



COMMUNITY REDEVELOPMENT AGENCY
Regular Meeting Agenda

June 14, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Call Meeting to Order

2. Approval of Minutes

Item # 2022-322
Approval of Minutes from May 10, 2022 meeting

3. Persons to Appear

4. Financial Report

Item # 2022-462
CRA May 2022 Financial Report

5. Other Business

Item # 2022-277
Berryhill and Blackwater Heritage State Trail and North Willing Street to Riverfront
Park Safety/Crossing Update

Item # 2022-301
CRA Workday Discussion

Item # 2022-472
Residential Facade Improvement Grant Program

Item # 2022-473
Next Exit History App Replacement

Item # 2022-475
Downtown Business Guides

6. Council Reports

7. 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

COMMUNITY REDEVELOPMENT AGENCY
June 14, 2022

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



Approval of Minutes from May 10, 2022 meeting

MEETING DATE	PREPARED BY
June 14, 2022	Clerk's Office Dawn Molinero, City Clerk



COMMUNITY REDEVELOPMENT AGENCY
Regular Meeting Minutes

May 10, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Call Meeting to Order

Meeting called to order at 05:35 PM.

Members Present:

Mayor Heather Lindsay
Council Member Ward I, Seat I Vernon Compton
Council Member Ward III, Seat I Robert Leek
Council Member Ward III, Seat II Jeff Snow
Council Member Ward IV, Seat II Casey Powell
Council Member Ward II, Seat II Roxanne Meiss
Council Member Ward IV, Seat I Shari Sebastiao
Council Member Ward I, Seat II Matt Jarrett (Arrived at 5:47:21 PM)

Members Absent:

Council Member Ward II, Seat I Shannon Rice

Members of the Public in Attendance

George Jordan, Cassandra Sharp, Patricia Briggs, Greg Penglis, Carol Johnstone, Pam Mitchell, L. Michelle Lamar-Acuff

Staff in Attendance

City Attorney, Alex Andrade
City Clerk, Dawn Molinero
IT Systems Analyst, Hunter Green
Director of Economic Development, Ed Spears
Chief of Police, Tony Tindell (Admin)

2. Approval of Minutes

Item # 2022-257

Approval of Minutes from April 12, 2022 meeting

ACTION:	Motion to Approve by Vernon Compton; second by Jeff Snow; Motion passed - 6:0
YEAS:	Vernon Compton, Roxanne Meiss, Robert Leek, Jeff Snow, Shari Sebastiao, Casey Powell

NAYS: None
ABSTAIN: None

3. Persons to Appear

Public input provided by:

Cassandra Sharp would like the Council to consider pet stations such as those on the Blackwater Trail to be placed downtown. Downtown bathrooms have not been open; City Staff will provide feedback at the next Community Redevelopment Agency Meeting on June 14, 2022.

Greg Penglis, Director of Action Radio, would like the Council to consider a tourist map.

4. Financial Report

Item # 2022-309

CRA I, II & III April Financial Reports

ACTION: Motion to Approve by Casey Powell; second by Shari Sebastiao;
Motion passed - 6:0
YEAS: Vernon Compton, Roxanne Meiss, Robert Leek, Jeff Snow, Shari Sebastiao, Casey Powell
NAYS: None
ABSTAIN: None

5. Other Business

Councilman Vernon Compton

Item # 2022-277

Berryhill and Blackwater Heritage State Trail and North Willing Street to Riverfront Park Safety/Crossing Update

Councilman Compton requested this item remain on the Community Redevelopment Agency Meeting agenda for June 14, 2022 for further discussion.

Item # 2022-297
Imogene Concert Series

ACTION: Motion to Approve by Vernon Compton;
second by Jeff Snow;
Motion passed - 7:0

YEAS: Vernon Compton, Matt Jarrett, Roxanne Meiss,
Robert Leek, Jeff Snow, Shari Sebastiao,
Casey Powell

NAYS: None

ABSTAIN: None

The motion was for City Staff participation in publicizing the Imogene Concert Series.
Public input concerning Imogene Concert Series was provided by: Patricia Briggs of Live Music Productions. The first concert will be Saturday, June 11, 2022 with Scott Slay and the Rail.

Item # 2022-298
Downtown Business Guides

ACTION: Motion to Approve by Vernon Compton;
second by Shari Sebastiao;
Motion passed - 7:0

YEAS: Vernon Compton, Matt Jarrett, Roxanne Meiss,
Robert Leek, Jeff Snow, Shari Sebastiao,
Casey Powell

NAYS: None

ABSTAIN: None

The motion was to move the Downtown Business Guide to the budget workshop for discussion and evaluation for funding next fiscal year.
Councilman Compton requested a funding report from the City Staff to be presented at the next Community Redevelopment Agency Meeting on June 14, 2022 for a tourist guide map.

Item # 2022-299
Next Exit History App

Lyndsay Benton of the Planning Department reported to the Council. Next Exit History App is no longer functional; the Planning Department will put together demos with other options.

Item # 2022-300

Milton Bagdad Sidewalk Connector/National Trails Day Events

ACTION: Motion to Approve by Vernon Compton;
second by Jeff Snow;
Motion passed - 7:0

YEAS: Vernon Compton, Matt Jarrett, Roxanne Meiss,
Robert Leek, Jeff Snow, Shari Sebastiao,
Casey Powell

NAYS: None

ABSTAIN: None

The motion was for staff participation in publicizing the event,
including flyers, media/social media and staff presence.

Item # 2022-301

CRA Workday Discussion

Councilman Compton requested a volunteer community day to
spruce up the city and will work with the City Manager to draw up a
work list and date and publicize it. This item will remain on the
Community Redevelopment Meeting agenda for June 14, 2022 for
further discussion.

6. Council Reports

7. Adjournment

Meeting adjourned at 6:07:24 PM.



CRA May 2022 Financial Report

MEETING DATE

June 14, 2022

PREPARED BY

Administration Department
Heidi Sroka, Budget Coordinator

**CRA I DOWNTOWN
FY 2022**

FY 2022

FY 2022

as of 5/31/2022

(Fund 111)

	acct. #		BUDGET	YEAR To DATE as of 5/31/2022	Balance	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 61,294	\$ 61,294	\$ -	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 31,013	\$ 31,013	\$ -	Estimated tax billing
	348-xx-xx	Promotional	\$ 40,500	\$ 2,125	\$ 38,375	Promotional Revenue
	360-10-00	Misc. Revenues	\$ 15,415	\$ 507	\$ 14,908	Misc. Revenue
	361-10-00	Interest Income	\$ -	\$ -	\$ -	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
	389-90-01	Balance Forward	\$ 50,000	\$ -	\$ 50,000	FYE 2021 Balance Forward
	REVENUE TOTALS		\$ 198,222	\$ 94,939	\$ 103,283	

EXPENSES	OTHER EXPENSES					
	34-00	Other Contractual Services	\$ 5,000	\$ 3,250	\$ 1,750	
	43-00	Utility Services	\$ 12,000	\$ 8,922	\$ 3,078	Gulf Power / Willing St. power poles
	46-00	Repair & Maintenance	\$ -	\$ -	\$ -	R&M
	48-00	Promotional	\$ 7,000	\$ 4,473	\$ 2,527	Advertisement
	48-01	5k Run	\$ -	\$ -	\$ -	
	48-02	Bands on the Blackwater	\$ 75,000	\$ 57,759	\$ 17,241	
	48-03	Movie Night	\$ 6,000	\$ 4,818	\$ 1,182	
	48-06	Other Events	\$ 5,000	\$ 4,939	\$ 61	
	48-08	Water Festival	\$ 5,000	\$ -	\$ 5,000	
	49-00	Misc. Expense	\$ 2,000	\$ 420	\$ 1,580	Christmas lighting maintenance/Electrical Repair
	49-19	Tax Rebate Incentive Prog	\$ -	\$ -	\$ -	Tax Rebate Incentive Program
	49-34	Property / Fire Tax	\$ 570	\$ 605	\$ (35)	Fire Fee
	52-00	Operating Supplies	\$ -	\$ -	\$ -	Misc.
	53-00	Materials / Repair & Supplies	\$ 3,000	\$ 725	\$ 2,275	
	54-00	Dues & Subscriptions	\$ 500	\$ -	\$ 500	Dues & Subscriptions
	61-02	Easement-Sidewalk	\$ -	\$ -	\$ -	Easement-Sidewalk
	64-00	Capital Outlay	\$ -	\$ -	\$ -	
	64-27	Downtown Project Expense	\$ 20,000	\$ -	\$ 20,000	
	82-08	SRC-July 4th Fireworks	\$ 15,000	\$ 6,000	\$ 9,000	
	82-09	Misc. Grants in Aid	\$ 2,000	\$ -	\$ 2,000	Support for Special Events (SR Arts/Etc.)
	82-19	Façade Grant	\$ -	\$ -	\$ -	
	91-01	Transfer to General Fund	\$ 20,000	\$ -	\$ 20,000	Main Street Milton Dept/Façade Improv.
	99-99	Contingencies	\$ 20,152	\$ -	\$ 20,152	
	OTHER EXPENSE TOTALS		\$ 198,222	\$ 91,911	\$ 106,311	
	EXPENSE TOTALS		\$ 198,222	\$ 91,911	\$ 106,311	

**CRA II NORTH
FY 2022**

FY 2022

FY 2022

as of 5/31/2022

(Fund 112)

	acct. #		BUDGET	YEAR To DATE as of 5/31/2022	Balance	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 6,571	\$ 6,571	\$ -	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 3,325	\$ 3,225	\$ 100	Estimated tax billing
	348-xx-xx	Promotional	\$ -	\$ -	\$ -	Promotional Revenue
	361-10-00	Interest Income	\$ -	\$ -	\$ -	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
	389-90-01	Balance Forward	\$ 1,912	\$ -	\$ 1,912	FYE 2021 Balance Forward
REVENUE TOTALS			\$ 11,808	\$ 9,796	\$ 2,012	

Dept. 552

EXPENSES	<u>OTHER EXPENSES</u>					
	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	\$ -	\$ -	\$ -	
	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	\$ 3,114	\$ -	\$ 3,114	
EXPENSE TOTALS			\$ 3,114	\$ -	\$ 3,114	

CRA III SOUTH
FY 2022

FY 2022

FY 2022

as of 5/31/2022

(Fund 113)

	acct. #		BUDGET	YEAR To DATE as of 5/31/2022	Balance	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 1,702	\$ 1,702	\$ -	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 861	\$ 861	\$ -	Estimated tax billing
	348-xx-xx	Promotional	\$ -	\$ -	\$ -	Promotional Revenue
	361-10-00	Interest Income	\$ -	\$ -	\$ -	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
	389-90-01	Balance Forward	\$ 2,013	\$ -	\$ 2,013	FYE 2021 Balance Forward
REVENUE TOTALS			\$ 4,576	\$ 2,563	\$ 2,013	

Dept. 552

EXPENSES	OTHER 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	\$ 4,109	\$ -	\$ 4,109	
EXPENSE TOTALS			\$ 4,109	\$ -	\$ 4,109	



Berryhill and Blackwater Heritage State Trail and North Willing Street to Riverfront Park Safety/Crossing Update

MEETING DATE	PREPARED BY
June 14, 2022	Planning Department



CRA Workday Discussion

MEETING DATE	PREPARED BY
June 14, 2022	Administration Department Dawn Molinero, City Clerk



Agenda Item # 2022-472

Residential Facade Improvement Grant Program

MEETING DATE

June 14, 2022

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Discussion has recently taken place regarding a prospective residential facade improvement program that will apply to areas within the City's CRA and Historic District. The need for such a program has been identified, as there are many deteriorated residential structures within the Milton Downtown CRA that would benefit from a funding source to make improvements to buildings that in many cases have acquired historic value over many decades of existence. Staff has recently completed a draft of a prospective residential facade improvement program, similar to the existing commercial facade program.

SUMMARY

If approved, the program would allow grants to be awarded to residential property owners within the Downtown CRA and the Historic District for facade improvements to residential structures. Examples of projects that would be eligible to receive grant funding would include, but not be limited to repainting, roof replacement, replacement of damaged or deteriorated walls or other exterior support structures. Like the commercial facade improvement program, any funding awarded would require a full match from the property owner. At this time, the maximum amount of grant funds that could be awarded for any single project is set at \$2,000. The attached application package has been reviewed and approved by the Community Improvement Board, with changes, and is being sent back to the CRA for review.

RECOMMENDATION

The Community Improvement Board voted recommends approval of the grant program language. Staff recommends review of the proposed grant program language.

ATTACHMENTS

1. Residential Facade Grant Application - DRAFT 05-24-22



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

**DEADLINE FOR
APPLICATIONS:**

2022 Residential Façade Improvement Program

Program Summary

The City of Milton Downtown CRA Residential Façade Improvement Program is intended to provide funding to upgrade the visual and aesthetic appearance of structures and property, increase property value, reduce blight and to preserve historic structures within the City of Milton Downtown Community Redevelopment Area (CRA). This grant program is available to property owners of residences in the Downtown CRA only.

The program awards grants of up to \$2,000 to be used exclusively for improvements to the exterior façade of a building. A 100% Grantee match is required, except for those homeowners applying for grant funds for the house in which they live. Any homeowner occupying the house in which grant funds are requested, and that meet the low-income threshold as delineated in the sliding scale table herein shall be eligible for a reduced grant match. The grant may be paid directly to a vendor, paid as draws or a reimbursement to the Grantee. The Grant must be approved by the City Council prior to commencement of any work proposed to be completed with grant proceeds. All necessary project approvals and permits, if required, must be obtained within 60 days of award of the grant. A scale drawing of the project is required, along with material and color samples.

Eligibility

- Property must be located within the Downtown CRA in the city limits of the City of Milton, Florida. Those structures that contain a mix of commercial and residential uses are ineligible to apply. However, residences containing licensed home occupations are still eligible. Existing, Non-Conforming Property may not apply. Property exempt from ad valorem property tax is eligible at a lower grant amount.
- Applicants must have all necessary approvals/permits/inspections. Any outstanding legal issues that could encumber the property or prohibit immediate use as a residence must be resolved or explained. All projects must comply with the City's Comprehensive Plan, Unified Development Code, Life Safety Code and Florida Building Code.
- Unoccupied properties are eligible to receive the grant, but must be actively, continually, and publicly marketed on a verifiable source (CMLS, Zillow, FSBO, etc.) from the date of application until leased.
- Applicants must sign the program application and other related documents. Renters may apply only with property owner's consent. Owners may apply only with renter's consent, if leased.
- Applications are accepted prior to the deadline only. Applications received after the deadline will be returned unopened.
- Priority will be given based on the following criteria: first-time applicants; projects in the designated Historic District; projects in historically significant structures; and/or projects considered to be candidates

for demolition within 12 months.

- Applicants may apply for one grant per cycle only.
- All grants are based on availability of funds. Grants are awarded until all funds are exhausted. If funds remain after the initial cycle, additional cycles, later in the year, may occur.
- Exterior improvements must be approved by staff for appropriateness. The applicant must meet with applicable City/County departments to determine required approvals and permits, if any.
- The City of Milton provides funding only. The City is not responsible for any project design, project management, construction management or oversight of any contractor/s.
- Once the project has been completed, the property must be eligible to obtain, or already have a certificate of occupancy, and have received the final inspection from the appropriate agencies.
- Applicants must demonstrate the financial capacity and ability to complete the project as described in the application. Applicants must detail how the project will be maintained long-term in “like-new” condition upon completion (minimum 5-years).

Eligible Improvements

It is the intent of this grant program to refund a portion of the applicant's cost for exterior improvements to a structure that will increase aesthetic appeal.

Examples of **eligible** items include:

- Exterior ADA Handicapped Access to a Building
- Refurbishment or replacement of exterior walls, including repainting, repairs, tuck-pointing or re-siding
- New, repair or replacement of exterior windows and/or doors
- Repairing, replacing or adding cornices, entrances, doors, decorative detail, porches or other exterior features
- Signs, including the removal of old signs and the design production and installation of new signs. One attached sign may be eligible but is limited to 50% of the total award amount
- Demolition of exterior cosmetic features necessary to install new exterior cosmetic improvements
- Awnings or canopies over windows or walkways and other decorative improvements, including shutters
- Replacement, re-shingling or re-surfacing of the roof or mansard, provided that the roof contributes to the aesthetics of the façade. The roof features must be visible from the Right-of-Way
- Exterior Lighting or other design elements to enhance exterior character.
- Installation of a brick or textured driveway
- Repair or replacement of wooden picket fences or wrought iron fences that are fully visible from the street right-of-way
- Restoration of Architectural Features
- Exterior Painting

Ineligible Improvements

All construction not substantially contributing to an exterior aesthetic improvement will be excluded from this program. Any other grants from other programs may not be combined for the same materials or work.

Examples of **ineligible** items include:

- Rent, mortgage, insurance, utilities, taxes, or other, similar costs of ownership
- Signage improvements
- Interior modifications and/or rehabilitation

- Regular/routine maintenance and repair
- Refinancing existing debt
- Owner performed labor (unless the owner is a duly licensed contractor)
- Soft Costs (licenses, permits, impact fees, architect/engineer cost, etc.)
- All structural improvements not substantially contributing to an exterior aesthetic improvement of the property

Additional Information

1. Buildings with multiple residential units under one roof may not combine grant funds. Properties of this type are limited to a maximum grant of \$2,000 per grant cycle.

2. Residential Façade Grantees must provide a match of at least 100% over and above the amount of the grant request, except as indicated below. For example, for a grant of the maximum \$2,000, an owner match of at least \$2,000 is required, resulting in a total project of at least \$4,000.

3. The minimum required match for applicants that own and occupy the homes for which a funding request is made shall be based upon total household income of all adults residing within the house. For the purposes of this application, “adult” is defined as 18 years of age or older or emancipated by court order as of the date of the grant application. Employed, unemancipated minors are not included in household income. The applicant shall provide for review the most recent federal income tax return for all adults residing within the household whether related or not. **DO NOT SUBMIT TAX RETURNS WITH THIS APPLICATION.** Any tax return submitted with this application shall become public record. Any applicant demonstrates a total household income that falls within Total Income Columns A through E in the table below shall be eligible for the reduced match amount based on the applicable column.

Sliding Scale Table for Reduced Match Amounts

Household Size	Total Income A	Total Income B	Total Income C	Total Income D	Total Income E	Total Income F
1	\$0 - \$14,550	\$14,550 - \$19,375	\$19,375 - \$24,200	\$24,200 - \$31,475	\$31,475 - \$38,750	Over \$38,750
2	\$0 - \$17,420	\$17,420 - \$22,535	\$22,535 - \$27,650	\$27,650 - \$35,950	\$35,950 - \$44,250	Over \$44,250
3	\$0 - \$21,960	\$21,960 - \$26,530	\$26,530 - \$31,100	\$31,100 - \$40,450	\$40,450 - \$49,800	Over \$49,800
4	\$0 - \$26,500	\$26,500 - \$30,525	\$30,525 - \$34,550	\$34,550 - \$44,925	\$44,925 - \$55,300	Over \$55,300
5	\$0 - \$31,040	\$31,040 - \$34,195	\$34,195 - \$37,350	\$37,350 - \$48,550	\$48,550 - \$59,750	Over \$59,750
6	\$0 - \$35,580	\$35,580 - \$37,840	\$37,840 - \$40,100	\$40,100 - \$52,125	\$52,125 - \$64,150	Over \$64,150
7	\$0 - \$40,120	\$40,120 - \$41,485	\$41,485 - \$42,850	\$42,850 - \$55,725	\$55,725 - \$68,600	Over \$68,600
8	\$0 - \$44,660	\$44,660 - \$45,155	\$45,155 - \$45,650	\$45,650 - \$59,325	\$59,325 - \$73,000	Over \$73,000

Required Match Amount	0%	20%	40%	60%	80%	100%
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3. Any building owned by a nonprofit and/or religious entity that does not pay property taxes shall only be eligible for Facade Improvement Grant Program funding up to \$1,200. The applicant must contribute a match of at least 100% over and above the cost of the requested grant amount. For example, for a grant of the maximum \$1,200, an owner match of at least \$1,200 is required, resulting in a total project of at least \$2,400.
4. Any applicant not meeting the eligibility criteria may request consideration for an exception from the City Council, depending on the intent of the renovation.
5. The grant application must be completed and submitted to the City with the following items:
 - a. Photographs of the existing building and the proposed project area.
 - b. Schematic drawings illustrating all proposed work, or pictures with project description outlined.
 - c. A description of materials and methods to be used
 - d. Material samples or color swatches should be provided for approval.
 - e. Cost estimates for each aspect of the project.
6. The applicant is advised that this grant is given at the sole discretion of the City Council of the City of Milton and the criteria are used as a basis to evaluate the Applicant's project, and does not create entitlement to funding. The application shall be reviewed by the City for completeness and eligibility prior to any approvals. The City reserves the right to waive any technical irregularity, award in-mass, partial fund, split fund, or reject all submittals. Additional, post-award requirements may be added by City Council at their sole discretion.
7. All projects must be completed within 180 days (6 months) or by the contracted date after receiving approval from the City of Milton staff and any required building permits. All work must be completed by the completion date assigned according to the contract. Incomplete projects may require reimbursement to the City, according to contract requirements.
8. If a grant is awarded, the City of Milton will determine, in coordination with the Grantee, the most appropriate method for payment. The maximum payout prior to project completion and final inspection is 75% regardless of payment type. Verification of payments, release of lien, etc. from a vendor or contractor must be presented, (canceled checks, paid invoice from vendors) prior to issuing final grant payment.
9. Applicants may be requested to make a presentation of their project to staff and/or City Council.
10. ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL **AFTER** FINAL APPROVAL BY THE CITY, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED.

Historic Structures

Buildings will be evaluated based on historical/architectural significance, with priority given to buildings with inappropriately applied facades that cover original details (architectural features/details, windows, doors) or are unsightly, and/or out-of-scale. For historic structures, the goal of the City is to either partially or fully restore the original appearance of the building; or create an appearance that is consistent with its historic character. Modern treatments which blend into and are compatible with the building and surround block are allowed, but not preferred. Proposed changes to the building's façade to be funded by this program will not remove, alter, damage, or cover up significant architectural or historical feature(s) of the building that either are original, or reflect a major alteration that has historic architectural value. All projects involving contributing historic structures within the Milton Historic District must receive approval from the Historic Preservation Board prior to approval of any grant funds.

Default

Default of the Grant shall occur if one or more of the following takes place:

- Funded Improvements are altered, modified, removed, or demolished following project completion.

If any of the above-referred activities occur within one (1) year of the project completion date without receiving prior City approval, grant funds shall be repaid to the City.

How the Program Works

1. Applicant must submit a complete application packet prior to the deadline, including the following:
 - Complete application form
 - Legal description of property
 - Proof of property ownership or notarized letter from owner consenting to the project
 - Proof of property insurance
 - Certification of 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). If the owner of the property is a licensed contractor and is qualified to do the work, then two additional cost estimates from qualified contractors will be required.
 - Tax return from the head of household demonstrating total household income and household size for must be shown, **not submitted**, by only those applicants requesting a reduction in the required match amount based on income levels.
 - 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 (if a home occupation exists within the residence)
2. If requested, meeting with staff to review the project. Applicants may be requested to provide additional information.
3. Applications are forward to City Council for review and approval.
4. Project presentation (if necessary)
5. If approved, staff will prepare a grant agreement for the applicant's signature.
6. After approval and execution of all documents, the applicant is provided with a notice to proceed.
7. Copy of all permits (if necessary)
8. Upon project completion, signed off permit from City/County Building Inspections (if necessary), receipt of the final invoice(s) from contractor(s), proof of payment, inspection by City Staff, and sign off by the property owner; the final invoice will be submitted for payment.

9. City will issue a reimbursement check to the applicant or directly pay to the vendor.

FOR MORE INFORMATION,
PLEASE CONTACT THE CITY OF MILTON
PLANNING & DEVELOPMENT DEPARTMENT
AT 850-983-5440
OR EMAIL TMILSTEAD@MILTONFL.ORG.

DEADLINE FOR APPLICATIONS IS:

DRAFT



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

**DEADLINE FOR
APPLICATIONS:**

DATE OF APPLICATION: _____
PROPERTY OWNER(S): _____
PROPERTY OWNER(S) (IF DIFFERENT): _____

TOTAL AMOUNT REQUESTED (MAXIMUM \$2,000): \$ _____
TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ _____
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ _____

ADDRESS OF PROJECT: _____
PROJECT NAME: _____

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
- 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):

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

TELEPHONE # (850) _____ CELL # _____ EMAIL _____

For official use only:



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.

 Grantee Name (Please Print)

 Grantee Signature

 Date

 Property Owner Name (Please Print)

 Property Owner Signature

 Date

 City of Milton (Please Print)

 City Manager Signature

 Date

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	☐ Individual/	☐ Corporation ☐ Partnership ☐ Other
	Check appropriate box: Sole proprietor	
	☐ Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
-	-
or	
Employer identification number	
-	-

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. person (including a U.S. resident alien).

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 on page 4.)

Sign Here	Signature of U.S. person	Date
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

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
Planning & Development Dept.
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 _____

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

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/SSN _____

Authorized Signature/Title _____

Date _____



Agenda Item # 2022-473

Next Exit History App Replacement

MEETING DATE

June 14, 2022

PREPARED BY

Lyndsey Benton, Current
Planner/Zoning Officer

BACKGROUND

City staff have created a demo for a new online map that would supplement the City of Milton Historic Walking Tour for the Council to review. The previous app utilized, Next Exit History App, is no longer available in the app store.

SUMMARY

Staff have created an online Story Map using ESRI Arcgis Online that can be opened via clicking a link. The map can be continuously updated and maintained by Planning Department staff without incurring any additional costs. The app is immersive and can enable the user's location to guide them through the historic district and contributing structures. The map can also be updated to include additional photos and history that cannot fit within the walking tour book. The online walking tour map can be tested at the link below.

[Historic Walking Tour Map Link](#)

RECOMMENDATION

Staff recommends review and discussion on the Historic Walking Tour Story Map.

ATTACHMENTS

None



Agenda Item # 2022-475

Downtown Business Guides

MEETING DATE

June 14, 2022

PREPARED BY

Lyndsey Benton, Current
Planner/Zoning Officer

BACKGROUND

Staff are researching updates to the Downtown Business Guides and awaiting further direction from Council.

SUMMARY

Staff are researching options for the Downtown Business Guides. Similar to the online map for the Historic Walking Tour, an online map could be created by staff for the Downtown Business Guides. Additional improvements or requests may need to be budgeted for.

RECOMMENDATION

Staff recommends further discussion on the Downtown Business Guides and direction from Council on next steps.

ATTACHMENTS

None