



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

March 17, 2026  
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 # 2026-3935
  - Approval of Minutes from September 16, 2025, meeting
- 4. Citizen Comments**
- 5. Economic Development Update**
- 6. New Business**
  - Item # 2026-3936
  - Rezoning - Stewart St. and Munson Hwy.
- 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 # 2026-3935

# Approval of Minutes from September 16, 2025, meeting

## MEETING DATE

March 17, 2026

## PREPARED BY

## BACKGROUND

## SUMMARY

## RECOMMENDATION

## ATTACHMENTS

1. MPB September 16, 2025, Minutes

**MILTON PLANNING BOARD**

**September 16, 2025**

The Milton Planning Board met on Tuesday, September 16, 2025, at 5:30 p.m. in Conference Room A 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

The meeting was called to order at 5:30 p.m. Dan Powers made a motion to approve the agenda, seconded by Greg Scoville; approved 6-0. Greg Scoville made a motion to approve August 19, 2025, minutes, seconded by Jimmy Messick; approved 6-0. Melissa Simpson arrived at 5:35 p.m.

**ECONOMIC DEVELOPMENT UPDATE:**

Tim Milstead explained CIB is still reviewing the Riverfront Master Plan and hoping to have a funding update soon and hopefully scheduling an outreach meeting soon for the future of Willing Street. The board would like Stephen to be present at a future meeting. Staff is looking at the future development of the City's Marina property. The board discussed a portion of Oak Street to hopefully reopen.

**NEW BUSINESS:**

**Subdivision Approval Procedures** – Tim Milstead explained the City Council adopted a resolution that pertains to major subdivisions proposals and to make a recommendation to the City Council. The State of Florida has just adopted a new Florida Legislature to adopt an administrative authority for the approval of all subdivision plats, so last week the Council adopted a resolution that named the Planning Director as the administrative authority for the City of Milton. Tim Milstead presented a copy of Article 17 and 3.2 with modifications to the City's UDC regarding subdivision standards into compliance with the new State language that just came out. Dan Powers made a motion to forward this to the City Council with the changes, seconded by Jimmy Messick; approved 7-0. Tim Milstead said he can update the board during the Planning Department Update with any major subdivisions and provide the plans to the board for their review.

**PLANNING DEPARTMENT UPDATE:**

Tim Milstead explained that Walmart, Grover's, and Sweet Greek are 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 6:20 p.m.



Agenda Item # 2026-3936

## Rezoning - Stewart St. and Munson Hwy.

### MEETING DATE

March 17, 2026

### PREPARED BY

### BACKGROUND

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

1. Rezoning Application - Signed
2. Proposed Site Plan
3. v2 Public Notice - FLUM and Rezoning Letter - Mitchell - Munson Hwy - March (2)



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

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

Phone: (850) 983-5440 Fax: (850) 983-5415  
E-Mail: [planning@ci.milton.fl.us](mailto:planning@ci.milton.fl.us)

<b>** FOR OFFICIAL USE ONLY **</b>			
Application # _____	_____	Date Received: _____	_____
Fee: _____	_____	Received by: _____	_____
FLUM Destination: _____	Zoning District: _____	Proposed	_____
FLUM Destination: _____	Proposed Zoning District: _____	_____	_____

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

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

### To BE COMPLETED BY THE APPLICANT:

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

Name: William Rodger Mitchell

Address: 5139 Munson Hwy

City: Milton State: Florida

Zip Code: 32570

Telephone: (850)439-1300 Email (optional): \_\_\_\_\_

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

Name: John Prins (Authorized Agent)

Address: 1055 Kathleen Rd

City: Lakeland State: Florida

Zip Code: 33805

Telephone: (863)646-9130 Ext 108 Email (optional): John@MDMServices.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: No listed address, directly east of 5462 Stewart St, Milton, FL 32570

Subdivision: N/A

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

From the intersection of Caroline St & Stewart Rd drive north ~4,100 ft to the intersection of Stewart St & Munson Hwy.

Take a right turn at the intersection of Stewart St & Munson Hwy from Stewart St onto Munson Hwy. Parcel will be to the right roughly 250 ft east of the intersection along the southern side of Munson Hwy. Parcel has no existing access.

Property Reference Number (i.e., Parcel I.D. Number) —example: 34-21\1-28-3250-00500-0010 (Include all applicable\*):  
34-2N-28-0000-23001-0000

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

Existing Zoning: 1/2 R-1 & 1/2 C-2 Proposed Zoning: SSC-RC

Existing FLUM Category: 1/2 SF RES & 1/2 COM Proposed FLUM Category: COM

Size of Property (acres) requested for Rezoning: 0.988

Size of Property (acres) requested for FLUM Amendment: 0.988

If the amendment is granted, the property will be used for: Expansion of existing Circle K

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Current use of property:  
Vacant Land

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Explain why this property cannot be used under the present zoning classification:  
Convenience Store with Fuel Sales is not an acceptable use on residential zoned land

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Explain why the rezoning is necessary to permit the reasonable use of this property:  
Without rezoning the Circle K expansion will not be able to take place

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Explain why this zoning change is not detrimental to the public welfare nor to the property rights of other persons in the vicinity:  
Once rezoned parcel will match parcel to the West and is currently not developed. Proposed development will just expand the existing use to the west of the parcel.

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What changed or changing conditions make this zoning amendment necessary:  
Circle K is looking to expand their existing store and cannot do so on a residential parcel

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What other conditions justify the property zoning change:

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IV. **Facility Capacity Analysis**

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

Existing water at site  Yes  No  
Size of meter if existing or proposed 1x 2" & 1x 1.5" \*  
Existing sewer at site  Yes  No

\* Water & Sewer Service will be connected to the existing water and Sewer from the from the Circle K property immediately to the west (34-2N-28-0000-22900-0000)

**A. Stormwater Control**

Describe how Stormwater will be controlled and treated.

Stormwater will be retained on site

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**B. Traffic Capacity**

Describe the potential impacts to affected roadways.

Limited impact expected as this is for the expansion of an existing Circle K

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**C. Parking**

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

Additional parking will be constructed to be within compliance with the City of Milton's Land & Development Regulations.

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

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

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

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

## **VI. Notice Requirements:**

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

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

## **VII. Review Procedure:**

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

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

**VIII. Certification and Authorization**

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

William R. Mitchell  
Applicant Name (Type or Print)

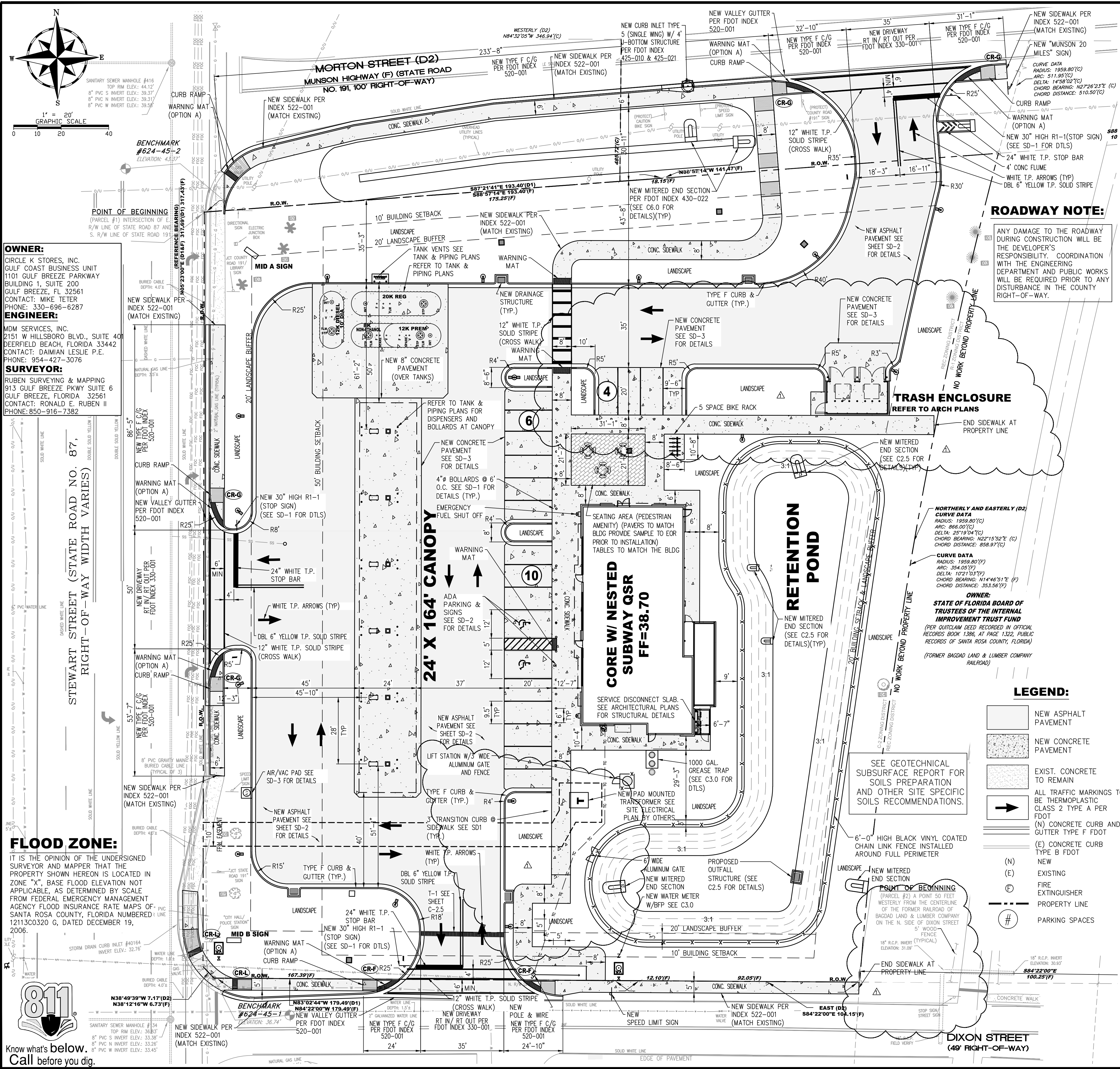
\_\_\_\_\_  
Title (If applicable)

William R Mitchell  
Applicant Signature  
3/3/20  
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	X
Street Address	X
Parcel ID Number	X
Intended Use of Property	X
Existing Use of Property	X
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



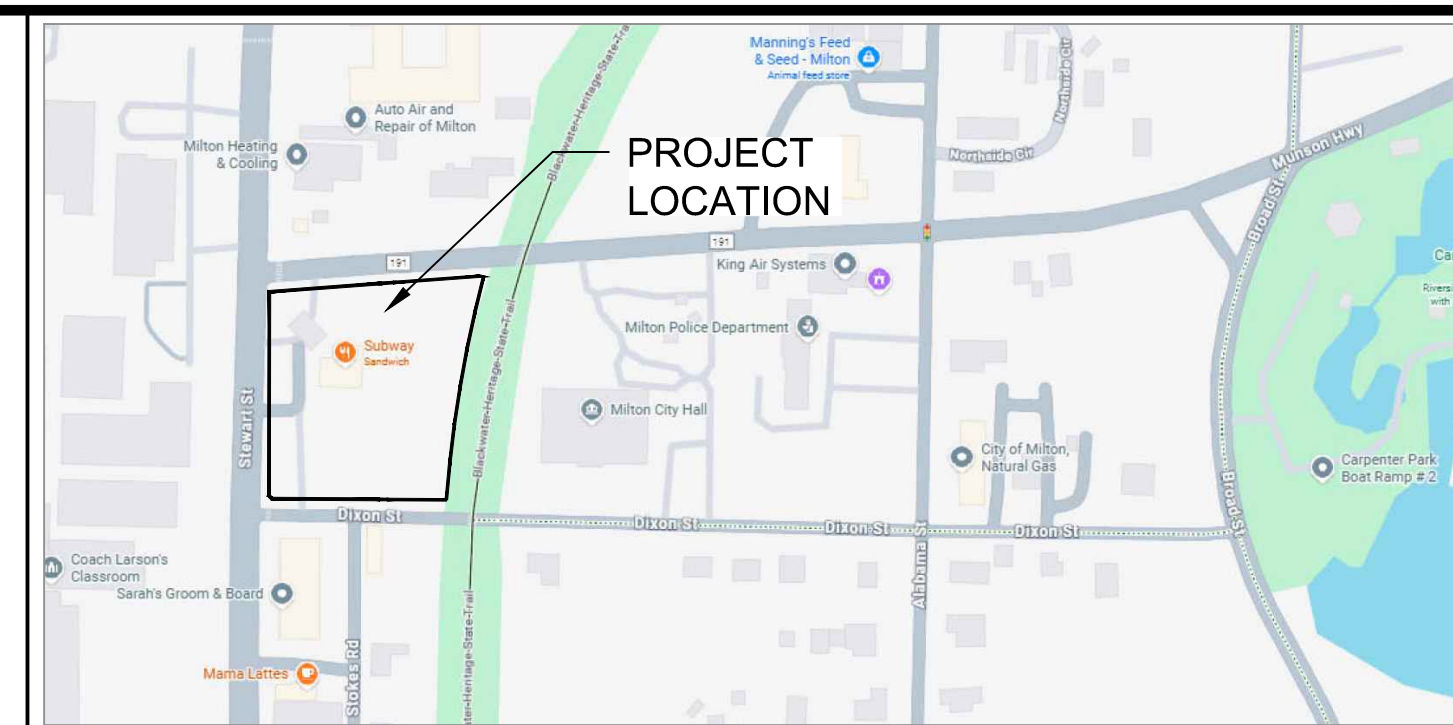
**OWNER:**  
 CIRCLE K STORES, INC.  
 GULF COAST BUSINESS UNIT  
 1101 GULF BREEZE PARKWAY  
 BUILDING 1, SUITE 200  
 GULF BREEZE, FL 32561  
 CONTACT: MIKE TETER  
 PHONE: 330-696-6287

**ENGINEER:**  
 MDM SERVICES, INC.  
 2151 W HILLSBORO BLVD., SUITE 401  
 DEERFIELD BEACH, FLORIDA 33442  
 CONTACT: DAIMIAN LESLIE P.E.  
 PHONE: 954-427-3076

**SURVEYOR:**  
 RUBEN SURVEYING & MAPPING  
 913 GULF BREEZE PKWY SUITE 6  
 GULF BREEZE, FLORIDA 32561  
 CONTACT: RONALD E. RUBEN II  
 PHONE: 850-916-7382

**FLOOD ZONE:**  
 IT IS THE OPINION OF THE UNDERSIGNED SURVEYOR AND MAPPER THAT THE PROPERTY SHOWN HEREON IS LOCATED IN ZONE "X", BASE FLOOD ELEVATION NOT APPLICABLE, AS DETERMINED BY SCALE FROM FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAPS OF SANTA ROSA COUNTY, FLORIDA NUMBERED 12113C0320 C, DATED DECEMBER 19, 2006.

**811**  
 Know what's below.  
 Call before you dig.



VICINITY MAP  
 N.T.S.

**SITE DATA TABLE**

Parcel ID Numbers For Lots Involved in Lot Combination:

Proposed Post Lot Combination Site Area:	Square Feet	Acres	Remarks	
34-2N-28-0000-22900-0000				
34-2N-28-0000-23001-0000				
Parcel 1 (ID No Yet Assigned)	57,076.11	1.310	Circle K Lot Existing Store Re-Development	100188.400
Parcel 2 (ID No Yet Assigned)	43,041.31	0.988		

Zoning: Per Municipal Maps Proposed: Parcel 1 (ID No Yet Assigned) SSC-RC (Stewart Street Commercial Residential Corridor) Unchanged  
 Parcel 2 (ID No Yet Assigned) R-1 (Residential) & C-2 Unchanged

Building Setbacks (Convenience Store & Canopy):

	Required Per LDC:	Provided:
Front:	50'-0"	SR 87 - Stewart Street 50'-0"
North Side:	20'-0"	Interior Lot line 20'-0"
South Side:	20'-0"	Interior Lot line 20'-0"
Rear:	20'-0"	East Property Line 20'-0"

Structure Area:

Type:	Floor Area Ratio:	Square Feet:	Acres:	% of Site:	Allowed per LDC
C-Store	0.09	5,200	0.12	5.19%	
Canopy	0.07	3,936	0.09	3.93%	
Trash Enclosure	0.007	392	0.01	0.39%	
<b>Total FAR Provided:</b>					<b>0.75</b>

Structure Height:

	Maximum Allowed:	Provided:
Convenience Store:	50' and 4 Stories	23' and 1 Story
Canopy (Clear Height 17'-6"):	50' and 4 Stories	20'-6" and 1 Story

Site Areas Pre-Development:

Site Areas Pre-Development:	Square Feet	Acres	% of Total Site:
Lot 1 (Circle K - See Lot Split Data Above)	100,117.42	2.298	100.00%
Impervious Area:	30,613.1	0.703	30.58%
Pervious Area:	69,504.32	1.596	69.42%

Site Areas Post-Development:

Site Areas Post-Development:	Square Feet	Acres	% of Site:	Allowed Per LDC:
Total Land Area (Circle K Lot):	100,117.42	2.298	100.00%	
Impervious Area Total:	75,308.7	1.729	75.22%	75% Max Impervious
Vehicular Use Area:	41,932.66	0.963	41.88%	
Building:	5,200.00	0.119	5.19%	
Other (Sidewalks, Curbing, Etc.):	8,528.47	0.196	8.52%	
Pervious Area Total:	24,757.29	0.568	24.73%	

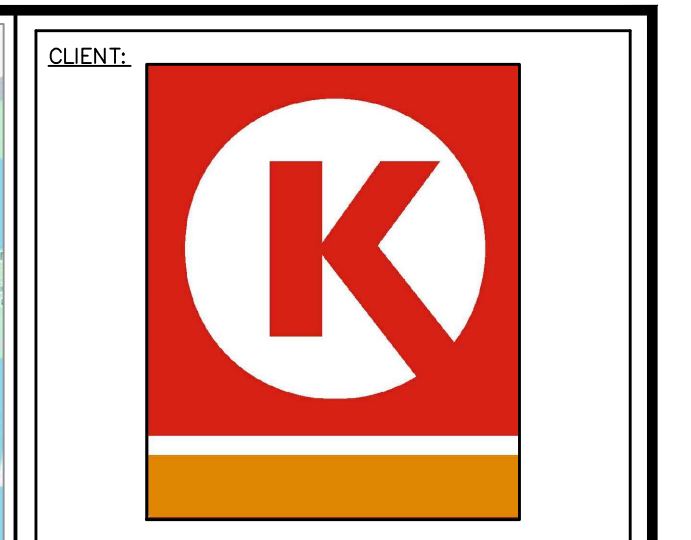
Parking:

Parking:	Required Per LDC:	Provided:
Commercial (5,200 SF):	1 PER PUMP/+1 PER 300 SF GFA OF RETAIL AREA	27
Bicycle Parking Req'd =	YES MIN 2'X6'	

Note: 1 handicap space required per 25 parking spaces.

Loading Zone:

Loading Zone:	Required Per LDC:	Provided:
Commercial (3953 SF):	1 per 20,000SF GFA Req'd	250 Square feet Minimum 1 Space 10'x50'



**CIRCLE K STORES, INC.**  
**Gulf Coast Business Unit**

DESIGN TEAM TITLE:  
**MDM SERVICES, INC.**  
 engineering • environmental • construction  
 1085 KATHLEEN ROAD, LAKELAND, FLORIDA 33805  
 Phone: (863) 646-9130  
 2151 W. HILLSBORO BOULEVARD, SUITE 401  
 DEERFIELD BEACH, FLORIDA 33442  
 Phone: (954) 427-3076  
 FL. CA. #4857

DAIMIAN LESLIE, P.E.  
 FL. REG # 73113

**5200 SQ. FT. BUILDING**

SITE DESIGNATIONS:

**CIRCLE K STORE #TBD 5462 STEWART ST (SR 87) AND MUNSON HWY CITY OF MILTON, FL 32570 SANTA ROSA COUNTY**

SCALE: AS NOTED MDM JOB # 23088  
 DATE: 11-11-2025  
 DESIGNED BY: SO/JAG  
 DRAWN BY: JAG/RC FILE NAME: 23088CD.DWG  
 CHECKED BY: SO/POD  
 DRAWING TITLE:

**SITE PLAN C1.0**  
 SHEET NO.

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

NOTICE IS HEREBY GIVEN that the City Council of the City of Milton, Florida, will hold public hearings to consider an application submitted by John Prins, Authorized Agent, requesting approval of a rezoning and amendment to the Future Land Use Map (FLUM) of the City of Milton Comprehensive Plan for the property described below.

The subject property is identified as Parcel No. 34-2N-28-0000-23001-0000 and is generally located southeast of the intersection of Stewart Street and Munson Highway, between the Circle K and the Blackwater Heritage Trail.

The applicant proposes to amend the zoning designation from R-1 Single-Family Residential and C-2 General Commercial to SSC-RC Stewart Street Corridor Residential Commercial District. The applicant also proposes to amend the Future Land Use Map designation from Single-Family Residential to Commercial.

**Parcel No.: 34-2N-28-0000-23001-0000**



The Milton Planning Board will review the proposed rezoning and provide a recommendation to the City Council at a public meeting on **Tuesday, March 17, 2026, at 5:30 p.m.**

The Milton City Council will conduct a public hearing (first reading) on **Tuesday, April 14, 2026, at 6:30 p.m.** If approved, a second public hearing (second reading) will be held on **Tuesday, May 12, 2026, at 6:30 p.m.**

All hearings will be held in the Council Chambers at Milton City Hall, 6738 Dixon Street, Milton, Florida.

Copies of the proposed ordinance and supporting data are available for public inspection at the Planning & Development Department, 6512 Caroline 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*