



COMMUNITY REDEVELOPMENT AGENCY
Regular Meeting Agenda

August 22, 2024
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
 - Item # 2024-2619
 - Approval of Minutes (*prior meeting was canceled due to no quorum*)
- 3. Persons to Appear**
- 4. Financial Report**
 - Item # 2024-2650
 - CRA Financial Report(s)
 - Item # 2024-2672
 - Land Use Certificate Request from Santa Rosa Historical Society
- 5. Communications From Council Members & Mayor**
- 6. Adjournment**

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

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



Agenda Item # 2024-2650

CRA Financial Report(s)

MEETING DATE

August 22, 2024

PREPARED BY

Laura McDill, Budget
Coordinator

BACKGROUND

SUMMARY

CRA Financial Reports for June 2024

RECOMMENDATION

ATTACHMENTS

1. CRA 111 06_2024
2. CRA 112 06_2024
3. CRA 113 06_2024

CRA I DOWNTOWN FY 2024 (Fund 111)			FY 2024	FY 2024		
acct. #			BUDGET	YEAR To DATE as of 6/30/2024	Balance	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 93,840	\$ 93,840	\$ -	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 46,033	\$ 46,033	\$ -	Estimated tax billing
	348-xx-xx	Promotional	\$ 5,000	\$ 1,860	\$ 3,140	Promotional Revenue
	360-10-00	Misc. Revenues	\$ 5,019	\$ 901	\$ 4,118	Misc. Revenue
	361-10-00	Interest Income	\$ -	\$ 1,016	\$ (1,016)	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
	389-90-01	Balance Forward	\$ -	\$ -	\$ -	FYE 2022 Balance Forward
REVENUE TOTALS			\$ 149,892	\$ 143,650	\$ 6,242	

EXPENSES	OTHER EXPENSES					
	32-00	Audit	\$ -	\$ 7,500	\$ (7,500)	
	34-00	Other Contractual Services	\$ 15,823	\$ -	\$ 15,823	
	43-00	Utility Services	\$ 22,019	\$ 9,174	\$ 12,845	Gulf Power / Willing St. power poles
	46-00	Repair & Maintenance	\$ -	\$ -	\$ -	R&M
	48-00	Promotional	\$ -	\$ -	\$ -	Advertisement
	48-01	5k Run	\$ -	\$ -	\$ -	
	48-02	Bands on the Blackwater	\$ -	\$ -	\$ -	
	48-03	Movie Night	\$ -	\$ -	\$ -	
	48-06	Other Events	\$ -	\$ -	\$ -	
	48-08	Water Festival	\$ -	\$ -	\$ -	
	49-00	Misc. Expense	\$ 2,000	\$ 1,636	\$ 364	Christmas lighting maintenance/Electrical Repair
	49-19	Tax Rebate Incentive Prog	\$ -	\$ -	\$ -	Tax Rebate Incentive Program
	49-34	Property / Fire Tax	\$ 550	\$ 567	\$ (17)	Fire Fee
	52-00	Operating Supplies	\$ -	\$ -	\$ -	Misc.
	53-00	Materials / Repair & Supplies	\$ -	\$ -	\$ -	
	54-00	Dues & Subscriptions	\$ -	\$ -	\$ -	Dues & Subscriptions
	61-02	Easement-Sidewalk	\$ -	\$ -	\$ -	Easement-Sidewalk
	64-00	Capital Outlay	\$ -	\$ -	\$ -	
	64-27	Downtown Project Expense	\$ 59,500	\$ -	\$ 59,500	
	82-08	SRC-July 4th Fireworks	\$ -	\$ -	\$ -	
	82-09	Misc. Grants in Aid	\$ -	\$ -	\$ -	Support for Special Events (SR Arts/Etc.)
	82-19	Façade Grant	\$ 50,000	\$ 35,686	\$ 14,314	Façade Improv.
	91-01	Transfer to General Fund	\$ -	\$ -	\$ -	
	99-99	Contingencies	\$ -	\$ -	\$ -	
	OTHER EXPENSE TOTALS		\$ 149,892	\$ 54,563	\$ 95,329	
	EXPENSE TOTALS		\$ 149,892	\$ 54,563	\$ 95,329	

**CRA II NORTH
FY 2024**

(Fund 112)

acct. #		FY 2024	FY 2024		
		BUDGET	YEAR To DATE as of 6/30/2024	Balance	Description
338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 11,366	\$ 11,366	\$ -	Estimated tax billing
338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 5,575	\$ 5,575	\$ -	Estimated tax billing
348-xx-xx	Promotional	\$ -	\$ -	\$ -	Promotional Revenue
361-10-00	Interest Income	\$ -	\$ 383	\$ (383)	Interest
366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
389-90-01	Balance Forward	\$ -	\$ -	\$ -	
REVENUE TOTALS		\$ 16,941	\$ 17,324	\$ (383)	

Dept. 552

OTHER EXPENSES					
31-03	Professional Services	\$ -	\$ -	\$ -	
34-00	Other Contractual Services	\$ 10,000	\$ 9,994	\$ 6	
43-00	Utility Services	\$ -	\$ -	\$ -	Gulf Power / power poles
46-00	Repair & Maintenance	\$ -	\$ -	\$ -	R&M
48-00	Promotional	\$ -	\$ -	\$ -	Advertisement
48-06	Promotional	\$ -	\$ -	\$ -	Advertisement
49-00	Misc. Expense	\$ -	\$ -	\$ -	
49-18	Misc. Exp. / Bank Charges	\$ -	\$ -	\$ -	
52-00	Operating Supplies	\$ -	\$ -	\$ -	Misc.
53-00	Materials/Rep & Supplies	\$ -	\$ -	\$ -	
54-00	Dues & Subscriptions	\$ -	\$ -	\$ -	Dues & Subscriptions
61-01	Capital - Land Acquisition	\$ -	\$ -	\$ -	
63-04	Carpenters Park	\$ -	\$ -	\$ -	Carpenters Park
64-07	Capital - Misc. Equipment	\$ -	\$ -	\$ -	
64-27	Project Expense	\$ -	\$ -	\$ -	
82-09	Misc. Grants in Aid	\$ -	\$ -	\$ -	Support for Special Events
91-00	Transfer to Other Funds	\$ -	\$ -	\$ -	
91-01	Transfer to General Fund	\$ -	\$ -	\$ -	
91-02	Transfer to Capital Projects	\$ -	\$ -	\$ -	
590-01-00	Contingencies	\$ 6,941	\$ -	\$ 6,941	
EXPENSE TOTALS		\$ 16,941	\$ 9,994	\$ 6,947	

CRA III SOUTH FY 2024 (Fund 113)			FY 2024	FY 2024		
acct. #			BUDGET	YEAR To DATE as of 6/30/2024	Balance	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 3,253	\$ 3,253	\$ -	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 1,596	\$ 1,596	\$ -	Estimated tax billing
	348-xx-xx	Promotional	\$ -	\$ -	\$ -	Promotional Revenue
	361-10-00	Interest Income	\$ -	\$ 145	\$ (145)	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
	389-90-01	Balance Forward	\$ -	\$ -	\$ -	
REVENUE TOTALS			\$ 4,849	\$ 4,994	\$ (145)	

Dept. 552		<u>OTHER EXPENSES</u>				
EXPENSES	31-03	Professional Services	\$ -	\$ -	\$ -	
	34-00	Other Contractual Services	\$ -	\$ -	\$ -	
	43-00	Utility Services	\$ -	\$ -	\$ -	Gulf Power / Power poles
	46-00	Repair & Maintenance	\$ -	\$ -	\$ -	R&M
	48-00	Promotional	\$ -	\$ -	\$ -	Advertisement
	48-06	Promotional	\$ -	\$ -	\$ -	Advertisement
	49-00	Misc. Expense	\$ -	\$ -	\$ -	Christmas lighting maintenance/Electrical Repair
	49-18	Misc. Exp. / Bank Charges	\$ -	\$ -	\$ -	
	52-00	Operating Supplies	\$ -	\$ -	\$ -	Misc.
	53-00	Materials/Rep & Supplies	\$ -	\$ -	\$ -	
	54-00	Dues & Subscriptions	\$ -	\$ -	\$ -	Dues & Subscriptions
	61-01	Capital - Land Acquisition	\$ -	\$ -	\$ -	
	64-07	Capital - Misc. Equipment	\$ -	\$ -	\$ -	
	64-27	Project Expense	\$ -	\$ -	\$ -	
	82-09	Misc. Grants in Aid	\$ -	\$ -	\$ -	Support for Special Events
	91-00	Transfer to Other Funds	\$ -	\$ -	\$ -	
	91-01	Transfer to General Fund	\$ -	\$ -	\$ -	
	91-02	Transfer to Capital Projects	\$ -	\$ -	\$ -	
	99-99	Contingencies	\$ 4,849	\$ -	\$ 4,849	
EXPENSE TOTALS		\$ 4,849	\$ -	\$ 4,849		



Agenda Item # 2024-2672

Land Use Certificate Request from Santa Rosa Historical Society

MEETING DATE

August 22, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This item is a request from the Santa Rosa Historical Society for a land use certificate that would authorize them to move the Urquhart House on Canal Street to a new permanent location on the vacant property across from the Railroad Museum on Henry Street. The Urquhart House is a non-contributing masonry structure in the Milton Historic District. If approved, the house would be used for commercial purposes to support the Railroad museum use.

SUMMARY

The Urquhart House is currently located along Canal Street on property currently owned by First Baptist Church. Pictures of the house are included in this item packet. If approved, this request would allow the Santa Rosa Historical Society to work with First Baptist Church to move the house to the location shown on the attached picture across from the railroad museum. This property is currently used for overflow parking for the railroad museum.

RECOMMENDATION

Staff recommends approval of the requested land use certificate, subject to the applicant providing sufficient plans to the Planning Department showing that all city requirements for new development will be met.

ATTACHMENTS

1. Urquhart House Pic 1
2. Urquhart House Pic 2
3. Urquhart House Pic 3
4. Urquhart House new location
5. Urquhart Supporting Documents









Application to:

~~X~~Historic Preservation Board (HPB)

☒Community Redevelopment Agency (CRA)

Name of Applicant: FIRST BAPTIST CHURCH, MILTON Phone Number: 850 623-3122

Address of Property: 6797 CAROLINE ST. MILTON, FL 32570

Parcel Number/ID: 03-1N-28-2530-06600-0010

Type of Structure: ☐Commercial ☒Residential Square Footage of Structure 2400

If a business, what is the nature: _____ ☐New Business ☐Existing Business

If existing business, how long has it been in operation? _____ Years, _____ Number of Employees

Contractor: SANTA ROSA HISTORICAL SOC. Phone Number: _____ City License # _____

☐New Construction

☐Repairs/Alterations

☐Demolition

☐Garage/Parking Area

☐Fence

☐Landscaping

☐Painting

☐Sign

☐Roof

☒Other (specify) REMOVAL + RELOCATION OF RED BRICK HOUSE FACING CANAL ST

What type of exterior renovations are proposed? REMOVAL + RELOCATION OF HOUSE

What type of proposed material to be used? NONE

Exterior Color Scheme: NONE ☐New ☐Used Materials

If a business, is adequate parking available? ☐Yes ☐No ☐Public Parking ☐Private Parking

Are you willing to make other improvements the board(s) may feel necessary in order to comply with City of Milton's Unified Development Code? ☒Yes ☐No Explain THE LOCATION ON

WHICH THE HOUSE PRESENTLY SITS WILL BECOME VACANT AND USED FOR PARKING.

Signature of Applicant [Signature] Date 8/6/24
CHAIR, FBCM CONSTRUCTION COMMITTEE

Note: After approval, any modifications to development activity will require a separate approval.

☐HPB ☐Approved ☐Denied _____ Signature Approval _____ Date _____

☐CRA ☐Approved ☐Denied _____ Signature Approval _____ Date _____

Any proposed major development activity located within the Community Redevelopment Areas shall require review by the Community Redevelopment Agency and issuance of a Land Use Certificate. If the proposed development activity is located within the city historic district and involves the alteration of any contributing historic structure, review by the Historic Preservation Board and issuance of a Certificate of Appropriateness is required.

In the historic district, where a characteristic development pattern and distinctive architectural style have already been established, new development shall be planned to reinforce this special character. The early 1900's architectural style is the established theme for the historic district. In issuing land use certificates, the Community Redevelopment Agency shall review development plans, including exterior facades and sign construction and renovation, for conformance with the guidelines established in this section.

- (2) The adoption of guidelines herein are intended to provide flexibility in the development of property within the district in a manner which balances the interest of the property owner with the public's need for assurance that development will be orderly and aesthetically compatible with neighboring structures and historic resources.
- (3) Each development proposal within the historic district will be reviewed by the Community Redevelopment Agency and/or the Historic Preservation Board based upon the following guidelines:
 - a. Site planning. The historic character of the district shall be reflected as closely as possible in the site planning of new development. Site planning should also respect the precedents set by other buildings on a block. For example, the placement of new buildings on a lot should correspond to the setbacks, orientation, and spacing of adjacent buildings to ensure maximum consistency and compatibility of the overall streetscape.
 - b. Architecture. The early 1900's architectural theme is hereby established for the city historic district. The scale, height, massing, materials, textures, and colors of new buildings shall be compatible with those of existing structures to which such new construction or renovation is visually related. Architectural details which are similar to the details of adjacent existing buildings will have a unifying effect and are encouraged.

Tim Milstead

From: Cassandra Sharp <mainstreetcafe02@gmail.com>
Sent: Wednesday, August 7, 2024 11:56 AM
To: Tim Milstead
Subject: Re: HPB application for SRHS

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.

Tim,

Part of the mission of the Santa Rosa Historical Society is to save and preserve historic resources and buildings in Santa Rosa County. Our partnership with First Baptist Church, in regard to the Urquhart home, is to do just that. Our intent is to save this home by moving it just south of its current location, to the train depot complex. The intended use of the home will be commercial use. At this time, we do not know if it will be another museum, but it will be a use that is supportive of the overall historic railroad museum complex. Once we have City approval, FBC and SRHS will move forward together to permit the moving of the house and SRHS will begin site planning, etc. Please let me know if you need any further information.

Cass-

On Tue, Aug 6, 2024 at 12:45 PM Cassandra Sharp <mainstreetcafe02@gmail.com> wrote:
Tim,

You should be receiving an application from First Baptist Church today. It's basically a joint application in that we are partnering with the church to save and relocate the Urquhart home to the train depot complex. Time is of the essence, so we are wanting our applications to be reviewed by HPB this Thursday. Let me know if you need anything else from me, thanks.

Cass-