



MILTON PLANNING BOARD
Regular Meeting Agenda

September 16, 2025
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting with Invocation & Pledge of Allegiance

2. Review and Approval of Agenda

3. Approval of Minutes

Item # 2025-3562

Approval of Minutes from August 19, 2025, meeting

4. Citizen Comments

5. Economic Development Update

6. New Business

Item # 2025-3563

Subdivision Approval Procedures

7. Old Business

8. Planning Department Update

9. Adjournment

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

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



Agenda Item # 2025-3562

Approval of Minutes from August 19, 2025, meeting

MEETING DATE

September 16, 2025

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. MPB August 19, 2025, Minutes

MILTON PLANNING BOARD

August 19, 2025

The Milton Planning Board met on Tuesday, August 19, 2025, at 5:30 p.m. in the Council Chambers at City Hall.

PRESENT:

Steve Dobbs

Amber Leek

Bruce Predmore

Melissa Simpson

Jimmy Messick

Dan Powers

Greg Scoville

Tim Milstead, Planning Director

Melissa Short, Administrative Assistant

OTHERS:

Councilman Larry McKee and Tom Powers

The meeting was called to order at 5:30 p.m. Greg Scoville made a motion to approve the agenda, seconded by Jimmy Messick; approved 7-0. Jimmy Messick made a motion to approve June 17, 2025, minutes, seconded by Greg Scoville; approved 7-0.

ECONOMIC DEVELOPMENT UPDATE:

Tim Milstead explained CIB is reviewing the Riverfront Master Plan, the CRA area, and looking into funding.

NEW BUSINESS:

Yard Maintenance Standards – Tim Milstead presented a copy of Sec. 26-32 Prohibited nuisances; examples letter (g) this is a portion of our code that our enforcement officer enforces. Tim Milstead provided proposed language that modifies yard area maintenance and exemptions were provided for the board’s review to amend this section of the code of ordinances to make it clearer to enforce property owners to maintain their property line to the street pavement. The board wants to add paved or improved roadway surface, clarify that the City will take care of certain portions of it, and the exemptions to wooded lots. Greg Scoville made a motion to forward this to the City Council with the approval of the proposed yard maintenance standards to the code with the addition of improved roadway surface, seconded by Bruce Predmore; approved 7-0.

PLANNING DEPARTMENT UPDATE:

Tim Milstead explained that Walmart, Grover’s, and Sweet Greek is now open. McDonald’s resubmitted plans and Dollar General is starting construction located at Berryhill and Vanity Fair Rd.

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



Agenda Item # 2025-3563

Subdivision Approval Procedures

MEETING DATE

September 16, 2025

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Subdivision Approvals White Paper 090425
2. SB 784 Adopted July 1 2025



City of Milton Planning & Development

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5440 x 1409

September 4, 2025

Administrative authority designation for future subdivision plats

Executive Summary:

The Florida Legislature passed Senate Bill 784 and House Bill 381, which provide significant modifications to Chapter 177.071 of Florida Statutes that became effective on July 1st, 2025. This statute pertains to the approval of subdivision plats, and the bills significantly amend the approval process and authority for county and municipal governments throughout the state by requiring these government agencies to designate an administrative authority to provide final approval for all new subdivision plats. Governing authorities, such as the Milton City Council, will no longer be allowed to provide final subdivision approval to the administrative authority. The main impact to the City of Milton would involve the final approval of future major subdivision plats of 10 lots or more. City of Milton staff has prepared a resolution in accordance with the new requirement for review and approval by the City Council.

Subdivision Plat Approvals in the City of Milton:

As of the date of this document, there are three different types of land subdivisions identified by the City's Unified Development Code: Minor Replats, Minor Subdivisions, and Major Subdivisions. Minor replats involved the division of one property into no more than two properties, whereas minor subdivision involve the division of a property into 3-9 lots

when no infrastructure improvements are involved. Major subdivisions include all other divisions of land, including those subdivisions that involve infrastructure improvements or involve the creation of more than 9 lots. Currently, all applications for minor replats are reviewed and approved administratively by Planning and Development Department staff. Minor subdivisions are reviewed and approved by the city's Technical Review Committee (TRC) based on compliance with the city's UDC and Public Works Manual. The TRC consists of the City Manager, Fire Chief, Police Chief, Public Works Director, Economic Development Director, City Engineer, City Surveyor, Planning & Development Director, and any additional staff, as needed. The TRC also reviews and makes recommendations to the City Council for major subdivision plats based on compliance with the previously mentioned city requirements. Prior to the adoption of SB 784 and HB 381, the City Council has provided approvals of subdivision plats for major subdivisions, and any land subdivisions submitted as a Planned Development Project.

Overview of SB 784 and HB 381 and Impact on future City of Milton Subdivisions:

Senate Bill 784 and House Bill 381 begin by adding language that requires plats or replats to be administratively approved with no governing body action if plats contain the information required in F.S. 177.091 included below. Instead, it requires the governing body, in Milton's case the City Council, to designate an administrative authority that would bear the responsibility for approving or denying subdivision plats. This designation must be made official by the adoption of either a resolution or ordinance. According to the new language within SB 784 and HB 381, the administrative authority includes "an administrative officer or employee designated by the governing body of a county or municipality, including but not limited to, a county administrator or manager, a city manager, a deputy county administrator or manager, a deputy city manager, an assistant county administrator or manager, an assistant city manager, or other high-ranking county or city department or division director with direct or indirect oversight responsibility for the county's or municipality's land development, housing, utilities, or public works programs." Include info on PDP and Development Agreements. Furthermore, the bills require the administrative authority to notify applicants of the receipt of proposed subdivision plats along with any submittal deficiencies within 7 days of submittal. Finally, the bills remove all references to the governing body approving subdivision plats, and designate that responsibility to the administrative authority. However, the bills do not appear to remove the ability of the governing body, or City Council, to review and approve future land subdivisions submitted as a proposed Planned Development Project. Therefore, the primary impact of the bills to the City's approval process for subdivision plats is the transfer of the responsibility for major subdivision plat approvals from the City Council to the Council's appointed administrative authority.

Florida Statutes 177.091:

As the new language mandates approval of all new subdivision plats by the administrative authority that are determined to be in compliance with F.S. 177.091, below are the requirements that must be included on each subdivision plat.

177.091 Plats made for recording.—Every plat of a subdivision offered for recording shall conform to the following:

(1) It must be:

(a) An original drawing made with black permanent drawing ink; or

(b) A nonadhered scaled print on a stable base film made by photographic processes from a film scribing tested for residual hypo testing solution to assure permanency.

Marginal lines, standard certificates and approval forms shall be printed on the plat with a permanent black drawing ink. A print or photographic copy of the original drawing must be submitted with the original drawing.

(2) The size of each sheet shall be determined by the local governing body and shall be drawn with a marginal line, or printed when permitted by local ordinance, completely around each sheet and placed so as to leave at least a 1/2-inch margin on each of three sides and a 3-inch margin on the left side of the plat for binding purposes.

(3) When more than one sheet must be used to accurately portray the lands subdivided, an index or key map must be included and each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled matchlines to show where other sheets match or adjoin.

(4) In all cases, the letter size and scale used shall be of sufficient size to show all detail. The scale shall be both stated and graphically illustrated by a graphic scale drawn on every sheet showing any portion of the lands subdivided.

(5) The name of the plat shall be shown in bold legible letters, as stated in s. [177.051](#). The name of the subdivision shall be shown on each sheet included. The name of the professional surveyor and mapper or legal entity, along with the street and mailing address, must be shown on each sheet included.

(6) A prominent “north arrow” shall be drawn on every sheet included showing any portion of the lands subdivided. The bearing or azimuth reference shall be clearly stated on the face of the plat in the notes or legend, and, in all cases, the bearings used shall be referenced to some well established and monumented line.

(7) Permanent reference monuments must be placed at each corner or change in direction on the boundary of the lands being platted and may not be more than 1,400 feet apart. Where such corners are in an inaccessible place, "P.R.M.s" shall be set on a nearby offset within the boundary of the plat and such offset shall be so noted on the plat. Where corners are found to coincide with a previously set "P.R.M.," the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity on the previously set "P.R.M." shall be shown on the new plat or, if unnumbered, shall so state. Permanent reference monuments shall be set before the recording of the plat. The "P.R.M.s" shall be shown on the plat by an appropriate symbol or designation.

(8) Permanent control points shall be set on the centerline of the right-of-way at the intersection and terminus of all streets, at each change of direction, and no more than 1,000 feet apart. Such "P.C.P.s" shall be shown on the plat by an appropriate symbol or designation. In those counties or municipalities that do not require subdivision improvements and do not accept bonds or escrow accounts to construct improvements, "P.C.P.s" may be set prior to the recording of the plat and must be set within 1 year of the date the plat was recorded. In the counties or municipalities that require subdivision improvements and have the means of insuring the construction of said improvements, such as bonding requirements, "P.C.P.s" must be set prior to the expiration of the bond or other surety. If the professional surveyor and mapper or legal entity of record is no longer in practice or is not available due to relocation, or when the contractual relationship between the subdivider and professional surveyor and mapper or legal entity has been terminated, the subdivider shall contract with a professional surveyor and mapper or legal entity in good standing to place the "P.C.P.s" within the time allotted.

(9) Monuments shall be set at all lot corners, points of intersection, and changes of direction of lines within the subdivision which do not require a "P.R.M." or a "P.C.P."; however, a monument need not be set if a monument already exists at such corner, point, or change of direction or when a monument cannot be set due to a physical obstruction. In those counties or municipalities that do not require subdivision improvements and do not accept bonds or escrow accounts to construct improvements, monuments may be set prior to the recording of the plat and must be set at the lot corners before the transfer of the lot. In those counties or municipalities that require subdivision improvements and have the means of ensuring the construction of those improvements, such as bonding requirements, monuments shall be set prior to the expiration of the bond or other surety. If the professional surveyor and mapper or legal entity of record is no longer in practice or is not available due to relocation, or when the contractual relationship between the subdivider and professional surveyor and mapper or legal entity has been terminated, the

subdivider shall contract with a professional surveyor and mapper or legal entity in good standing who shall be allowed to place the monuments within the time allotted.

(10) The section, township, and range shall appear immediately under the name of the plat on each sheet included, along with the name of the city, town, village, county, and state in which the land being platted is situated.

(11) Each plat shall show a description of the lands subdivided, and the description shall be the same in the title certification. The description must be so complete that from it, without reference to the plat, the starting point and boundary can be determined.

(12) The dedications and approvals required by ss. [177.071](#) and [177.081](#) must be shown.

(13) The circuit court clerk's certificate and the professional surveyor and mapper's seal and statement required by s. [177.061](#) shall be shown.

(14) All section lines and quarter section lines occurring within the subdivision shall be indicated by lines drawn upon the map or plat, with appropriate words and figures. If the description is by metes and bounds, all information called for, such as the point of commencement, course bearings and distances, and the point of beginning, shall be indicated. If the platted lands are in a land grant or are not included in the subdivision of government surveys, then the boundaries are to be defined by metes and bounds and courses.

(15) Location, width, and names of all streets, waterways, or other rights-of-way shall be shown, as applicable.

(16) Location and width of proposed easements and existing easements identified in the title opinion or property information report required by s. [177.041\(2\)](#) must be shown on the plat or in the notes or legend, and their intended use shall be clearly stated. Where easements are not coincident with property lines, they must be labeled with bearings and distances and tied to the principal lot, tract, or right-of-way.

(17) All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated. If the subdivision platted is a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made; the fact of its being a replat shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdivision being replatted and the appropriate recording reference.

(18) All lots shall be numbered either by progressive numbers or, if in blocks, progressively numbered in each block, and the blocks progressively numbered or lettered,

except that blocks in numbered additions bearing the same name may be numbered consecutively throughout the several additions.

(19) Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat. When any lot or portion of the subdivision is bounded by an irregular line, the major portion of that lot or subdivision shall be enclosed by a witness line showing complete data, with distances along all lines extended beyond the enclosure to the irregular boundary shown with as much certainty as can be determined or as “more or less,” if variable. Lot, block, street, and all other dimensions except to irregular boundaries, shall be shown to a minimum of hundredths of feet. All measurements shall refer to horizontal plane and in accordance with the definition of the U.S. Survey foot or meter adopted by the National Institute of Standards and Technology. All measurements shall use the $39.37 \div 12 = 3.280833333333$ equation for conversion from a U.S. foot to meters.

(20) Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of nonradial lines shall be indicated.

(21) Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc.

(22) The centerlines of all streets shall be shown as follows: noncurved lines: distances together with either angles, bearings, or azimuths; curved lines: arc distances, central angles, and radii, together with chord and chord bearing or azimuths.

(23) Park and recreation parcels as applicable shall be so designated.

(24) All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled “Not a part of this plat.”

(25) The purpose of all areas dedicated must be clearly indicated or stated on the plat.

(26) When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies.

(27) The plat shall include in a prominent place the following statements: “NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county.”

(28) All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable

television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety Code as adopted by the Florida Public Service Commission.

(29) A legend of all symbols and abbreviations shall be shown.

Proposed Administrative Authority Recommendation:

Within the City of Milton, the subdivision plat approval process is fully facilitated by the Planning and Development Department. Subdivision plats are submitted in accordance with the submittal requirements directly to the Planning Department, and forwarded to all TRC members involved in the review process. The Planning Department is responsible for the administration and application of this Unified Development Code, and reviews plats for compliance with the standards of Section 17.3 and 17.4 of the UDC, along with F.S. 177.091. Since minor replats, minor subdivisions, and all other development approvals are already authorized by the Planning and Development Department, it is recommended for the Planning and Development Director to be designated as the administrative authority for the final approval of subdivision plats within the City of Milton, subject to concurrence by all members of the TRC. If this designation is approved by the City Council, staff will amend all sections of the UDC in conflict with this new requirement and provide the updates to the Planning Board and City Council for approval.

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2 An act relating to platting; amending s. 177.071,
3 F.S.; requiring that certain plat or replat submittals
4 be administratively approved with no further action by
5 certain entities under certain circumstances;
6 requiring the governing body of such county or
7 municipality to designate an administrative authority
8 to receive, review, and process plat or replat
9 submittals; providing requirements for such
10 designation; defining the term "administrative
11 authority"; requiring the administrative authority to
12 submit a certain notice to an applicant; providing
13 requirements for such notice; requiring the
14 administrative authority to approve, approve with
15 conditions, or deny a plat or replat submittal in
16 accordance with the timeframe in the initial written
17 notice to the applicant; requiring the administrative
18 authority to notify the applicant in writing if it
19 declines to approve a plat or replat submittal;
20 requiring that the written notification contain the
21 reasons for denial and other information; prohibiting
22 the administrative authority or other official,
23 employee, agent, or designee from requesting or
24 requiring that the applicant request an extension of
25 time; amending s. 177.111, F.S.; conforming provisions
26 to changes made by the act; providing an effective
27 date.

28
29 Be It Enacted by the Legislature of the State of Florida:

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Section 1. Section 177.071, Florida Statutes, is amended to read:

177.071 Administrative approval of plats ~~plat~~ by designated county or municipal official governing bodies.—

(1) (a) A plat or replat submitted under this part must be administratively approved and no further action or approval by the governing body of a county or municipality is required if the plat or replat complies with the requirements of s. 177.091. The governing body of the county or municipality shall designate, by ordinance or resolution, an administrative authority to receive, review, and process the plat or replat submittal, including designating an administrative official responsible for approving, approving with conditions, or denying the proposed plat or replat.

(b) As used in this section, the term "administrative authority" means a department, division, or other agency of the county or municipality. For purposes of issuing a final administrative approval of a plat or replat submittal, the term also includes an administrative officer or employee designated by the governing body of a county or municipality, including but not limited to, a county administrator or manager, a city manager, a deputy county administrator or manager, a deputy city manager, an assistant county administrator or manager, an assistant city manager, or other high-ranking county or city department or division director with direct or indirect oversight responsibility for the county's or municipality's land development, housing, utilities, or public works programs.

(2) Within 7 business days after receipt of a plat or

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59 replat submittal, the administrative authority shall provide
60 written notice to the applicant acknowledging receipt of the
61 plat or replat submittal and identifying any missing documents
62 or information necessary to process the plat or replat submittal
63 for compliance with s. 177.091. The written notice must also
64 provide information regarding the plat or replat approval
65 process, including requirements regarding the completeness of
66 the process and applicable timeframes for reviewing, approving,
67 and otherwise processing the plat or replat submittal.

68 (3) Unless the applicant requests an extension of time, the
69 administrative authority shall approve, approve with conditions,
70 or deny the plat or replat submittal within the timeframe
71 identified in the written notice provided to the applicant under
72 subsection (2). If the administrative authority does not approve
73 the plat or replat, it must notify the applicant in writing of
74 the reasons for declining to approve the submittal. The written
75 notice must identify all areas of noncompliance and include
76 specific citations to each requirement the plat or replat
77 submittal fails to meet. The administrative authority, or an
78 official, an employee, an agent, or a designee of the governing
79 body, may not request or require the applicant to file a written
80 extension of time.

81 (4)~~(1)~~ Before a plat or replat is offered for recording, it
82 must be administratively approved as required by this section ~~by~~
83 ~~the appropriate governing body,~~ and evidence of such approval
84 must be placed on the plat or replat. If not approved, the
85 governing body must return the plat or replat to the
86 professional surveyor and mapper or the legal entity offering
87 the plat or replat for recordation. For the purposes of this

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88 part:

89 (a) When the plat or replat to be submitted for approval is
90 located wholly within the boundaries of a municipality, the
91 ~~governing body of the~~ municipality has exclusive jurisdiction to
92 approve the plat or replat.

93 (b) When a plat or replat lies wholly within the
94 unincorporated areas of a county, the ~~governing body of the~~
95 county has exclusive jurisdiction to approve the plat or replat.

96 (c) When a plat or replat lies within the boundaries of
97 more than one county, municipality, or both ~~governing body~~, two
98 plats or replats must be prepared and each county or
99 municipality ~~governing body~~ has exclusive jurisdiction to
100 approve the plat or replat within its boundaries, unless each
101 county or municipality with jurisdiction over the plat or replat
102 agrees ~~the governing bodies having said jurisdiction agree~~ that
103 one plat is mutually acceptable.

104 ~~(5)-(2)~~ Any provision in a county charter, or in an
105 ordinance of any charter county or consolidated government
106 chartered under s. 6(e), Art. VIII of the State Constitution,
107 which provision is inconsistent with anything contained in this
108 section shall prevail in such charter county or consolidated
109 government to the extent of any such inconsistency.

110 Section 2. Section 177.111, Florida Statutes, is amended to
111 read:

112 177.111 Instructions for filing plats ~~plat~~.—After the
113 approval by the appropriate administrative authority ~~governing~~
114 ~~body~~ required by s. 177.071, the plat or replat must ~~shall~~ be
115 recorded by the circuit court clerk or other recording officer
116 upon submission thereto of such approved plat or replat. The

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117 circuit court clerk or other recording officer shall maintain in
118 his or her office a book of the proper size for such papers so
119 that they will ~~shall~~ not be folded, to be kept in the vault. A
120 print or photographic copy must be filed in a similar book and
121 kept in his or her office for the use of the public. The clerk
122 shall make available to the public a full size copy of the
123 record plat or replat at a reasonable fee.

124 Section 3. This act shall take effect July 1, 2025.