESSORY TRACK FILLER INSIDE TIP TO TIP LOWE/ARGON/CLEAR GLASS BREAKAGE WARRANTY 25 YEARS HALF SCREEN FIBERGLASS FLORIDA BUILDING CODE APPROVED PRODUCTS=[LC50-(48X72, RF=A4, GS=DS) FL17088.2] ESTAR CLIMATE ZONES=[S,] SOLAR HEAT GAIN=[0.22] U-FACTOR=[0.3] VISIBLE TRANSMISSION=[0.52] CLEAR OPENING HEIGHT=[24.296] CLEAR OPENING SQUARE FEET=[3.288] CLEAR OPENING WIDTH=[19.49]	2	24 W X 60 H		

ITEM 1	ITEM 2	ITEM 3
		
5400 SINGLE HUNG 36 W X 36 H QTY: 4	5400 SINGLE HUNG 24 W X 60 H QTY: 2	5400 PICTURE WINDOW 48 W X 60 H QTY: 1
ITEM 4	ITEM 5	
		
5400 PICTURE WINDOW 24 W X 24 H QTY: 1	5400 SINGLE HUNG 36 W X 60 H QTY: 2	

From: Brian Teague brian@htcpros.com 
Subject: Hometown Contractors - Window Replacement - Canal St.
Date: January 5, 2024 at 11:55 AM
To: hatchemail@yahoo.com

Hi Marianne,

It was a pleasure meeting with you this morning, and I hope that you found the information I had for you to be helpful moving forward.

We looked at replacing 11 of your current windows with 7 ViWinco vinyl windows (3 sliders and 4 double-hungs). The frames will be white with no grids in the glass.

Here are both of the glass options that you can consider:
Discounts Applied: Buy 1 Get 1 20% off, 5% Marketing, 5% Cash

Impact glass - \$15,612

Non-impact glass - \$12,913 (Windows - \$10,417 and Hurricane Protection - \$2,496)

Both options will come with Hometown's 20-year glass breakage warranty added (I attached a copy of ViWinco's manufacturer warranty).

Please let me know if you have any questions.

Thank You,



Brian Teague
Hometown Contractors, Inc.
CRC1330730 CFC1431148 26460 MP3115

Pace Office: (850) 995-9947
Panama City Office: (850) 388-3135
Robertsdale Office: (251) 257-1073

ViWinco Warranty 2023-02-02

22_23_57.pdf



The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Tim Dillard Company, LLC
 Dillard Roofing Contractor, #RC29027846
 4771 Hwy 178
 Milton, FL 32570
 Phone: 850-449-4110
 Daniel & Marianne Hatch (850-910-3989)
 7700 Holley Oaks Lane
 Milton, FL 32583
 RE: 5006 Canal Street, Milton, FL 32570

Roofing Section

- 1) Remove 1 layer of roofing material and Renail the Deck to the Current Building Code
- 2) Underlayment: MSA QUIK-STICK Type: ICE @ WATER (2023 FL Building Code: FL17401.1)
- 3) Roof Type: TAMKO HERITAGE ARCHITECTURAL SHINGLES :2023 FL Building Code FL18355.1
- 4) Metal Eave Color: white Size: 2.25
- 5) Install New Plumbing Vents
- 6) Seal around all vents, pipes, flashing, chimney, and paint stacks.
- 7) Clean up, haul away trash, and run magnet
- 8) Warranty - Material Warranty: 25 YEARS
- 9) Warranty - Workmanship Warranty: 5 YEARS
- 10) Roof Material Brand: TAMKO HERITAGE ; Color Black
- 11) Wood Replacement is extra above contract at: \$6.00/Bd.Ft. [\$2.00/IFt 1x4 & \$3.00/IFt. 1x6] INITIAL
- 12) All permit fees & dump fees are included.

MATERIALS DESCRIPTION:

TAMKO HERITAGE ELITE AR 25 YEAR : Black
 TAMKO HIP & RIDGE
 TAMKO PERFORATED STARTER STRIP
 LOMANCO OMNI RIDGE PRO
 EAVE DRIP 6" X 2.5"
 KARNAK 13 PLASTIC ROOF
 3 N 1 PIPE FLASHING
 MSA QUIK-STICK Underlayment
 DISTTIBUTOR- SPECIFIC ROOFING COIL NAILS- 1.25"

Total Cost of Materials	\$4,692.82
-------------------------	------------

LABOR

Tear Off Existing Roof
 Install New Underlayment
 Install New Shingles
 Install New Vents and Pipe Boots
 All installation to be performed to Florida Codes
 Inspected by Santa Rosa County Building Services
 Dump Fees
 Permit Fees

	\$120.00
	\$136.00

Total Cost of Labor	\$3,000.00
Total Cost of Labor & Materials for Roofing	\$7,948.82

WINDOWS

installation 10 windows (not currently there)	\$2,480.00
Labor for removal and installation	\$2,000.00
Total Cost of Labor & Materials for Windows	\$4,480.00

Total Cost for Roofing and Windows	\$12,428.82
---	--------------------



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE ROOFING CONTRACTOR HEREIN HAS REGISTERED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES
(INDIVIDUAL MUST MEET ALL LOCAL LICENSING
REQUIREMENTS PRIOR TO CONTRACTING IN ANY AREA)

DILLARD, TIMOTHY C

TIM DILLARD COMPANY, LLC
4771 HWY 178
MILTON FL 32570

LICENSE NUMBER: RC29027846

EXPIRATION DATE: AUGUST 31, 2025

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





Agenda Item # 2024-2300

Teresa Walsh Travel Request - F.A.C.E. Conference

MEETING DATE

March 12, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This request is a travel request for training purposes from Teresa Walsh, Code Enforcement Officer, to attend the F.A.C.E conference in Orlando, Florida. Teresa is a member of the Florida Association of Code Enforcement Officers, and needs to attend this conference to obtain continuing education requirements for her code enforcement certification.

SUMMARY

This conference is scheduled to take place on June 11-14, 2024, and carries an approximate total cost of \$1,420 to the City. This item is budgeted. The conference is necessary for Teresa to obtain continuing education requirements to maintain her Code Enforcement designation through F.A.C.E. The information about this conference is attached.

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. 20240222_080608



[Sign in](#)

2024 F.A.C.E. Conference - Save The Date!



Florida Association of Code Enforcement
35th Annual Conference 2024

Building Blocks for Success

35th Annual Education Conference: Building Blocks for Success

June 11 - 14, 2024

Location:

DoubleTree by Hilton Hotel at the Entrance to Universal Orlando
5780 Major Blvd.
Orlando, FL 32819

The F.A.C.E. conference hotel rate is \$124.00. Hotel reservation information will be sent once your conference registration is received.

Member Pricing:

Early Bird Member Rate - \$590
Regular Member Rate - \$640

Non-Member Pricing:

Early Bird Non-Member Rate - \$670
Regular Non-Member Rate - \$700



Agenda Item # 2024-2303

FY 2024 Business Improvement Program Cycle 3 - Prost Office Brewery

MEETING DATE

March 12, 2024

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

The City's Business Improvement Program has awarded three (3) grants during FY 2024 for a total of \$14,000. The program has \$26,000 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. The program is advertised on a continuous basis. Grants are available to assist with business signage, the purchase of business equipment 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 47 grants to 34 different businesses totaling \$191,642.68. The program has generated a match from the private sector totaling \$1,467,333.46. For every \$1 invested by the City, businesses have invested \$7.66. Of the 47 grants awarded, 42 have been completed (89%), three (3) are ongoing, and two (2) grants went unutilized. Of the 34 different businesses awarded grants, 29 (85%) are still in business as of the date of this report. A total of 30 different properties have received facade grants since inception.

The City has received one application at this time. The Prost Office Brewery, Inc. is requesting \$1,000 for new exterior signage for the business located at 6821 Caroline Street (The Old Post Office). The applicant is qualified and eligible to receive the BIP grant. The grant requires no match. However, the total cost of the new signage is \$1,040. Any amount over \$1,000 will be the responsibility of the applicant. This will be the first grant for The Prost Office Brewery, Inc. However, the owner of the Old Post Office has received two previous grants, including one this Fiscal Year. Under the grant program rules, approved by Council for FY 2024, the owner and the tenant of a property are each eligible for one grant per fiscal year. The Old Post Office property owner, CD Properties, and The Prost Office Brewery, Inc. will not be eligible for another grant during FY 2024 under the program rules.

The BIP program has \$26,000 remaining in FY 2024 funding. Additional grants will be forwarded to Council for consideration upon receipt.

SUMMARY

RECOMMENDATION

Staff recommends approval of the grant in the amount of \$1,000.

ATTACHMENTS

1. Prost Office Brewery FY 24 Cycle 3
2. 2024 Cycle 3 Business Improvement Program Spreadsheet
3. Business Improvement Program Report - All Time



City of Milton
Office of Economic
Development

Business Improvement Program

DATE OF APPLICATION: 1/22/23
NAME OF BUSINESS (Legal and DBA, if Different): Prost Office Brewery
BUSINESS OWNER(S): Samuel Howell, Brandon Howell
PROPERTY OWNER(S) (IF DIFFERENT): Cassandra Sharp

GRANT CATEGORY (circle one): SIGN EQUIPMENT FACADE
TOTAL AMOUNT REQUESTED (MAXIMUM \$5,000): \$ \$1,040
TOTAL AMOUNT OF MATCH: \$ N/A
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ \$1040

ADDRESS OF PROJECT: 6821 carolines st milton FL 32570
PROJECT NAME: _____

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.
- Copy of most recent tax bill from Santa Rosa County

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

Samuel Howell
3354 Indian Hills Dr
Milton, FL 32571

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

Samuel Howell
Cassandra Sharp, Pres.

TELEPHONE # (850) _____ CELL # (478) 345-8682 EMAIL prostoffice Brewery@gmail.com

For official use only:

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____



City of Milton
Office of Economic Development
2024 Business Improvement Program

Page 2 of 2

Memorandum of Understanding

I, the grantee, understand that work cannot commence on any portion of the Business Improvement 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.

Samuel Howell

Grantee Name (Please Print)

Sam J Howell

Grantee Signature

2-5-24

Date

CD Properties

Property Owner Name (Please Print)

Cassandra L Sharp, Pres.

Property Owner Signature

2-5-24

Date

City of Milton (Please Print)

City Manager Signature

Date

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Samuel Howell

2 Business name/disregarded entity name, if different from above
The Prost Office Brewery

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3).
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
6821 Caroline St.

6 City, state, and ZIP code
Milford, FL 32570

7 List account number(s) here (optional):

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

93 - 28 82363

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person *Samuel Howell*

Date *3/4/24*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

The Internal Revenue Service (IRS) codes require us to have the Taxpayer's Identification Number on file for vendors/payees receiving payments after January 1, 1984. There are substantial IRS penalties if we do not comply. Furthermore, under Federal Income Tax Law, you are subject to certain penalties if you do not provide us with your correct Social Security Number (SSN) or Employer Identification Number (EIN). For assistance in determining proper name and number to report, refer to the IRS for W-9.

IMPORTANT: THIS COMPLETED FORM MUST BE RETURNED WITH THE APPLICATION:

City of Milton
Office of Economic Development
6738 Dixon Street
Milton, FL 32572

1. IF YOU ARE AN INDIVIDUAL OR NON-CORPORATE COMPANY, PLEASE PRINT THE FOLLOWING INFORMATION:

Company/Individual's Name The Frost Office Brewery

Address (for mailing payments)

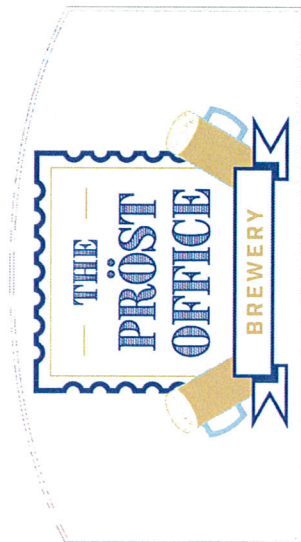
Street/P.O. Box 6821 Caroline St
City/State/Zip Milton, FL 32570
Telephone (850) 904-2838 Fax _____
EIN/SSN 93-2882363
Authorized Signature/Title 
Date 5/4/29

2. IF YOUR COMPANY IS INCORPORATED, PLEASE PRINT THE FOLLOWING INFORMATION:

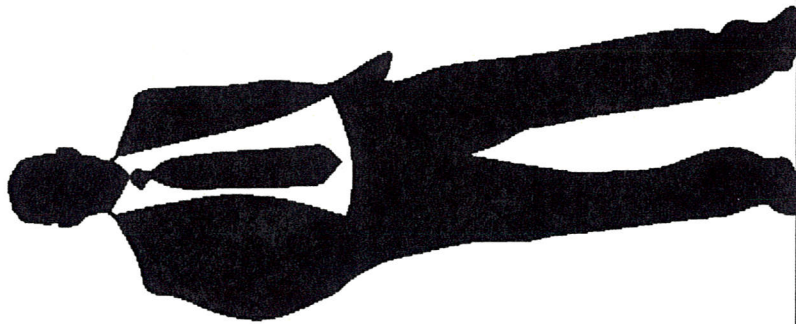
_____ does operate in corporate form.
(Corporate Name)

Address (for mailing payments)

Street/P.O. Box _____
City/State/Zip _____
Telephone _____ Fax _____
EIN _____
Authorized Signature/Title _____
Date _____



Wall Sign



Ed Spears

From: Prost Office Brewery <prostofficebrewery@gmail.com>
Sent: Tuesday, March 5, 2024 10:49 AM
To: Ed Spears
Subject: Fwd: Sign Proof
Attachments: THE PROST OFFICE proof 2.jpg

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you sir. We appreciate it.

Sam Howell

----- Forwarded message -----

From: **A Plus Sign Station** <aplussignstation@gmail.com>
Date: Tue, Mar 5, 2024 at 10:16 AM
Subject: Sign Proof
To: <prostofficebrewery@gmail.com>

Hey Sam

See attached for proofs.

Street Sign: \$ 460 +tax to re-face existing signs

Wall Sign: \$ 120 +tax to re-face existing sign.

Let me know if you need anything else.

Thanks

Brian

--

850-994-6600
APlusSignStation@gmail.com

A+ Sign Station **Hours: Monday-Thursday 8:00-4:00**
3655 Hwy 90
Pace, FL 32571





[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation

THE PROST OFFICE BREWERY, INC.

Filing Information

Document Number P23000059537
FEI/EIN Number 93-2882363
Date Filed 07/25/2023
State FL
Status ACTIVE

Principal Address

6820 Caroline St
MILTON, FL 32570

Changed: 01/29/2024

Mailing Address

6821 US-90
MILTON, FL 32570

Registered Agent Name & Address

HOWELL, BRANDON
6821 US-90
THE PROST OFFICE BREWERY, INC.
MILTON, FL 32570

Name Changed: 02/28/2024

Officer/Director Detail

Name & Address

Title President

HOWELL, BRANDON
6100 CHEYENNE DR.
MILTON, FL 32570

Annual Reports

Report Year	Filed Date
2024	02/28/2024

Document Images

02/28/2024 -- ANNUAL REPORT	View image in PDF format
07/25/2023 -- Domestic Profit	View image in PDF format

Florida Department of State, Division of Corporations



City of Milton
2024 Business Improvement Program
Cycle 3

	<u>NAME</u>	<u>ADDRESS</u>	<u>REQUEST</u>	<u>MATCH</u>	<u>PROJECT</u>	<u>FIRST TIME APPLICANT</u>	<u>TARGET LOCATION</u>	<u>HISTORIC STRUCTURE</u>
	APPLICANT							
1	Prost Office Brewery	6821 Caroline Street	\$ 1,000.00	\$ 40.00	New Sign	Yes	Yes	Yes
	TOTAL REQUEST		\$ 1,000.00	\$ 40.00	Match Ratio	\$ 0.04		
			Total Budget	Awarded to Date	Available Balance			
	AVAILABLE FUNDING	CRA	\$ 20,000.00	\$ 14,000.00	\$ 6,000.00			
		General Revenue	\$ 20,000.00	\$ -	\$ 20,000.00			
		TOTAL	\$ 40,000.00	\$ 14,000.00	\$ 26,000.00			
	<u>FY 2024 TO DATE</u>		<u>AWARD</u>	<u>MATCH</u>				
1	CD Properties	6821 Caroline Street	\$ 4,000.00	\$ 5,550.00	Exterior Windows	No	Yes	Yes
2	Boomerang USA, LLC (Boomerang Pizza)	5227 Willing Street	\$ 5,000.00	\$ 3,976.33	Exterior doors, painting & rear awning	NO	YES	YES
3	Atalanta Investment Properties, LLC	5161 Dr. Martin Luther King, Jr. Drive	\$ 5,000.00	\$ 40,000.00	New windows & doors, facia repair, painting, mural, and landscaping	NO	NO	NO
	TOTAL		\$ 14,000.00	\$ 49,526.33				
				Match Ratio	\$ 3.54			

City of Milton
Business Improvement Program
Complete History

<u>CYCLE</u>	<u>PROJECTS</u>	<u>BUSINESSES</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>CRA</u>	<u>CITY</u>	<u>PAYMENT</u>	<u>STATUS</u>	<u>APPROVED</u>
									<u>MATCH</u>	<u>MATCH</u>					<u>COUNCIL</u>
<u>2018 Cycle 1</u>	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
<u>2019 Cycle 1</u>	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
<u>2019 Cycle 2</u>	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
<u>2020 Cycle</u>	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
<u>2021 Cycle</u>	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	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	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
<u>2022 Cycle 1</u>	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
<u>2022 Cycle 2</u>	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
<u>2022 Cycle 3</u>	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
<u>2023 Cycle 1</u>	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		\$ 5,000.00	Completed	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
<u>2023 Cycle 2</u>	38		Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 936.00		\$ 1,000.00	\$ 1,000.00	Completed	12/13/2022
<u>2023 Cycle 3</u>	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	\$ 10,000.00	Completed	2/14/2023
<u>2023 Cycle 4</u>	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
<u>2023 Cycle 5</u>	42	33	Stand Your Ground Training & Defense	6632 Elva Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 690.60		\$ 1,000.00	\$ 1,000.00	Completed	4/11/2023
<u>2023 Cycle 6</u>	43		CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 8,325.00	\$ 5,000.00	\$ 1,000.00	\$ 6,000.00	Completed	9/12/2023
<u>2023 Cycle 7</u>	44	34	Mama Lattes LLC	5412 Stewart Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 358.00		\$ 1,000.00	\$ 1,000.00	Completed	9/12/2023
<u>2024 Cycle 1</u>	45		CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,550.00	\$ 4,000.00		\$ 4,000.00	Completed	9/12/2023
<u>2024 Cycle 2</u>	46		Boomerang USA, Inc.	5227 Willing Street	Façade	Exterior Painting, New Entry Door, Rear Door Awning	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 3,976.33	\$ 5,000.00				2/13/2024
	47		Atalanta Investment Properties, LLC	5161 Dr. MLK Drive	Façade	New Windows & Doors, Facia Repair, Painting, Mural	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 40,000.00	\$ 5,000.00				2/13/2024
<u>2024 Cycle 3</u>	48	35	Prost Office Brewery	6821 Caroline Street	Sign	Signage	\$ 1,000.00		\$ -	\$ 40.00	\$ 1,000.00				
Budget	\$ 10,000.00	FY 2018	3/29/2018												
	\$ 10,000.00	FY 2018	8/20/2018				\$ 193,192.68	\$ 191,642.68	\$ 166,426.88	\$ 1,467,333.46	\$ 97,806.80	\$ 79,135.79	\$ 155,509.13		
	\$ 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			ROI Ratio	\$ 7.66							
	\$ 30,000.00	FY 2021	In City Budget												
	\$ 40,000.00	FY 2022	In City Budget				Allocated	\$ 191,642.68							
	\$ 40,000.00	FY 2023	In City Budget				Expended	\$ 155,509.13							
	\$ 40,000.00	FY 2024	In City Budget				Unutilized	\$ 15,000.00							
							Unexpended	\$ 1,133.55							
Total	\$ 250,000.00						Open Projects	\$ 20,000.00							