



**BOARD OF ADJUSTMENT**  
**Regular Meeting Agenda**

April 27, 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 # 2026-4027
  - Approval of Minutes from September 29, 2025, meeting
- 4. Citizen Comments**
- 5. New Business**
  - Item # 2026-4028
  - Variance - Circle K Building Setback
  - Item # 2026-4029
  - Variance - Circle K Parking
  - Item # 2026-4030
  - Special Exception — For a Gas Station in SSC-RC
- 6. Old Business**
- 7. Planning Department Update**
- 8. 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 # 2026-4027

# Approval of Minutes from September 29, 2025, meeting

## MEETING DATE

April 27, 2026

## PREPARED BY

## BACKGROUND

## SUMMARY

## RECOMMENDATION

## ATTACHMENTS

1. BOA September 29, 2025 minutes

**BOARD OF ADJUSTMENT**

**September 29, 2025**

The Board of Adjustment met on Monday, September 29, 2025, at 5:30 p.m. in the Council Chambers at City Hall.

**PRESENT:** Kyle Baker  
Dennis Rogers  
Karra Graber  
Howard Steele  
Joshua George  
Shannon Rice  
Kate Bryan

Tim Milstead, Planning Director  
Ian Rehrig, Current Planner/Zoning Officer  
Melissa Short, Administrative Assistant

**OTHERS:** Councilman Larry Mckee

Howard Steele called the meeting to order at 5:31 p.m. Karra Graber made a motion to approve the minutes from August 25, 2025, meeting, seconded by Joshua George; approved 5-0. Kate Bryan made a motion to approve the amended agenda, seconded by Karra Graber; approved 5-0. Tim Milstead introduced and thanked the new board members. Dennis Rogers arrived at 5:37 p.m. and Kyle Baker arrived at 5:39 p.m.

**NEW BUSINESS:**

**Board of Adjustments Training** – Tim Milstead introduced Heather Ramos representing GrayRobinson the City’s contracted Legal Firm. Heather Ramos, City Attorney, presented the board with a presentation and handouts and explained if they had any questions that they are more than welcome to call her at any time. The slideshow overview Government in the Sunshine Law – Chapter 286, Fla. Stat., Public Records Law – Chapter 119, Fla. Stat., Code of Ethics – Part III of Chapter 112, Fla. Stat., Special Exceptions, Variances and Appeals – Secs. 3.2, 3.3, & 3.4 UDC, Quasi-Judicial Proceedings – Florida case law, and Ex-Parte Communications – Sec. 2-586 Milton’s Code. Heather Ramos provided the board with three handouts (Memorandums) talking about Special Exception – Requirements in Section 3.3 of the City’s Unified Land Development Code, Variances, and Quasi-Judicial Public Hearings.

**Election of New Chairman and Vice Chairman** – Shannon Rice made a motion to nominate Howard Steele for the new Chairman, seconded by Karra Graber; approved 6-1. Shannon Rice made a motion to nominate Kyle Baker for the new Vice Chairman, seconded by Karra Graber; approved 7-0.

Tim Milstead updated the board that Jacks is close in receiving city approval. The most recent application submitted is to subdivide a 10-acre piece of property located on Dogwood Dr. north of Publix on the east side.

There being no further items to discuss, the meeting was adjourned at 6:17 p.m.



Agenda Item # 2026-4028

## Variance - Circle K Building Setback

### MEETING DATE

April 27, 2026

### PREPARED BY

### BACKGROUND

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

1. Variance and Special Exception Request for 5462 Stewart St.



# City of Milton

April 9<sup>th</sup>, 2026

## PUBLIC NOTICE

### TO WHOM IT MAY CONCERN

This letter is to inform you that the City of Milton has received applications for variance request and special exception request submitted by Sandra Owens, authorized agent for the property owner of 5462 Stewart Street. The subject property is identified as Parcel ID #34-2N-28-0000-22900-0000 and is the existing site of Circle K, located on the east side of Stewart Street between Munson Highway and Dixon Street. The property is zoned SSC-RC (Stewart Street Corridor Residential Commercial District), within which a gas station use requires approval as a special exception.

The applicant is requesting a variance to exceed the maximum front building setback allowed within the SSC-RC zoning district. Pursuant to Table 6.3.1 of the City of Milton's Unified Development Code, the maximum permitted front building setback for non-residential uses in the SSC-RC Zoning District is 50 feet. The applicant is requesting approval to increase the front building setback to approximately 159 feet. Additionally, the applicant is requesting a variance to establish ten (10) additional off-street parking spaces beyond the maximum permitted. Article 14.1D(1) of the Unified Development Code prohibits off-street parking in excess of 10 percent above the minimum required by Code.

The City of Milton's Unified Development Code states in Section 3.3 that the Board of Adjustment shall make a finding that the requirements regarding special exception have been met by the applicant, that the reasons set forth in the application justify the granting of the special exception, and that the granting of the special exception will not adversely affect the public interest.

The City's Board of Adjustments will take this request into consideration, but before a request can be granted, the property must be posted and all abutting property owners and property owners directly across the street from the subject property must be notified, and a Public Hearing held.

**YOU ARE HEREBY NOTIFIED** that the application will be considered at the Board of Adjustments meeting on **Monday April 27th, 2026 starting at 5:30 p.m.** in the Council Chambers at City Hall, 6738 Dixon Street, Milton, FL 32570. Should you be unable to attend this Public Hearing, a letter expressing your views will be considered. A complete lack of response to this notice will be construed as implied consent to the granting of this request. For additional information regarding this request, please contact the City of Milton's Planning and Development Department at (850) 983-5440. Thank you.

Sincerely,

Ian Rehrig  
Current Planner/Zoning Officer

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*P.O. Box 909 • Milton, Florida 32572 • (850) 983-5400 • Fax (850) 983-5415*

*~ Established 1844 ~*



Agenda Item # 2026-4029

## Variance - Circle K Parking

### MEETING DATE

April 27, 2026

### PREPARED BY

### BACKGROUND

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

None



Agenda Item # 2026-4030

# Special Exception — For a Gas Station in SSC-RC

## MEETING DATE

April 27, 2026

## PREPARED BY

## BACKGROUND

## SUMMARY

## RECOMMENDATION

## ATTACHMENTS

None