



EXECUTIVE COMMITTEE MEETING Regular Meeting Agenda

September 6, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Open Meeting**
- 2. Invocation**
Pastor Steve Warren,
First Church Milton
- 3. Pledge of Allegiance**
- 4. Approval of Agenda for Additional Items**
 - Recommendation for Additional Items from Staff
 - Recommendation for Additional Items from Council
- 5. Recognitions, Special Presentations and Awards**
- 6. Public Hearings/Meetings**
- 7. Invited Speakers**
- 8. Persons to Appear**
- 9. Agenda Items**
Staff Items

Item # 2022-635
Special Event Permit Application: St. Mary's Winterfest

Item # 2022-647
Special Event Permit Application: Pine Terrace Baptist Church - Blackwater Bash

Item # 2022-233
Mobile Vendors Ordinance Update

Item # 2022-653
Milton Brownfield Expansion Resolution

Administration
Councilwoman Shari Sebastiao

Item # 2022-567
Use of City Property Policy

Item # 2022-622
2023 Proposed Holiday Schedule

Item # 2022-645
Bid Opening for ITB 2022.06 Electrical Repair & Maintenance Annual Contract

Item # 2022-465
City of Milton Board Vacancies

Economic Development
Councilwoman Shannon Rice

Item # 2022-648
RFP 2022.08 Milton Downtown Waterfront Marina, Residential & Mixed Use
Development Opportunity

Emerald Coast Regional Council
Councilman Vernon Compton

Finance
Councilman Casey Powell

LEAP
Councilman Vernon Compton

Item # 2022-287
JB Turner Historical Marker Production Update

Parks & Recreation
Councilman Jeff Snow

Public Safety
Mayor Heather Lindsay

Public Works
Councilman Robert Leek

Stormwater

Councilman Matt Jarrett

10. Board & Committee Reports

**Community Improvement Board
Councilman Vernon Compton**

Item # 2022-698
Greenways & Trails Public Meeting

**Historic Preservation Board
Councilwoman Roxanne Meiss**

**Pensacola Perdido Bay Estuary Program
Councilwoman Shannon Rice**

**Tourist Development Council
Councilman Jeff Snow**

**Transportation Planning Organization
Councilman Vernon Compton**

Item # 2022-650
TPO Presentation

Item # 2022-651
MIO-Vision

Item # 2022-652
Stewart St./Magnolia St. Intersection Control Update

11. Council Reports

12. Mayor Report: Heather Lindsay

13. City Attorney's Report

14. City Manager's Report

15. Public Input

16. Adjourn/Recess

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.

EXECUTIVE COMMITTEE MEETING
September 6, 2022

"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



Pastor Steve Warren,
First Church Milton

MEETING DATE

September 6, 2022

PREPARED BY

Clerk's Office
Dawn Molinero, City Clerk



Agenda Item # 2022-635

Special Event Permit Application: St. Mary's Winterfest

MEETING DATE

September 6, 2022

PREPARED BY

Jay Conrad, Public Information
Officer

BACKGROUND

St. Mary's Church has submitted a Special Event Permit Application to hold Winterfest. The event is scheduled for December 2nd (12:00 PM - 6:00 PM) and December 3rd (9:30 AM - 2:30 PM).

St. Mary's event organizers have requested the closure of Oak St. between Escambia and Santa Rosa Streets. This request for road closure is to allow St. Mary's space along the street to set up additional arts and craft stations as well as vendor stalls.

Fire Chief Reble determined that closing the requested section of Oak St. would have little or no major impact on downtown emergency egress routes, provided that the traffic lanes remain clear, and has suggested that it may be okay to leave that section of road closed overnight as this is a two-day event.

This event was approved by the Committee of the Whole on Thursday, August 25. The event was presented to the committee by event organizers Caroline Thompson and Candy McGuyre.

SUMMARY

RECOMMENDATION

This event primarily takes place on St. Mary's property. The reason a Special Event Permit Application was submitted was to ensure the closure of Oak St. between Escambia St. and Santa Rosa St. Since the Fire Chief has indicated that the closure of this section of road will not significantly impede emergency egress routes in the downtown area, staff recommends approval of this item.

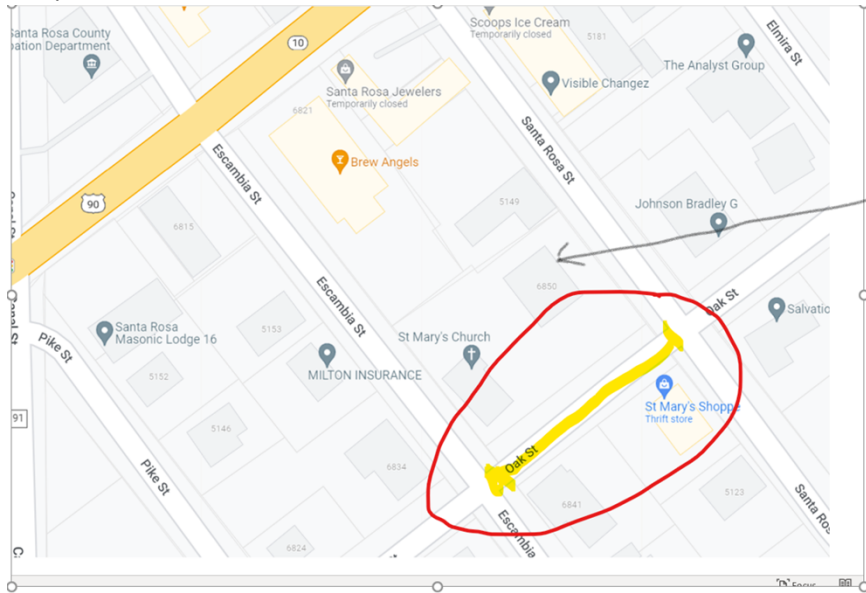
ATTACHMENTS

1. 5 St Marys Winterfest 2022 overview map
2. 6 St. Mary's Tax Exempt form
3. 1 St Marys Winterfest Special Event Permit Application 2022 2
4. 2 St Mary's Winterfest 2022 Marketing Planv3

5. 3 St Marys Winterfest 2022 inside vendor map
6. 4 St Marys Winterfest 2022 exterior vendor map

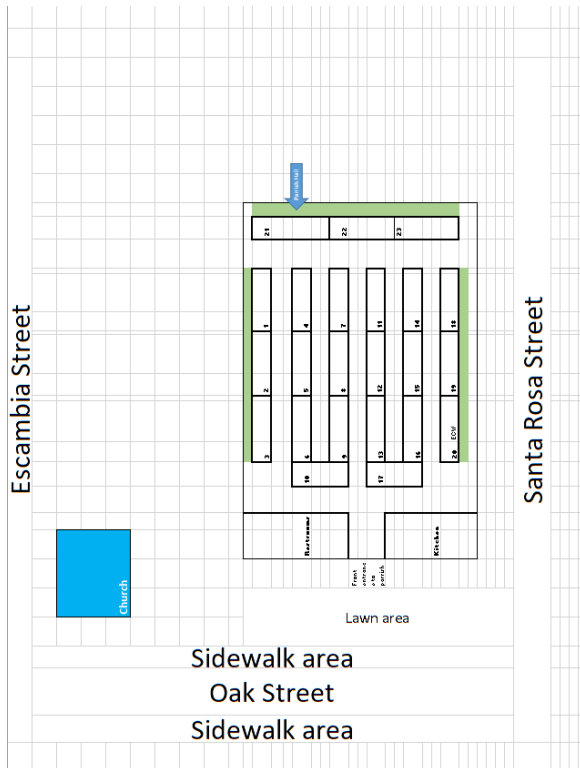
St. Mary's Winterfest Map Exterior

Note area highlighted in yellow that denotes area of the street we are requesting to close for our event. We plan to have booths on both sides of the street.



Parish Hall

Interior booth layout and exterior proposed closed off street area.



Vendors spaces on Oak Street mappin



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 10/15

85-8012640151C-7	03/31/2018	03/31/2023	RELIGIOUS-PHYSICAL PLACE
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

ST MARYS EPISCOPAL CHURCH
6842 OAK ST
MILTON FL 32570-6792

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 pio@miltonfl.org

Instructions:

To process this application all applicable pages must be filled out completely and submitted to the city. Pages 1-6 are mandatory with every application. If you are requesting support and/ or sponsorship for your event, the City of Milton Outside Agency Funding Application is required in addition to this application. For questions about requirements, fees or the application process contact the Administration Department at City Hall.

Applicant & Event Organizer Information

☐ Individual

☒ Not-for Profit

☐ For-Profit

☐ Charity

☐ Other: _____

Name of Organization: St. Mary's Episcopal Church

Address: 6849 Oak Street City: Milton, Florida

Phone: 850.623.2905 Email: stmarysmiltonflorida@gmail.com

Event POC: Caroline Thompson or Candy McGuyre

Phone: 850.572.6130 or 850.525.4685 Email: cthompson57@gmail.com or candymcguyre@gmail.com

Event Information

☐ Concert

☐ Park Festival

☐ Street Festival

☐ Parade/ Procession

☐ Run/ Walk

☐ Sporting Event

☒ Sale/ Market

☐ Private Event/ Wedding

☐ Other _____

Event Name: St. Mary's Episcopal Church Winterfest (Arts and Crafts Event, church tours)

Event website/ Event Page: <https://www.facebook.com/events/919653888713543/>

Event Location: 6850 Oak Street Event Date(s) Dec. 2 and 3, 2022

Time of Event: Day 1 noon to 6 p.m. (Day 2 - Optional) 9 a.m. to 2:30 p.m.

Setup Date & Time: Dec. 2 at 8 a.m. Teardown Date & Time: Dec. 3 at 2:30 p.m.

Estimated Attendance: 500 + Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

Below are questions about the event. Please answer all questions and attach additional documents, if necessary, to the application.

Will a City park be utilized?	(page 3)	☐ YES	☒ NO
Will equipment from the City of Milton be needed?	(page 3)	☐ YES	☐ NO
Will you need the City's Stage?	(page 3)	☐ YES	☒ NO
Will there be amplified sound?	(page 4)	☐ YES	☒ NO
Will you need the City's portable restroom?	(page 3)	☐ YES	☒ NO
Will tents larger than 10'x10' be erected?	(page 4)	☐ YES	☒ NO
Will inflatable bounce houses be erected?	(page 4)	☐ YES	☒ NO
Will you be using water slides?	(page 4)	☐ YES	☒ NO
Will you need City Dumpsters/ Trashcans?	(page 3)	☐ YES	☒ NO
Will there be fireworks?	(page 4)	☐ YES	☒ NO
Will vendors be selling merchandise, food, or wares?	(page 4)	☒ YES	☐ NO
Will food be cooked at the event?	(page 4)	☒ YES	☐ NO
Will alcohol be sold or given away at this event?	(page 4)	☐ YES	☒ NO
Will animals/ pets be allowed at the event?	(page 4)	☒ YES	☐ NO
Will you be using State or County Roads?	(page 4)	☒ YES	☐ NO
Will temporary No Parking Signs be utilized?	(page 4)	☐ YES	☒ NO
Will EMT be on site?	(page 3)	☐ YES	☒ NO
Will you need security?	(page 3)	☐ YES	☒ NO
Will you require power on-site?	(page 3)	☐ YES	☒ NO
Will you require water on-site?	(page 3)	☐ YES	☒ NO

If you have answered YES to any of these questions, please see page 3-4 and select the items you request to use.

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? Yes. Digital and print ad buy through Santa Rosa Press Gazette: press releases to all local media (print, digital, radio and TV) beginning in late September; inclusion in Santa Rosa County Chamber of commerce newsletter and events page; publicizing through Episcopal diocese; Facebook event page; routine posts on events page and shares on St. Mary's main page; in November median signs placed in public areas, neighborhoods, etc.

Have you prepared a to scale event map/ layout that meets all ADA parking and access requirements?

☒ YES ☐ NO

City Fee Sheet

(City Fees are the fixed cost for the use of its facilities, licenses, insurance, parks, equipment, etc.)

Location(s)/ Facility used at event:

- | | | |
|---|-------|---|
| ☐ North Riverwalk | \$150 | ☐ North Willing Street |
| ☐ South Riverwalk | \$150 | ☐ South Willing Street |
| ☐ Entire Riverwalk | \$250 | ☐ North Elmira Street |
| ☐ N Riverwalk Gazebo | \$50 | ☐ South Elmira Street |
| ☐ S Riverwalk Pavilion | \$50 | ☐ Imogene Parking Lot |

Jernigan's Landing — (Downtown event location for the City of Milton. Select all applicable)

- | | | | |
|---|-------|--|-------|
| ☐ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☐ Other: <u>Oak Street from Santa Rosa to Okaloosa</u> | | | |

Requested Items:

QTY

QTY

- | | |
|---|---|
| ☐ Portable Restroom — \$250(<i>np only</i>)
(at Jernigan's landing) | ☐ Portable Restroom — \$350(<i>np only</i>)
(at alternate location) |
| ☐ City Stage 14'x28' — \$350(<i>np only</i>) | ☐ City Movie System — \$250(<i>np only</i>) |
| ☐ Live Music Licensing ***\$200 | ☐ Movie Licensing ***\$(at cost)(<i>np only</i>) |
| ☐ Barricades \$100 per _____ | ☐ Cones \$10 per _____ |
| ☐ City Garbage Cans \$10 per _____ | ☐ Dumpster \$50 per _____ |
| ☐ City Tent (40'x40') \$500(<i>np only</i>) | ☐ Variable Message Sign \$250 per _____ |
| ☐ Large Generator \$250 | ☐ Small Generator \$100 |
| ☐ Generator power distro \$100 | ☐ Hose bid water distro \$100 |
| City Hydrant tap fee — \$50 + meter rate | Electrical Activation — \$75 + meter rate |

Packages: These are requested items that come as a package.

- | | |
|---|------------------------------|
| ☐ Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(<i>np only</i>)*** |
| ☐ Parade Package ("") — For-Profit Organization | \$2500 |

(Parade package requires event organizers to complete all necessary documents, schedule pre & post event meetings with city staff, provide a detailed map of the starting point, route, and end point, provide alternate dates, provide certificate of insurance for the event, and written approval for use from all parties in which the event will take place.)

Parades that utilize a state road will require a FDOT permit for use and can take months to receive.

*Published music, movies, and other electronic art forms are protected by US Copyright and Trademark laws. Unauthorized use of copyrighted work is illegal. **Must be free event, open to the public and located within the City Limits to access the City's ASCAP, BMI and SESAC License. *** np only stands for Non-profits only.

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

NOTE: Tourism District Special Request Applications must be received by the city sixty (60) days prior to the event. Events with Alcohol must submit ninety (90) days prior to the event.

I hereby request waiver of the following ordinances: **(only available in the Tourism District)**

- ☐ Open-Container Ordinance (Section 6-27)
- ☐ Noise Ordinance (LDR Section III-5.16)
- ☐ Animal Control Ordinance (Section 4-37(b))
- ☐ And/or other Ordinance _____

I hereby request the following regarding the Blackwater River:

- ☐ Activate Boating Restricted Areas
- ☐ Activate 24-hour docking at the Riverwalk

I hereby request the use of Fireworks in the City of Milton:

- ☐ By selecting this box, you must complete the City of Milton Fireworks Display Permit Application

**note—Fireworks are subject to approval by the City Fire Chief and must be done by a licensed and insured pyrotechnics professional. Additional information will be provided.*

Time Period from when these requests will take place:

From: _____ Date: _____ To: _____ Date: _____

I hereby request that vendors be allowed to sell their wares at the event. All vendors know they must abide by all federal, state, county, and local laws regarding resell, sell of their ware. All vendors have their applicable license's available if requested. City will not be held liable. ☒ YES ☐ NO

Will this event require Road Closures? ----- ☒ YES ☐ NO

Stewart Street requires a separate FDOT application. A scheduled meeting with the Planning Department is required for a State Road Closure. Ensure you have your date/ time confirmed prior to submitting your information. The City will assist.

If so, please list street names:

1. Oak Street---the length between Santa Rosa and Escambia streets

Is this an annual Event? ☒ YES ☐ NO

If YES, list the date(s) requested for next year. Please note that requesting the date(s) on this application does not guarantee a hold or act as a confirmation of the requested date(s).

Requested event date(s): Dec. 2 and 3 Alternative Date(s): Dec. 9 and 10

Additional Documents Required with Application

All events require an Event Site Map and copy of Insurance Certificate's 10 days prior. Below are additional documents that may be required to be submitted with the application. Application will be considered incomplete without these documents.

For additional information on what is required please contact the Administrative Office at City Hall.

☒ Event Site Map ☐ Event Race Route Map ☐ Parade Route & Alternate

Event organizers must provide a site map with vendor locations, portable restrooms, run/ walk route, etc. at the time this application is submitted. A detailed listing of all services is required for public awareness & safety.

☐ Insurance Certificate(s) ☐ Fireworks Application ☐ Other (any other agency)

☒ Tax Exempt Certificate and 501(c)3 Documentation *(if the entity is claiming tax exempt and/ or non-profit status)*

Rules & Regulations

Application Dates:

- The permit application process should begin at least 60 days prior to the event date. 90 days if alcohol is to be sold or given away. Parade application process should allow 6 months.
- Once all documents have been submitted, City Staff will schedule a meeting to review all information and ensure event organizers have met all requirements. Staff will at this time develop an Agenda Analysis for Councils review. Council will be informed during the Committee of the Whole meeting. This meeting takes place the third Thursday of every month.
- Each event will require Council's approval and organizers should attend *(if requesting support)*.

Cancellation Policy:

- Event application fees are non-refundable if the event is cancelled by the applicant.
- Although event application fees are non-refundable, if an event is cancelled due to inclement weather, the fee may be credited towards an alternate date. Event Organizers must inform the Office of Economic Development when cancelling any event. An alternate date must take place within one year of the original event date.

ADA Accessibility Guidelines:

- Event Organizers must make the event accessible to people with disabilities to the greater extent possible in compliance with the requirements of the American with Disabilities Act (ADA).
- Accessible parking must also be provided for persons with Disabilities. Information regarding accessible parking locations should be included as part of the event site map.

Clean-Up:

- It is understood that clean-up will be performed immediately following the event. Event site must be returned to its pre-event state. Failure to adequately clean-up event site may result in a

fee. Adequacy of clean-up will be assessed by City of Milton Code Enforcement.

Hold Harmless Agreement

For and in consideration of having been granted permission by the City of Milton to hold a Special Event within the City of Milton limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the City of Milton, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this permitted activity.

The undersigned also agrees to protect and hold harmless the City of Milton, its subsidiaries, or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses, present, past or future which may be asserted by this organization, or any member of this organization, or any participant of third party arising out of or occurring in connection with this permitted event.

By the signature to this document the undersigned acknowledges that it understands the contents of this document and is voluntarily agreeing to its terms.

In witness whereof I have here unto set my hand and seal this 27 day of June in 2022

Name of Special Event St. Mary's Episcopal Church Winterfest (Arts and Crafts Event, church tours)

Date(s) of Special Event Dec. 2 and 3, 2022

Name of Organization St. Mary's Episcopal Church

Event Organizers Names: Caroline Thompson, Mimi Hamilton, Candy McGuyre

Address of Organization 6849 Oak Street, Milton, Florida, 32570

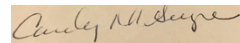
Phone Number 850.623.2905

Email stmarysmiltonflorida@gmail.com

Printed Name

Candy McGuyre

Signature



Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____

St. Mary's Annual Winterfest 2022 Marketing Plan

Vendors/booths expected – in previous years we've had more than 30 vendors. If request granted to close Oak Street between Escambia and Santa Rosa streets, we believe we may be able to double our vendor booth space.

	May	June	July	Aug.	Sept	Oct.	Nov	December 1-3
Facebook event page	Call for vendors/general info				General information; posts on vendor details			Event time
Invite past vendors by email								
Add to community event calendars								
Press release for vendors								
St. Mary's Church Newsletter								
Submit to Diocese of the Central Gulf Coast Newsletter (reaches parishes across northwest Florida and south Alabama)								
Press release for event								
Digital geo-target media buy							Nov. 13 - Dec. 2	
Distribute flyers to businesses								
SRC chamber LED sign							Wk of Nov 28	
St. Mary's LED sign							Nov. 1 – Dec. 3	
Median sign placement (50 signs)							Wk of Nov 28	Dec. 1-3

Press releases contact list

Outlet	Primary Type (most all have web component in addition to primary type)	Email	Phone	Contact
PNJ	Print	online@pnj.com		News desk
PNJ	Print	news@pnj.com	(850) 435-8500	News desk
Navarre Press	Print	news@navarrepress.com	(850) 939-8040	News desk
Northwest Florida Daily News	Print	sevanoff@nwfdailynews.com	(850) 315-4406	Savannah Evanoff
Atmore Advance	Print	andrew.garner@atmoreadvance.com	(251) 368-2123	Andrew Garner
La Costa Latina	Print	grace@latinomediainc.com		Grace McCaffery
Island Times	Print	shelley@myislandtimes.com	850-748-6878	Shelley Johnson
Santa Rosa Press Gazette	Print	news@srpressgazette.com editor@srpressgazette.com	(850) 623.2120	Gail Acosta
South Santa Rosa News	Print	news@ssrnews.com	(850) 503-6242	Romi White
News Radio 1620	Radio	mjacobs@newsradio1620.com	(850) 262-6119	Mark Jacobs
News Radio 1620	Radio	andrew@newsradio1620.com		Andrew McKay

Nash 102.7, Magic 106.1 Jet 100.7 Soft Rock 94.1 WCOA 104.9	Radio	Radio@CumulusPensacola.com	850.478.6011	Public service announcement desk
WUWF	Radio	news@wuwf.org		News desk
WRNE	Radio	hill@wrne980.com	(850) 478-6000	Robert Hill
Christian Television Network	TV	jlovrien@gmail.com		John Lovrien
WEAR TV3	TV	news@weartv.com		Randy Wood
WKRG	TV	producers@wkrg.com	(251) 662-3002	Newsroom
The Pulse	Web	news@thepulsepensacola.com		Blair Castro

Event Calendars

<http://eventful.com/milton/events/st-marys-episcopal-church-win-/E0-001-096930262-4@2016120300>

<https://www.evensi.us/winter-arts-amp-crafts-fair-st-marys-milton/187864869>

http://www.srcchamber.com/visit/events_community.asp

Event Details..

Celebrate the Christmas season and shop for one-of-a-kind gifts at St. Mary's Episcopal Church annual Winter Arts and Crafts Fair December 2 and 3. The event will be held at the historic church located at 6849 Oak Street, Milton, Fla. Hours are Friday noon to 6 p.m., and Saturday from 9 a.m. to 2:30 p.m.

This year's event will be larger than ever. For the first time in our event's history, we plan to close off Oak Street from Escambia to Santa Rosa streets to allow for more than twice as much vendor space. Vendor products and services include handmade crafts, custom jewelry, artwork, woodcrafts, candles and other creative handiwork. Attendees look forward to this annual gathering to purchase one-of-a-kind treasures. Tours of the historic St. Mary's Episcopal Church also be given throughout both event days.

The Episcopal Church Women will be selling homemade turkey gumbo, baked goods, goodies, jams, jellies and other canned goods, and the Men's Group will be grilling hamburgers.

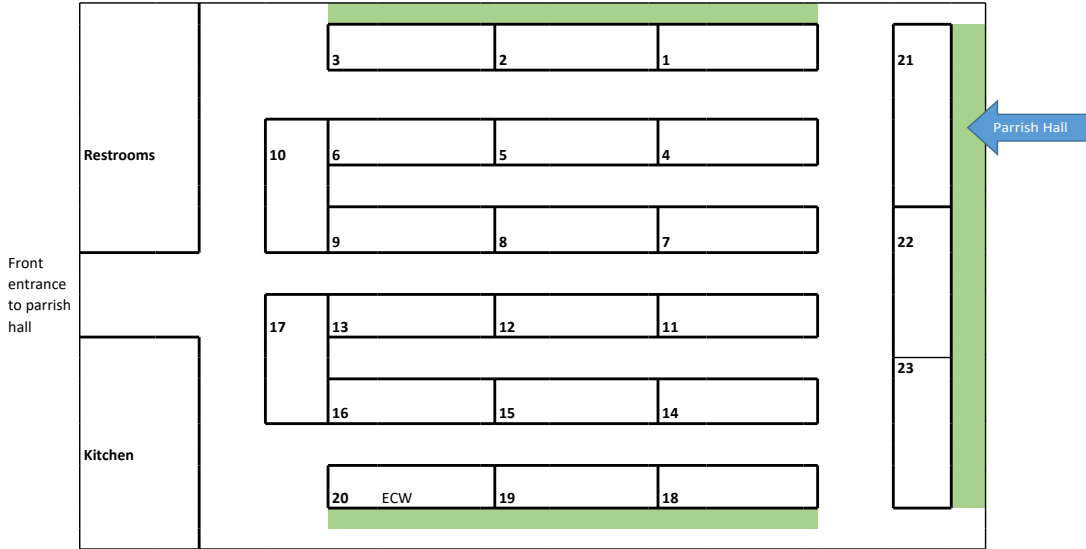
Contact the church at 850.623.2905 or stmarysmiltonflorida@gmail.com for more information. Also visit the Facebook events page St. Mary's Winter Arts & Craft Festival for vendor updates.

Escambia Street



Sidewalk area
Oak Street
Sidewalk area

Lawn area

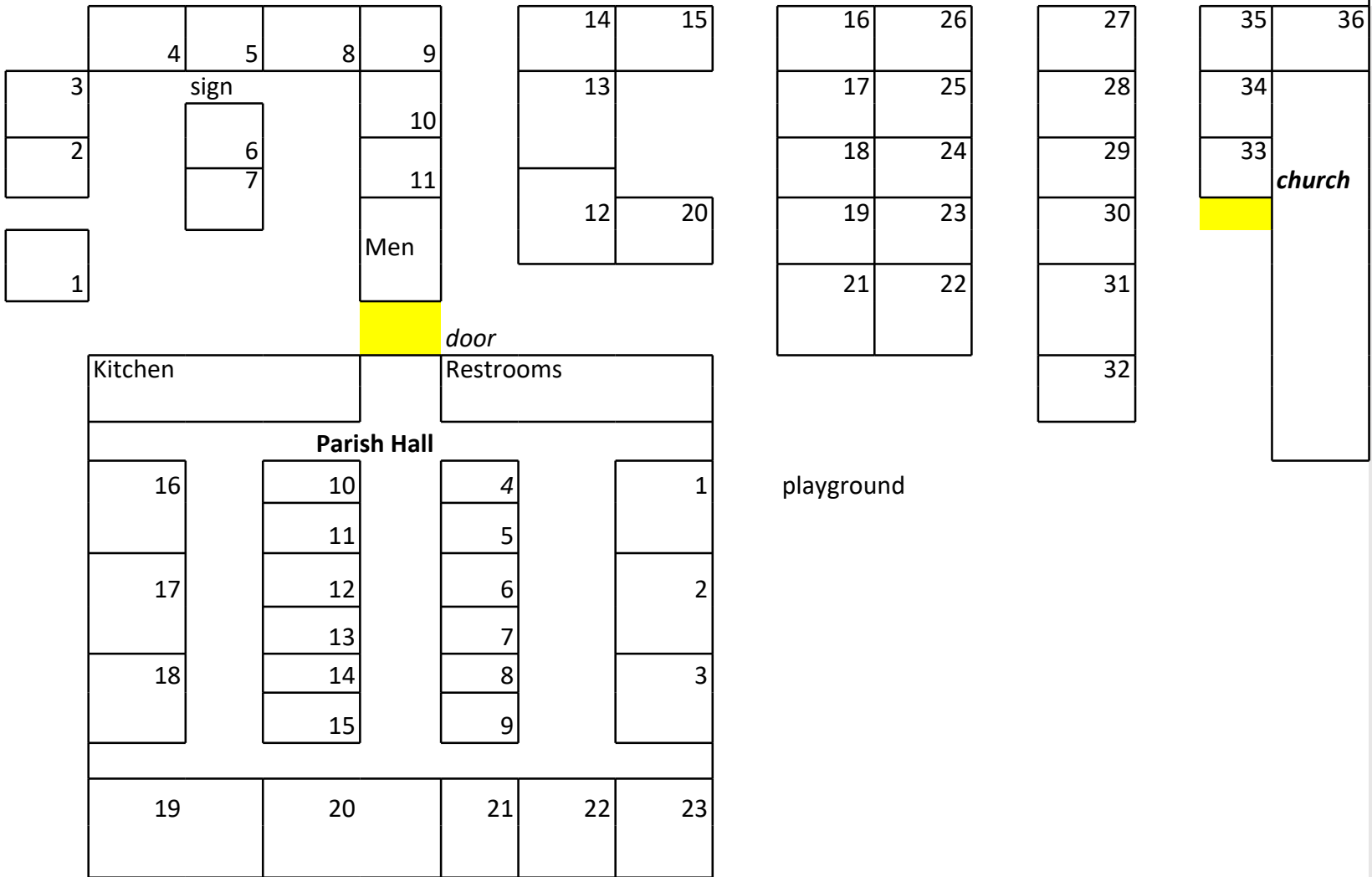


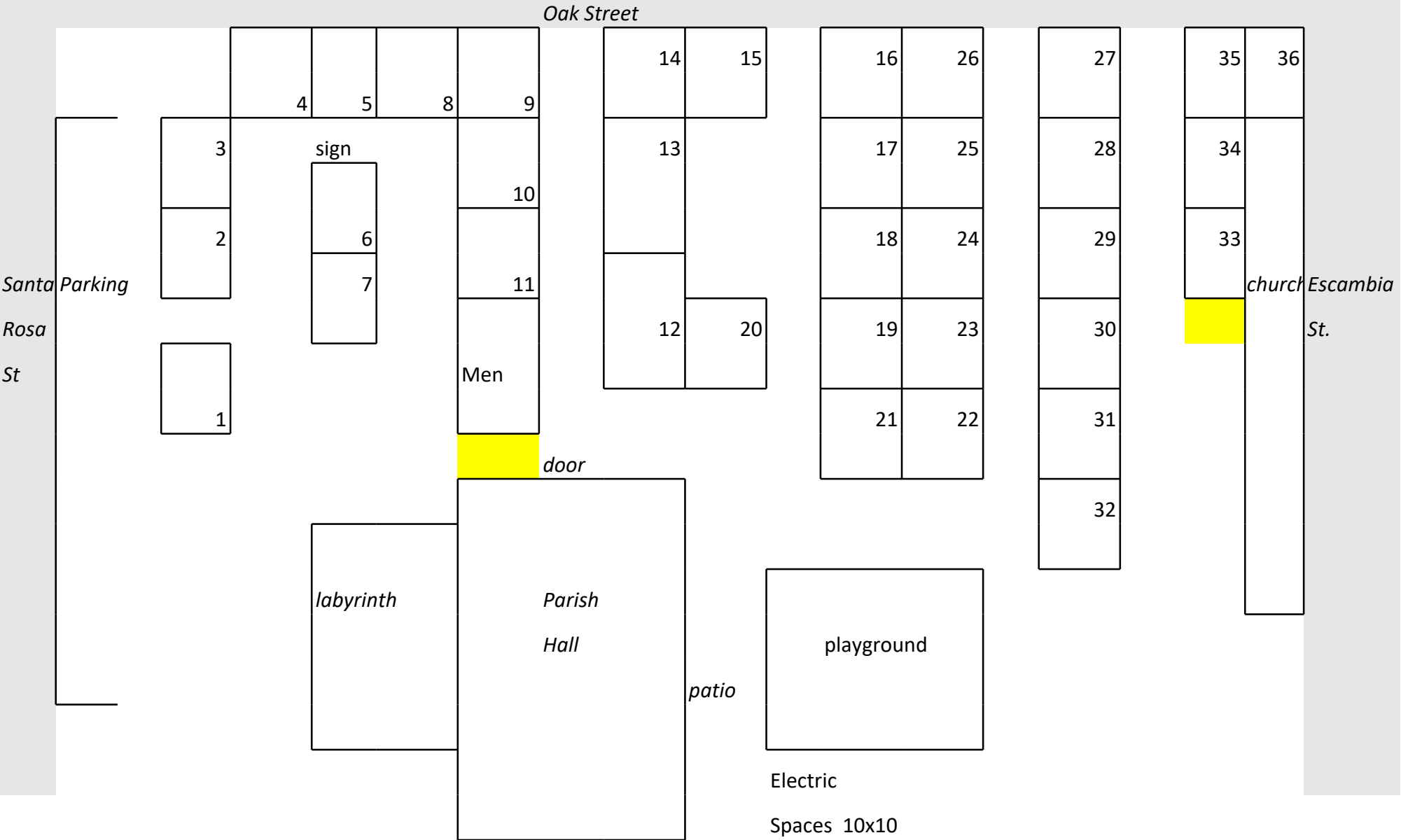
Santa Rosa Street

37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
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Oak St. (180 ft., 16 vendors on both sides of street)

53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68
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Agenda Item # 2022-647

Special Event Permit Application: Pine Terrace Baptist Church - Blackwater Bash

MEETING DATE

September 6, 2022

PREPARED BY

Jay Conrad, Public Information
Officer

BACKGROUND

This is a Special Event Permit Application for Pine Terrace Baptist Church to hold its Blackwater Bash event. The event is scheduled to take place on 11/13/2022 from 3:00 P.M. until 6:00 P.M. with a setup period beginning at 1:00 P.M..

The event is planned for the South Riverwalk Pavilion and Jernigan's Landing - Riverside area. To ensure the safety of their event participants, the organizers are requesting the closure of Willing & Pine Streets in the area of Jernigan's Landing.

The organizers plan on setting up inflatable bounce houses and serving food.

The organizers have requested the use of City equipment and personnel to include:

- Police - extra patrols
- Water
- Power
- Dumpsters
- Trash Cans
- Portable Restroom

This event was approved by the Committee of the Whole on Thursday, August 25th. The event was presented to the committee by Pine Terrace Baptist Church Pastor, Zach Smith.

SUMMARY

RECOMMENDATION

As this event is not significantly different from many other events held in the Jernigan's Landing area, staff recommends approval of this event.

ATTACHMENTS

1. Special Event Permit Application - Pine Terrace Baptist Church - Blackwater Bash



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 pio@miltonfl.org

Instructions:

To process this application all applicable pages must be filled out completely and submitted to the City.
Pages 1-6 are mandatory with every application. If you are requesting support and/ or sponsorship for your event, the City of Milton Outside Agency Funding Application is required in addition to this application.
For questions about requirements, fees or the application process contact the Office of Economic Development.

Applicant & Event Organizer Information

☐ Individual ☐ Not-for Profit ☐ For Profit ☐ Charity

☒ Other: _____

Name of Organization: Pine Terrace Baptist Church

Address: 6212 Pine Blossom Rd. City: Milton

Phone: 850-983-3954 (church) Email: william.powell@mediacom5b.net

Event POC: William "Chris" Powell

Phone: 850-982-6269 Email: same

Event Information

☐ Concert ☒ Park Festival ☐ Street Festival ☐ Parade/ Procession
☐ Run/ Walk ☐ Sporting Event ☐ Sale/ Market ☐ Private Event/ Wedding
☐ Other _____

Event Name: Blackwater Bash

Event website/ Event Page: www.ptbc.org

Event Location: River walk South Event Date(s) 11-13-22 to _____

Time of Event: Day 1 3:00 P/M to 6:00 P/M (Day 2 - Optional) _____ to _____

Setup Date & Time: 11-13-22 at 1:00 P/M Teardown Date & Time: 11-13-22 at 6:00 P/M

Estimated Attendance: 1000 Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

Below are questions about the event. Please answer all questions and attach additional documents, if necessary, to the application.

Will a City park be utilized?	(page 3)	☐ YES	☒ NO
Will equipment from the City of Milton be needed?	(page 3)	☒ YES	☐ NO
Will you need the City's Stage?	(page 3)	☐ YES	☒ NO
Will there be amplified sound?	(page 4)	☒ YES	☐ NO
Will you need the City's portable restroom?	(page 3)	☐ YES	☒ NO
Will tents larger than 10'x10' be erected?	(page 4)	☐ YES	☒ NO
Will inflatable bounce houses be erected?	(page 4)	☒ YES	☐ NO
Will you be using water slides?	(page 4)	☐ YES	☒ NO
Will you need City Dumpsters/ Trashcans?	(page 3)	☒ YES	☐ NO
Will there be fireworks?	(page 4)	☐ YES	☒ NO
Will vendors be selling merchandise, food, or wares?	(page 4)	☐ YES	☒ NO
Will food be cooked at the event?	(page 4)	☒ YES	☐ NO
Will alcohol be sold or given away at this event?	(page 4)	☐ YES	☒ NO
Will animals/ pets be allowed at the event?	(page 4)	☒ YES	☐ NO
Will you be using State or County Roads?	(page 4)	☐ YES	☒ NO
Will temporary No Parking Signs be utilized?	(page 4)	☐ YES	☐ NO <i>(Not sure)</i>
Will EMT be on site?	(page 3)	☐ YES	☒ NO
Will you need security?	(page 3)	☒ YES	☐ NO
Will you require power on-site?	(page 3)	☒ YES	☐ NO
Will you require water on-site?	(page 3)	☒ YES	☐ NO

If you have answered YES to any of these questions, please see page 3-4 and select the items you request to use.

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? Church website, social media

Have you prepared a to scale event map/ layout that meets all ADA parking and access requirements?

☐ YES ☒ NO

City Fee Sheet

(City Fees are the fixed cost for the use of its facilities, licenses, insurance, parks, equipment, etc.)

Location(s)/ Facility used at event:

- | | | |
|--|-------|---|
| ☐ North Riverwalk | \$150 | ☐ North Willing Street |
| ☐ South Riverwalk | \$150 | ☐ South Willing Street |
| ☐ Entire Riverwalk | \$250 | ☐ North Elmira Street |
| ☐ N Riverwalk Gazebo | \$50 | ☐ South Elmira Street |
| ☒ S Riverwalk Pavilion | \$50 | ☐ Imogene Parking Lot |

Jernigan's Landing (Downtown event location for the City of Milton. Select all applicable)

- | | | | |
|---|-------|--|-------|
| ☒ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☐ Other: <u>Grass area next to Riverwalk and pavilion.</u> | | | |

Requested Items:

QTY

QTY

- | | | | |
|---|-------------------|---|------------------|
| ☒ Portable Restroom
(at Jernigan's landing) | \$250 | ☐ Portable Restroom
(at alternate location) | \$350 |
| ☐ City Stage 14'x28' | \$350 | ☐ City Movie System | \$250 |
| ☐ Live Music Licensing *** | \$200 | ☐ Movie Licensing *** | \$(at cost) |
| ☐ Event Insurance | \$(at cost) | ☐ Barricades | \$100 per _____ |
| ☐ Street Info Sign | \$250 per _____ | ☐ Cones | \$10 per _____ |
| ☐ Tables 6ft | \$5 per _____ | ☒ Dumpster | \$50 per _____ |
| ☐ Tables & Chairs D/S/R | \$100 _____ | ☒ City Garbage Cans | \$10 per _____ |
| ☐ Small Generator's | \$100 _____ | ☐ Large Generator | \$250 |
| ☐ Generator power distro | \$100 | ☒ Hose-bid water distro | \$100 |
| ☐ City Hydrant tap fee | \$50 + meter rate | ☐ Fire/EMS (if available) | \$30hr / 2hr min |
| ☒ Police (if available) | \$25hr / 4hr min | ☐ Public Works Crew | \$20hr/ 2hr min |
| ☐ Other City Staff | \$25hr/ 2hr min | ☐ Street Sweeping | \$250 per sweep |
| ☒ Electrical Activation | \$75 + meter rate | ☐ Event Clean-up | \$100hr |
| ☐ Parade Package (including Police, Public Works, Planning and required street closures) | | | \$1,000 |
| ☐ Concert Package (including light & sound production from our 3 rd party vendor) | | | \$1,600 |

*Published music, movies, and other electronic art forms are protected by US Copyright and Trademark laws. Unauthorized use of copyrighted work is illegal.

**Must be free event, open to the public and located within the City Limits to access the City's ASCAP, BMI and SESAC License.

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

NOTE: Tourism District Special Request Applications must be received by the city sixty (60) days prior to the event. Events with Alcohol must submit ninety (90) days prior to the event.

I hereby request waiver of the following ordinances: **(only available in the Tourism District)**

- ☐ Open Container Ordinance (Section 6-27)
- ☐ Noise Ordinance (LDR Section III-5.16)
- ☐ Animal Control Ordinance (Section 4-37(b))
- ☐ And/ or other Ordinance _____

I hereby request the following regarding the Blackwater River:

- ☐ Activate Boating Restricted Areas
- ☐ Activate 24-hour docking at the Riverwalk

I hereby request the use of Fireworks in the City of Milton:

- ☐ By selecting this box, you must complete the City of Milton Fireworks Display Permit Application

**note – Fireworks are subject to approval by the City Fire Chief and must be done by a licensed and insured pyrotechnics professional. Additional information will be provided.*

Time Period from when these requests will take place:

From: _____ Date: _____ To: _____ Date: _____

I hereby request that vendors be allowed to sell their wares at the event. All vendors know they must abide by all federal, state, county, and local laws regarding resell, sell of their ware. All vendors have their applicable license's available if requested. City will not be held liable. ☐ YES ☐ NO

Will this event require Road Closures? ----- ☒ YES ☒ NO

Stewart Street requires a separate FDOT application. A scheduled meeting with the Planning Department is required for a State Road Closure. Ensure you have your date/ time confirmed prior to submitting your information. The City will assist.

If so, please list street names:

- 1) Willing Street
- 2) Pine Street
- 3) _____
- 4) _____

Is this an annual Event? ☐ YES ☒ NO

If YES, list the date(s) requested for next year. Please note that requesting the date(s) on this application does not guarantee a hold or act as a confirmation of the requested date(s).

Requested event date(s): _____ Alternative Date(s): _____

Additional Documents Required with Application

All events require an Event Site Map and copy of Insurance Certificate's 10 days prior. Below are additional documents that may be required to be submitted with the application. Application will be considered incomplete without these documents.

For additional information on what is required please contact the Office of Economic Development.



Event Site Map



Event Race Route Map



Parade Route & Alternate

Event organizers must provide a site map with vendor locations, portable restrooms, run/ walk route, etc. at the time this application is submitted. A detailed listing of all services is required for public awareness & safety.



Insurance Certificate(s)



Fireworks Application



Other (any other agency)



Tax Exempt Certificate and 501(c)3 Documentation *(if the entity is claiming tax exempt and/ or non-profit status)*

Rules & Regulations

Application Dates:

- The permit application process should begin at least 60 days prior to the event date. 90 days if alcohol is to be sold or given away. Parade application process should allow 6 months.
- Once all documents have been submitted, City Staff will schedule a meeting to review all information and ensure event organizers have met all requirements. Staff will at this time develop an Agenda Analysis for Councils review. Council will be informed during the Committee of the Whole meeting. This meeting takes place the third Thursday of every month.
- Each event will require Councils approval and organizers should attend *(if requesting support)*.

Cancellation Policy:

- Event application fees are non-refundable if the event is cancelled by the applicant.
- Although event application fees are non-refundable, if an event is cancelled due to inclement weather, the fee may be credited towards an alternate date. Event Organizers must inform the Office of Economic Development when cancelling any event. An alternate date must take place within one year of the original event date.

ADA Accessibility Guidelines:

- Event Organizers must make the event accessible to people with disabilities to the greater extent possible in compliance with the requirements of the American with Disabilities Act (ADA).
- Accessible parking must also be provided for persons with Disabilities. Information regarding accessible parking locations should be included as part of the event site map.

Clean-Up:

- It is understood that clean-up will be performed immediately following the event. Event site must be returned to its pre-event state. Failure to adequately clean-up event site may result in a fee. Adequacy of clean-up will be assessed by City of Milton Code Enforcement.

Hold Harmless Agreement

For and in consideration of having been granted permission by the City of Milton to hold a Special Event within the City of Milton limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the City of Milton, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this permitted activity.

The undersigned also agrees to protect and hold harmless the City of Milton, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses, present, past or future which may be asserted by this organization, or any member of this organization, or any participant of third party arising out of or occurring in connection with this permitted event.

By the signature to this document the undersigned acknowledges that it understands the contents of this document and is voluntarily agreeing to its terms.

In witness whereof I have here unto set my hand and seal this 14 day of July in 2022

Name of Special Event Blackwater Bash
Date(s) of Special Event November 13, 2022
Name of Organization Pine Terrace Baptist Church
Event Organizers Name Same
Address of Organization 6212 Pine Blossom Rd. Milton
Phone Number 850-623-3954(off) 850-982-6269(cell)
Email william.powell@ptbc.org

Printed Name

William C. Powell

Signature

[Signature]

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____





Requested Usage AREA



Agenda Item # 2022-233

Mobile Vendors Ordinance Update

MEETING DATE

September 6, 2022

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This item is a follow-up to provide new data regarding the proposed amendments to the city ordinance to allow mobile vendors on private property in the City of Milton based upon Council action in late 2021.

SUMMARY

In 2021, the City Council held discussions about the existing regulations regarding mobile vendors. After discussion, the Council voted to end the program that allows for mobile vendors to sign a one-year lease for 7 different city-owned properties as shown in the attached section from the City's Code of Ordinances. At the same time, the Council voted to begin a 6-month trial period to allow mobile vendors to establish locations on commercially-zoned properties within the City, provided they obtained a city business license, and provided they provided written documentation of the property owner's consent to use the property. After completion of the 6 month period, the City Council established an additional 90 day extension in April of the trial period to provide an opportunity for the Community Improvement Board to complete an evaluation of the mobile vending licensure program. Staff has also amended the language further to remove licensing requirements in the existing language, as licensing authority is designated entirely to the State of Florida. Staff has completed the draft ordinance and has attached the approved regulation changes to the draft ordinance, which is attached for review by the Committee of the Whole.

RECOMMENDATION

The City Council has been reviewing proposed changes to the existing language for mobile food vendors. The item has also been reviewed and recommended for approval by the Community Improvement Board. The draft changes to the existing regulations have been approved by the City Council, and staff recently sent the new proposed ordinance with the attached draft language to the Planning Board for review and approval. The Planning Board unanimously recommended approval subject to several minor changes. The COW voted unanimously to move the item forward to the Executive Committee. Staff awaits Council action on the proposed ordinance.

ATTACHMENTS

1. Ordinance_Mobile_Vendors_080422
2. MOBILE_VENDOR_REGULATIONS_DRAFT_072622

ORDINANCE NO. _____-22

AN ORDINANCE AMENDING SECTION 36, ARTICLE III OF THE CODE OF ORDINANCES OF THE CITY OF MILTON, REVISING LANGUAGE THAT ALLOWS FOR AND ESTABLISHES STANDARDS FOR MOBILE VENDORS WITHIN THE CITY OF MILTON; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

NOW THEREFORE BE IT ORDAINED BY THE City Council of the City of Milton, Florida as follows:

Section 1: Code of Ordinances Amendment.

The City of Milton's Code of Ordinances is hereby amended as set forth in Attachment A and incorporated herein by reference.

Section 2: Severability.

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance and the City of Milton's Unified Development Code shall remain in full force and effect.

Section 3: Repealer.

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4: Effective Date.

This Ordinance shall be effective upon passage by the City Council.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Milton, Florida, the _____ day of _____, 2022.

CITY OF MILTON, FLORIDA

BY: _____
HEATHER LINDSAY - MAYOR

ATTEST:

CITY CLERK: _____

First Reading: _____

Second Reading: _____

Legal in form and valid when signed by City Attorney.

Alex Andrade

ATTACHMENT A

ARTICLE III. MOBILE VENDORS LICENSE

Sec. 36-120. Penalty.

The penalty for violating any provision of this article shall be a fine not exceeding the amount set forth in section 1-13 for each offense, together with the revocation or suspension of the vendor's licenselease, where applicable. The code enforcement officer has the authority to issue fines in accordance with F.S. ch. 162.

(Ord. No. 1085, § 12, 3-12-2002; Ord. No. 1316-09, § 11, 7-14-2009)

Sec. 36-121. Required.

No person shall conduct any business sale or sell any merchandise, or offer to conduct any business sale, offer or sell any merchandise, including food, beverages, goods and services, from any public road, other public thoroughfare, sidewalk, parking lot, or any public property whatsoever, except persons in permitted areas holding a valid mobile vendor license from the state and fully conforming to the terms of this article. No person shall operate or conduct a mobile vending business on privately owned commercial property within the city unless said operation conforms fully to the terms of this article.

(Ord. No. 1085, § 1, 3-12-2002; Ord. No. 1123-03, § 1, 6-10-2003; Ord. No. 1316-09, § 1, 7-14-2009; Ord. No. 1394-13, § 1, 9-10-2013)

Sec. 36-122. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section.

Mobile Vendor – a transient business selling or delivering food or goods in the city, whether from a food truck, trailer, tent or non-motorized cart or wagon

Sec. 36-123. Application.

- (a) The application for a vending license-lease shall contain all information relevant and necessary to determine whether a particular license-lease may be issued, including, but not limited to, the following:
- (1) The applicant's full name, current address, telephone number, social security number and proof of identity, together with one full-face photograph of the applicant, no less than two inches square, nor more than three inches square;
 - (2) A brief description of the nature, character and quality of goods, wares or merchandise to be offered for sale;
 - (3) The specific locations in which the vendor intends to conduct business;
 - (4) If the applicant is employed by another, the name and address of the person; the federal tax number and the state sales tax number;
 - (5) A complete listing of any other licenses issued to the applicant by the city within the five years immediately preceding the date of application.

-
- (b) The applicant shall provide a brief description of the nature and character of the food, beverages, goods or services to be sold, and the application shall be accompanied by a photograph of the vendor's stand or boat.
 - (c) The application must include a provision indemnifying and holding harmless the city from any and all claims arising out of the vendor's operation.
 - (d) The applicant must provide the city with a copy of a certificate of liability insurance with a minimum coverage of \$1,000,000.00. The policy must name the city as an additional insured.

(Ord. No. 1085, § 2, 3-12-2002; Ord. No. 1123-03, § 2, 6-10-2003; Ord. No. 1316-09, § 2, 7-14-2009)

~~Sec. 36-123. Health inspection certificate required where vending license involves sale of food or beverages.~~

~~Any application for a vending license to engage in the sale of food or beverages shall also be referred to the health department for approval and issuance of a certificate of health inspection (health permit), in addition to the regular vending license. The applicant's equipment shall be subject to inspections by the health department.~~

~~(Ord. No. 1085, § 3, 3-12-2002; Ord. No. 1316-09, § 3, 7-14-2009)~~

Sec. 36-124. Fee.

Any vendor granted a vending ~~lease~~license under this article shall pay a nonrefundable annual fee as currently established or as hereafter adopted by resolution of the city council from time to time ~~and also must purchase an occupational license for the current fee. Issuance and pro-ration of licenses will be in accordance with article IV of chapter 44.~~

(Ord. No. 1085, § 4, 3-12-2002; Ord. No. 1257-07, § 1, 9-27-2007; Ord. No. 1316-09, § 4, 7-14-2009)

Sec. 36-125. Permitted locations and conditions of use.

- (a) ~~Seven-Ten~~ publicly owned ~~parcels-locations~~ set forth below are hereby designated as permissible public ~~mobile~~ vendor sites:
 - (1) One location at the northwest corner of Willing and Caroline Streets for non-motorized vending carts or wagons only;
 - (2) ~~One-Three~~ locations at the northwest corner of Elmira and Caroline Streets;
 - (3) One location at the North Riverwalk for non-motorized vending carts or wagons only, not on the wooden boardwalk or gazebo; ~~and~~
 - (4) Two locations at the South Riverwalk, which shall be limited to non-motorized vending carts so as to be located in limited space;
 - (5) ~~Two~~One locations at Carpenter's Park not on the designated parking areas; ~~and~~
 - (6) One location at Russell ~~Harbor-Harber Landing~~ not on the designated parking areas.
- (b) Mobile vendors will be allowed within all commercial the SSC-RC zoning districts, including the D-CM, SSC-RC districts upon permission from the applicable property owner being provided to the City. Mobile vendors will also be allowed in the RC-1 zoning district on properties within 400 linear feet of the rights of way of Caroline Street or Willing Street.

-
- (c) ~~Mobile vendors may operate temporarily upon commercially zoned property for the purpose of determining the viability of the property to support a permitted restaurant or food service establishment. Said temporary mobile vending permit shall be valid for a period of 90 days and may be issued once every two years from the date of issuance for any particular property, concern or permit holder.~~
- (d) At each permitted location, no vendor shall be permitted:
- (1) Within 15 feet of any street intersection or pedestrian crosswalk;
 - (2) Within ten feet of any driveway, loading zone or bus stop;
 - (3) Within a minimum of four feet of unobstructed pedestrian space;
 - (4) In any area within ten feet of a building entrance or exit or, in the case of a hotel or motel, within 15 feet of building entrances or exits;
 - (5) Against display windows of fixed location businesses;
 - (6) Within five feet of any fire hydrant or fire escape; and
 - (7) Within five feet of any parking space or access ramp designated for persons with disabilities.

(Ord. No. 1085, § 5, 3-12-2002; Ord. No. 1123-03, § 2, 6-10-2003; Ord. No. 1316-09, § 5, 7-14-2009; Ord. No. 1394-13, § I, 9-10-2013; Ord. No. 1484-18, § 1, 11-13-2018)

Sec. 36-126. Annual licenselease; random distribution; restriction relating to festivals/events.

- (a) ~~Licenses-Leases~~ for operation on public property shall be issued on an annual basis coinciding with the city's ~~occupational licenselease~~ requirements. All other locations will be permitted ~~on a temporary basis~~based on state licensing requirements and this article.
- (b) Any license-lease not renewed within 30 days of its expiration shall be void and of no further use or effect whatsoever. ~~At any time that the number of outstanding licenses falls below five licenses for sidewalk sites and two park sites, the city manager shall within 30 days of availability distribute, on a random basis among any applicants, a sufficient number of licenses to ensure that the total number of outstanding licenses equals seven. Temporary mobile vending permits on commercial properties shall be valid for a period of 90 days, upon the expiration of which the operation shall cease and desist and the land shall be re-established in the same fashion as it existed prior to the issuance of the permit.~~
- (c) Issuance of a mobile vendor's license-lease on city property does not allow usage of the permitted location during authorized festivals or events.

(Ord. No. 1085, § 6, 3-12-2002; Ord. No. 1316-09, § 6, 7-14-2009; Ord. No. 1389-13, § I, 7-9-2013; Ord. No. 1394-13, § I, 9-10-2013)

Sec. 36-127. Regulation of stand design and maintenance.

Licensed sidewalk-mobile vendors may only use ~~stands vehicles or carts~~ that have been inspected and approved by and are in conformance with design regulations promulgated by the health department and/or the state of Florida~~planning department~~. Such regulations shall address the design aspects of the stands, with the purpose of protecting public safety and ensuring that stands are maintained in a neat, clean and orderly fashion, and ensure all stands:

- ~~(1) Have storage areas not visible to the public.~~

-
- ~~(2) Have appropriate trash receptacles.~~
 - ~~(3) Be made of materials that are durable and easy to clean.~~
 - ~~(4) Have advertising and other signage limited to the name of the stand or items sold and a listing of items sold and the price. Such signs shall not exceed two feet by two feet.~~
- ~~(Ord. No. 1085, § 7, 3-12-2002; Ord. No. 1123-03, § 3, 6-10-2003; Ord. No. 1316-09, § 7, 7-14-2009)~~

Sec. 36-128. Hours of operation.

Vendors shall be allowed to engage in the business of vending on city owned properties only between the hours of 8:00 a.m. and 10:00 p.m. No vending station, conveyance or other item related to the operation of vending business shall be located on any authorized location during non-vending hours. Vendors shall remove all conveyances within 30 minutes of ceasing business operations each day.

(Ord. No. 1085, § 9, 3-12-2002; Ord. No. 1123-03, § 4, 6-10-2003; Ord. No. 1316-09, § 8, 7-14-2009)

Sec. 36-129. Litter and trash to removal.

- (a) Vendors shall keep the sidewalks, roadways and other spaces adjacent to their vending sites or locations clean and free of paper, peelings and refuse of any kind generated from the operation of their businesses. All trash or debris accumulating within 20 feet of any vending stand shall be collected by the vendor and deposited in a trash container.
- (b) A person engaged in food vending shall affix to his or her vending station a receptacle for litter marked as being for litter, which shall be maintained and emptied regularly.
- (c) Licensees-Lessees must take with them at the end of each day all trash, litter, garbage, refuse and waste, including, but not limited to, the greasy cooking water, generated by their vending operations.

(Ord. No. 1085, § 10, 3-12-2002; Ord. No. 1316-09, § 9, 7-14-2009)

Sec. 36-130. Prohibited conduct.

No person authorized to engage in the business of vending under this article shall do any of the following:

- (1) Unduly obstruct pedestrian or motor vehicle traffic flow, except for up to 15 minutes to load and unload vending stations and/or vending merchandise.
- (2) Obstruct traffic signals or regulatory signs.
- (3) Stop, stand or park any conveyance upon any street for the purpose of selling during the hours when parking, stopping and standing have been prohibited by signs or curb markings.
- (4) Leave any conveyance unattended at any time or store, park, or leave such conveyance in a designated area overnight.
- (5) Use a handcart or pushcart whose dimensions exceed eight feet in width, 12 feet in length, and eight feet in height.
- (6) Use any conveyance that, when fully loaded with merchandise, cannot be easily moved and maintained under control by the licensee/mobile vendor, his or her employee, or an attendant.
- (7) Sell any goods, wares or merchandise from any location other than the designated location.

-
- (8) Sound any device that produces a loud and raucous noise or operate any generator, loudspeaker, public address system, radio, sound amplifier, or similar device to attract public attention or as to constitute a nuisance in violation of the city's noise regulations. Generators exceeding the city's noise requirements must have proper sound attenuation to mitigate noise in excess of the requirements as set forth in Article 9 of the City's Unified Development Code.
 - (9) Conduct his or her business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create a nuisance, increase traffic congestion or delay, constitute a hazard to traffic, life or property, or obstruct adequate access to emergency and sanitation vehicles.
 - (10) Utilize city electrical fixtures or electrical extension cords.
 - (11) Conduct business at the leased site any less than 20 hours in a one-month period.

(Ord. No. 1085, § 11, 3-12-2002; Ord. No. 1316-09, § 10, 7-14-2009)

Sec. 36-131. License-Lease notice and display.

- (a) The applicant shall be notified within 30 days after the applicant has filed a completed application of the decision to issue or deny the lease for mobile vending on city property.license. Any applicant for a license to sell food and beverages whose application receives the approval of the health department shall be issued both a vending license and a certificate of health inspection (or health permit).
- (b) Each license-lease application shall show the name and address of the lessee;licensee, the type of license-lease issued, the kind of goods to be sold, the amount of the license fee, and the date of issuance, and the license number. Each license-lease application shall also show the expiration date of the lease;license. Each lease license shall be visibly displayed at the stand.
- (c) All licenses issued under this section shall be both non-assignable and non-transferable unless approved by the city.

(Ord. No. 1085, § 13, 3-12-2002; Ord. No. 1316-09, § 12, 7-14-2009)

Sec. 36-132. Notice of name or address change required.

All mobile vending lessees;ors shall assure that a current and correct name, residence address and mailing address are on file with the city. Whenever either the name or the address provided by a licensed mobile vendor on his or her application for a vending license-lease changes, the licensee lessee shall notify the city in writing within 30 days of such change and provide the same with the name change or address change.

(Ord. No. 1085, § 14, 3-12-2002; Ord. No. 1316-09, § 13, 7-14-2009)

Sec. 36-133. Suspension or revocation; grounds; notice; hearing.

- (a) In addition to the penalty contained in section 36-120, any license-lease issued under this article may be suspended or revoked for any of the following reasons:
 - (1) Fraud, misrepresentation or knowingly false statement contained in the application for the license;lease;
 - (2) Fraud, misrepresentation or knowingly false statement in the course of carrying on the business of vending;
 - (3) Conducting the business of vending in any manner contrary to the conditions of the lease;license;

-
- (4) Conducting the business of vending in such a manner as to:
- Create a public nuisance;
 - Cause a breach of the peace;
 - Constitute a danger to the public health, safety, welfare or morals; or
 - Interfere with the rights of abutting property owners; or
- (5) Cancellation of health department authorization for a food or beverage vending unit.
- (b) The ~~chief financial officer~~~~city clerk~~ shall provide written notice of the suspension or revocation in a brief statement setting forth the complaint, the grounds for suspension or revocation, and notifying the ~~licensee or permit holder~~~~lessee~~ of his ~~or her~~ right to appeal. Such notice shall be mailed to the address shown on the ~~license holder's~~~~lessee's~~ application by certified mail, return receipt requested.
- (c) If the city revokes a vending ~~license or permit~~~~lease~~, the fee already paid for the ~~license or permit~~~~lease~~ shall be forfeited. A person whose ~~license or permit~~~~lease~~ has been revoked under this section may not apply for a new ~~license~~~~lease~~ for a period of one year from the date of revocation.
- (d) Notice of the hearing for revocation of a ~~license~~~~lease~~ shall be given in writing, setting forth specifically the grounds of complaint and the time and place of a hearing. Such notice shall be mailed, postage prepaid, to the ~~licensee~~~~lessee~~ at his ~~or her~~ last known address at least five days prior to the date set for the hearing.
- (Ord. No. 1085, § 15, 3-12-2002; Ord. No. 1316-09, § 14, 7-14-2009)

Secs. 36-134—36-165. Reserved.



Agenda Item # 2022-653

Milton Brownfield Expansion Resolution

MEETING DATE

September 6, 2022

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Staff has received a request from Timshel Development Group for the City to expand its existing brownfield area to include the property along Glover Lane where Timshel is proposing to construct the Tranquility at Milton Apartments. According to the State of Florida, brownfield areas are defined as "a contiguous area of one or more brownfield sites, some of which may not be contaminated, and which has been designated by a local government by resolution. Such areas may include all or portions of community redevelopment areas, enterprise zones, empowerment zones, other such designated economically deprived communities and areas, and Environmental Protection Agency-designated brownfield pilot projects. The expansion, redevelopment, use or reuse of brownfield sites can remove contaminants that harm air and water quality, reduce blight, and take development pressure off other working lands. Many times, designated brownfield sites are marginal properties that would not be developed without designation. The proposed expansion of the brownfield area can be completed by resolution, and is being requested due to the financial benefit to the developer for the project location to be located within a brownfield area. The current City of Milton brownfield area was adopted in 2003 by the resolution attached. The current area was approved by the State of Florida due to several contaminants. Soil contamination was found at the Milton Cleaners business on highway 90 adjacent to the Milton Bakery, as well as across the street where underground fuel tanks were removed. An additional identified source of pollution within the brownfield area was located behind the Whittle building on Highway 90 due to storage of materials containing contaminants for an extended period of time.

SUMMARY

Staff has attached a draft resolution and a map that shows the expansion area extending north along Glover Lane to include the Tranquility project location. If approved by the Council, staff will schedule a required public hearing to expand the brownfield area. According to Florida Statutes 376.80, At the public hearing to designate the proposed brownfield area, the local government must consider:

1. Whether the brownfield area warrants economic development and has a reasonable potential for such activities;
 2. Whether the proposed area to be designated represents a reasonably focused approach and is not overly large in geographic coverage;
 3. Whether the area has potential to interest the private sector in participating in rehabilitation; and
 4. Whether the area contains sites or parts of sites suitable for limited recreational open space, cultural, or historical preservation purposes.
- Additional considerations are as follows:

Brownfield redevelopment can transform abandoned and underused sites into community and economic assets such as parks and plazas, mixed-use developments, and multi-family residential development areas. Brownfield properties are generally centrally located in areas where infrastructure is already available, which make them ideal for development or redevelopment.

Smart growth land use strategies can make redevelopment more cost effective by allowing brownfield properties to redevelop encouraging more efficient land use. Directing infrastructure spending to roads and water and sewer lines on these sites make them more attractive to developers.

Brownfield sites are often in locations with existing transportation and utility infrastructure. When infill development occurs near employment centers, it can reduce the distance people need to drive and give them other transportation and employment options.

RECOMMENDATION

Staff recommends review of the proposed brownfield expansion.

ATTACHMENTS

1. Milton Draft Resolution - Needs GIS Exhibits
2. Exhibit A
3. Brownfields_Resolution_2003

RESOLUTION NO. xxxxxxxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, AUTHORIZING AN EXPANSION OF THE GEOGRAPHICAL AREA WITHIN THE CITY OF MILTON, FLORIDA DESIGNATED AS A "BROWNFIELD AREA" BY THE CITY IN RESOLUTION NO. XXXXXXXX FOR THE PURPOSES OF ENVIRONMENTAL REMEDIATION, REHABILITATION AND ECONOMIC DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Brownfields Redevelopment Act (the "Act"), as Codified in Sections 376. 77-376. 86, Florida Statutes, authorizes local governments to administer a Brownfield Program and provides for designation by resolution of certain lands as a "Brownfield Area", and

WHEREAS, "Brownfield Area" is defined as a contiguous area of one or more brownfield sites, some of which may not be contaminated, and which has been designated by a local government resolution Such areas may include all or portions of community redevelopment areas, enterprise zones, empowerment zones, other such designated economically deprived communities and areas, and Environmental Protection Agency-designated brownfield pilot projects, and

WHEREAS, the City of Milton ("City") has jurisdiction over properties which are contaminated or perceived to-be contaminated sites which are underutilized; and

WHEREAS, the City now seeks to expand the Brownfield Area to incorporate additional parcels, or portions thereof, to further achieve the purpose of the Act, and

WHEREAS, the procedures set forth in Section 376.80(1) of the Act, including the notice and public hearing requirements set forth in Section 166.041 and 166.041(3)(c)2, Florida Statutes, have been satisfied.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA:

Section 1. The above recitals are hereby ratified, confirmed and adopted as legislative findings by the City Council

Section 2. The City Council hereby expands the existing brownfield area to include certain parcels, or portions thereof, as the Brownfield Area identified in Exhibit "A" attached hereto and incorporated herein by reference

Section 3. The following terms and conditions apply to the expanded Brownfield Area

EXHIBIT A

Exhibit A

Expanded Brownfield Area

Legend

 Milton Brownfield Area

Milton

Locklin Lake

Marquis Basin

Google Earth

© 2021 Google



3000 ft

RESOLUTION NO. 1060-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, DESIGNATING A GEOGRAPHIC AREA WITHIN THE CITY OF MILTON AS A BROWNFIELD AREA FOR THE PURPOSE OF ENVIRONMENTAL REMEDIATION, REHABILITATION AND ECONOMIC REDEVELOPMENT; DIRECTING THE CITY MANAGER TO NOTIFY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION OF SAID DESIGNATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Sections 376.77-376.84, Florida Statutes, (2002), hereinafter the "Brownfields Redevelopment Act," provides for the designation by resolution of certain commercial and industrial areas or sites as brownfield areas or sites for the purpose of encouraging environmental remediation, rehabilitation, and economic development for such areas or sites; and

WHEREAS, the City of Milton wishes to notify the Florida Department of Environmental Protection of its decision to designate a brownfield area for rehabilitation for purposes of the Brownfields Redevelopment Act; and

WHEREAS, the City of Milton has additionally considered the criteria set forth in Section 376.80(2)(a)1.-4, Florida Statutes, namely whether the proposed brownfield area warrants economic development and has a reasonable potential for such activities, whether the area represents a reasonably focused approach and is not overly large in geographic coverage, whether the area has potential to interest the private sector in participation in rehabilitation, and whether the area contains sites or parts of sites suitable for limited recreational open space, cultural, or historical preservation purposes; and

WHEREAS, the notice and public hearing requirements set forth in Section 166.041(3)(c)2, have been followed; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILTON:

1. That the recitals and findings set forth above are true and are hereby incorporated by reference in this resolution.

2. The Area depicted on Exhibit "A", attached hereto and incorporated herein by reference, is hereby designated as the Milton Brownfield Redevelopment Area for rehabilitation in accordance with the intent of the Brownfields Redevelopment Act. However, such designation shall not render the City of Milton liable for costs of site rehabilitation or source removal, as those terms are defined in Section 376.79, (17) and (18), Florida Statutes, or for any other costs, above and beyond those costs attributable to the City's role as administrator of a brownfield site rehabilitation program and as a property owner within the designated Milton Brownfield Redevelopment Area.

Section 3. That the City Manager is hereby directed to notify, and deliver a copy of this resolution to, the Florida Department of Environmental Protection of the City Council's decision to designate the Milton Brownfield Redevelopment Area as a brownfield area for the purposes set forth in the Brownfields Redevelopment Act.

Section 4. This resolution shall take effect immediately upon adoption by the City Council.

Adopted: September 9, 2003

Approved: _____

Guy Thompson, Mayor

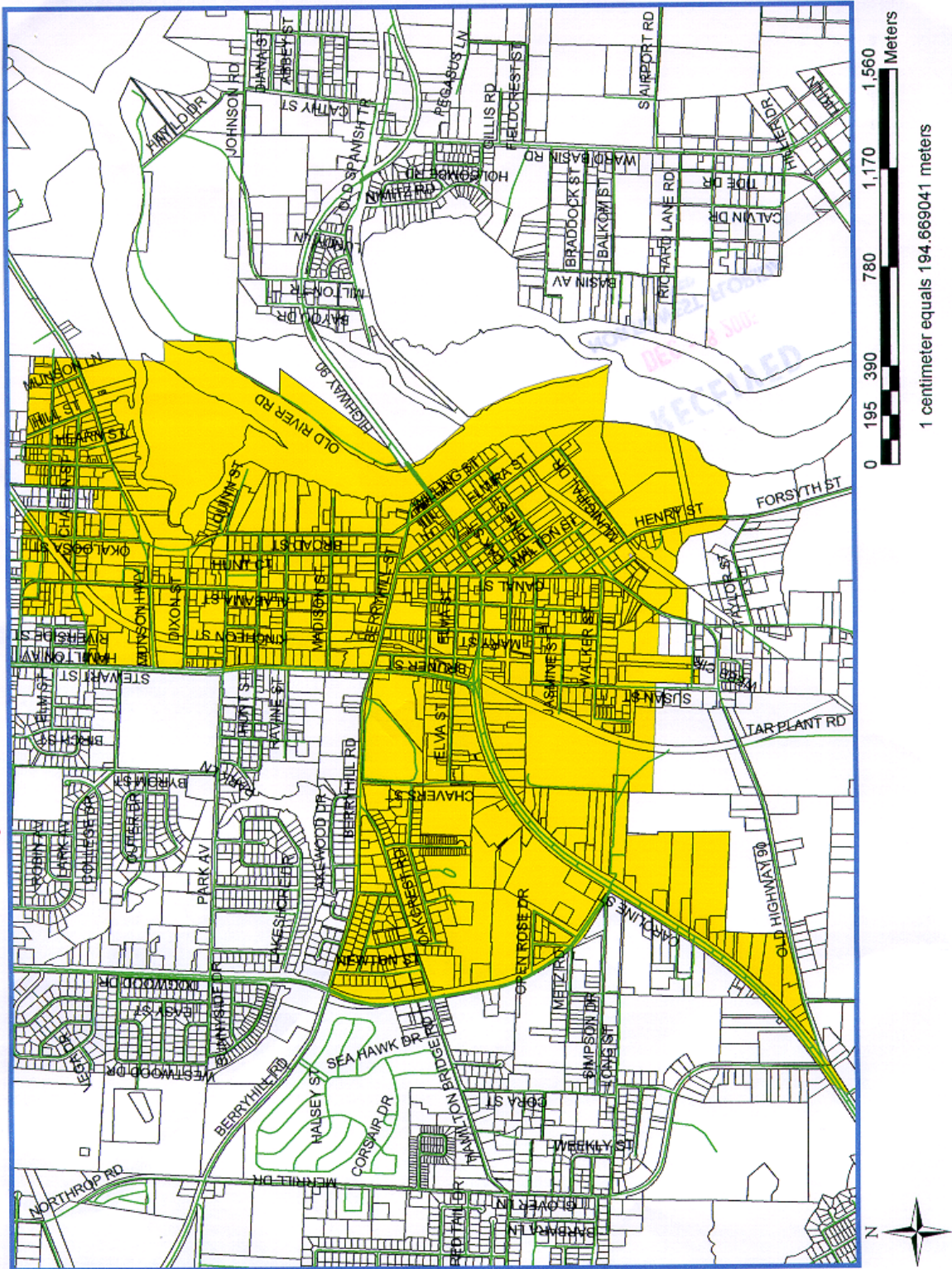
Attest:

Dewitt Nobles, City Clerk

Legal in form and valid

If adopted: _____

City of Milton - Brownfield Site



City of Milton - Brownfield Site



0 200 400 800

1 centimeter equals 200



Agenda Item # 2022-567

Use of City Property Policy

MEETING DATE

September 6, 2022

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

The City of Milton owns certain equipment acquired specifically for use by the City in carrying out special events. The City often receives inquiries from third parties requesting the use of the City's equipment. While the equipment is public property and it may be considered a public service to allow the public to utilize the equipment, the City does not wish to compete with private businesses that may rent or sell the same or similar items.

In July 2022, City Council referred this item back to the Committee of the Whole for additional discussion. The main concerns were the additional wear and tear on City equipment, rental fee structure, insurance requirements, competing with private rental companies, creation of a replacement fund wherein rental fees would be dedicated to the repair and replacement of equipment and the additional demands on staff of transporting, cleaning, maintaining and repairing leased equipment.

Options for Council to consider vary. They include:

1. Do not offer City Property for lease to anyone, at any time, for any type event.
2. Offer limited, common-use items (street closure barricades, garbage cans, roll-off dumpsters, traffic cones) for rent for special events located within the City and not offer for rent the expensive, specialized items, such as the portable bathrooms, stage, tent, etc. that can be rented locally.
3. Limit rentals to events held within the City only that are free and open to the public.
4. Offer rental of any and all special event City property to any party at a fair and reasonable fee structure.

Following the discussion at the Committee of the Whole, the Committee unanimously passed a motion to limit all rentals of City-owned equipment to activities located within the City Limits. The Committee also requested additional information regarding the current rental rates charged for use of City equipment. That list is on page 2 of the attached Outside Agency Funding Application. The Committee also requested information be brought back to the Committee regarding Public Works' actual costs for transportation, set-up and maintenance of the various pieces of equipment. The cost charged by the City is also on the price sheet in the Outside Agency Application. The additional information will be brought back to the Committee of the Whole in the future.

SUMMARY

The purpose of this policy is to detail who can and cannot utilize City-owned equipment for non-City-sponsored special events, what City-owned equipment can be utilized, the cost for using City-owned equipment, and the process for granting approval.

Non-profit, civic, social, and neighborhood-based groups are eligible to request to rent City-owned equipment for non-City-sponsored special events that take place inside the City Limits only. Incorporation as a non-profit or a 501C3 designation is not required to rent City-owned equipment, but it is preferred. Requesting entities cannot be a for-profit company.

In July 2022, City Council referred this item back to the Committee of the Whole for additional discussion. The main concerns were the additional wear and tear on City equipment, rental fee structure, insurance requirements, competing with private rental companies, creation of a replacement fund wherein rental fees would be dedicated to the repair and replacement of equipment and the additional demands on staff of transporting, cleaning, maintaining and repairing leased equipment.

Following the discussion at the Committee of the Whole, the Committee unanimously passed a motion to limit all rentals of City-owned equipment to activities located within the City Limits. The Committee also requested additional information regarding the current rental rates charged for use of City equipment. That list is on page 2 of the attached Outside Agency Funding Application. The Committee also requested information be brought back to the Committee regarding Public Works' actual costs for transportation, set-up and maintenance of the various pieces of equipment. The cost charged by the City is also on the price sheet in the Outside Agency Application. The additional information will be brought back to the Committee of the Whole in the future.

RECOMMENDATION

The COW unanimously recommended to the Executive Committee that rental of City-owned equipment be limited to activities within the City Limits only and requested additional information be brought back to a future COW meeting.

ATTACHMENTS

1. City Outside Agency Funding Application_1



Outside Agency Funding Application

Outside Applicant funding by the City of Milton is intended to provide resources from the City to assist neighborhood, community, social and not-for-profit organizations in carrying out community activities. Resources are allocated to specific events/activities/projects/programs only. General operational funds and/or administrative costs not associated with the project/program are not eligible. All funded activities must take place within the city limits of the City of Milton and be must free and open to the public to attend. Explanation for events outside the city limits and/or not free and open to the public must be provided and may be approved on a case-by-case basis.

Resources provided by the City may include, but are not limited to the following: direct financial support, use of City property, use of City equipment, use of City staff or any combination thereof. The specific resources requested must be identified in this application. The Applicant is advised that the approval or disapproval of each application is at the sole discretion of the City of Milton and the information requested is used as a basis to evaluate the Applicant's project. Submission of an application does not create entitlement to funding or any other City resource. Funding in one year does not create an entitlement to funding in future years. The application shall be reviewed by the City for completeness and eligibility prior to any approvals. The City's discretion is absolute, and the City may, for example, waive any technical irregularity, award in-mass, partial fund, split fund, or reject any and all submittals. Additional post-award requirements above and beyond what is required in this application may be added by City Council at its sole discretion. For the purposes of this application, "funding", "resources" "support" or "award" means cash, goods and services or both and may be used interchangeably.

*****THIS APPLICATION DOES NOT TAKE THE PLACE OF A
SPECIAL EVENT PERMIT APPLICATION*****

Name of Organization:_____

Address:_____

Name of Representative:_____

Telephone:_____ Cell Phone: _____

Email:_____

Name of Event/Activity/Project/Program:_____

Has the City of Milton ever provided support of any kind for the organization/event in the past? YES NO

Are you incorporated? YES NO

Are you a Florida Not for Profit Corporation? YES NO N/A

Do you have a 501c3 designation? YES NO (If yes, please attach a copy) N/A

Are you registered with the Florida Department of Agriculture and Consumer Services? YES NO N/A

Have you filed a 990 with the IRS for the previous year? YES NO (If yes, please attach a copy) N/A

OUTSIDE APPLICANT REQUEST

<u>REQUESTED ITEM</u>	<u>TOTAL</u>
☐ Cash funding for a project/event (please specify exact amount requested)	\$ _____
☐ Use of City Property (please specify location and duration) (cost varies)	\$ _____
☐ City Bathroom at Jernigan's Landing (\$250) (<i>Non-Profit Only</i>)	\$ _____
☐ City Bathroom at Alternate Location (\$350) (<i>Non-Profit Only</i>)	\$ _____
☐ City Stage (\$350) (<i>Non-Profit Only</i>)	\$ _____
☐ City Movie Projection Equipment & Inflatable Screen (\$250) (<i>Non-Profit Only</i>)	\$ _____
☐ Utilization of City Insurance (must be approved by City Council in advance)	\$ _____
☐ Street Barricades/Cones (\$100/\$10)	\$ _____
☐ Electronic Street Informational Sign (\$250 per unit)	\$ _____
☐ City Tent (\$500) (<i>Non-Profit Only</i>)	\$ _____
☐ Live Music Licensing (\$200) */** (<i>Non-Profit Only</i>)	\$ _____
☐ Movie Licensing (at Cost) */** (<i>Non-Profit Only</i>)	\$ _____
☐ Parade Package (\$1000) (<i>Non-Profit Only</i>)	\$ _____
☐ Tables/Chairs (\$5/table and \$10/10 chairs, rented in counts of 10 only)	\$ _____
☐ Tables & Chairs Delivery & Set Up & Retrieval (\$25)	\$ _____
☐ Small Generator (\$100)	\$ _____
☐ Large Generator (\$250)	\$ _____
☐ Generator Power Distribution Panel (\$100)	\$ _____
☐ Hose Bib (water distribution system) (\$100)	\$ _____
☐ Connection to City Fire Hydrant (\$50 + Metered Rate for Water)	\$ _____
☐ Electrical Activation (\$75 + Hourly Rate for Electricity/Connection)	\$ _____
☐ Fire/EMS (\$30/hour, min. 2 hours)	\$ _____
☐ Police (\$30/hour, min. 4 hours)	\$ _____
☐ Public Works Crew (\$25/hour, min. 2 hours)	\$ _____
☐ Other City Staff (\$30/hour, min. 2 hours)	\$ _____

<u>TOTAL AMOUNT OF FUNDING REQUESTED</u>	\$ _____
---	----------

*Published music, movies, and other electronic art forms are protected by US Copyright and Trademark laws. Unauthorized use of copyrighted work is illegal.

**Must be a free event, open to the public and located within the City Limits to access the City's ASCAP, BMI and SESAC License.

Explanation of Organization
(Who are you? What is your mission?)

Explanation of Event/Activity/Project/Program
(How does this event/program benefit the Citizens of the City of Milton? Include information of previous versions of this event. Number of participants previously and expected this year, etc.)

Explanation of Funding Request
(What will the City pay for/provide and why?)

Explanation of How Event/Activity/Project/Program Benefits
the City of Milton and its Citizens

BUDGET

Has your organization received City funding for this specific event/project in the past? YES NO N/A
If "YES", please indicate the amounts below (both in cash and in-kind):

FY17-18	FY18-19	FY19-20	FY20-21	FY21-22

The City's Fiscal Year is October 1 – September 30.

Has your organization received City funding for any other events/projects in the past 5 years? YES NO N/A
If "YES", please list each event/project that received funding and the amounts for each.

Are you utilizing City funds as match for a grant? YES NO

If "YES", what is the required total match amount? \$ _____

How much money will be received from the grant? \$ _____

Please provide a copy of the grant application we will be matching.

Please detail all funding sources (cash and in-kind) for this event/project (including City request). For example, other governmental funding, donations, sponsorships, fundraisers, etc. Individual donors/sponsors do not have to be identified. The totals at the bottom should reflect the entire budget for this event/project. If this is a first-time event, please provide a projected revenue budget.

<u>REVENUE</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL REVENUE			

Please detail all expenditures for this event/program. For example, printing, band fee, advertising, supplies, etc.

The totals at the bottom should reflect the entire budget for this event/project and should equal the Revenues identified above. If a good/service is donated, it should be reflected as a donation in the Revenue Section and an expenditure in the Expenditure Section to balance the budget. Individual donors do not have to be identified. If this is a first-time event, please provide a projected expense budget.

<u>EXPENSES</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL EXPENSES			

What percentage of the total budget will the City be providing if this application is approved? _____%

PARTICIPANTS

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. Number served by this event/program			
2. Cost per participant			

If funding is approved, how will the number of participants be increased, or the event/program expanded?

INSTRUCTIONS

1. Submit this completed application and all required, applicable documentation to:

Mail to:

The City of Milton
c/o Office of Economic Development
Post Office Box 909
Milton, Florida 32572

Hand Deliver to:

The City of Milton
c/o Office of Economic Development
6738 Dixon Street
Milton, Florida 32570

Email to: espears@miltonfl.org

2. Funding requests will be reviewed for completeness and technical aspects by City Staff. The request will then be forwarded to City Council for consideration. Staff will review the following aspects:
 - A. Organizational Capacity
 - B. Proposed Program/Funding Use
 - C. Efficiency & Collaboration
 - D. Financials
 - E. Meeting Community needs and priorities
3. Applications that are approved by City Council will receive a notification regarding the level of funding and a Funding Agreement from the City. The City is not responsible for any expense incurred prior to award of funding or outside of the scope of funding approval.

CONDITIONS OF FUNDING

By submitting this application, Applicant consents to the following conditions contained in this section. Failure to comply with any one of the below conditions is a default:

- ☐ Funded projects must provide a direct benefit to the businesses or citizens of the City.
- ☐ Services offered by the Applicant must not be restrictive with regard to race, sex, age, religion, disability, or any characteristics that would be prohibited by law.
- ☐ Funds may not be used for any purpose prohibited by law.
- ☐ Applicants requesting funding for the following services or activities will not be considered:
 - Endowments or debt reduction
 - Administrative services support
 - Annual fundraising or capital campaign
 - Political activities
 - Religious activities
 - Public agencies for mandated services
 - Scholarships or individual grants or awards
 - Private Foundations
- ☐ All awards are based on availability of funds. Awards may be provided until all funds are exhausted. If funds remain after the initial cycle, additional cycles later in the year may occur at the City's discretion. Based on available funds, some applications may be approved, while others may be only partially funded or receive no funding.

- ❑ The Applicant hereby agrees to allow the City of Milton to capture, own and use at their sole discretion, images, videos, recordings, and the like of the event/activity/program/project. The City shall use the Applicant's Logo, or other identifier approved by the Applicant in coordination with any City advertising for the event/project.
- ❑ The Applicant hereby agrees to use the City's, or any approved City Department's Logo in any/all advertising, marketing and promotion for the event/program to the same extent as the largest single sponsor, unless otherwise agreed upon in advance. If no sponsors are utilized, the City shall be recognized as the event/program sponsor. The Applicant shall consult with City Staff on any/all advertising, marketing and promotion prior to public release.
- ❑ The City is not responsible for any event/project organization or management. The organization submitting this application is totally responsible for any/all means and methods in carrying out the event/project.
- ❑ The Applicant shall, at all times while on City of Milton Property, conduct themselves in a professional, responsible manner and observe all rules and regulations set forth by the City of Milton. Funded events/programs shall be wholesome and adhere to the standards of good taste, as assessed by the City Council in reviewing all representations of the applicant about the conduct of the event. Material departure from the standards represented to and approved by Council may result in default.
- ❑ All vendors'/merchandise sold at an event must be of good taste, consistent with the values of Milton, Florida, as assessed by the City Council in reviewing all representations of the applicant about the conduct, services or merchandise to be sold. Material departure from the standards represented to and approved by Council may result in default.
- ❑ Funded events/programs shall not directly compete with City Brick and Mortar Businesses through use of outdoor, mobile vendors that provide the same goods/services as the primary good/service of the Brick and Mortar Business. An outdoor, mobile vendor must be a minimum distance of 250 feet or one city-block from a Brick and Mortar Business if providing the same primary good/service. An exception can be provided if a waiver is signed by the Brick and Mortar Business and provided to the City in advance of the event/program.
- ❑ Applicants must indemnify, save and hold harmless the City from and against any and all claims, demands, actions, debts, liabilities, and attorney's fees arising out of, claimed on account of, or in any manner predicated on loss of or damage to the property of, and injuries to or death of any and all persons whatsoever, in any manner alleged to be caused or contributed to by the Applicant, its agents, servants, volunteers or employees while carrying out the event/activity/program/project. From and on account of damages of any kind which they, or any of them, may suffer as a result of acts of the Applicant or any of the Applicant's agents, servants, volunteers or employees and from any workmen's compensation benefits which they, or any of them, become obligated to pay the Applicant, its agents, servants, volunteers or employees, and from any and all claims, demands, actions, debts, liabilities, and related costs which result from the event/activity/program/project carried out by the Applicant.
- ❑ Applicants must provide a Certificate of Insurance (COI), showing the City of Milton, FL as an additional insured, 10 days prior to the event/program date. Applicants may request to utilize the City's insurance for the event. However, such request must be approved by City Council.

- ❑ Applicants shall be and act as independent contractors, and under no circumstances shall any funding be construed as one of agency, legal partnership, or joint venture, or employment between the City and the Applicant. None of the personnel under contract to, employed by, or volunteering for the Applicant shall be deemed in any way to have any contractual relationship with the City whatsoever. The Applicant shall be solely responsible for the conduct of its employees, personnel, volunteers and agents in connection with their obligation hereunder.
- ❑ The City of Milton is not responsible for the safety, security or working condition of any equipment not owned by the City. Use, care and security of any and all City-owned equipment made available for use by the City, provided to and operated by the Applicant, shall be the sole responsibility of the Applicant. Please inspect all items carefully. Any City Equipment provided to the Applicant lost, damaged or destroyed shall be replaced/repared at the sole expense of the Applicant, unless such damage is sustained due to acts beyond the control of the Applicant as described below.
- ❑ Once the event/project has been completed, Applicant must submit a final report, including event attendance and a final financial expenditure report. If the event/project is ongoing, quarterly reports are required. Additional reporting requirements may be included by City Council at their sole discretion. Failure to submit required reports shall disqualify an organization from future requests.
- ❑ Applicants must demonstrate the financial capacity and ability to complete the event/project as described in this Application, including provision of a current balance reflecting sufficient available funds for completion of all portions of the project not funded by the City. The historical, organizational and financial information requested in this application demonstrate such capacity.
- ❑ This application contains the entire request from the Applicant. This application supersedes any and all prior agreements, arrangements, communications, or representations, whether oral or written. This application and associated event/activity may not be amended, altered, modified or changed except when approved in writing by the City.
- ❑ Applicants are encouraged, but not required, to meet with City Staff before submitting this application for a courtesy review. If funded, Applicants are required to meet with City Staff at Staff's request to review the event/program.
- ❑ If the event/project is postponed due to inclement weather, as acts of God, government restrictions, military operations and exercises, security alerts or unforeseen commercial delays or other similar conditions beyond the Applicant's control, it may be rescheduled for another time or cancelled altogether at the discretion of the City.

REQUIRED DOCUMENTATION
(If Applicable)

Applicants requesting funding must complete this application and provide all other required documentation listed below (if applicable). Please note – if any item requested in this application is not applicable to an Applicant or the Applicant does not have any item, it does not automatically disqualify the Applicant from receiving funding. The items requested below are not intended to create any new demands for an Applicant. The information requested should reflect information that would be normally provided to a Board of Directors on a regular basis.

1. IRS letter with tax exemption ruling. Applicants should be qualified to receive tax-deductible contributions as defined by the IRS - generally a 501(c)(3) public charity tax status.
2. Current Board of Directors/Officers. If your organization is a local office, chapter, etc. of a larger entity (i.e. umbrella organization, governmental Applicant, etc.), please attach a list of Board of Directors/Officers of the next higher-level entity.
3. Copy of most recent independent audit, review and management letter, if applicable.
4. Articles of Incorporation and Bylaws.
5. Organization fiscal year budget and year to date financial statements for the current year, including a Statement of financial position (assets, liabilities and equity) and a Statement of activities (income and expenses), if available. Important note: If your Applicant is a local office, chapter, project, etc. of a larger entity (i.e. umbrella organization, governmental Applicant, etc.), please also include financials and budget of the next higher-level entity.
6. Budget for the project including the portion of the budget which will be funded by the City of Milton, if approved.
7. Organization Strategic Plan, if available.
8. W-9 and City Taxpayer Identification Form.
9. Any information that may assist in better understanding your organization and/or funding request.

DEFAULT

In addition to noncompliance with the above described conditions, default shall occur if one or more of the following takes place:

- The event/activity/project/program is cancelled without prior City approval.
- The event/activity/project/program is substantially changed from what is detailed in this application (budget, date, time, place, etc.) without prior City approval.
- The event/activity/project/program is transferred to another entity/organization not identified in this application.
- Failure to timely submit required reports.
- Any criminal conduct, indecency or obscenity, drunkenness, damage to Government property, being under the influence of narcotics or hallucinatory drugs on the part of the event organizers, their staff, vendors or volunteers. This clause does not apply to the general public and/or participants of the event, unless directly associated with the organizers.
- Failure to comply with the Terms and Conditions of this Application and the Funding Agreement.

If any of the above-referred activities occur prior to the event/project, the City may, in its sole and absolute discretion, choose not to release funds and render the Funding Agreement null and void. Should the above-referenced activities occur after the funds are released, the City may, in its sole and absolute discretion, require immediate repayment of funds to the City. Organizations that default are ineligible for future funding for a period of 5 years.



Agenda Item # 2022-622

2023 Proposed Holiday Schedule

MEETING DATE

September 6, 2022

PREPARED BY

Dana Barger, Human Resource

BACKGROUND

The proposed 2023 holiday schedule, Juneteenth, has been added to Monday, June 19th.

SUMMARY

Attached is the proposed 2023 holiday schedule; Juneteenth has been added to Monday, June 19th.

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. 2023 Holiday Schedule



2023

CITY OBSERVED HOLIDAY SCHEDULE

All City Facilities and
Offices will be closed
on these dates.

CITY OBSERVED **HOLIDAYS**

 **850-983-5400**

- NEW YEARS DAY - MONDAY, JAN 2
- MARTIN LUTHER KING JR. - MONDAY, JAN 16
- MEMORIAL DAY - MONDAY, MAY 29
- JUNETEENTH - MONDAY, JUNE 19
- INDEPENDENCE DAY - TUESDAY, JUL 4
- LABOR DAY - MONDAY, SEPT 4
- VETERANS DAY - FRIDAY, NOV 11
- THANKSGIVING DAY - THURSDAY, NOV 24
- THANKSGIVING EXT. - FRIDAY, NOV 25
- CHRISTMAS EVE - FRIDAY, DEC 23
- CHRISTMAS DAY - MONDAY, DEC 26



pio@miltonfl.org
www.miltonfl.org



6738 Dixon St.
Milton, FL 32570

SCAN ME
TO SEE OUR
SANITATION SCHEDULE



"Where God Living Flows"



Agenda Item # 2022-645

Bid Opening for ITB 2022.06 Electrical Repair & Maintenance Annual Contract

MEETING DATE

September 6, 2022

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City solicited bids for an electrical contractor for repair and maintenance for an annual contract.

SUMMARY

Bid opening was held 08/03/2022. 3 bids were received with various pricing.

RECOMMENDATION

Committee of the Whole recommends the award to two of the contractors, Bill Smith Electric, Inc. and McCombs Electric Company, Inc.

ATTACHMENTS

1. 2022.06 Electrical R&M Bid Tab with links
2. 2022.06 Staff Recommendation



BID TABULATION

08/03/2022 2:00 p.m.

Present for the City of Milton:

Diane Ebentheuer
Michele Williams
Curtis Krebs

Purchasing Officer
Purchasing Assistant
Chief Financial Officer

Others in attendance:

None

Bid opening was held at 2:00 p.m. The purpose of the meeting was to receive bids for the following solicitation:

ITB 2022.06 Electrical Repair and Maintenance - Annual Services

Note: Click on Name for link to bids.

- | | | |
|---|--|---------|
| 1 | Bill Smith Electric, Inc. | Various |
| 2 | McCombs Electric Company, Inc. | Various |
| 3 | 12B Electric | Various |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Diane Ebentheuer

Staff Recommendation

From: Joe Cook
Sent: Tuesday, August 9, 2022 11:32 AM
To: Diane Ebentheuer
Subject: Electrical Repair and Maintenance Bid

Diane,

I recommend awarding the Electric and Maintenance bids to two of the contractors, Bill Smith Electric and McCombs Electric.

Under Florida's public records laws, the City of Milton's emails may be considered public record and subject to inspection or disclosure to the public. If you do not wish to have your emails possibly disclosed to the public, please do not communicate with the City of Milton through email.



Agenda Item # 2022-465

City of Milton Board Vacancies

MEETING DATE

September 6, 2022

PREPARED BY

Melissa Short, Admin
Assistant/Permit Clerk/Assistant
City Clerk

BACKGROUND

This is an item update that is to be provided monthly to the Council as long as city boards have membership vacancies. Currently, the Board of Adjustment, the Police Pension Board, the Civil Service Board, and the Planning Board have one vacancy. It is important to fill these positions so a meeting can be held with a simple majority of the board present. At this time, staff currently has two applications on file for the Milton Planning Board and one application on file for the Board of Adjustments.

SUMMARY

At this time, staff currently has two applications on file for the Milton Planning Board and one application for the Board of Adjustments. Attached are the applications as well as the current boards with vacancies.

RECOMMENDATION

Staff recommends review of the Milton Planning Board applications and the application for the Board of Adjustments. The C.O.W. voted unanimously to send the applications to the Executive Committee for review. Janet Coulter, Randy Pierce, and Karra Graber will be present for interview.

ATTACHMENTS

1. Board Vacancies Updated 8.2022
2. Janet Coulter MPB Application
3. Randy Pierce Milton Planning Board Application
4. Karra Graber BOA Application

CITY OF MILTON BOARD VACANCIES

BOARD OF ADJUSTMENT

The Board of Adjustment is a seven-member board that is charged with the review of variances, special exceptions, and administrative appeals. There is currently one vacancy on this board. This position, when filled, is an at-large position that is appointed by the Council and would be for the remainder of the term.

At this time, staff has one application on file from an individual interested in serving on this board. It is important to fill these positions so a meeting can be held with a simple majority of the board present. This becomes more difficult for applicants to achieve if board members are absent, or if vacancies exist.

POLICE PENSION BOARD

The Police Pension Board is a five-member board that oversees the allocations of funds for the police officer's pension. Reviews the recommendations of the investment company, attorney, and actuary. There is currently one vacancy on this board. This position, when filled, is a City Resident appointed by City Council and will serve a four-year term.

At this time, staff has no applications on file from individuals interested in serving on this board.

“Due to the size of the city and narrow jurisdictional boundaries, we have had a hard time filling the vacant position on the Milton Police Pension Fund Board. To alleviate this, an agenda item will be added to all public meetings in an attempt to fill this position. When this position is filled, the Division of Retirement will be notified immediately with the information needed to close the vacant position.”

CIVIL SERVICE BOARD

The Civil Service Board is a five-member board that encourages and promotes a proper personnel system for employees of the City of Milton. The board has authority to write and adopt rules that shall cover subject areas such as disciplinary hearings, code and/or standards of conduct for members of classified service, probationary periods, employment eligibility criteria and applicant register procedures. All rules shall be approved by the City Council. There is currently one vacancy on this board, Council Appointed. This position, when filled, will serve a two-year term.

Appointment and Structure:

1. All members shall reside within the city limits of the City of Milton.
2. The City Council shall not appoint a current or former city employee to the Board.
3. The City Council shall not appoint a current member of the City Council to the Board. Former City Council members may be appointed provided they have not held elective position in the City for a period of at least one year.
4. No person may serve as a board member if they have a relative in the Civil Service System. Relative means an individual who is related to the Board member as father,

mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

5. The Council shall strive to select members who have previous experience in personnel Administration, management, small business, self-employment, and/or with other outside public employers. In all cases, the City Council shall seek to appoint members with the best expertise and a wide variety of backgrounds to serve the citizens of Milton with regard to the Civil Service System.

At this time, staff has no applications on file from individuals interested in serving on this board.

PLANNING BOARD

The Planning Board is a seven-member board. The City of Milton Planning Board is designated as the Local Planning Agency. The Planning Board shall be responsible for review and recommendations regarding the development, updating and amendment of the comprehensive plan and land development regulations. All plan amendments and revised regulations shall require Planning Board review and recommendation prior to Council approval. All major subdivision plats and planned development projects shall require review and recommendation by the Milton Planning Board prior to action by City Council. There is currently one vacancy on this board, Council At-Large position. This position, when filled, will serve a four-year term.

At this time, staff has two applications on file from individuals interested in serving on this board.

CITY OF MILTON
BOARD APPOINTMENT SURVEY/INFORMATION

Date: 8/9/2022

Name Janet Coulter Phone (hm) 850 206 3666

E-mail address coulterjanet@yahoo.com Phone (wk/cell) 850 206 3666

Address 5241-A Willing St City Ward _____

Education Some college - mostly Real Estate

Work Experience: Realtor for 34 yrs

Community Service involved with church and local sports complexes

Awards Spirit award from Realtor Assoc

Hobbies, Travel, etc Travel, Reading, playing with my grandchildren

Other comments that would be helpful in determining appropriate appointment _____

I have been in this city for 37 yrs and love the community.

Please attach a brief resume.

Please check the Boards that you are interested in.

☐ Milton Housing Authority

☒ Milton Planning Board

☒ Historic Preservation Board

☐ Community Improvement Board

☐ Civil Service Board

☐ General Employees Pension Board

☐ Board of Adjustments

☐ Firefighters Pension Board

☐ Police Pension Board

**CITY OF MILTON
BOARD APPOINTMENT SURVEY/INFORMATION**

Date: Aug. 17-2022

Name Randy D. Pierce Phone (hm) _____

E-mail address Randy@interbaybuilding.com Phone (wk/cell) 850-324-5339

Address 5183 Santa Rosa St. City Ward _____

Education GED

Work Experience: Building Contractor, 41 years

Community Service _____

Awards _____

Hobbies, Travel, etc Motorcycle Racing, Restoring Vintage Race Bikes, I've Done my share of Traveling Biking Around the U.S.

Other comments that would be helpful in determining appropriate appointment _____

Please attach a brief resume.

Please check the Boards that you are interested in.

☐ Milton Housing Authority

☒ Milton Planning Board

☐ Historic Preservation Board

☐ Community Improvement Board

☐ Civil Service Board

☐ General Employees Pension Board

☐ Board of Adjustments

☐ Firefighters Pension Board

☐ Police Pension Board

**CITY OF MILTON
BOARD APPOINTMENT SURVEY/INFORMATION**

Date: 8-25-22

Name Karla Graber Phone (hm) _____

E-mail address Karrag33@gmail.com Phone (wk/cell) 850-776-7437

Address 6591 College Dr. City Ward 3

Education High School, OWCS and Leavelle Technical College

Work Experience: Twin Cities Hospital 1996-2000

I have worked for and still employed at Granny Nannies
2-27-04 until present

Community Service Cleaning Milton Cemetery and
volunteered multiple times at local sporting events

Awards _____

Hobbies, Travel, etc I love watching my two daughters
play travel ball and travel to multiple states.

Other comments that would be helpful in determining appropriate appointment _____

Please attach a brief resume.

Please check the Boards that you are interested in.

☐ Milton Housing Authority

☐ Milton Planning Board

☐ Historic Preservation Board

☐ Riverfront Redevelopment Team

☐ Civil Service Board

☐ Milton Benevolent Cemetery Board

☒ Board of Adjustments

☐ General Employees Pension Board

☐ Police Pension Board

☐ Firefighters Pension Board



Agenda Item # 2022-648

RFP 2022.08 Milton Downtown Waterfront Marina, Residential & Mixed Use Development Opportunity

MEETING DATE

September 6, 2022

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

On May 10, 2022, City Council issued RFP #2022.08 requesting proposals to develop the City-owned properties along Broad Street, to include a marina, residential and mixed uses. The deadline for proposals was August 10, 2022. One response was received by the deadline. (attached) The response, from Orchestra Partners, a consulting firm based in Birmingham, Alabama, proposes to complete "a strategic 'vision plan' that identifies specific projects for redevelopment", raise a redevelopment "seed fund" and serve as the manager for pre-development work, financing and construction. While an intriguing concept and proposal, the RFP response would require an outlay of \$65,000 from the City and guarantee only the production of a Vision Plan over the course of 270 days. Given the Riverfront Master Plan, CRA Plans and other previously completed documents, an additional plan at this time seems unwarranted.

The stated purpose of the RFP was to identify firms that could develop a marina, residential, restaurant/entertainment, and mixed-use development project and could demonstrate the ability to design, finance, and construct projects in accordance with the Request for Proposal (RFP). The Orchestra proposal does not meet that basic requirement.

Staff is recommending that Council reject all responses as allowed by the terms of the RFP and hold the property until such time as market forces make development more feasible.

The Committee of the Whole recommended rejection of all responses.

SUMMARY

N/A

RECOMMENDATION

Staff recommends Council reject all responses to RFP 2022.08.

ATTACHMENTS

1. Milton RFP 2022.08 - Orchestra Partners



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

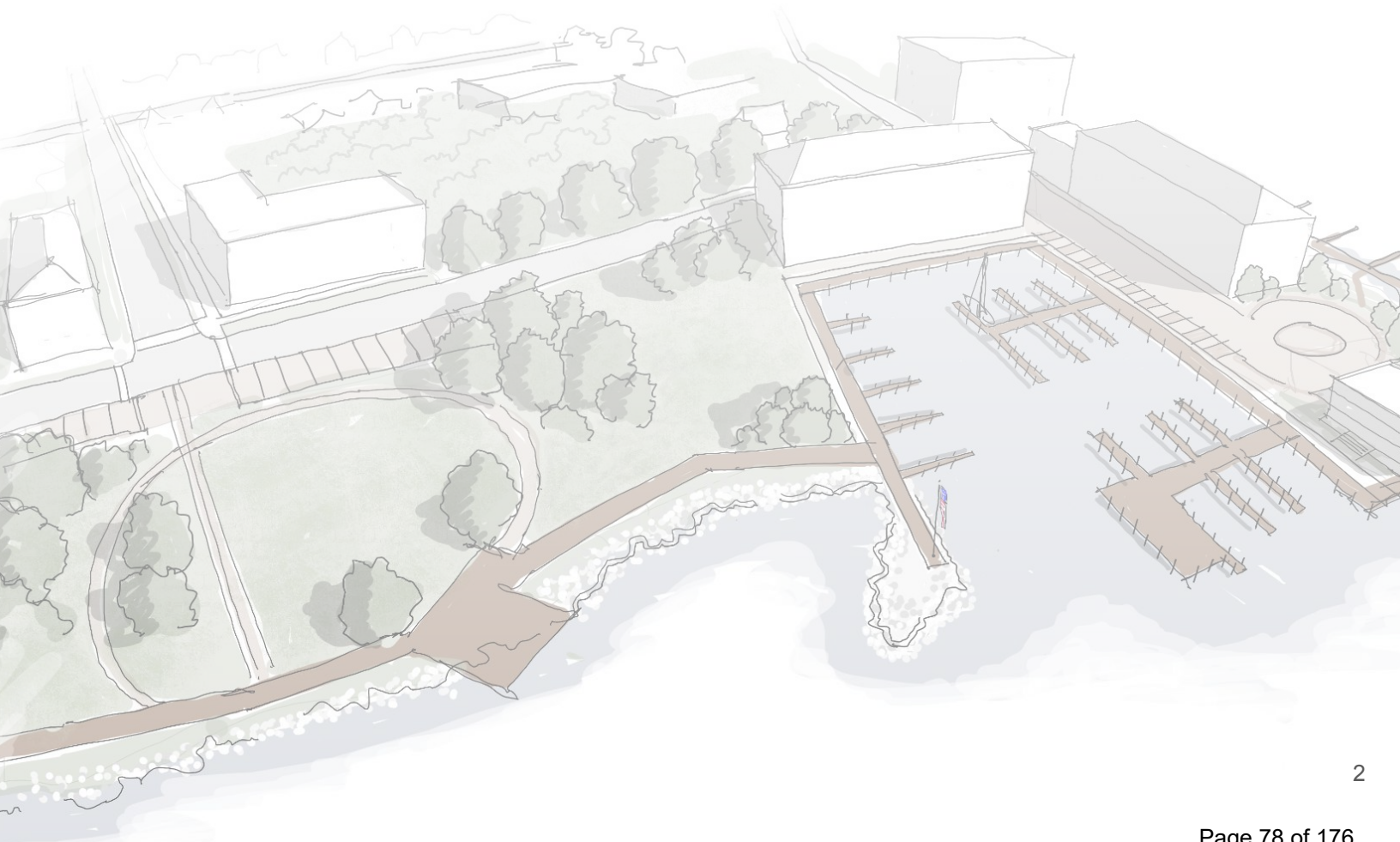
RESPONSE & PROPOSAL TO RFP 2022.08



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4. Project Concept (Pgs 6-8)
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6. Past Performance (Pgs 16-18)
7. Feasibility (Pgs 19-24)
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9. Benchmark Requirements/Performance Bond (Pgs 27-28)
10. Closing Statement (Pg 29)



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 2 - Executive Summary

Orchestra Partners is a turn-key planning & redevelopment company headquartered in Birmingham AL, just 3.5hrs north of Milton FL. The firm was founded by Hunter Renfroe and John Boone in 2015 when they recognized the disproportionate amount of real estate investment happening in large cities while smaller cities struggled with Main Street vacancy and irregular economic growth.

In response, they created an incremental development model that partners with municipalities in a master developer capacity and engages local investors to implement projects proposed in a community-driven placemaking plan for downtown. Following several award-winning revitalizations in downtown Birmingham, Hunter and John expanded their services to small towns in 2020.

Orchestra Partners combines all three aspects of sustainable real estate development into one process.

- Planning - A strategic "Vision Plan" that identifies specific projects for redevelopment
- Capital - A community redevelopment "Seed" Fund, owned and deployed locally
- Implementation - A reliable manager of pre-development work, financing, and construction

Such a revolutionary approach to economic development means that our proposal will not look like others that are geared toward one product-class over another. We will not be designing specific buildings in this proposal. We will not be projecting any specific financials goals for each property use. To do so would be putting the proverbial cart before the horse.

Instead, we are using this proposal to 1) demonstrate Orchestra's ability to plan and redevelop urban spaces, 2) summarize best practices and overview of a master development exercise downtown, and 3) recontextualize this RFP as just *one of two other projects* (Hwy 90 expansion and the old Santa Rosa County courthouse) that will decide downtown Milton's future for the next century.

We want that future to be one of walkable and bikeable streets, where residents and visitors alike can move safely and leisurely from one activity node to another. Regarding this RFP, we will propose a new marina, bar/restaurant, residential units and/or and boutique hotel near Carpenter Park, connected to the historic downtown via a "floating trail" along the water's edge, as depicted in the 2013 Riverfront Plan.

This RFP stated that "The City of Milton is poised for a renaissance." We couldn't agree more, and to grow rapidly in the wrong way would be far more disastrous than growing at the same pace you are today. To avoid that, we will propose that this marina project be master-planned in step with the two other projects mentioned above and implemented steadily over the next few years.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 2 - Introduction to Orchestra Process

No plan should sit on the shelf collecting dust. Orchestra's turn-key approach to economic development performs all three facets of urban transformation uninterrupted, from start to finish:

1. **Planning**
Our expertise in urban design unites stakeholders under a shared vision for your downtown.
2. **Fund Formation**
Orchestra creates a local seed fund to ensure timely and reliable action on key properties.
3. **Implementation**
Orchestra optimizes deal structure, manages construction, and keeps the plan moving forward.

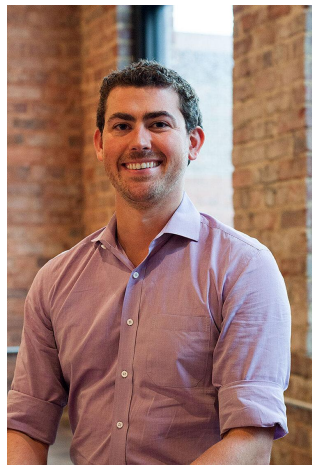


CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 3 - Team Profile

- Scoping/Kickoff - John Boone, Co-founder
- Vision Planning - Stone Ray, Lead Urban Designer
- Seed Fund Formation - Caroline Jenkins, Senior Devpt Manager
- Implementation - Hunter Renfroe, Co-founder



Hunter Renfroe
Principal

hunter@orchestra-partners.com
(205) 590-5015



John Boone
Principal

john@orchestra-partners.com
(205) 590-5015



Caroline Jenkins
Senior Development
Manager

cjenkins@orchestra-partners.com
(205) 590-5015



Stone Ray
Lead Urban Designer

sray@orchestra-partners.com
(205) 590-5015

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 4 - Project Concept

We understand that the city has three general needs as defined in the RFP, which we summarize as:

1. Strategic
2. Financial
3. Form & Function

Strategic

Milton wants this project to stand on its own as a unique amenity for the city to attract new residents, tourists, and businesses. However, the city also wants it to catalyze additional development downtown and along the Blackwater Riverfront.

We propose to treat the marina project as Phase I of a tri-phased master planning/development effort that also ensures: 1) downtown Milton's walkability is protected during FDOT's Hwy 90 bridge expansion, and 2) some regional-class amenity replaces the old county courthouse.

To that end, if selected, Orchestra would leverage its process to assemble additional properties and connect this project (and others) to the city center. These properties would be no further than a 20 minute walk from the old Santa Rosa County courthouse. Orchestra's Vision Planning process would coordinate with owners, and a new Seed Fund would close on target properties in the plan.

The Seed Fund is a uniquely inclusive approach to economic development. A local community redevelopment fund like this also sustains reliable future development in a way that one-time development of *this* site for *this* specific RFP cannot. Cities too often wait for developers to implement plans created by other companies, when there is often more risk than reward for them to do so. As a real estate developer, Orchestra is incentivized (indeed, exists solely) to implement its own plans as fast as possible.

This discussion of the importance of the Seed Fund is a good segway into the Financial goals of the city and how Orchestra intends to meet them.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 4 - Project Concept

Financial

Obviously, the city's primary financial goal with this RFP is to generate revenue on the subject properties, which comes in through a variation of taxes, permits, and fees.

Municipal revenue will increase no matter what is developed on these properties (e.g. ad valorem/property taxes at 3.2373 mills). For a marina specifically, there would also be an expansion in state-shared revenues for things like merchant taxes, fuel taxes, alcoholic beverage license taxes, cigarette taxes, and alternative fuel user decal fees, as well as increased potential for any custom home-rule taxes/fees familiar to Milton (i.e. Local Option Fuel, Electricity, Communication Services, Professional/Business, etc).

Rather than simply pitching a marina model favorable to the operator, Orchestra Partners is uniquely capable of helping maximize taxable square footage across all the subject properties. As shown later, our resume is full of projects that house high-sales-tax tenants like restaurants, bars, and general merchandising (all of which are needed in Milton). Revenue from your half-cent sales tax share with the state (already 26% of intergovernmental revenue) would increase substantially.

Orchestra Partners is an economic development partner, not just a real estate developer. Our projects bring new residents, new businesses, and new jobs to our client cities. While this translates into new utility customers and more permit fees, it also fosters a sense of progress and vibrancy that will color the changing physical landscape of downtown.

Since we have not discussed these projects with your local investors yet, we do not know what incentives they will inevitably request. In past projects, we have utilized tenant sales tax rebates, which get phased out gradually until the property owner is paying the full tax amount. We have also utilized one-time construction material sales tax rebates.

We understand the sensitivity around city expenditures, so we would try and gear "incentives" directly to related and productive exercises like our planning/fund creation fees and capital improvements to the public spaces relevant to the master development exercise. For example, instead of \$1m in cash incentives, we might advise the Seed Fund to request \$2m in streetscaping that takes place concurrently with private development.

Finally, we know how to leverage special districts to implement local change, and an Independent Community Development District might be the solution to both seeding development (TIF, grants) and extracting value from it (fees, assessments).

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 4 - Project Concept

Form & Function

When a city is trying to align strategic and financial goals in a planning exercise, downtown stakeholders will inevitably ask what it means for them. What new businesses will they have access to? What will new buildings look like? Will downtown remain walkable?

While we cannot specify exactly what would be built and where (because that requires planning), we can suggest products that should do well in Milton based on local demand and our experience.

We'll begin with the marina, since that is the top priority of this RFP. Milton has an opportunity to capitalize on its status as essentially the *only* city on the Blackwater River, and downtown's proximity to the waterfront sets it apart from other small, flood-prone cities in the South that were built off the water long ago. Moreover, Milton's quick marine access to the gulf would make it a more affordable tourist destination than marina's closer to the beach.

The best marinas do not just offer wet/dry dock space for boats. They are an aesthetic feature for waterfront towns and a tool for accessing the water itself. Marinas pair nicely with other hospitality concepts like bars, restaurants, hotels, and event venues, as well as retail components like gas stations, bait shops, seafood markets, convenience stores, bike/kayak/paddleboard rentals, etc. Further planning must be done to determine how to best use the space available, but we can say with some reasonable degree of certainty that a marina would fit and excel on Parcels 1-4.

Provided that no elements of the marina on Parcels 1-4 required additional space, Parcels 5 & 6 would be available for some other use. A Vision Plan would determine that use, and market demand seems to suggest that either a hotel or a multifamily development would succeed there. In fact, we have seen (and could replicate) projects that provided both, i.e. a "condotel" that operates as a rental when residents are away, through an on-site management system.

Most importantly, Orchestra believes that the ground floor of multi-story buildings should always improve the sidewalk experience and engage people with the structures. This ranges from active retail storefronts to Instagrammable art walls. Downtown Milton would benefit from additional bars and restaurants, which would attract more locals on nights and weekends and also discourage tourists from leaving downtown to eat/drink 30 minutes away in Pensacola, Navarre, et al.

The ground-floor experience we deliver, combined with things like municipal wayfinding and Complete Street design, would tie your buildings together in a memorable way. For this reason, we would welcome any easement that extended the Riverwalk and conveyed pedestrians from downtown to the marina and back again, especially given that we would minimize the amount of building frontage directly on the waterfront, preserving the riparian edge for environmental (and aesthetic) reasons.

We believe all of this could be accomplished using RC-1 zoning, and all of our projects would naturally be in keeping with the ideas set forth in the Downtown CRA Plan and the Riverfront Master Plan of 2013. Our track record speaks for itself in terms of our commitment to designing pedestrian-friendly spaces that reconnect the city.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details (Master Plan)

The most important aspect of our proposal is the consideration of other upcoming projects in connectivity planning. We believe that the marina project is feasible, and while it's an exciting project to consider, it is imperative that 1) Milton not allow the marina itself to develop in a bubble, and 2) use the momentum of such a project to catalyze additional development on property controlled by project allies like the city, county, and passionate local property owners.

While a more formal master planning exercise would create a better map and land use plan for the projects described above, we want to share a high-level visual of all the properties that appear to be affected by upcoming projects.



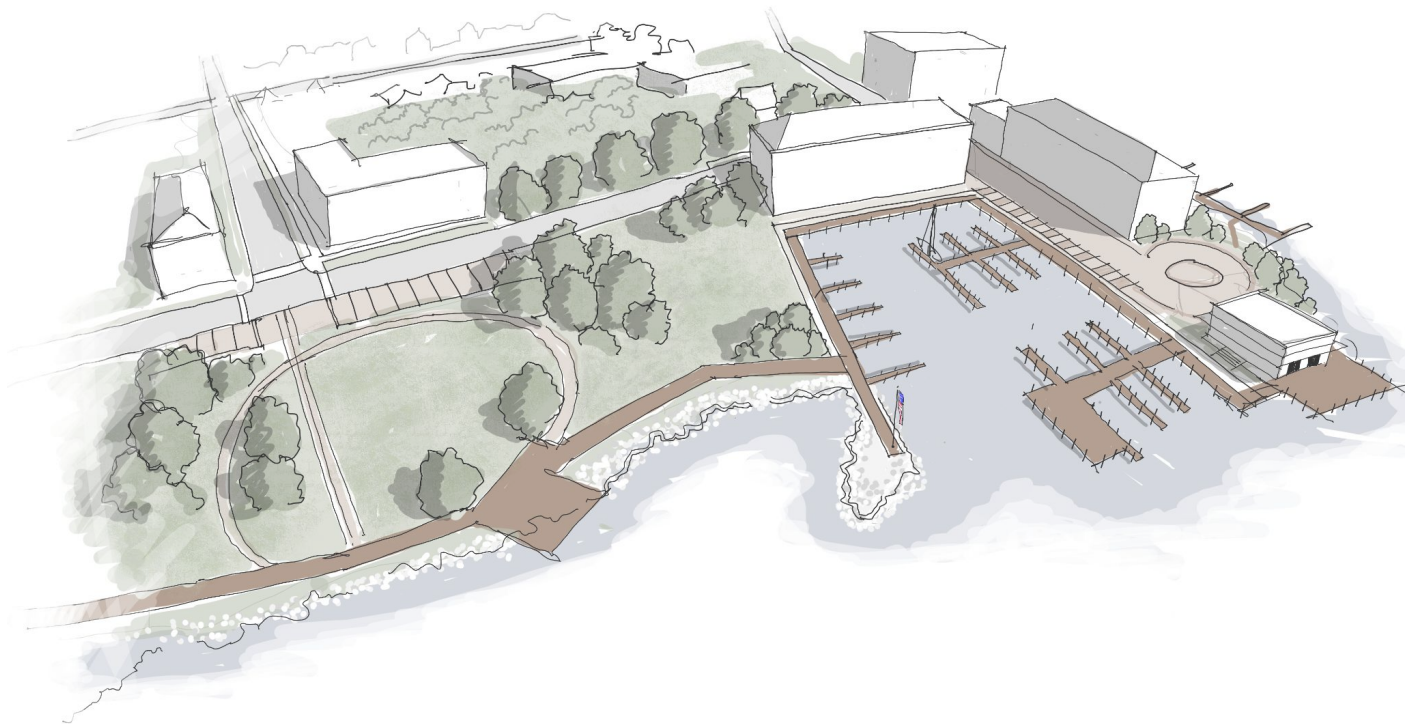
CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details (Placemaking)

Orchestra believes in building resilient places that advance local culture. In Milton, the riverfront has defined much of the local culture, and yet tourists have only recently been able to enjoy it through projects like the River Walk and Bands on the Blackwater. Orchestra's trademark in its dense, walkable urban places has always been use of outdoor space. Protecting and highlighting the natural environment is as important to us as revolutionizing the built environment. As such, we would be extra diligent in our research of how to conserve local treasures like white sand banks, mature tree canopies, and the riparian edge.

One tool for use in this endeavor is LEED ND (LEED for Neighborhood Development), which was created specifically to create more sustainable, well-connected neighborhoods while minimizing disturbance of the natural landscape.



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details

Orchestra's expertise is in mixed-use projects that activate urban spaces with public-facing amenities on private property, e.g. retail plazas, courtyards, bar patios, etc. To ensure that the marina served as an amenity for the city, we would recommend, at minimum, a full-service restaurant with bar and riverfront views be included on or around the marina property.

We have managed bars and restaurants before, but found that our core competency is in designing these spaces and partnering with seasoned hospitality professionals. Orchestra would recruit two management partners for this project: One for the marina itself and another for the on-site bar/restaurant. This would happen early so they could inform the design and construction process.

Additionally, Parcels 5 & 6 would promote dense, urban forms of housing or mixed-use development that can tie the marina and municipal corridor nearby to downtown via Broad Street and the future Riverfront park. While further planning would be required to determine the highest and best use on these sites, a multifamily or hotel project would fulfill the city's needs here and we could include any food/beverage elements that were unable to fit on the marina property.



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

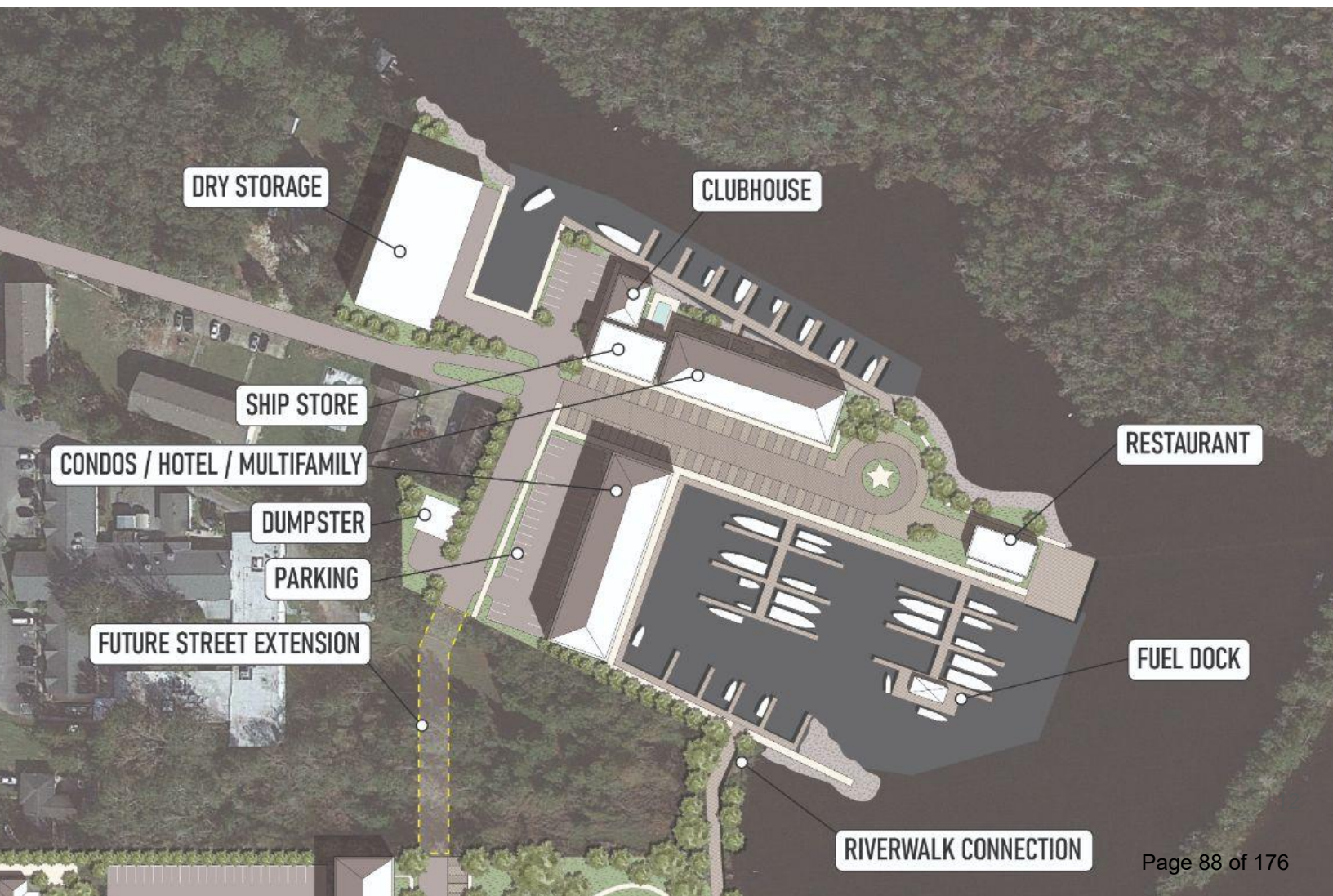
RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details (Marina)

The Marina itself is envisioned as a vibrant, mixed-use amenity for more than just boaters.

In this version, a central promenade lined with easy-to-locate parking funnels patrons to a dockside restaurant and bar overlooking the marina grounds. It also has views of downtown Milton to the South across the river. Flanked by the docks and the marina alcove are two three-story structures adequate for hotel, multifamily or condominium uses. The site should also incorporate a ship store and clubhouse for residents and marina patrons. On the rear of the property is a dry storage facility with a maintenance and marine loading bay and dumpster adjacent to overflow parking areas.

The layout of the streets and thoroughways encourage future extensions of the city's grid by aligning stub-outs towards parcels 5 & 6 and downtown Milton.



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details

The table below reflects some estimates of what we believe could be done on the properties. Further planning would be required to determine where each use goes and how large of a share each should be. Our goal now is merely to indicate what options we have based on Milton's needs and our understanding of consumer demand and good urban design.

Proposed Uses	Floors	Site(s)	Size (SF)
Condo / Multifamily (2)	3	Marina	48,000 SF
Restaurant / Bar	1	Marina	4,000 SF
Clubhouse	1	Marina	3,500 SF
Dry Storage	1	Marina	16,000 SF
Ship Store & Marina Offices	2	Marina	7,500 SF
Wet Slips	n/a	Marina	96,000 SF
City Park	n/a	Parcels 5 & 6	65,000 SF
Condo / Multifamily	3	Parcels 5 & 6	30,000 SF
Townhomes	2-3	Parcels 5 & 6	15,000 SF
Single Family	2	Parcels 5 & 6	13,500 SF

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

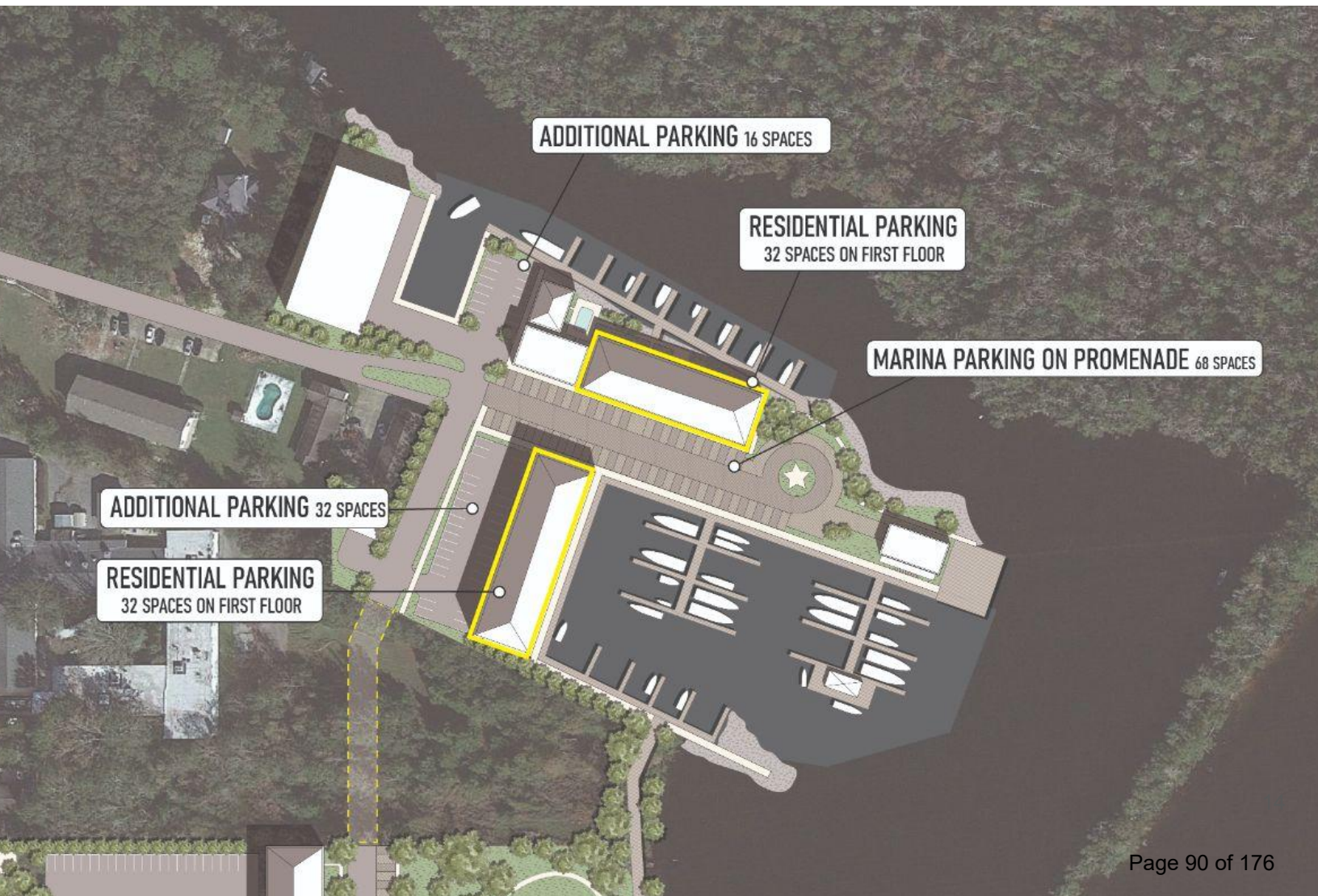
RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details (Parking Plan)

Parking for the Marina and other uses is allocated along streets, beneath buildings, or in auxiliary lots that are hidden from view. This is in an effort to provide an adequate amount of parking for a mixture of uses while also creating a pedestrian friendly and more urban experience.

Parking for residential uses can be provided in most of the first floor of new buildings, unless that ground floor is facing a highly-trafficked pedestrian area, in which case we would prefer to activate it with some sort of retail use.

Orchestra's maximization of pedestrian space usually requires a parking modification of some kind, so while we will try and park the zoned requirement of cars on the property, we do not want to cover the available footprint with asphalt at the expense of leasable space and the pedestrian experience.



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

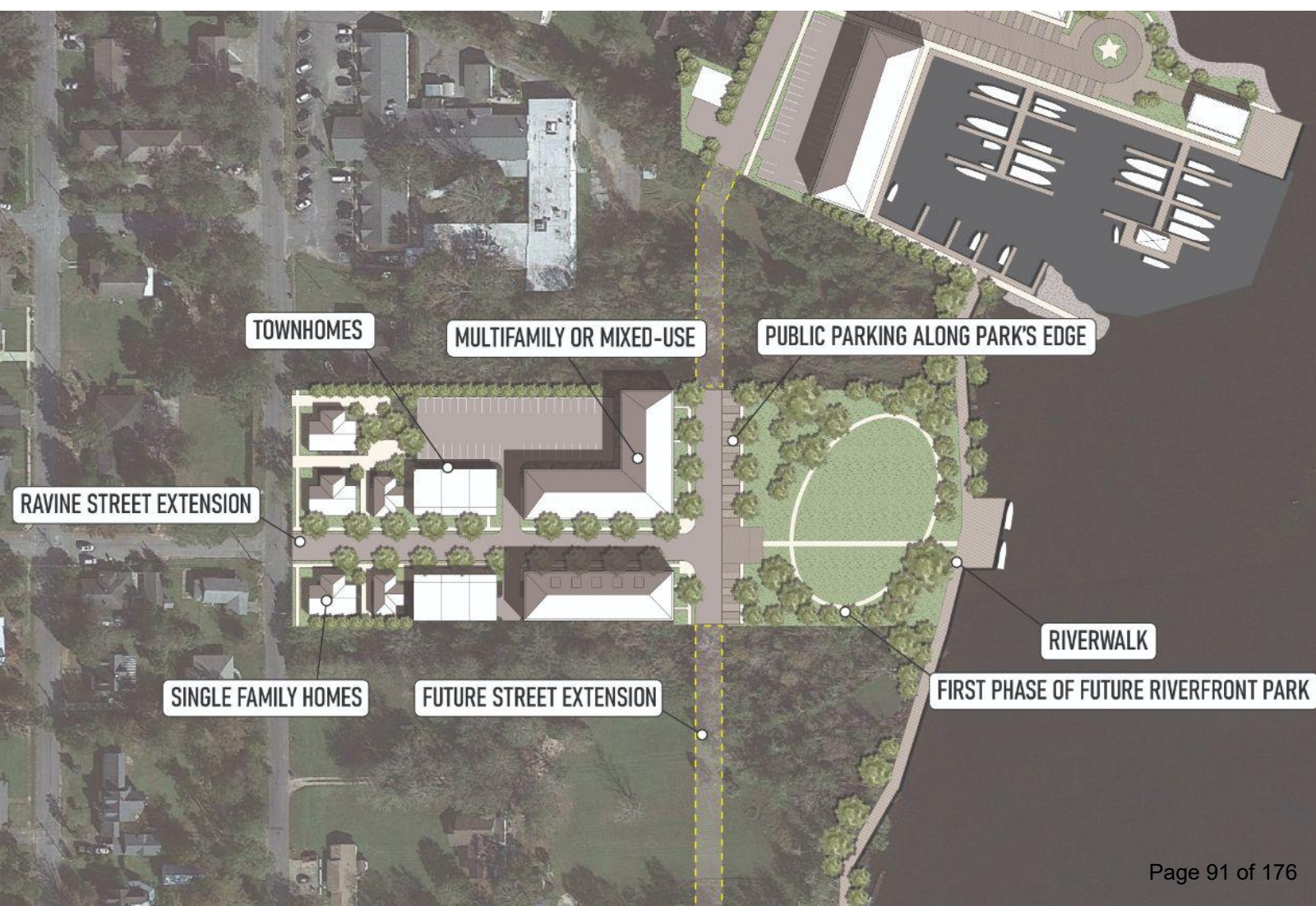
RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details (The Connection)

Parcels Five and Six would set a precedent for future redevelopment between Broad Street and the river's edge, with special attention to extensions of the city's grid to create walkable streets and disperse traffic. The proposed design for these parcels extend Ravine Street to the East and connect to a future street that fronts a riverfront park from the Marina all the way to Downtown Milton.

The parcels and the surrounding area should be mixed, though housing or live-work components seem to work here best. The west side of Broad Street can retain its single family character, while density gradually steps up towards the park frontage with townhomes or multifamily.

A dense connection like this can bridge the marina and downtown nodes, and ensure that pedestrians walking along Broad or a riverfront trail do not turnaround before getting to the marina.



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 6 - Past Performance

Orchestra Partners has developed half a million square feet of bar, restaurant, retail, residential, and office space. Below are some PPPs and mixed-use projects relevant to this proposal.

Public-Private Projects	Completed	Size	Cost	Structure
Powell Steam Plant	Ongoing	80,000 SF	N/A	N/A
Urban Supply	Ongoing	140,000 SF	N/A	N/A

Mixed Use Projects	Completed	Size	Cost	Structure
Founders Station	2018	60,000 SF	\$13m	Debt
Printers Corner	2019	30,000 SF	\$1.9m	Debt
Mercantile on Morris	2021	40,000 SF	\$15.5m	Equity, Debt
The Frank	2022	100,000 SF	\$40.6m	HTC, Equity, Debt

We also have two municipal planning clients that are moving into the Fund Formation stage. Both of these planning projects were for waterfronts.

Our first was the Town Creek corridor in Jasper AL, where we designed an extension of an existing urban trail through downtown (along the creek) and encouraged the local Main Street program to put adjacent properties under contract for future development via the Seed Fund (several are tied up now).

The second planning project was in Phenix City AL. They asked for a proposal on a city-owned property downtown. We encouraged the city to expand the scope to the entire downtown riverfront (see Pg 4) to promote catalytic development elsewhere.

Perhaps the best example of our full process from start to finish has been on Morris Ave in downtown Birmingham AL, where we used an early, rudimentary version of Vision Planning to lay the framework for over 100,000 SF of mixed-use development. The next page shows the scale of additional development that followed Orchestra projects.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 6 - Past Performance (Morris Avenue)

- Orchestra Projects (\$70m+ total investment)
- Other projects that followed after Orchestra's announcements/completions (\$50m)



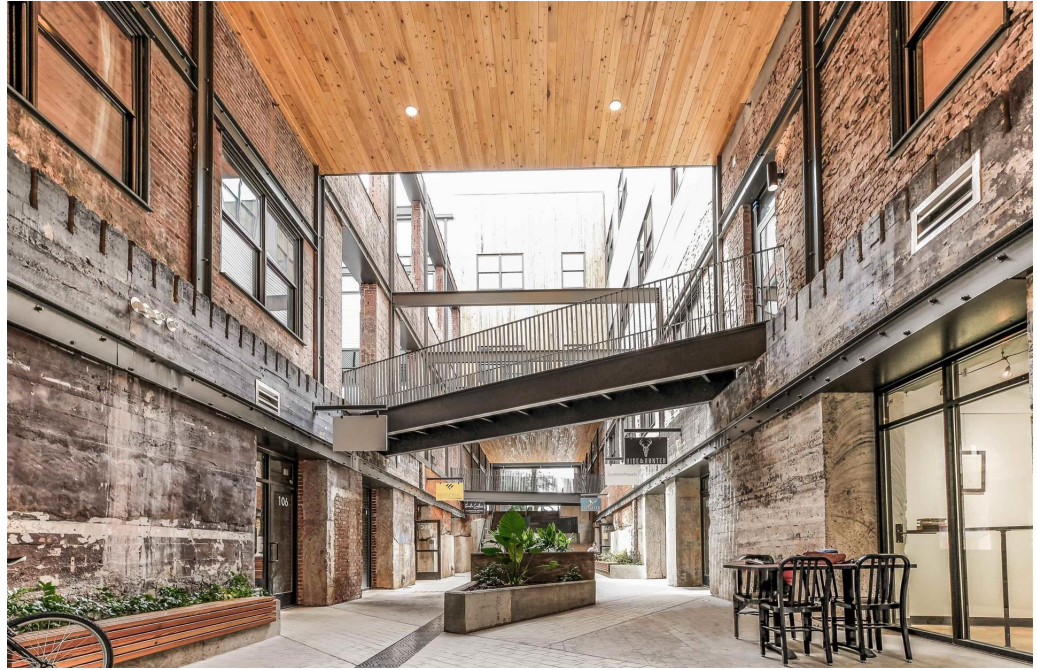
CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 6 - Past Performance (Outdoor Urban Spaces)



Five Points Lane



Mercantile on Morris



Founders Station



Powell Steam Plan (ongoing)

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 7 - Feasibility (Vision Planning)

As mentioned before, Orchestra Partners combines all three aspects of sustainable real estate development into one process: 1) Planning, 2) Capital, and 3) Implementation. Since the financial sections of this RFP will deal with Step 2 of our process, it would be helpful to dig a little deeper into Step 1 first.

If selected, the first thing Orchestra would do is work with the city on scoping a Vision Plan and identifying key stakeholders to be a part of the planning committee. This strategic redevelopment plan basically picks up where conventional planners tend to leave off, and uses existing documents (like the 2013 Riverfront Plan) as a framework for proposing specific building-to-building connectivity for a seamless, urban experience.

The planning timeline is between 4-5 months, during which time we would also want to incorporate the other two upcoming projects, meaning Milton could get close to 3x the planning power in one swift motion. The proposed area of study is featured below, which connects the marina project to downtown via one contiguous riverfront corridor. This could be expanded to include areas featured in previous plans.



Conceptual Proposal of a Vision Plan Boundary

The final Vision Plan ensures that future developers unaffiliated with the Seed Fund do not design something outside the plan. It also serves as an investor prospectus for recruiting capital for implementation.

Vision Planning extracts the full potential of any downtown area by proposing specific uses on specific pieces of property, essentially acting like a portfolio of affiliated site plans with rough financials and phased deliveries.

The plan is intended to be actionable, not merely informative.

The 6 Steps of Vision Planning:

- Identification of Stakeholders
- Scheduling Charrette
- Preliminary Analysis & Materials Prep
- Orchestra On-Site Charrette
- Plan Revision
- Final Vision Plan Presentation

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 7 - Feasibility (Vision Planning)

Vision Planning may include any variation of the following categories, depending on the city's needs:

- **Principles in Urban Design**
 - Client and stakeholder education
 - Historical analysis of the city
 - Precedent collection
- **Economic**
 - Trade area demand analysis
 - Underutilized property analysis
 - Infill/Redevelopment opportunities
 - Trail route recommendations
 - Asset mapping
 - Parking, transit, and/or walkability analysis
- **Promotional**
 - Create a redevelopment narrative for future use
 - Placemaking and activation ideas
 - Identify target consumer(s) based on programming recommendations
- **Overall Design**
 - Collaborative visioning
 - Urban space correction
 - Parking distribution
 - Street grid analysis
 - Site programming recommendations
 - Gateway and streetscape connections
 - Greenspace amplification



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 7 - Feasibility (Marina)

Since the scale of the master development described in this proposal could occur on different parcels and in different forms, we cannot provide detailed financial feasibility in this response. There are simply too many unknowns, and to provide an estimate of total project costs, returns, phases, etc. would risk setting the wrong expectations.

However, what we can provide is evidence that the ideas we've proposed are more than feasible and that we possess the skills and fundraising experience necessary to execute.

First, with regard to feasibility, we believe that a marina could be financed on Parcels 1-4. Keeping in mind that further analysis of the site and its default conditions (including environmental restrictions) could alter the scale of a marina project, we know two things for certain: 1) a marina existing on that property before, so it's definitely allowed, and 2) market realities suggest that finding a willing operator will not be difficult.

Of the ~10,000 marinas in the US, less than 90 are for sale and only three of those are within 250 miles of Milton FL. The amount of waterfront in that range suggests demand for marina space in your region is very high. One of these is an 11 acre sub-development opportunity in SweetBay, on the site of the old Bay County Airport in Panama City FL. In a situation similar to the one Orchestra is proposing, a master developer of the full 700 acres has gotten all the requisite plans and permits ready for a marina operator to walk into a turn-key project.

Using their sale price, this 4 acre marina site would only cost less than \$1.25m, well within the budget of serious marina operators who appreciate the opportunity. Moreover, in keeping with the spirit of our local-driven model, we would prefer to first solicit interest from residents or frequent visitors and mutual lovers of Milton.

With the understanding that a marina project of some size is feasible, we can now elaborate on Orchestra's ability to leverage its fundraising and capital structuring expertise in the implementation of a marina project featured in a Vision Plan. We will do this by first describing the Seed Fund, and then through the financial review of a large mixed-use project we just completed in Birmingham.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

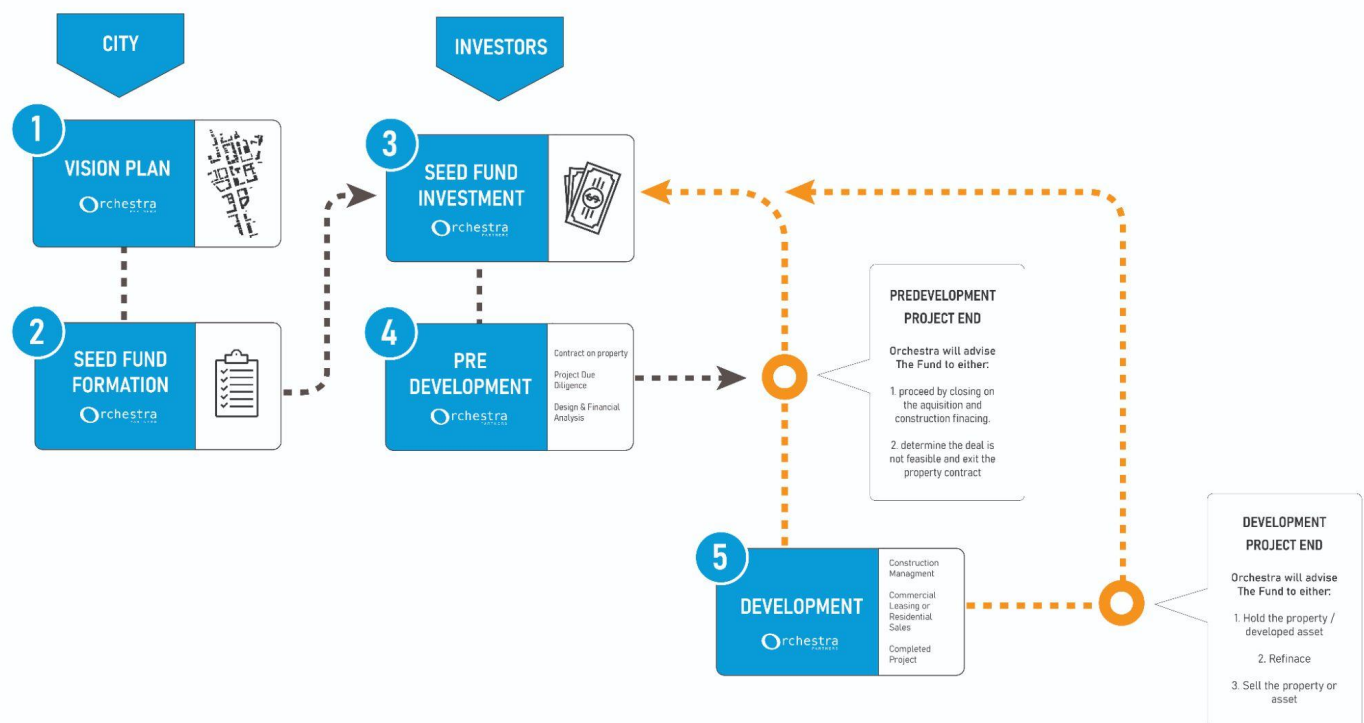
SECTION 7 - Feasibility (Seed Fund)

The Seed Fund is the second step in the process. This community redevelopment fund is the platform for aligning private investors with your city's goals and beginning pre-development on projects proposed in the Vision Plan instead of waiting years for developers.

Fund Formation is an iterative process that Orchestra starts directly with potential Seed Fund investors in the Client's city during Vision Planning. Orchestra manages the drafting of all legal documents required to form the fund and receive the necessary investment commitments. Orchestra then converts interested investors to documented Seed Fund investors, and acts as Fund Manager responsible for recommending and executing projects to the investors.

By engaging with Orchestra Partners on Fund Formation, Milton will fill the gap between planning and action by kickstarting pre-development work on the Vision Plan. The city will stay involved through investor meetings to ensure alignment between all. If/when the Seed Fund is created, the fund will reimburse the city for the initial Fund Formation fee.

Note: *The Fund will not be formed if the minimum investment commitments are not received within 12 weeks after the completion of the Vision Plan.*



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 7 - Feasibility (Pre-Development Costs)

Pre-development costs and timing are the primary reason why so few plans are implemented the way they were envisioned. Developers take on a significant financial risk to analyze an opportunity before committing to it, so they rarely approach projects that don't fit their model perfectly.

Pre-development activities usually include the following (in general order):

- Property contract/Earnest money (1-5% of price)
- Survey (\$2-3k)
- Title/Legal Work (~1% of price)
- Environmental: Phase I (\$1k-5k), Phase II (\$5k-10k), etc.
- Zoning, Permitting, and other Entitlements (\$time + \$1k legal + filing fees)
- Architectural: site plan (\$1k-5k), floor plans (\$1k-5k), etc.
- Engineering: civil (\$1k-3k), structural (\$1k-3k), etc.
- Construction bidding (\$time)
- Pre-leasing (\$time + \$1k marketing)
- Financial/PreForma™/ProForma (\$time)
- Term sheet review and selection (\$time)
- Insurance (\$1k-3k per million dollars of coverage)
- Closing (1-5% of price + broker fees 3-6% of price)

All of this can be completed in roughly 90-120 days, but assumes the developer has 1) cash to pay for these costs, and 2) equity ready to close on a construction-to-perm loan (usually 75-80% LTV). As you can see from the list, pre-development would cost a developer a minimum of \$40,000 on a \$1m property before even closing on it.

Once they did close, they would be forced to stay within the construction budget under the loan terms. Below are some \$/sf ranges for construction we would anticipate for a mixed-use marina project:

- Restaurant: \$100-1,000/SF
- Bar (no kitchen): \$100-500/SF
- Marina:
 - \$100k-250k/slip
 - \$1k-10k/linear foot (usually the lower end)
- Hotel:
 - \$100k-200k/key
 - \$300-500/SF
- Office space (from shell): \$75-100/SF
- Retail space (from shell): \$25-75/SF
- Residential building: \$200-500/SF

These are ranges pulled from the market and our own experience. For the most part, soft costs are not included, meaning that a developer's costs would be even higher.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 7 - Feasibility (Capability)

Orchestra Partners is a developer with the expertise to source the capital needed to undertake multi-million dollar projects. Orchestra has sourced traditional equity, opportunity zone equity, bridge loans, construction loans, federal historic tax credits, state historic tax credits, CMBS, and sales tax incentives.

The Frank is a 100 year old former office building undergoing an extensive renovation. The result will be 180 new multi-family units in downtown Birmingham along with over 10,000 SF of renovated ground floor retail. This 100,000 SF building was a monstrous undertaking, especially when juggling various lenders and historic tax credits. Orchestra raised \$4.1M of equity for the project and leveraged that with a \$27M construction loan and \$9.3M in historic tax credits.

This is a project that other experienced multi-family developers said could not be done profitably due to its odd floor layout and deteriorating condition. Orchestra redesigned the building to maximize floor space, while maintaining the integrity of the historic elements and the sidewalk experience.

The Frank Capital Stack

Construction Loan	\$ 27,000,000
State Historic Tax Credit Bridge Loan	\$ 4,500,000
Federal Historic Tax Credit Bridge Loan	\$ 3,512,401
Federal Historic Tax Credit Equity (First tranche)	\$ 1,353,450
Owner Equity	\$ 3,639,289
Investor Member Equity	\$ 500,000
Managing Member Equity	\$ 55,556
Total Sources	\$ 40,560,696

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 8 - Financial Returns to the City

Pre-development and wildly fluctuating construction costs deter developers from smaller markets, because the customized approach exposes them to unknowns (i.e. risk.). This is why the Seed Fund is so critical to reliable implementation of projects in the Vision Plan.

Local investors possess a deep understanding of the market, have excellent regional banking relationships, and are more than willing to invest in pre-development for a project on which they are already planning to close. A healthy Seed Fund could even buy and hold property, preserving valuable assets from predatory developers who might otherwise build a Dollar Store or self-storage in the heart of downtown.

The reason ROI on those types of projects is so high is because they are cheap to build and leases with these “credit tenants” make projects easier to finance (saving time). While more attractive amenities are objectively better for the urban experience, they are also more expensive to build.

Further analysis and fund creation would determine whether the Seed Fund should purchase the property or ground-lease it for whatever period of time a bank would consider sufficient control. Until then, the City of Milton should decide its own expectations for such a transaction. Would it prefer a cash sale now at peak valuation, or receive ground-lease revenue for the next 50 years? If the latter, does the city simply want to cover the property’s debt service? Would the lease be a flat fee per month, or gross payments on tenant receivables?

As stated in the introductory financial section, municipal revenue will increase no matter what is developed on these properties. However, we believe that our ability to deliver a diverse range of products would allow us to craft the ideal master development plan that provided new amenities to Milton and maximized taxable square footage for the city. We are not simply pitching a marina, we are proposing a variety of dense, urban uses across the properties in this RFP, future RFPs, and both public and private property not even being considered for development right now.

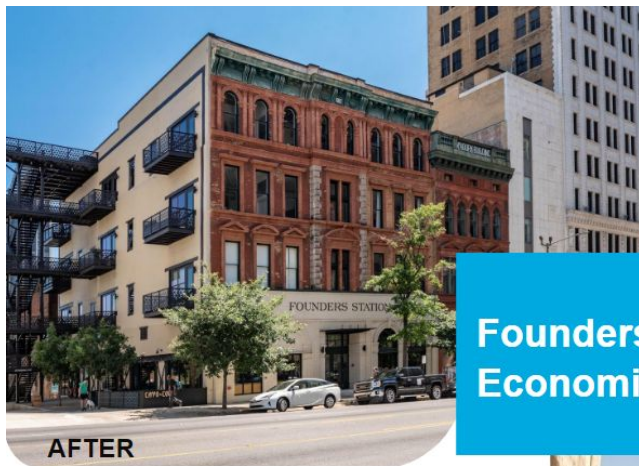
While we cannot estimate the new revenue to Milton for a project that hasn’t been planned yet, we can share some examples of tax revenue increases in our other mixed-use projects, two of which are on the next page.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

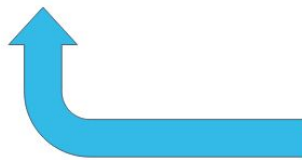
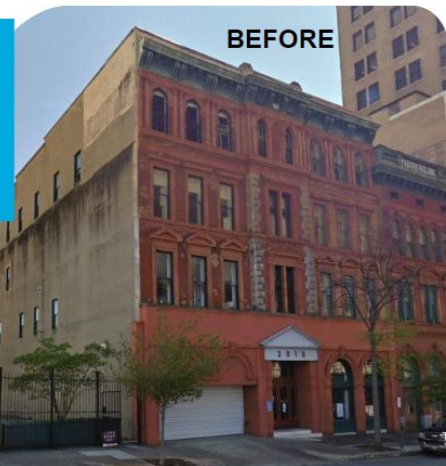
SECTION 8 - Financial Returns to the City

Orchestra Partners has a track record of delivering high-quality projects that create new jobs, expand the city's tax base, and catalyze additional development. For example, we've redeveloped 150,000+ square feet along Morris Avenue over the past five years.



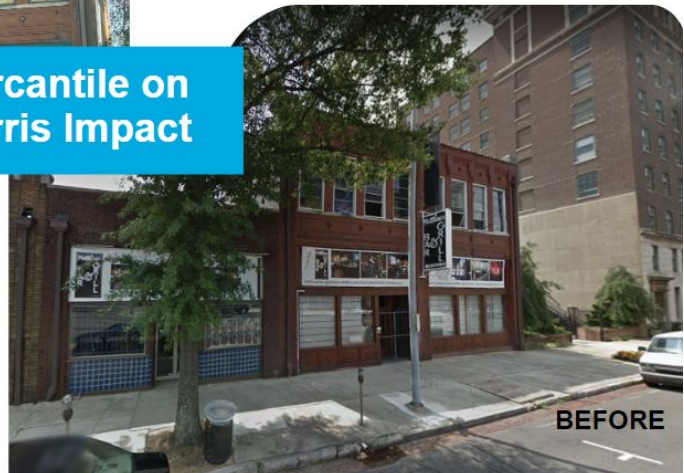
Total Project Cost: \$13m
New Businesses Opened: 5
New Jobs Created: ~50
New 10-yr Sales Tax to City: \$3.8m

Founders Station Economic Impact



Total Project Cost: \$15.5m
New Businesses Opened: 10
New Jobs Created: ~30
New 10-yr Sales Tax to City: \$4.1m

Mercantile on Morris Impact



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

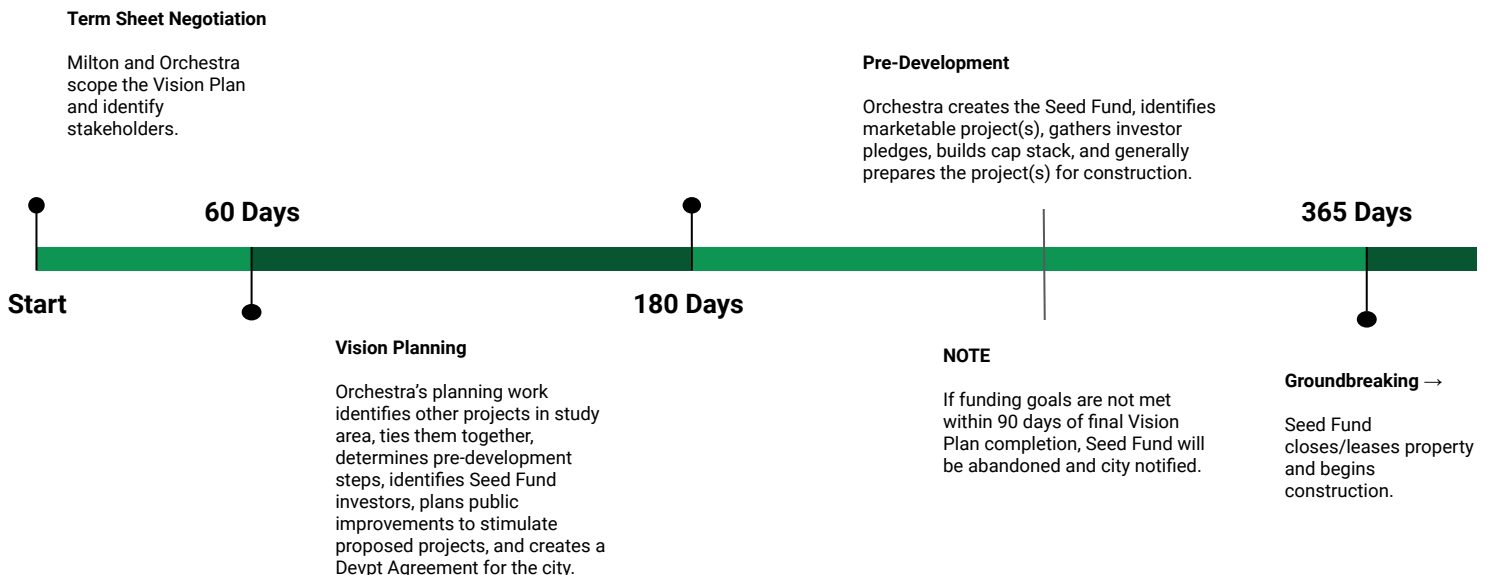
SECTION 9 - Benchmark Requirements

If selected, the first thing Orchestra would do is meet with the city to 1) create a scope for Vision Planning, 2) identify local stakeholders to participate in the planning process, 3) identify potential investors in the Seed Fund, and 4) decide how to incorporate future projects relevant to downtown.

This dialogue would help create the Initial Term Sheet within the 60 day timeframe. Orchestra would begin Vision Planning immediately after that, and deliver the final plan within four months.

Our process is set up to break ground within a year of beginning a Vision Plan, primarily because we do not want the Seed Fund to hold property longer than it has to. Even considering unexpected delays, the fund should be able to start construction within the two years allowed in this RFP (including extensions). As such, we would feel comfortable signing a Performance Bond on behalf of the Seed Fund.

Below is a summary of the timeline:



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 9 - Benchmark Requirements

Vision Plan Deliverables:

Vision Planning utilizes a time-bound event (the charrette) to extract a unique set of urban design ideas from the client and other downtown stakeholders, which Orchestra uses to create a cohesive land/property use plan for downtown.

The steps are:

1. Identification of Stakeholders
2. Scheduling Charrette with Stakeholders & Prepping Materials
3. Orchestra On-Site Charrette
4. Charrette Analysis & Vision Plan Creation
5. Final Vision Plan Presentation

Fund Formation Deliverables:

Once the plan is created, Orchestra will create a Seed Fund that will act as implementation capital for the Vision Plan. Members of this Seed Fund may include local and regional HNWS, redevelopment agencies/authorities, non-profits, corporations, etc.

Orchestra anticipates the following deliverables:

1. Legal Documents Necessary to Form the Fund
2. Scope of Work for Fund Management
3. Closed Investor Commitments, if applicable

FEE SCHEDULE

Orchestra Vision Planning Fee:	\$30,000
Seed Fund Formation Fee:	\$35,000
Total Planning & Fund Formation Fees:	\$65,000

***Note: If Fund Formation is successful, Client will be fully reimbursed by Fund**

All fees are paid 50% upon mutual execution of an agreement and 50% upon completion. Seed Fund Formation fee is to be paid 50% upon mutual execution of this proposal and 50% upon the earlier of i) the legal formation of the Fund and execution of all investor commitments, or ii) 10 weeks following the completion of the Vision Plan deliverable. All additional third party expenses are to be approved by Client prior to the engagement of a third party. Examples of potential third party expenses include legal fees for fund formation, environmental report, structural report, architect's site plan, or Historic Tax Credit application and consulting fees. Although these expenses may enhance the accuracy of Orchestra's services provided, none are required for Orchestra to complete the Vision Plan.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

Closing Statement

The next several decades of growth in downtown Milton will be decided in the next several years.

This RFP and two upcoming projects (FDOT bridge expansion and the old courthouse) are just the public projects we know about today. Orchestra's Vision Planning process would uncover additional public (and private) properties that can be included in a downtown master development plan that we could implement as fast as the Seed Fund wanted.

While there is tremendous opportunity on Milton's horizon, there is also danger. A marina can be an public amenity or simply a gas station; the latter would not accomplish the goals of the 2013 Riverfront Plan. A poorly planned highway expansion through the middle of downtown would completely disrupt pedestrian/bike movement and make the corridor feel more like an interstate exit than a historic entertainment district. We don't have to elaborate on how disastrous a subpar redevelopment of the old courthouse in the heart of downtown would be.

Orchestra Partners wants to plan all these projects (and more) for implementation over 1, 3, 6, and 10 year phases, making Milton a premier gulf coast destination for new residents, growing businesses, and adventurous tourists. The sprawl of coastal cities has destroyed most of the charm their downtowns had at one time. Milton, with its historic Main Street directly on the banks of a pristine watershed, can fill that void and protect its brand with smart planning and locally-controlled execution.

Sincerely,

John Boone, Co-founder

Below are a few of our current public-private partners, who can provide first hand accounts of our passionate and creative planning and redevelopment expertise:

Martin Gordon
SVP, Corporate and Administrative Services
Alabama Power Company
ggmartin@southernco.com
(205) 257-0522

Shaun Culligan
Economic Development Manager
City of Phenix City
sculligan@phenixcityal.us
(334) 448-2857

Alex Flachsbarth
President & CEO
Opportunity Alabama
alex@opportunityalabama.com
(205) 319-6688



Your City's Future Starts Now

**A VISION WITHOUT IMPLEMENTATION
IS A DREAM. YOU NEED A
PARTNER WHO CAN
MAKE YOUR DREAM A REALITY.**

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

APPENDIX

Team Member Resumes:

- Hunter Renfroe
- John Boone
- Caroline Jenkins
- Stone Ray

SUMMARY

I am a passionate, experienced business leader with a vision for using real estate as a tool to bring people together. Growing up in Birmingham, Alabama, I learned first-hand how infrastructure was used as a tool to divide people and cultures. The legacy of institutionalized segregation has left a lasting impact on communities across the country. Working and learning in my hometown, I've found that carefully planned and executed development can circumvent those divisions and reunite people, creating vibrant city centers with a diverse population that better represents the surrounding community. I hope to bring this approach to small towns and cities across the country.

EXPERIENCE

ORCHESTRA PARTNERS

Real Estate Development and Consulting

Co-Founder & Principal

Birmingham, AL
2015–

MAESTRO MAINTENANCE MANAGEMENT

Building Services

Founder

Birmingham, AL
2015–

STAX, INC.

Private Equity Consulting

Business Development Summer Intern

Boston, MA
Summer 2014

E. A. RENFROE & COMPANY

Temporary Staffing and Insurance Claims Services

Vice President

Birmingham, AL
2010–2013

ROBINS & MORTON

National General Contracting and Construction Management

Field Engineer

Birmingham, AL
2007-2010

EDUCATION

BOSTON UNIVERSITY GRADUATE SCHOOL OF MANAGEMENT

Master of Business Administration, May 2015

Boston, MA

UNIVERSITY OF ALABAMA AT BIRMINGHAM

Master of Science, Civil Engineering and Construction Management, May 2010

Birmingham, AL

BIRMINGHAM-SOUTHERN COLLEGE

Bachelor of Science, Physics, May 2008

Bachelor of Science, Business Administration, January 2008

Birmingham, AL

John Boone

2030 Highland Ave S • Birmingham, AL 35205
205-441-6565 • jwileyboone@gmail.com

Summary

Experienced real estate developer, project manager, and neighborhood engagement specialist seeking membership on boards, committees, panels, etc. relating to master planning, community development, urban design, public/private partnerships, walkability, mass transit, adaptive/mixed-reuse, historic buildings, urban art, and strengthening of neighborhood associations.

Professional Experience

Co-Founder & Principal

October 2015 – Present

Orchestra Partners – Birmingham, AL

Orchestra is a real estate company focused on redeveloping blighted parts of Birmingham and investing in a healthy, urban core with walkable retail accessible to all by a robust transit system. We are engaged in communities from Ensley to Avondale to Five Points South.

Development Analyst

September 2012 – February 2016

CSUSA/Red Apple Development – Fort Lauderdale, FL

Responsible for site-selection and project management of over 30 schools in 7 different states for one of the largest education facility developers in the nation. I worked with governing boards on long-range community planning and guided schools from concept to approval and then through construction.

Senior Analyst

April 2011 – September 2012

Ipree Holdings, LLC – Washington, D.C.

Ipree is a capital markets research hub specializing in buy-side investor relations. I was the client point-of-contact for a portfolio of investment banks and corporate IR teams.

Prior to April 2011

- **Research Assistant:** *Woodrow Wilson International Center for Scholars*
- **Research Fellowship:** *University of Alabama at Birmingham*
- **Director of Community Relations:** *Shelby Humane Society*

Education

M.A. in History: University of Alabama at Birmingham

Aug 2008 - May 2010

B.A. in History: Birmingham-Southern College

Aug 2002 - May 2006

Awards and Extracurricular

Big Brothers Big Sisters of Greater Birmingham, 2017-Present

Five Points Alliance (Merchant Association), Vice President, 2017-Present

Phi Alpha Theta (Honor Society), President, 2008-2010

Graduate Student Association, Department Representative, 2008-2010

Sigma Nu, President, 2002-2006

Eagle Scout, 2002

Caroline Hatley Jenkins

caroline.h.jenkins@gmail.com · 865-386-5214 · linkedin.com/in/carolinejenkins
609 19th Ct. S. Birmingham, AL 35205

EDUCATION

Georgetown University, School of Continuing Studies
Masters of Professional Studies in Real Estate Finance

May 2021 - May 2023

Samford University, Brock School of Business

Bachelors of Science in Business Administration in Marketing and Management

August 2012 - May 2016

WORK EXPERIENCE

Orchestra Partners | Birmingham, AL | www.orchestra-partners.com

Senior Development Manager

July 2022 - Present

- Manages Orchestra's pre-development team to progress clients through the sales pipeline providing the following services: Vision Plan, Fund Formation, Pre-Development, and Development.
- Uses business development skills to secure client engagements in Fund Formation, Pre-Development, and Development while also pitching mission and product to cities, partners, and investors.
- Forms \$1.5-\$2M real estate equity funds by pitching to investors and managing legal document formation.
- Advises and participates in work-sessions to create impactful solutions to complex problems related to subject expertise in residential condos, commercial leasing, strategic communications, consumer client strategy, and community engagement.

Development Manager

May 2021 - July 2022

- Managed and directed development activities for the overall vision, design, financing, construction, marketing, and leasing of mixed-use development projects. Managed several development projects totalling \$93.7M of project costs over 294,000 SF.
- Performed site visits and attended construction progress inspections alongside architects, engineers, and contractors.
- Managed development pro formas to ensure financial success from inception through stabilization. Made financial decisions regarding design, change orders, vendor hiring / firing, lease terms, and sales prices.

Senior Development Associate

September 2020 – May 2021

- Became project owner and delegated work among team members to successfully execute on all elements of a development project.
- Lead leasing and sales initiatives during covid-19 pandemic to successfully sell \$10.4M of residential condos and lease 8,400 SF of commercial space at Mercantile on Morris to qualify for a refinance.
- Partnered with City of Birmingham, local stakeholders, and nonprofits to gather input and support for development projects.
- Created monthly investor reports that summarize success metrics and financial standing on developments.
- Identified inefficiencies and roadblocks within activities and processes to improve overall company processes.

Development Associate

September 2018 - September 2020

- Coordinated development activities for adaptive reuse projects in the city center by assisting with the overall vision, design, financing, construction and marketing of the project.
- Assisted with relationships and meetings with external project teams including architects, general contractors, marketing agencies, brokers, attorneys and city officials.
- Drafted and administered budgets for all phases of the project including due diligence, design, construction and stabilization.

LHP Development, LLC | Knoxville, TN | www.lhp.net

Development Analyst

September 2016 – September 2018

- Primary responsibility was to provide financial analysis for projects involving the acquisition and renovation of subsidized housing using financing tools such as low-income housing tax credits, tax-exempt bonds, and HUD-insured loan programs. Prepared a grant application for the National Housing Trust Fund and was awarded \$750,000 towards the development.

INDUSTRY QUALIFICATIONS & AWARDS

- ICSC Mary Lou Fiala Fellow (2022-2023)
- Birmingham Business Journal's NextGenBHM in Real Estate and Construction (2021)
- CREW Member (2021-Present) & Birmingham CREW Guest Speaker (Sept. 2021)
- ICSC Member (2022-Present)
- AMD Birmingham "Women Making Waves" Award (2021)
- AL Center for Real Estate (ACRE) Podcast Guest Episode 90 (2021)
- Alabama Main Street Conference Panel Speaker (Fall 2021)
- Alabama Real Estate Salesperson License (2020- Present)
- Brock School of Business Real Estate Foundations Guest Lecturer (2020-Present)
- Birmingham Business Journal's Rising Star of Real Estate (2019)

EDUCATION

Bachelor of Architecture, Auburn University CAD/C August 2015 — May 2020.

- Study Abroad — Rome, Italy. Spring 2018
- Study Abroad — Tokyo, Japan. Spring 2020

EXPERIENCE & ACHIEVEMENTS

Orchestra Partners | Birmingham, AL

Lead Urban Designer

July 2022 - Present

Leads Orchestra Partners' Pre-development Vision Planning process through thought leadership, education, and practice of transformative urban design initiatives that aim to redevelop urban centers or underutilized sites in American cities. In this role, clients and other stakeholders are aligned around a single vision that spurs implementation of new development projects.

Senior Development Associate

January 2022 - July 2022

Managed various small to medium sized redevelopment projects in Birmingham and delegated tasks associated with completing the project milestones related to design, financing, construction, marketing and leasing.

Development Associate

August 2020 - January 2022

Communicated creative design and completed associated development tasks for a variety of real estate projects in Birmingham. Project tasks included client management, conceptual design, project budgeting, commercial pre-leasing and marketing.

DPZ CoDesign (Duany Plater-Zyberk & co.) | Miami, FL

Intern Town Planner

Summer 2019

Improved affordable housing research and design concepts for modular and manufactured home products and developed a new master plan for Oxford Farms, an 18 acre mixed-use development project in Oxford, MS.

Spire / Alagasco Student Design Competition – 3rd Place.

2018

3rd place from 63 design proposals for a mixed-use housing and retail project in downtown Chattanooga, TN. Project strengths included challenging existing zoning regulations to restore a more granular urban fabric onto a large parcel and a diversity of building masses that gave precise attention to connected public spaces.

Alabama Concrete Masonry Association Student Design Competition – 3rd Place.

2017

3rd place from 27 design proposals for a mixed-use building in downtown Auburn, AL. Project strengths included challenging existing building height legislation and material codes to allow a unique office + hotel program at the City's most important intersection.

QUALIFICATIONS

Accredited member of the Congress for The New Urbanism (CNU-A). CNU-Accreditation is achieved through the successful completion of exams administered by the University of Miami School of Architecture. Accredited CNU Members demonstrate an in-depth knowledge of, and commitment to, the theory and practice of New Urbanism.

SKILLS

- Adobe Suite [photoshop, indesign, illustrator]
- Microsoft Office
- AutoCAD
- Hand drawing, rendering, model building
- SketchUp
- Urban Design
- Public Speaking
- Principles of New Urbanism
- Zoning Interpretation and analysis
- Expertise in urban, architectural history
- Problem solving
- Project Management



Agenda Item # 2022-287

JB Turner Historical Marker Production Update

MEETING DATE

September 6, 2022

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

City staff, upon approval by the City Council in late 2021, has been communicating with Sewah Studios out of Ohio for the production of a historic marker about the former JB Turner school. This marker, upon production and delivery, will be installed at the northeast corner of Mary Street and Walker Street. A rendering of the sign as it has been approved by City Council and provided to Sewah Studios, is attached.

SUMMARY

City staff has continued to communicate with Sewah Studios regarding the production of the JB Turner Historical Marker, which is proposed to be 33" x 43" in size. Numerous communications have been exchanged in the past few months regarding the expected completion date of the sign design by Sewah Studios, including the custom artwork renderings included on the sign above the proposed text. As of the latest conversation with Sewah Studios, they are expecting that the sign may not be completed and delivered until late fall due to a queue of 24 weeks. At the request of the City Council, staff has obtained an additional quote for the construction of the sign from Marcoza Castings, who is working on the proposed Lumberton Incident marker. Their quote is attached for review, and is applicable for a 30" x 30" sign. The quote received from Sewah totals \$2,720.00. The C.O.W. moved the item forward to Executive Committee, with the understanding that staff will work with Mr. Brewton on acquiring some additional quotes from sign manufacturers. Those requests for additional quotes have been submitted by staff, and we are awaiting responses.

RECOMMENDATION

Staff will provide quotes to the City Council upon receipt, and looks for input from the Council as to how to proceed with the production of the sign.

ATTACHMENTS

1. JB Turner School Historical Marker Quote Marcoza
2. JBTURNER08082022-Comp3

From: Ron Foglia <ron@marcozacastings.com>
Sent: Tuesday, August 9, 2022 2:54 PM
To: Tim Milstead
Subject: Re: JB Turner School Historical Marker
Attachments: JBTURNER08082022-Comp2.pdf; JBTURNER08082022-Comp3.pdf;
UNESCO Mobile
AL.jpg

WARNING: The sender of this email could not be validated and may not match the person in the "From" field.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Tim,

Attached are a couple of layouts of your plaque. Please proof the copy and let me know if there are any revisions to the copy, logo, or layout.

The art department indicated that 30 x 24 this is the smallest size plaque where you could use upper and lower case letters. I have also included a 30 x 30 layout that allows a little more room for the copy, larger font, and easier reading from a distance.

The 30 x 30 is the largest plaque we make for a single post. Any plaques over 900 square inches would use our square post side mount (see attached UNESCO-Mobile photo). The two steel posts are finished and include all the hardware for mounting. We have found transitioning to the side post mount over 900 sq. in. allows for better viewing, provides a safer public presentation, and aesthetically has great eye appeal. Let me know.

Here are the specifications and pricing for both single post sizes in aluminum and bronze. If you are interested in a plaque larger than 30x30 using the side post mount, I would be glad to send a quote.

Specifications: one - double side plaque, same copy on both sides, single line border, sand texture, black background for aluminum, dark oxide for bronze, includes school logo, post cap mount-blade TBD, includes 7' post painted the background color, mounting hardware included, art proofs included

			double sided plaque	
7' post		freight	Total	
cap				
Price:	30x24	Bronze:		\$7,947.00
\$543.00		\$131.00		
\$8,621.00				
		Aluminum:		\$4,475.00
\$543.00		\$131.00		
\$5,149.00				
	30x30	Bronze:		\$10,227.00
\$576.00		\$131.00		
\$12,934.00				
		Aluminum:		\$6,082.00
\$576.00		\$131.00		
\$6,789.00				

To get a project started, a 50% deposit is required. We would be glad to provide an invoice, if requested. Or, use a credit card on our website. Click here for Credit Card Payment. Once on the payment page, scroll to the bottom of the page and enter your information. When the deposit is received, your plaque information is submitted to our art department to generate a color digital proof which is sent to you for review for spelling, font, layout, etc. and approval. Any changes can be made during this proof process. If for any reason, we are unable to generate a satisfactory proof, your deposit will be refunded in full less an art change not to exceed \$50.00 per plaque.

With your approval of the final production proof, the balance in full is due. Upon receipt of your approval and final payment, your double sided marker is scheduled for production and typically completed in about 6 weeks depending upon current production schedules.

Tim, please let me know if you have any questions. All quotes are valid for at least 30 days.

Note: The UNESCO plaque in the attached photo is a double sided 48" square plaque.

Thank you.
Ronald N. Foglia

Please note that our normal business hours are Monday thru Thursday from 7:00 AM to 5:30 PM CST. Our offices are normally closed on Friday.

Business Development & Strategy Manager
Midland Manufacturing Company
MARCOZA Architectural Castings Division
4800 Esco Drive Suite 102
Fort Worth, TX 76140
817-478-4862
www.marcozacastings.com

On Mon, Aug 8, 2022 at 9:22 AM Ron Foglia <ron@marcozacastings.com> wrote:
Good morning Tim,

Let me send the copy to the art department. They will be able to determine the best size for readability and aesthetics. Once I have their initial layout, I will send it to you with a quote.

Thank you.
Ronald N. Foglia

Please note that our normal business hours are Monday thru Thursday from 7:00 AM to 5:30 PM CST. Our offices are normally closed on Friday.

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On Fri, Aug 5, 2022 at 12:53 PM Tim Milstead <tmilstead@miltonfl.org> wrote:
Good afternoon,

The City of Milton, FL is currently working with your company for production of a historic marker related to the Lumberton Incident for the Creek Tribe. We are now working on a new project and are requesting a new quote for a 2-sided historic marker pertaining to the JB Turner School. The language and artwork for this marker is attached. The language should be the same on both sides. The artwork for the house logo for the top of the sign is also attached. We generally were thinking that the marker

should be around 30'' x 40'', with a 3'' diameter pole but we are open to any size that best accommodates the attached text and emblem. We are looking for both bronze and aluminum quotes. I would also appreciate the estimated time to complete the sign if we decide to move forward. Thank you so much in advance. Have a great weekend!

Tim Milstead
Planning Director
City of Milton Planning & Development Department
6738 Dixon St.
Milton, FL 32570
(850) 983-5440

Under Florida's public records laws, the City of Milton's emails may be considered public record and subject to inspection or disclosure to the public. If you do not wish to have your emails possibly disclosed to the public, please do not communicate with the City of Milton through email.



J.B. TURNER SCHOOL

CIRCA 1908 - 1952

On September 8, 1908, J.B. Turner School (JBTS), the first public school in Santa Rosa County established for colored students (named J.B. Turner Colored High School in the recorded deeds), was erected at this location on land purchased by the Santa Rosa County School Board. It was named in honor of School Board Chairman Dr. J.B. Turner from Bagdad, Florida, who designated a place for African American students from grades 1-9 (Post-Reconstruction Era) to receive a formal education. Before the purchase, these students received informal elementary school education from community institutions, known as “church schools”. JBTS educated students during the separate-but-equal Jim Crow era, with many of these students traveling by foot to attend school. J.B.T.S. thrived under the leadership of the first principal, Mrs. R. Robinson, an African American from East Milton and Superintendent L.C. Word from Jay, Florida. In less than 50 years, JBTS added grades 10-11 (1950-1952), but 12th graders had to transfer to Booker T. Washington High School in Pensacola, Florida to graduate from the 12th grade. Later, the already established T.R. Jackson High School added 12th grade to its curriculum, making the Class of 1953 the first African American class in Milton, Florida to graduate from this school, which was under the leadership of Principal T.R. Jackson. JBTS expanded its curriculum and added facilities, clubs, and sports teams. Graduates of JBTS have served the state and nation with academic and military distinction and locally as leaders in the City of Milton, Florida.

Proud JBTS alumni still chant, “Give me that ole J.B. Spirit. It’s good enough for me!”



Agenda Item # 2022-698

Greenways & Trails Public Meeting

MEETING DATE

September 6, 2022

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

Supporting documents for discussion on a proposed Trail Town designation for the City of Milton and a Public Meeting to be held.

SUMMARY

Discussion on Trail Town documents and notice of Public Meeting to be held.

RECOMMENDATION

Discussion item

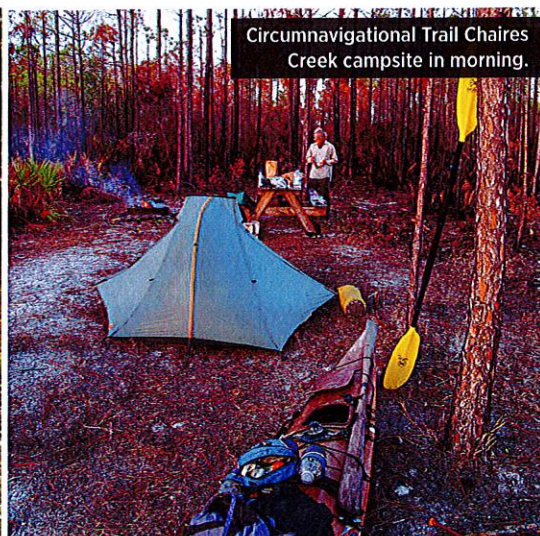
ATTACHMENTS

1. FL League of Cities Trail article, March-April 2019
2. Economic+Impacts+of+Trails



Baseline to Marshall Swamp Trail, Cross Florida Greenway.

PHOTO BY JOHN MORAN



Circumnavigational Trail Chaires Creek campsite in morning.

PHOTO BY DOUG ALDERSON



Titusville Mayor Walt Johnson (holding logo), city staff, and Greenways and Trails staff and council members at Florida Trail Town event.

PHOTO COURTESY OF CITY OF TITUSVILLE

NATURE TOURISM

Florida's Growing Trails System

Trails link cities for hikers, cyclists, equestrians and paddlers

by Doug Alderson

Florida Department of Environmental Protection

For traveling across Florida, interstates may be the fastest route, but Florida's long-distance trails provide a scenic and healthier alternative. Trails attract visitors from other states and countries, providing an economic boost to communities across the Sunshine State.

Hiking, bicycling, equestrian, paddling and multi-use trails are part of the interconnected **Florida Greenways and Trails System**. This system encompasses more than 10,000 miles of existing and proposed land trails and 4,000 miles of designated paddling trails.

The trail system includes the 1,300-mile Florida National Scenic Trail, which runs from Big Cypress Swamp to Fort Pickens near Pensacola. The trail is primarily used by hikers. The trail system also includes the 1,515-mile Florida Circumnavigational Saltwater Paddling Trail traversing the entire coast of Florida from Pensacola to Key West to Fernandina Beach. Both of these long-distance trails can take three to four months to complete in

one trip, but many people tackle them in segments over several years. Many describe a journey on these trails as life changing.

"The trail is amazing," said **Jodi Eller**, the first woman to complete the Circumnavigational Trail. "It goes through so many different ecosystems. How the beaches change along the trail is just incredible," Eller said. "The trail made me a stronger paddler, and it also redefined who I am in a way, bringing me back to the essence of being human. It's a powerful experience to go through."

Thousands of outdoor enthusiasts use the Circumnavigational Trail and Florida Trail for day trips and weekend outings each year. For example, surveys show that about 365,000 people a year hike sections of the Florida National Scenic Trail. This is good for the health of Florida citizens and visitors because the American Heart Association estimates that for every dollar spent on walking paths and programs, about three dollars in medical expenses can be saved.

To boost trail use as a healthy alternative, the Florida Park Service has launched the Park Fit program as an alternative to traditional gyms. The Greenways and Trails System is coordinated by Florida's **Office of Greenways and Trails** – an important component of the state **Department of Environmental Protection's** Florida State Parks system – with other agencies, local governments and nonprofit groups.

Long-distance paved multi-use trails for cyclists are being planned and built throughout Florida. Projects include the 250-mile Florida Coast-to-Coast Trail from St. Petersburg to Titusville; the 260-mile St. Johns River-to-Sea Loop; the Florida portion of the East Coast Greenway that runs from Maine to Key West; the Gulf Coast Trail in Southwest Florida; the Capital City to Sea Trails in the Big Bend; and the Great Northwest Coastal Trail along the Panhandle coast. Florida is quickly becoming a national and international cycling destination.

Paved trails that are separate from roadways are attractive due to their scenic appeal and higher safety levels. The 90-mile Florida Keys Overseas Heritage Trail attracts more than a million visitors per year, making it the third most visited state park unit in Florida. The most visited state park in Florida is the 110-mile Cross Florida Greenway, which provides trails and recreational opportunities for hikers, cyclists, equestrians and paddlers. More than 2.6 million people visited the Cross Florida Greenway last year.

Funding for building paved multi-use trails is manifold. The Florida Department of Transportation funnels federal alternative transportation money for trail construction. In addition, the

state-funded Shared-Use Nonmotorized Trail Program allocates \$25 million annually for constructing paved multi-use trails identified as priority corridors.

Local governments are also instrumental in creating new trails and trail amenities. **Clermont** is building a paved loop trail through its downtown that will connect to the South Lake Trail and Florida Coast-to-Coast Trail. It is known as the Clermont Legacy Loop. The city is also building the Meet Us in the Middle Trailhead and Gateway with tech-based kiosks, seating and more at the halfway point of the Florida Coast-to-Coast Trail.

Inverness has embraced bicycle tourism as an economic driver. It raised \$14 million to build a highly visual gateway from the 46-mile Withlacoochee State Trail to its downtown. Projects include redesigning trailside parks, turning an abandoned warehouse along the trail into a farmer's market and events center, and transforming an abandoned railroad depot into a trail facility with amenities. Construction and renovations are underway with a major phase to be completed by October.

The efforts of Clermont and Inverness are just two examples of how communities throughout Florida are contributing to the state's growing trail system, improving the quality of life for residents and visitors.

Doug Alderson is the assistant bureau chief of the Office of Greenways and Trails. He is also the author of several award-winning Florida outdoor and travel books. For more information about the trails program, contact him at Doug.Alderson@FloridaDEP.gov. **QC**

CITIES NEAR TRAILS REAP BENEFITS

Trails are a distinctive resource for nearby municipalities, which can be vibrant places where hikers, bicyclists, equestrians or paddlers enjoy a meal, stock up on supplies, spend the night, find information, or simply enjoy the heritage and charm of the community. When cities enhance the traveling experience for trail users, trail users can, in turn, support a city's economy.

To recognize these communities, the Office of Greenways and Trails developed the **Florida Trail Town** program in 2018, inspired by the successful trail town programs of states such as Pennsylvania and Kentucky. Interested communities conduct a self-assessment to gauge their strengths and weaknesses in relation to nearby trails and trail users and then submit an application. Trail Town candidates are considered for approval by the legislatively established Florida Greenways and Trails Council.

The first designated Florida Trail Town was **Dunedin**. Located along Florida's west coast, Dunedin has long been a mecca for non-motorized paved trail users. Bicyclists, joggers, in-line skaters and those enjoying a leisurely stroll can access the city by way of the Pinellas Trail, which runs through the downtown area on an abandoned railroad corridor. The trail is credited with increasing business occupancy rates from 30 percent to 100 percent.

Since Dunedin was designated, **Titusville, Clermont, Vilano Beach, Malabar, Palatka, Deltona, Inverness** and **Everglades City** have received Florida Trail Town designations. Most of these Trail Towns are on major long-distance multi-use trails, and Titusville is likely the only city in Florida that features a bike shop inside its downtown visitor's center. Everglades City is a hub for paddling trails, including the Florida Circumnavigational Saltwater Paddling Trail.

A goal of the Florida Trail Town program is to acknowledge successes with the hope that other communities will be inspired to follow suit. Research has shown that communities can benefit when they expand services to trail users. "In Florida, participating in outdoor recreation is a way of life," said **state parks director Eric Draper**. "Trail Towns not only provide trail users with necessary goods and services, but also promote healthy lifestyles. It's very exciting to see the Division of Recreation and Parks' Trail Town program gaining such momentum."

Successful Trail Towns have a common denominator: a champion, or champions, to support the Trail Town designation. This person could be a resident, local government official, a leader of a nonprofit organization or someone who fits a combination of these categories. The support of elected officials and the business community is essential.



GO TO: Visit floridadep.gov/parks/ogt to find Trail Town highlights and program information.



Investing in Trails

Cost-Effective Improvements—for Everyone

In tough economic times, governments have to make the most of every tax dollar spent. That's why trails stand out. With fewer federal dollars available, these projects can be completed at a low cost and return dividends in the form of improved mobility for active travelers, children, and seniors and increased access to healthy recreation opportunities for all.

Trails positively address areas of national interest including dependence on foreign oil, public health, air quality and safety. Trail investments are extremely cost-effective transportation infrastructure, especially for trips that are three miles or less (nearly half of all trips) and those one mile or less (more than one quarter of all trips).

Trails are essential elements of any active transportation system. Where trails have been prioritized, surrounding communities have benefited greatly from economic, quality of life, health, accessibility, and mobility improvements. In national surveys¹, consumers have repeatedly chosen trails and walkability as desired neighborhood amenities, boosting local real estate values.

Increased investment in trails, bicycling and walking means:

- **More jobs** per dollar: Design, engineering and construction of walking and bicycling facilities such as trails create more jobs per dollar than any other type of transportation infrastructure construction.²
- **Positive returns for the federal budget:** The federal government pays 28 percent of all health care costs in the United States³, while expending billions annually on expensive transportation infrastructure. Investing in trails helps Americans safely incorporate exercise into their daily mobility, hitting the bottom line for both of these sectors.
- **Greater travel choices for the American public:** A bipartisan 2010 national poll⁴ found that nearly three-quarters of Americans feel they “have no choice but to drive as much as” they do, and two-thirds “would like more transportation options.” In a 2009 national survey⁵, 88 percent of rural Americans said “pedestrian-friendly” transportation facilities were important.
- **Local economies:** Americans spend more on bicycling each year than they do on airline travel.⁶ Trail-based tourism is a major economic driver in many small communities, supporting local small businesses through annual revenues of millions of dollars per trail in direct consumer spending in many cases.⁷
- **Reduced oil dependence:** Transportation is responsible for 71 percent of U.S. petroleum use.⁸ Cutting miles driven—and reduced congestion with fewer cars on the road—is among the best ways to manage our oil-related economic, environmental and security vulnerabilities. Shifting short trips to bicycling and walking could save four to 10 billion gallons of fuel each year.



Rails-to-Trails Conservancy

National Office / 2121 Ward Court, NW, 5th Floor / Washington, DC 20037
tel 202.331.9696 / fax 202.223.9257 / www.railstotrails.org

For more information, contact: Tracy Hadden Loh at 202.974.5110, or tracy@railstotrails.org

Trails: Economic Powerhouses



TRAIL TOWNS

The “Trail Towns” initiative along the Great Allegheny Passage promotes businesses aiming to capitalize off the 700,000 annual trips taken along the rural trail corridor between Cumberland, Md., and Pittsburgh, Pa. Direct annual spending by trail users exceeds \$40 million. This economic infusion has enabled a resurgence of many towns that had declined with the loss of mining jobs and the original railroad. Trail-related businesses pay out \$7.5 million in wages every year, and since 2007, 54 new or expanded businesses serving trail users have created 83 new jobs in eight small towns. (www.atatrail.org/au/impact.cfm)

BILLINGS, MONTANA

The Billings, Mont., Chamber of Commerce commits to the development of trails as a long-term strategic objective on its website, noting the numerous benefits that trails bring to a community: “Develop our trail system for the economic and healthy community benefits that result from active transportation (to work and school and for leisure). Communicate the quality of life and economic benefits to the business community and general public. Bring trail support groups and stakeholders together to find solutions to connect our trails and keep them clean and safe. Seek federal support through transportation and appropriations bills.” (www.billingschamber.com/priorities/)



© Darlene Tussing



MONON TRAIL

In Indianapolis, Ind., the Monon Trail is the crown jewel of the city’s trail system. It has spurred significant business development along its corridor and has been credited with the revitalization of the Broad Ripple Village neighborhood. A 2004 study found that the amenity value of trails was associated with more than \$140 million in increased property values in Marion County, which includes Indianapolis, Carmel, and other communities transformed by the Monon Trail. (Lindsey *et. al.* (2004), Property Values, Recreation Values, and Urban Greenways, *Journal of Park and Recreation Administration*, 22(3), pp. 69–90)

1. www.realtor.org/government_affairs/smart_growth/survey
2. [http://onlinepubs.trb.org/onlinepubs/nchrp/docs/NCHRP08-36\(103\)_FR.pdf](http://onlinepubs.trb.org/onlinepubs/nchrp/docs/NCHRP08-36(103)_FR.pdf)
3. <http://www.cms.gov/Research-Statistics-Data-and-Systems/Statistics-Trends-and-Reports/NationalHealthExpendData/Downloads/tables.pdf>, Table 5
4. <http://t4america.org/resources/2010survey/>
5. http://www.rita.dot.gov/bts/sites/rita.dot.gov/bts/files/publications/special_reports_and_issue_briefs/special_report/2011_07_12/html/entire.html
6. http://www.outdoorindustry.org/research/economicimpact.php?action=detail&research_id=167
7. http://www.railstotrails.org/resources/documents/resource_docs/Comparison_of_Trail_Users_Surveys_FINAL.pdf
8. http://www.eia.gov/energy_in_brief/article/major_energy_sources_and_users.cfm



TPO Presentation

MEETING DATE	PREPARED BY
September 6, 2022	Clerk's Office Dawn Molinero, City Clerk

Caroline Street Widening Project



August 25, 2022

The information herein is not intended as a critique of FDOT, the science or engineering of the P,D & E process in place at the time, or the conclusion of widening Caroline Street through downtown to 4 lanes.

This is a discussion of the fundamental change in the FDOT road design process from a “one-size fits all” model to the current Complete Street 360° Philosophy. It is also intended to be a discussion of why widening roads, in general, is detrimental to the safety of all who use the roadways and destructive of historic urban areas. We hope to demonstrate why we do not believe it will work in Milton, and why many communities, some represented in this room, have taken action to shrink road footprints in their urban core to enhance safety and generate economic activity.

The City of Milton knows and understands that we are part of a local, regional and national transportation system and that we are a rapidly growing area. However, we also hope this information is viewed through the lens of home-rule: decision making at the local level, by those most effected by the decision. Our intent is to seek solutions that truly make sense in that context.



The Problem

- FDOT has selected a preferred alternative to ease traffic congestion on Caroline Street (US HWY 90) through downtown Milton (area from US Hwy 87 North [Stewart Street] to Ward Basin Road)
- The PD&E was initiated in June 2014. The PD&E process focused on engineering solutions, environmental impacts, and public involvement.
- In 2014, FDOT adopted the “Complete Streets Policy”.
- In December 2015, FDOT initiated the “Complete Streets Implementation Plan”.
- In 2018, FDOT published a new Design Manual that has helped provide more context-sensitive roads.
- The Caroline Street PD&E study was completed in March 2019.
- The science and engineering of the PD&E based on the previous methodology reached the current conclusion based on the rules and regulations at the time and do not represent transportation best practices of today.

The Problem

- However, FDOT has recognized that approach is no longer consistent with the goals and objectives of the department.
- The City of Milton believes that if the new Complete Streets Philosophy had been utilized, a different outcome may have been reached.
- We believe that thriving live, work, play historic urban areas that bring citizens together and drive the economy are incompatible with high-speed, high-volume highways.
- We believe that the safety of our citizens, traveling in vehicles and walking or cycling, must be the highest priority, followed closely by the health of our economy and preservation of our history.
- Our desire is to not be punished simply based on timing.
- If a different conclusion would be reached based on today's best practices today, why would we implement a less than best solution based on outdated methods?

The Problem

- The City's overall transportation issues are a product of its location within the region with significant regional arterial facilities such as US Highway 90, State Road 87 North, Avalon Boulevard, and State Road 87. In addition to serving regional travel, these same facilities serve as the major travel routes for trips traveling in and around the City.
- There is a lack of a significant transportation network and associated connectivity thus causing local and regional trips to travel on the same roadways.
- Currently, thousands of homes are planned for areas of East Milton. These new county residents will drive a demand for new infrastructure, educational, recreational, healthcare, retail and other urban uses.

What is Proposed

- From S.R. 87N to the Blackwater River Bridge, a 4-lane urban divided typical section with 7-foot buffered bicycle lanes and sidewalks would be provided.
 - Improved volume to capacity ratio along existing U.S. 90.
 - Improved safety along existing corridor with access management modifications and continuous bicycle and pedestrian facilities.
 - Follows through the center of the Milton Historic District and results in a contributing resource requiring relocation. The area of potential effect has 105 historic resources. There are 13 resources which are recommended eligible for listing in the National Register of Historic Places. Four (4) eligible resources would be adversely affected. Historic Impact - Substantial
 - Requires a Temporary Occupancy of the Milton Riverwalk, a protected recreational resource.
 - Contamination: 8 High risk sites, 15 medium risk sites, 22 low risk sites, and 3 no risk sites.
 - Wetlands impacts have been deemed “Substantial” in the PD&E.
 - Wildlife and Habitat impacts have been deemed “Substantial” in the PD&E.
 - The typical cross section calls for 4, 11-foot-wide travel lanes, a 22-foot-wide median, 2, 7-foot-wide bike lanes, and 2, 5-foot-wide sidewalks. Total ROW Width 104 feet. (currently 50-60 ft)

What is Proposed?



We know that the roadway widening project has not been designed and nothing is set in stone. However, we do have the FDOT conceptual video and the PD&E Report. We understand this is a conceptual video and does not depict an actual design at any stage of development. However, it has been widely distributed in the area and touted as what will be constructed.

What is Proposed?

- The video shows:
 - Expansion to 4, 5 and in one area, 6 lanes, with a minimum 4 lanes at all locations
 - New sidewalks on both sides of street
 - New bicycle path on both sides of the street
 - Reduction in legal north/south vehicle crossings from 8 to 3, breaking the City grid
 - Reduction in legal north/south pedestrian crossings from 9 to 4
 - Escambia Street closed to create dead-end southbound
 - Santa Rosa Street closed to create dead-end northbound
 - One new slip lane right hand turn at Canal Street
 - Access to business on opposite side of street, in east and west directions, reduced from 8 to 4 (U-turn required)
 - Willing Street, southbound from Berryhill, becomes a right turn only
 - 9 buildings demolished
 - 7 additional properties significantly impacted with loss of private property and parking, limiting their usefulness and potential
 - Loss of 30+ public parking spaces in downtown core
 - A block long FDOT stormwater pond will be created at Caroline and Canal

What is Proposed is a “STROAD”

- A “stroad” is a combination of a street and a road. Streets and roads are not synonymous – they are different things with different purposes.
- Street serve as a platform for building wealth. Streets are complex ecosystems of businesses and homes that produces wealth. Successful streets are environments where humans and human interaction flourish.
- Roads connect one productive place to another. You can think of a road as a refinement of the railroad where people board in one place, depart in another and there is a high-speed connection between the two.
- With a street, we’re trying to build a place. With a road, we’re trying to get from one place to another.
- Designing our streets as if they were roads is not safe. These environments combine fast speeds with randomness and complexity, a condition unsafe for drivers and particularly unsafe for anyone outside of a vehicle.
- A stroad tries to do two things at once and is forced to compromise on each. A stroad tries to move cars kind of quickly along a corridor that also builds some wealth. The result is expensive infrastructure serving low-returning properties that fails to move traffic quickly while being particularly dangerous.
- We need to incrementally shift stroads to become either a street or a road, distinguishing the parts of our existing transportation network over time to emphasize either a street function (wealth creation / complexity) or a road function (traffic movement / simplicity).

The Intent is in the Design

- The old method for designing roads was very straight forward - The process is started by selecting a design speed, then the volume of traffic desired. Given the speed and volume, a road design manual is referenced to provide recommended dimensions for safe automobile travel. Finally, the cost of the project is calculated.
- The order of these values — speed, volume, safety, then cost — works well for roads, but it is nearly the complete inverse of what is needed to build a productive and safe street. Successful streets emphasize safety first — and that's safety for everyone, not just driver and their passengers— and then focus on cost, volume and finally speed.
- If we want a place to be successful, automobile speed and volume can't be the top priority of street design. It needs to be the lowest priority. The most compelling thing we can do today to make our cities wealthier and more successful is to substantially slow speeds on our streets.
- Creating straight roads with wide lanes, removing trees, walls and other obstacles and other designs prevalent in FDOT's video is textbook traffic engineer manual requirements to allow higher speeds and more importantly, “room for error” for drivers to recover without hitting anything. They even have a term for it –
 - “Clear Zone - The total roadside border area, starting at the edge of the traveled way, that is available for an errant driver to stop or regain control of a vehicle.” US FHA Manual on Uniform Traffic Control Devices (MUTCD), Section 1A. 13”
- Road designers try to combat subconscious driving every day. We put bike paths, sidewalks, bus stops and benches in the “clear zones”.
- Traffic calming is accomplished by the opposite: narrow lanes, trees, planters, curves, etc. This forces a driver to actively drive their car. FDOT has promised the widened road will have a 25 MPH speed limit. The speed limit is simply a number on a sign. What is important is the design speed. The Highway 90 expansion through downtown Milton design speed is 45 mph.

What will be Lost?

Exxon (active business) 6760 Caroline St – Structure

Gulf Medical Supply (active business) 6776 Caroline St – Structure

Vacant (under renovation) 6780 Caroline St – Structure

William R. Wade Attorney (active business) 6794 Caroline St – Structure

SRPE Office (active business) 6798 Caroline St – Structure

SRC Probation Center (active business) 6816 Caroline St - All 25 Parking Spaces Removed

Gulf Coast Garage Patio Bar (active business) 6820 Caroline St - Structure

County Warehouse (for sale) 6828 Caroline St – Structure

Fisher Hamilton Building (active business) 5206 Willing St – Structure

Country Gym Bar & Grill (active business) 5198 Willing St – Structure

8 Active Businesses/Business Spaces. 9 Buildings/Active Business Spaces Lost

The PD&E states the Economic Impact of this project is NONE

RESOLUTION NO 1463-19

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF MILTON, FLORIDA OPPOSING THE EXPANSION
AND WIDENING OF TRAFFIC LANES ALONG U.S. HIGHWAY 90
FROM SR87N TO WARD BASIN ROAD**

WHEREAS, the City of Milton has been incorporated since 1844, and

WHEREAS, U.S. Highway 90 is the East-West Corridor that bifurcates the City's Historic District, and

WHEREAS, the District is listed on the National Register of Historic Places, and

WHEREAS, the City amended its Comprehensive Plan to add additional protection for the District from transportation related activities, and

WHEREAS, the Florida Department of Transportation has identified the widening of the existing corridor as the preferred alternative following a Project Development and Environmental Study, and

WHEREAS, the use of the existing corridor will harm the District in direct contradiction to the City's Comprehensive Plan, and

WHEREAS, this potential project will require acquisition of additional highway right-of-way property from both sides of this U.S. Highway 90 corridor, and

WHEREAS, this acquisition of R-O-W will impose significant negative impacts to the public places, institutions, and commercial properties along U.S. Highway 90, and

WHEREAS, this forfeiture of public and private property along this prominent highway shall irrevocable destroy the quality of life, safety and welfare inherent to these adjoining properties, and

WHEREAS, sufficient consideration of additional alternate routes has not received adequate due consideration from the Florida Department of Transportation, and

WHEREAS, these potential alternate routes, which may mitigate the significant negative impacts most assuredly linked to this U.S. Highway 90 widening, have not been thoroughly investigated, and

WHEREAS, the planned widening of U.S. Highway 90 currently under consideration by the Florida Department of Transportation will permanently alter intrinsic historic integrity and virtues enshrined by this proud Santa Rosa community.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Milton Florida, as follows:

Section 1. Adoptions and Incorporation of Recitals.

The City Council of Milton, Florida, adopts the above outlined recitals and incorporates them herein as part and parcel of this resolution.

Section 2. Purpose and Authority for Resolution.

This Resolution is adopted for the purpose of expressing opposition to "Alternative One" as proposed in the Highway 90 Finding of No Significant Impact Report (FONSI) and Final Preliminary Engineering Report provided by the Florida Department of Transportation.

Section 3. Adoption of Policy.

The City Council of Milton, Florida, after thorough and thoughtful considerations, based upon the advice of subject matter experts and for the other reasons expressed herein, expresses its opposition to the selected preferred alternative.

Section 4. Direction of Staff.

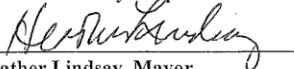
Staff is directed to take any action necessary to ensure that the position taken by the City Council herein is advanced and promoted as effectively as possible.

Section 5. Effective Date of Resolution.

The resolution shall be effective immediately upon adoption of the City Council of Milton, Florida.

PASSED AND ADOPTED by an affirmative vote of a majority of a quorum present of the City Council of the City of Milton, Florida, at a regular meeting, this 9th day of April, 2019.

SO DONE this 9th day of April 2019.

By: 
Heather Lindsay, Mayor

ATTEST:


Dewitt Nobles, City Clerk

MPO Requirements – Florida Statutes

- MPO's mission is to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and through urbanized areas of this state based upon the prevailing principles of preserving the existing transportation infrastructure; enhancing Florida's economic competitiveness; and improving travel choices to ensure mobility.
- Each MPO is required to develop a long-range transportation plan that must be consistent, to the maximum extent feasible, with future land use elements and the goals, objectives, and policies of the local government comprehensive plans.
- The long-range transportation improvement program must, at a minimum:
 - (6) Indicate whether any project or project phase is inconsistent with an approved comprehensive plan of a unit of local government. If a project is inconsistent with an affected comprehensive plan, the MPO must provide justification for including the project in the transportation improvement program.

City of Milton Comprehensive Plan

- OBJECTIVE 1.4: THE CITY OF MILTON SUPPORTS THE CONTINUED PROTECTION OF HISTORICALLY SIGNIFICANT STRUCTURES WITHIN THE CITY.
- POLICY 1.4.1: The City will continue to evaluate identified historically significant resources for inclusion in the National Register of Historic Places and the Florida Master Site File.
- POLICY 1.4.2: The City of Milton has adopted an Historic Resource Protection Ordinance which provides for protection of identified historic structures in the City.
- The City of Milton originally developed around the riverfront. With the development of the area's transportation network growth for the commercial portion of the community sought locations along hwy. 90, 89, and 87. As new development moved west, the older neighborhoods and commercial centers with cultural and historic significance have remained relatively in the same state over the last 30 years. Recognizing the need for re-investment and revitalization, the City will explore opportunities for neighborhood preservation and identify provisions to redevelop aging commercial and residential properties.
- POLICY 1.4.5: The City of Milton values the historic character of its downtown area and desires to protect those resources from the adverse effects of any future roadway improvements on US 90 in Downtown Milton.
- Downtown Redevelopment The Transportation Element supports urban infill and redevelopment in older areas of the City. Redevelopment is typically associated with challenges to providing adequate capacity for public facilities and services. Historic development patterns in the downtown area integrated land use and circulation in serving multiple modes of transportation: rail, waterways, pedestrian and automotive. Redevelopment efforts should maintain these human-scale higher-density historic patterns of development, furthering the goals, objectives and policies of transportation and land use.
- Achieving the objectives within the Transportation Element will help support infill development and redevelopment within the older areas of the City, particularly within the CRA.
- According to the National Park Service, redevelopment in historic downtown areas should consider design concerns of more than just the individual buildings or structures located within the boundaries. It also should evaluate the way in which buildings, sites, or structures are related: for example, visual rhythms in a streetscape or landscape plantings; the layout and materials of walkways and roads; spatial relationships between major features; former historic landscaping and the relationship of other features.

Edward E. Spears, Econ. Dev. Director



Wider Streets is not Economic Development

- High traffic count is not a strong indicator for economic vitality.
- The number of cars passing by a business are important, but **only the number of cars stopping truly matter.**
- Our goal is **to make Milton a place to drive to, not through.** Those determined to drive through our town are not factors in the local economy and should be diverted to other, higher speed, higher volume traffic routes.
- The goal for Transportation Planners is to keep pedestrians safe and while helping cars go fast, but that's not possible.
- Look at some of the most popular and famous streets in America – **Times Square** and **Herald Square** in New York City, **Lincoln Road** and a portion of **Ocean Drive** in Miami Beach, **East Fourth Street** in Cleveland, **RiverPlace** in Portland, **Market Square** in Knoxville, **Main Street** in Charlottesville, **State Street** in Madison, **Third Street Promenade** in Santa Monica, many blocks in the **French Quarter** in New Orleans, **Fremont Street** in Las Vegas and **Fisherman's Wharf** in San Francisco are all closed to cars. They are made for pedestrians and for making money.

Economic Development – Case Studies

Spokane, WA - East Sprague Avenue. 14,000 cars/day. Reduced to 4 lanes to 2. 12,700 cars/day. Al French, a Spokane County Commissioner - “**Almost two out of three stores have seen an increase in sales.** For a long time, high traffic count meant high retail sales. That’s not always the case.”

Bramberg, SC – Main Street (US HWY 301) Fast-flowing traffic through your downtown doesn’t boost the economy of your downtown. Ever. It helps people leave it faster. **It absolutely doesn’t help when a rural community prioritizes the convenience of those hurrying through it over those who live in it.** Downtown is the golden goose for most towns of this size: it is the greatest concentration of wealth by far, and even in a struggling town, downtown should be the absolute last thing allowed to go bad. **Fast, unimpeded vehicle traffic is simply incompatible with a great place.**

Bamberg, South Carolina (US HWY 301)





We're seeing the impact of such designs locally

Road Construction Projects Hurt Business

- Roadway construction projects that languish for years, have a measurable, negative impact on businesses within the construction zone.
- Recent studies of the impact of road projects around the country show that upwards of 80% of businesses in a construction zone reported being negatively impacted. They experience decreased foot and vehicular traffic, parking issues, ingress and egress issues and dramatic drops in sales.
- Some projects have experienced upwards of 1/3 of adjacent businesses closing due to the inability to survive a construction project.
- One guideline is for businesses located within ½ mile of the construction zone to amass enough cash on hand to absorb up to a 50% reduction in sales for a 3–5-year period.
- 76% of the respondents reported having been affected by a transportation construction project.
- Over 60% reported having lost business during construction.
- We all witnessed the impact of the 3 Mile Bridge hurricane damage.

We're Boxed In

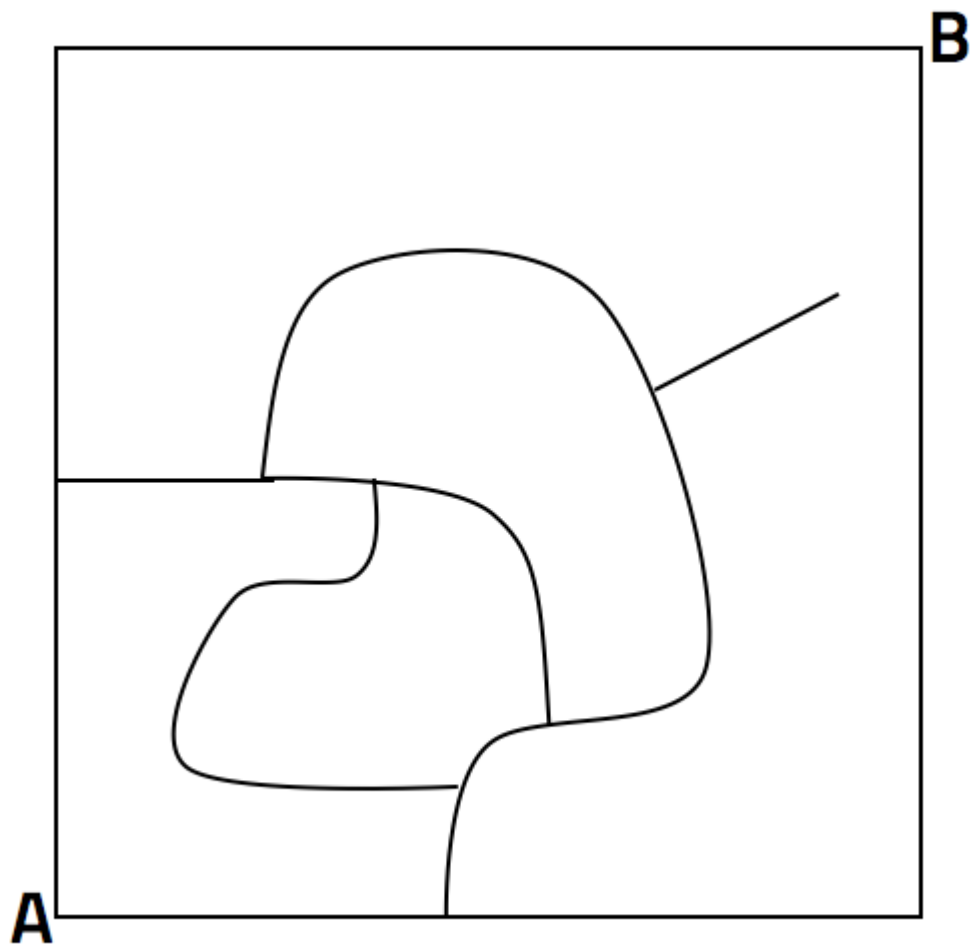
- The major roadways create a box
 - I-10 in the south
 - Hwy 87 in the east
 - Hwy 90 in the north
 - Avalon Blvd in the west
- Any major incident on those roadway shifts volume to the three others, as there is no grid
- There are only 2 river crossings
- Comparatively, there are 5 crossings of the Escambia River/Bay
- Increasing the size of the edges of the box doesn't ease congestion, only the size of the funnel.



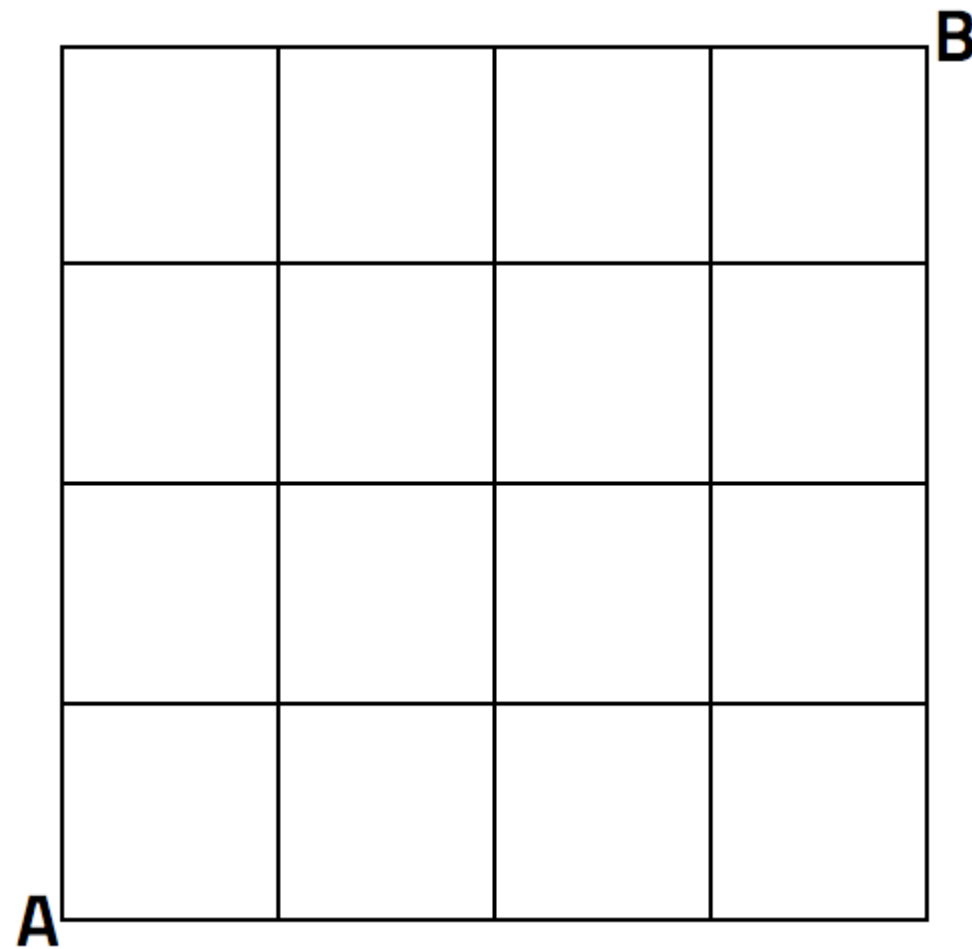
Grids are Good

- To truly impact traffic, alternate routes that bypass completely or that can divide the volume to manageable levels on each roadway should be explored. In cities with street grids, blockages in one location disperse traffic throughout the grid. Without grid options, traffic has no choice but to be forced onto the singular roadways. By simply increasing the size of the edges of the box, nothing is accomplished.
- If you want to make traffic better, you can either (a) get people out of their cars, (b) get people who do drive to make shorter trips less often, by bringing destinations closer to them, and/or (c) create more viable alternative routes for people who drive to avoid choke points.

Grids are Good

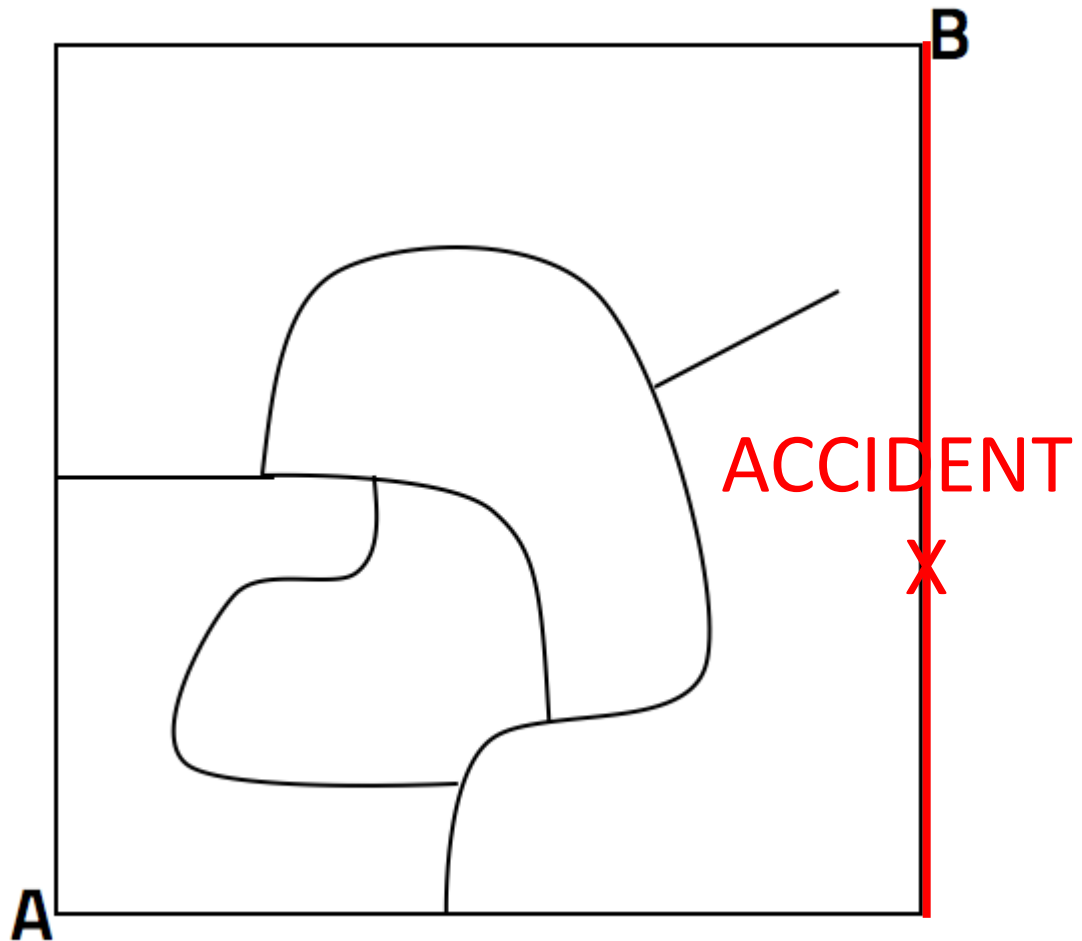


2 ways from A-B
What if you don't have a car?

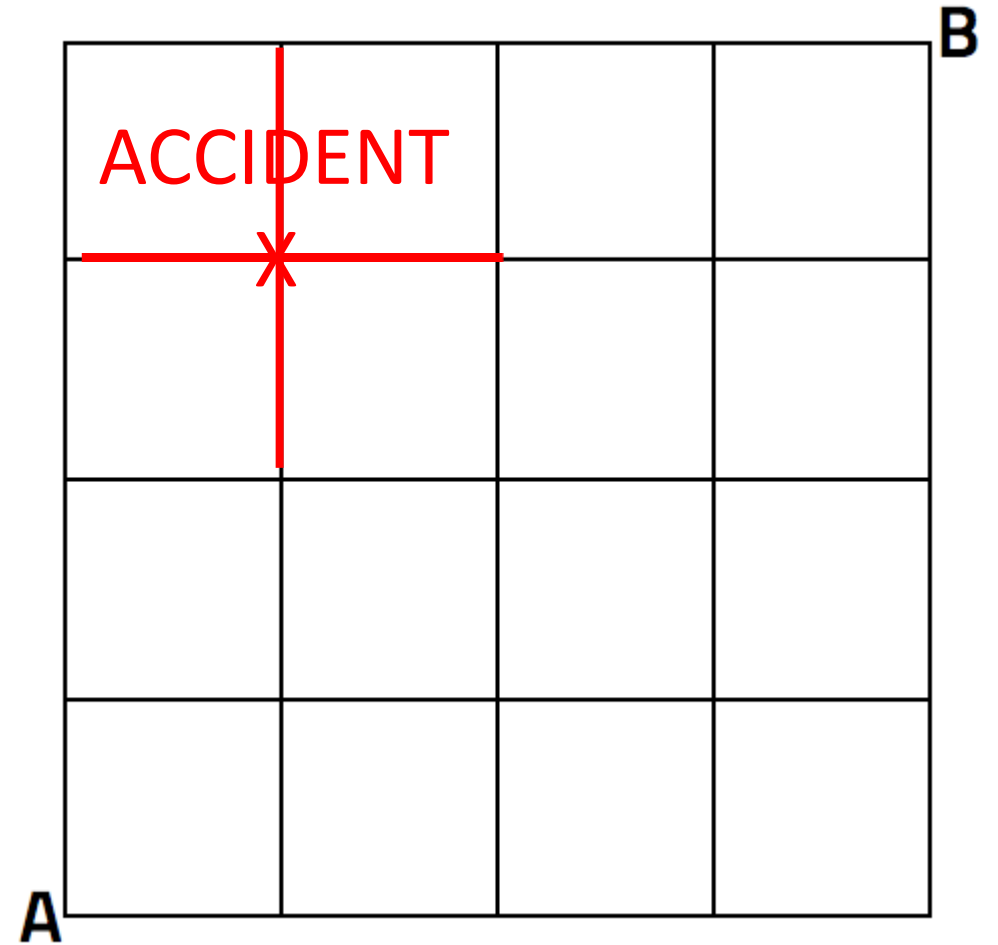


70 ways from A-B
Pedestrian & Bicycle Friendly

Grids are Good



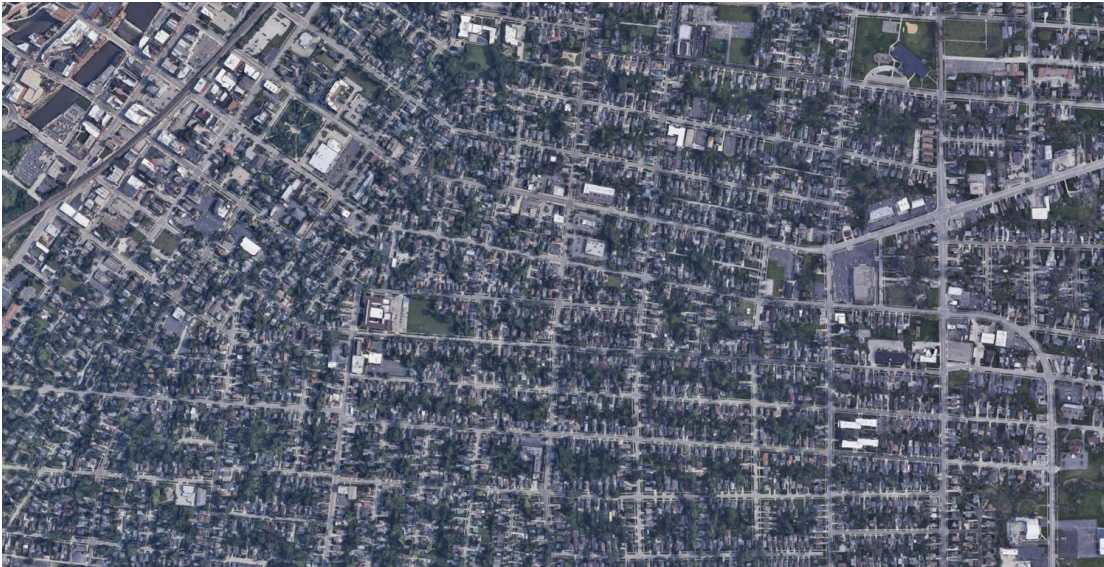
1 way from A-B



54 ways from A-B

Grids are Good

With fewer pathways available, a greater proportion of traffic must take place on the same roadway.



Traffic is not as simple as More People = More Traffic

Traffic = Number People Driving X How much they Drive / Number of Routes Available

Traffic will be bad where there are a lot of drivers, they have to travel long distances to meet their basic needs, and they are funneled onto a small number of routes to do so.

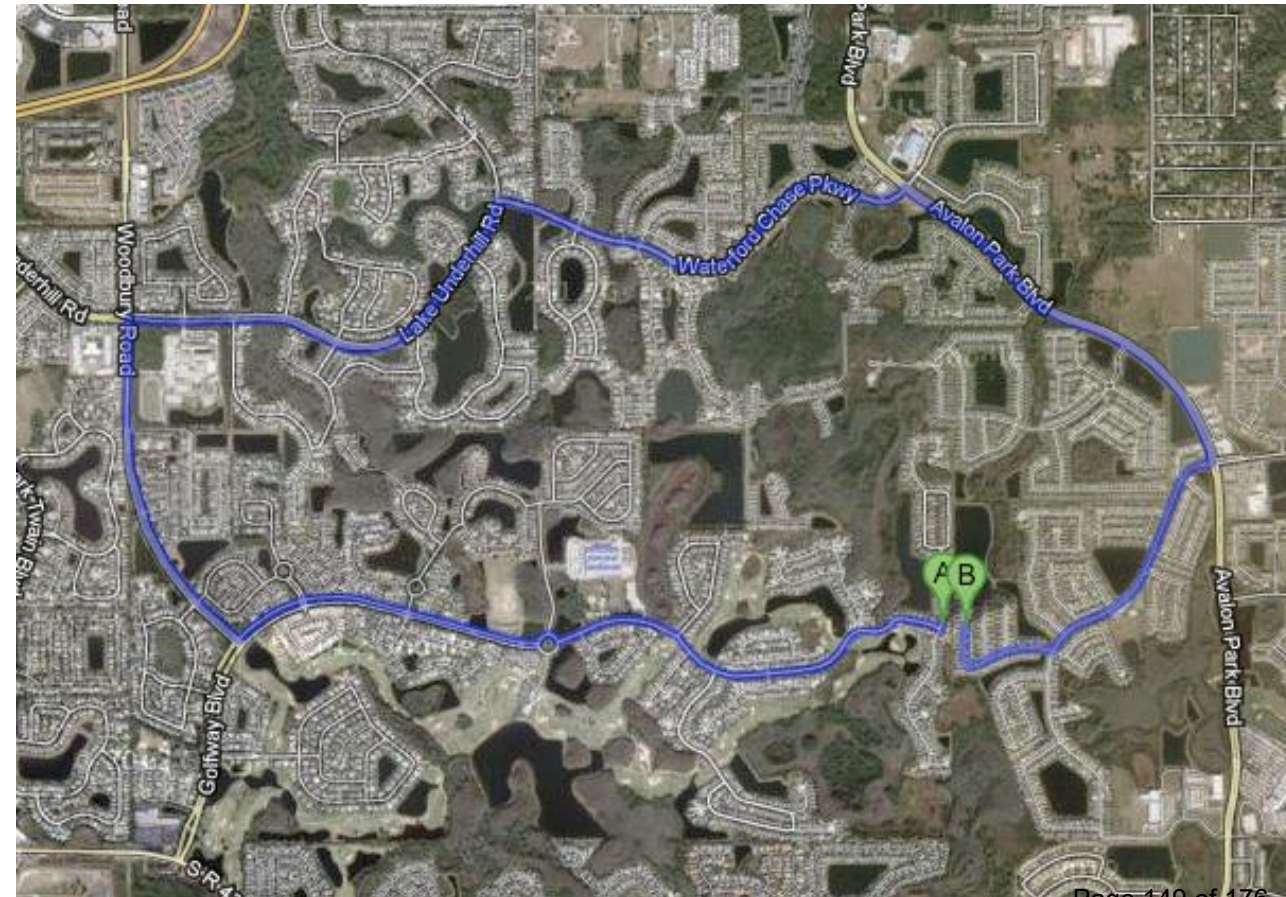
Grids are Good

Two Houses Share Backyard, Separated by 7 Miles of Roads

Two houses with adjoining backyards in suburban Orlando.

If you want to travel from point A on Anna Catherine Drive to point B on Summer Rain Drive, which are only 50 feet apart, you'll have to go a minimum of seven miles.

The trip would take almost twenty minutes in a car and over 2 hours to walk.



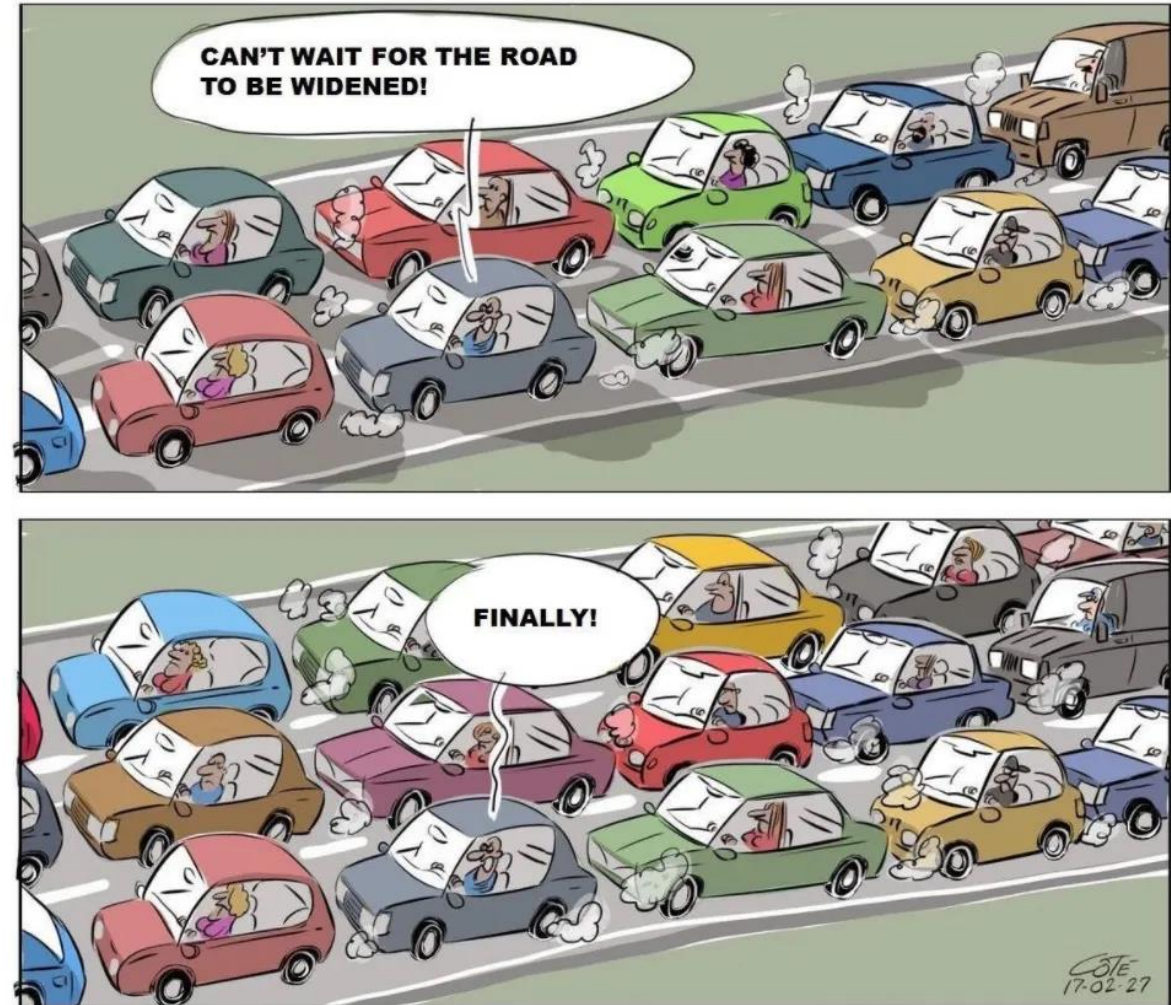
Induced Demand

- A study by the National Bureau of Economic Research demonstrated the “**Fundamental Law of Congestion**” which states:

Adding road capacity will not alleviate congestion on any sort of major urban road or rural highway within metropolitan boundaries.

- While one would expect the opposite, the study showed miles driven **INCREASES** proportionally to highways
- The answer has to do with what roads allow people to do: move around. **We humans love moving around.** If you expand people’s ability to travel, they will do it more, living farther away from where they work and therefore being forced to drive into town. **Making driving easier also means that people take more trips in the car than they otherwise would on roads they would otherwise avoid because they were congested.**
- **All these things together erode any extra capacity you’ve built into your street network, meaning traffic levels stay pretty much constant.**

<https://www.nber.org/papers/w15376>

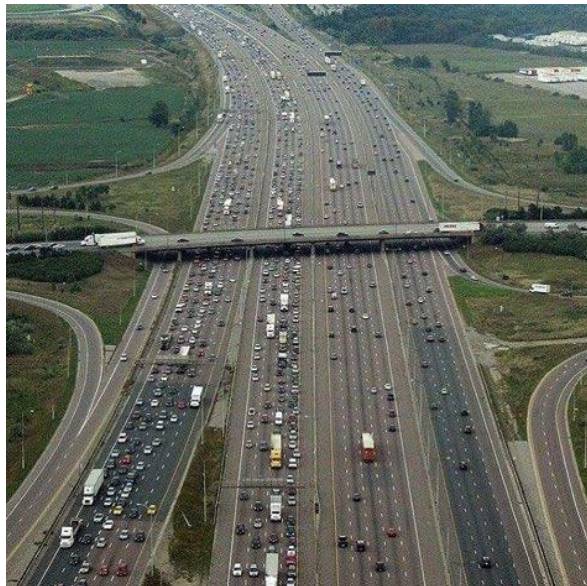


Just One More Lane Will Fix Everything



“You’re not in
traffic;

You are traffic”



We resent sitting behind
other cars on the road, and
we resent the people
themselves:

How dare they want to live
where we live, and be out
doing the same things we
do, for the same reasons!



Road Diets Work

- Removing travel lanes in favor of safety, pedestrians and economic development has been successfully implemented across the nation. Freeway removal has been shown to reduce auto traffic while also stimulating new development.
- Whenever cities propose taking lanes away from a road, there is often the belief that will create a huge traffic snarl. But the data shows that nothing truly terrible happens. The amount of traffic on the road simply readjusts and overall congestion doesn't really increase.

Road Diets Work

It's working in Pensacola –

- **Spring Street Road Diet** - "It's a great feeling to see these parking spaces completed and know we're providing something our citizens and visitors need in order to enjoy downtown. This is just the beginning of our goal to better connect our community. I'm looking forward to completing additional projects throughout the city as we work to increase parking options downtown and make Pensacola more bicycle and pedestrian friendly." Mayor Grover Robinson
- **North Palafox Street – The MPO approved at the August meeting** a road diet for a 17-block area of Palafox Street from Cervantes to Scott Street. The project would reduce the number of car travel lanes from four to two, similar to a previous city road diet project to Palafox Street between Wright and Cervantes Streets in 2019.
 - "This has been a top priority of North Hill and District 6", City Council President Ann Hill said. Reducing the number of lanes dedicated to cars will allow for expanded bike lanes along the road. It would also slow down traffic on the busy street. "I believe the first phase of the Palafox Street Road Diet below Cervantes has not only made bicycling and pedestrian traffic safer, it also added about 40 much-needed parking spaces," Hill said. "It will be great to now extend this north to Scott Street."
- **Summit Boulevard** - Pensacola Councilman Jared Moore wants a road diet for the 2.4-mile stretch. The posted speed limit on Summit is 35 mph, but traffic often flows faster than the posted speed. It's affectionately referred to in the neighborhood as **Summit Speedway**". The study would look at the effect of reducing the road to one lane in each direction and narrowing the width of those lanes. If you reduce the width of the lane, statistically modern best practice says you're going to slow the vehicle down. It's the fact that it's just not safe and it's not comfortable. I think it'll be a huge quality of life improvement for people in that area," Moore said.

Road Diets Work

- East Garden District (Jefferson Street)
- Main Street @ Maritime Park
- Main Street Corridor Management Plan rejected widening to 3 lanes from Clubbs to Barrancas Streets.
- “Around the Mound” Project in Downtown Fort Walton Beach (HWY 98)
- Fairhope Avenue, Fairhope, AL reduced from 4 to 2 lanes with bike lanes on both sides. Additional parking on the south side.



Highway 90 Road Diet through downtown Defuniak Springs.
OWTPO Priority #15 (2024-2028)

Trying to undo, what Milton doesn't want done on the exact same road.

Road Diets Work

Traffic Congestion Saves Lives

- Traffic congestion slows traffic and saves lives. Slower traffic creates more margin for error.
- During the pandemic, when fewer people drove, traffic fatalities, against logic, rose. Why? Fewer people on the streets increased speed for those who did travel, resulting in tragedy.
- According to the NHTSA, 42,915 people died in motor vehicle traffic crashes in 2021, a 10.5% increase from the 38,824 fatalities in 2020. 117 people per day.
- An average of nearly 18 pedestrians were killed each day by motor vehicles in the United States in 2020 — a total of 6,529 people, up 4.5% from 2019's numbers.
- Sun Belt states and cities were the most dangerous places for pedestrians.
- Black pedestrians were twice as likely to be hit and killed as White pedestrians.
- Pedestrians in areas with a median household income below \$44,000 die at a higher-than-average rate.
- The 10 deadliest states for pedestrians were, in order, New Mexico, Florida, South Carolina, Arizona, Delaware, Louisiana, Mississippi, Nevada, Georgia, and California.
- Non-interstate arterial highways were the location of 60% of all 2020 pedestrian deaths, even though they are just 15% of all roadways.

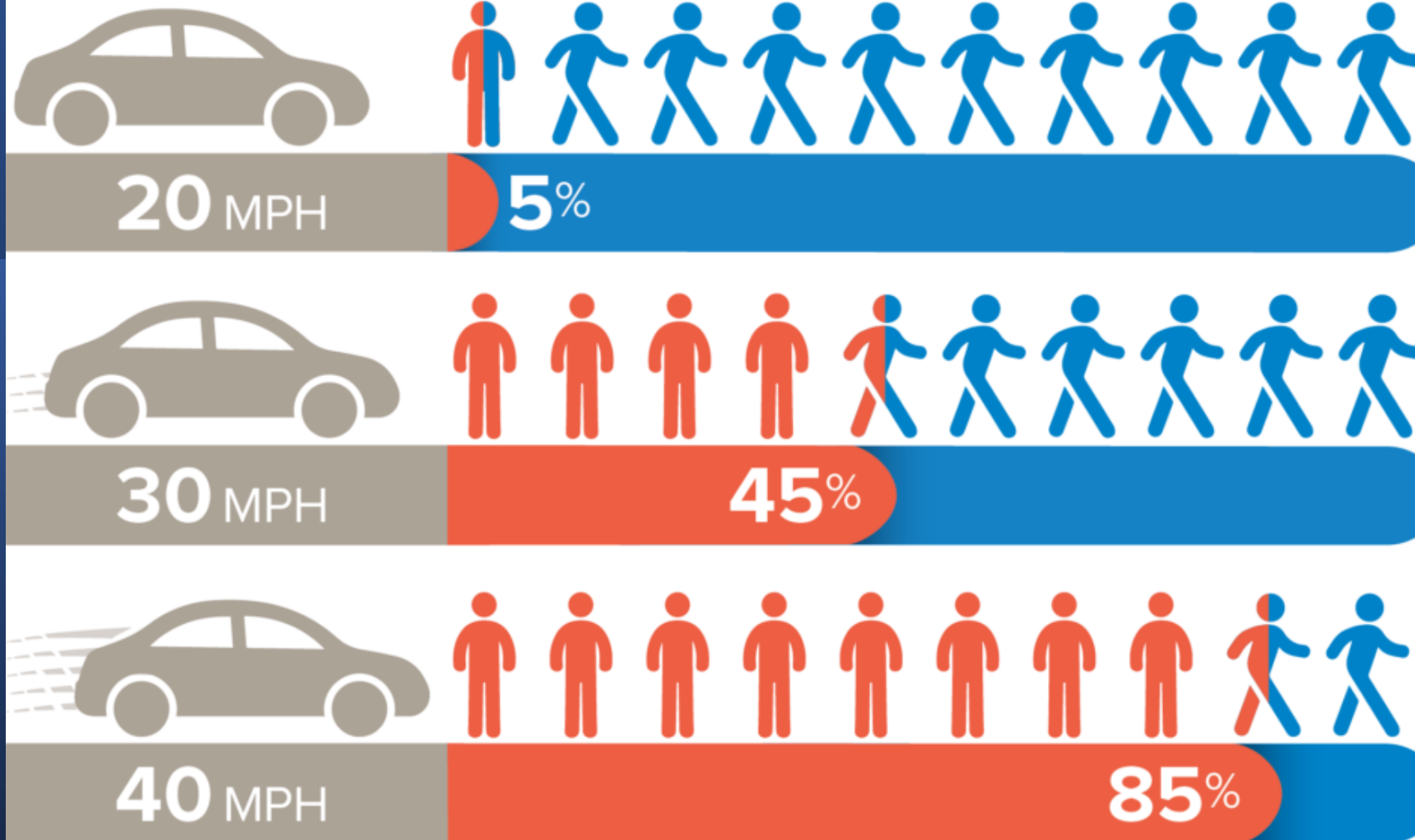
Vernon Compton, City Councilman



Active
downtown,
urban areas
need active,
attentive drivers.

If hit by a car
traveling:

● Fatality ● Person survives collision



National Traffic Safety Board (2017) Reducing Speeding-Related Crashes Involving Passenger Vehicles.
Available from: <https://www.nts.gov/safety/safety-studies/Documents/SS1701.pdf>

The most dangerous,
life-threatening
thing you can do to
your child, is put
them into a car.
(#2 for all age groups)

10 Leading Causes of Injury Deaths by Age Group Highlighting Unintentional Injury Deaths, United States – 2018

Rank	Age Groups										Total
	<1	1-4	5-9	10-14	15-24	25-34	35-44	45-54	55-64	65+	
1	Unintentional Suffocation 977	Unintentional Drowning 443	Unintentional MV Traffic 341	Suicide Suffocation 361	Unintentional MV Traffic 6,308	Unintentional Poisoning 15,353	Unintentional Poisoning 14,978	Unintentional Poisoning 13,620	Unintentional Poisoning 10,854	Unintentional Fall 32,522	Unintentional Poisoning 62,399
2	Homicide Unspecified 125	Unintentional MV Traffic 292	Unintentional Drowning 130	Unintentional MV Traffic 360	Unintentional Poisoning 4,245	Unintentional MV Traffic 6,886	Unintentional MV Traffic 5,068	Unintentional MV Traffic 5,328	Unintentional MV Traffic 5,629	Unintentional MV Traffic 7,697	Unintentional MV Traffic 37,991
3	Unintentional MV Traffic 80	Homicide Unspecified 152	Unintentional Fire/Burn 99	Suicide Firearm 202	Homicide Firearm 4,107	Homicide Firearm 4,348	Suicide Firearm 3,222	Suicide Firearm 3,787	Suicide Firearm 4,421	Suicide Firearm 6,375	Unintentional Fall 37,455
4	Homicide Other Spec., Classifiable 68	Unintentional Fire/Burn 123	Homicide Firearm 57	Homicide Firearm 134	Suicide Firearm 2,995	Suicide Firearm 3,429	Suicide Suffocation 2,688	Suicide Suffocation 2,481	Unintentional Fall 2,766	Unintentional Unspecified 4,607	Suicide Firearm 24,432
5	Undetermined Suffocation 45	Unintentional Suffocation 112	Unintentional Suffocation 30	Unintentional Drowning 86	Suicide Suffocation 2,237	Suicide Suffocation 3,117	Homicide Firearm 2,569	Suicide Poisoning 1,396	Suicide Suffocation 1,934	Unintentional Suffocation 3,793	Homicide Firearm 13,958
6	Unintentional Drowning 39	Unintentional Pedestrian, Other 70	Unintentional Other Land Transport 20	Unintentional Fire/Burn 52	Suicide Poisoning 454	Undetermined Poisoning 824	Suicide Poisoning 990	Homicide Firearm 1,382	Suicide Poisoning 1,491	Unintentional Poisoning 3,269	Suicide Suffocation 13,840
7	Homicide Suffocation 30	Homicide Other Spec., Classifiable 66	Homicide Unspecified 17	Unintentional Suffocation 43	Unintentional Drowning 431	Suicide Poisoning 753	Undetermined Poisoning 780	Unintentional Fall 1,131	Unintentional Suffocation 858	Adverse Effects 3,100	Unintentional Suffocation 6,701
8	Undetermined Unspecified 30	Homicide Firearm 54	Adverse Effects 16	Unintentional Other Land Transport 37	Homicide Cut/pierce 256	Unintentional Drowning 482	Unintentional Fall 502	Undetermined Poisoning 876	Homicide Firearm 802	Unintentional Fire/Burn 1,404	Suicide Poisoning 6,237
9	Unintentional Natural/Environment 22	Unintentional Natural/Environment 38	Unintentional Pedestrian, Other 15	Unintentional Poisoning 23	Undetermined Poisoning 224	Homicide Cut/Pierce 455	Unintentional Drowning 414	Unintentional Drowning 456	Adverse Effects 766	Suicide Poisoning 1,133	Unintentional Unspecified 6,082
10	Two Tied 18	Unintentional Firearm 30	Homicide Other Spec., NEC ^a 14	Suicide Poisoning 20	Suicide Fall 205	Unintentional Fall 345	Homicide Cut/Pierce 340	Unintentional Suffocation 401	Undetermined Poisoning 704	Suicide Suffocation 1,014	Adverse Effects 4,604

Data Source: National Center for Health Statistics (NCHS), National Vital Statistics System.
Produced by: National Center for Injury Prevention and Control, CDC using WISQARS™.



Centers for Disease
Control and Prevention
National Center for Injury
Prevention and Control

What are we doing to help?

- Implementing the IDS Traffic Management System
- Providing \$100,000 to study additional alternatives
- Exploring improvements to Willing Street
- Installing all-way stop signs on City streets
- Installing 2700 linear feet of new sidewalks in the City
- Secured funding for the Milton-Bagdad Connector project

We Need Your Help

- We're asking for more local control of our destiny, the application of current best practices, lessons learned, good examples, and expert opinions. We desire for wise use of taxpayer dollars.
- We are asking you to partner with us to save what people love the most about Milton, to help us achieve economic prosperity, growth and downtown vibrancy.
- You have achieved these goals in your communities by implementing road diets and focusing on the items presented today.
- Is it wrong to want that for Milton?

We Need Your Help

- The current preferred alternative is less safe, with questionable enhanced mobility, decreased connectivity within the City and a divided community with less pedestrian mobility decreasing the quality of life and destroying the economic opportunity of the downtown.
- We are asking for you to change the priority ranking for the Highway 90 segments, moving the downtown segment below the other segments to allow the City time to complete additional analysis.
- We can get a better solution. We need the TPO support to get there. We would answer your call. Will you answer ours?



THANK YOU!



MIO-Vision

MEETING DATE	PREPARED BY
September 6, 2022	Clerk's Office Dawn Molinero, City Clerk

NEWS

'Smart traffic light' system plan in the works for Pensacola area roads



Jim Little

Pensacola News Journal

Published 6:00 a.m. CT June 14, 2019

Traffic delays can be costly but local governments are partnering together on a smarter traffic system that is predicted to cut travel delays in the greater Pensacola area by 25%.

The new system, called an Advance Traffic Management System, will connect 365 traffic signals in Escambia and Santa Rosa counties to a central control system that will allow for real-time monitoring of traffic and the ability to control traffic signals remotely to respond to changing traffic conditions.

Traffic congestion in the Pensacola area amounts to 38 hours of delay per commuter, according to a 2015 study by the Texas A&M Transportation Institute.

Transportation planners with Northwest Florida's transportation planning council, the Emerald Coast Regional Council, say creating a regional smart traffic management system will cut down on those delays.

The Pensacola area's five local governments — Pensacola, Escambia County, Santa Rosa County, Gulf Breeze and Milton — signed on to the idea in 2016.

Now the Emerald Coast Regional Council is asking the five local governments to commit to funding the operations of the new system.

New Bay Bridge landing: FDOT reveals illustrations of upcoming Pensacola flyover, roundabout project at open forum

Beach traffic: More SunPass lanes coming to Pensacola Beach. Will it help alleviate traffic?

The estimated cost to run the system is about \$920,000 a year, but if the local governments commit to funding it, the Florida Department of Transportation will pay to build the system.

and a new building to house the control center — an estimated cost of about \$45 million, according to Austin Mount, CEO of the Emerald Coast Regional Council.

"We are very, very far behind the ball on this as far as communities of comparative size across the country," Mount said during a presentation to the Pensacola City Council on Monday. "So, we're just trying to do what we can to help advance this project along."

Mount said the state funding for the system won't come until 2022 or 2023, but that's only if the local governments sign an agreement pledging to fund the operations of the system after it is built.

Mount told the Pensacola City Council he's received positive responses from the other four governments indicating they're willing to sign.

The Escambia County Commission signed on to the idea last week with the provision that the new traffic control center building is located somewhere in Escambia County since they're paying the largest share of the cost.

The Florida-Alabama Transportation Planning Organization, a committee of local governments in Escambia, Santa Rosa counties and Baldwin County, Alabama, will be the organization that ultimately decides where the new operations center will go.

The plan is to spread out the cost between the five governments by the number of traffic signals that will be on the system.

Under the current estimate, Escambia County will pay \$491,507 a year for the 195 traffic signals that will be on the system.

Pensacola will pay \$231,890 for its 92 traffic signals. Santa Rosa County will have 58 traffic signals on the system for a cost of \$146,192.

Milton has 15 signals for \$37,808, while Gulf Breeze only has five signals for \$12,603.

Ben Faust, vice president of DRMP engineering firm, told the council the system will not only cut down on traffic delays but also increase safety as its estimated to decrease crashes by 12.5%.

Faust said the system along with other advancements in communication technology will enable communication between autonomous cars, public transit and even people's smart phones.

"Even our own imaginations at this time can't really reach around the things that the equipment we will deploy will be able to do for us just a few years from now," Faust said.

The City Council will vote on the agreement later this summer.

Pensacola Mayor Grover Robinson said he supported the project, adding that it will be "invaluable" to the city if its implemented and the state pays for the installation.

"We will try to work every way we can to make sure budget-wise when it comes 2022 or 2023, in that time period, that we're going to be in the right position to be able to take this going forward," Robinson said.

Jim Little can be reached at jwlittle@pnj.com and 850-208-9827.

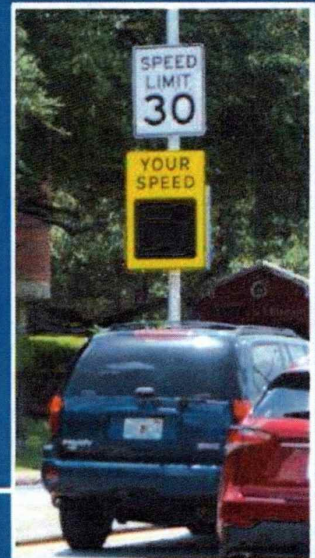


Stewart St./Magnolia St. Intersection Control Update

MEETING DATE	PREPARED BY
September 6, 2022	Clerk's Office Dawn Molinero, City Clerk

MUTS

Manual on Uniform Traffic Studies



JANUARY 2021

CHAPTER 2 TRAFFIC SIGNAL STUDY PROCEDURE

2.1 PURPOSE

- (1) The purpose of this chapter is to present a guide for conducting comprehensive traffic signal studies. The information, techniques, and instructions presented herein were formulated from the Manual on Uniform Traffic Control Devices (MUTCD), FDOT's Intersection Control Evaluation (ICE) Manual and experiences of practicing traffic engineers.
- (2) This chapter is not all-inclusive in addressing traffic signal study situations; rather, it is a general guide for determining the installation of a new traffic signal or improvement of the operation of an existing traffic signal. This manual begins assuming the existence of an alleged problem concerning traffic control at a particular location. Subsequent sections outline the observation of problem symptoms, establishment of areas of concern, collection of data, evaluation, and preparation of a traffic signal study report.
- (3) This chapter provides a logical and systematic data collection procedure for investigating traffic signal requirements. This chapter is intended to minimize the data collection effort and reduce the number of field reviews. **Figure 2-1** presents a flow chart of the procedure outlined in the following text. **Figure 2-2** is a detailed version of **Figure 2-1** showing the various steps of some of the major processes.

2.2 LEARNING ABOUT THE PROBLEM

- (1) This is the stage during which the traffic engineer receives notice from the public, civic organizations, businesses, etc., regarding their desire or need for a traffic signal to be installed or modified at a given site. During this stage, the problem is yet to be formally defined.
- (2) The engineer is required to respond to a notice regardless of its source. The engineer should first conduct an observation of the site to determine if a full-scale investigation is required. This determination will be based on the observation of problem symptoms at the site, as described in the following section. Finally, the engineer should contact the reporting party about the action to be initiated.

2.4.3 Crashes

- (1) The determination of an intersection's crash potential during a short field observation is difficult. Some evidence of crash occurrence may consist of damaged sign supports or tire skid marks, however, crash frequency cannot be determined from observation alone. Historical crash frequency should be determined by reviewing historical crash records. The number of years that are needed for review will be determined based on the existence of any recent projects at the site. A minimum of five years of crash data should be reviewed, subject to any major changes to the site. Engineering judgment should be used to determine the required number of years to be considered if a major change to the site is reported. Crashes may be related to demographic, operational, or geometric characteristics of an intersection.
- (2) The following information can be used to further define a crash problem; note that the list provided is neither all-inclusive, nor suggested as a minimum effort:
 - (a) Historical records of recent projects or treatments, as well as existing or proposed projects
 - (b) Hourly approach volumes as required for MUTCD Signal Warrants 1, 2, 3, 4, 7, and 8 (see MUTS Chapter 3)
 - (c) Crash records/rates as required for MUTCD Signal Warrant 7 (see MUTS Chapter 3; Section 3.11)
 - (d) Collision Diagram (see MUTS Chapter 5; Section 5.4.3.2)
 - (e) Pedestrian Volume Counts (see MUTS Chapter 3; Sections 3.8, 3.9, and MUTS Chapter 9) as required for MUTCD Warrants 4 and 5
 - (f) Vehicle Spot Speed Study (see MUTS Chapter 12)
 - (g) Sight distances
 - (h) Geometry: vertical and horizontal alignment
 - (i) Pavement conditions for skid resistance
 - (j) Roadside hazards
 - (k) Existing guidance through signing and pavement marking
 - (l) Existing roadway lighting
 - (m) Traffic conflict investigation and analysis

2.5 DATA COLLECTION, REDUCTION, AND SUMMARIZATION

- (1) Conducting the previously mentioned studies generates a large volume of data. The study sheets and techniques available in this Manual are designed to allow for use as field collection sheets, reduction sheets, and summary sheets, thus reducing the amount of paperwork and time required to finalize field work. See the individual chapters contained herein for more information regarding data collection, reduction, and summarization.

2.6 DATA ANALYSIS AND INTERPRETATION

- (1) Once the appropriate data for the signal warrant analysis has been collected, it is the engineer's responsibility to analyze and interpret it.
- (2) Application of the ***Traffic Signal Warrant Summary*** can be made in a straightforward manner and provides the engineer with information concerning the minimum conditions for justifying signal installation. Instructions for use of the ***Traffic Signal Warrant Summary*** (Form No. 750-020-01) are included in MUTS Chapter 3. Further explanation of the individual warrants can be found in Chapter 4C of the MUTCD.
- (3) Engineering judgment plays an important role in the decision to signalize an intersection. Situations may arise when a traffic signal is best not installed even though one of the nine warrants may be met. Such a condition may exist when minimum traffic volumes are present at a location, but signalization would severely interrupt mainline movement to serve a relatively small side street movement. Some additional considerations should be made by the engineer when minimum warrants have been met such that the installation of a signal does not create a greater problem. Other considerations include, but are not limited to the following:
 - (a) Development of excessive queues on the major street
 - (b) Queue dissipation rates
 - (c) Spacing between adjacent signalized intersections
 - (d) Highway and intersection geometry (turn lanes)
 - (e) Location of stops/turnouts for public transportation
 - (f) Distance to pedestrian crossings and pedestrian crossing distance
 - (g) For existing signals, signal timing information should be obtained in advance of study.

- (4) Note that even when a traffic signal is justified, i.e., it satisfies one or more warrants, it may not contribute to improved operations and safety of the roadway. When a new traffic signal is considered, it is required to apply the FDOT Intersection Control Evaluation (ICE) process to evaluate alternative intersections by comparing the operations and safety performance of a standard signalized intersection to alternative intersections such as a roundabout, median U-turn (MUT) or restricted crossing U-turn (RCUT). Closely spaced intersections in high volume corridors could all meet volume warrants, but signals may not be the best solution at every cross street. For example, the engineer should consider pedestrian activity in the area as having additional signal protected pedestrian crosswalks in the area may be desirable. The benefits of these conditions need to be considered when evaluating a traffic signal applicability.
- (5) Even when an intersection meets signal warrants, other intersection control alternatives may be preferred over a standard signalized intersection. The FDOT ICE Manual provides a process and the necessary tools to evaluate, compare and select the alternative intersection to best accommodate the intersection context and address the study intersection areas of concern. The ICE process follows a multi-stage approach in which Stage 1 reviews existing conditions and evaluates viable alternative intersection forms at a planning level. Stage 2 involves detailed operations and safety analysis to conduct a benefit-cost comparison of the viable alternative intersections.
- (6) If the intersection is currently signalized, the signal timing information for the controller and system data should be obtained to conduct the signal modifications evaluation. Some of the signal operation and controller capabilities to pay attention to include: availability to code phasing modifications by time-of-day, protected vs protected + permitted by time-of-day, lead-lag operation, transit priority, emergency preemptions, etc.
- (7) Engineering judgement should be applied when evaluating to modify an existing signalized intersection. Signal warrants may not be necessary for signal modification to existing signalized intersections.

2.7 PREPARATION AND APPROVAL OF TRAFFIC SIGNAL STUDY REPORT

- (1) Proper documentation of all activities taking place from the initial allegation of a problem through the warrant analysis is required. A traffic signal study report including the following elements should be prepared:
 - (a) Cover/Title page that is signed and sealed
 - (b) Description and aerial image of intersection being considered

- (c) Existing Conditions Diagram (sketch) (see MUTS Chapter 5; Section 5.4.2)
 - (d) Crash Analysis and Collision Diagram (see MUTS Chapter 5; Section 5.4.3.1)
 - (e) If applicable, discussion of Signal Warrant Analysis (may not be needed if the existing intersection is signalized)
 - (f) If applicable, discussion of ICE analysis to include approved Stage 1 and Stage 2 ICE Forms showing the traffic signal to be the best improvement alternative (ICE may not be needed if the existing intersection is signalized)
 - (g) Discussion of Traffic Operations Analysis conducted using Highway Capacity Manual methodologies
 - (h) Recommendations (including sketch if applicable)
 - (i) Supplemental information or data to be submitted
 - Completed Warrant Analysis Sheets
 - Traffic counts (24-hour, 8-hour, A.M., P.M., and off-peak)
 - Traffic projections if applicable
 - Pedestrian counts (8 hours)
 - Photos of the intersection
 - Software analysis
 - Pertinent supplemental information if needed outputs
- (2) The traffic signal study report should conclude one of the following:
- (a) No problem exists and therefore no traffic signal is warranted;
 - (b) A problem exists, but the solution is not a traffic signal;
 - (c) A problem exists, and a traffic signal will correct or reduce the problem; or
 - (d) A problem exists and a traffic signal in conjunction with other improvements will correct or reduce the problem.
- (3) In the first case, the traffic signal study should be terminated and the party

CHAPTER 3 TRAFFIC SIGNAL WARRANT SUMMARY

3.1 PURPOSE

- (1) The ***Traffic Signal Warrant Summary*** (Form No. 750-020-01) provides a procedure to determine input into the decision of whether or not conditions at an intersection warrant the installation or the continued operation of a traffic signal. The form provided in this chapter summarizes data analysis from previously collected at the intersection. The data is drawn from a larger set of data, which can later be used to determine the proper design and operation, should signalization be warranted.
- (2) Traffic signals should not be installed unless one or more of these nine warrants are satisfied. Because these are **minimum** requirements, satisfaction of a warrant is not necessarily justification or a mandate for a traffic signal. An engineering study must validate that the installation of a traffic control signal will improve the overall safety and/or operation of the intersection. Delay, congestion, crash experience, confusion, or other evidence of the need for right-of-way assignment must be documented. Alternatives to traffic control signals should be considered. Section 4B.04 of the MUTCD provides a list of possible alternatives.
- (3) A warrant is a set of criteria used to define the relative need for, and appropriateness of, a particular traffic control device (e.g., STOP or YIELD sign, traffic signal, etc.). Warrants are usually expressed in the form of numerical requirements, such as the volume of vehicular or pedestrian traffic. A warrant normally carries with it a means of assigning priorities among several alternative choices. There are two fundamental concepts involved in this determination:
 - (a) The most effective traffic control device is the least restrictive while still accomplishing the intended purpose. For instance, geometric changes alone may negate the need for a traffic signal.
 - (b) Driver response to the influences of a traffic control device has been previously identified by observation, field experience, and laboratory tests under a variety of traffic and driver conditions.
- (4) Warrants should be viewed as guidelines, not as absolute values. Satisfaction of a warrant is not a guarantee that the device is needed. The warrant analysis process is just one of the tools to be used in determining if a traffic signal is needed. Engineering judgment should be exercised in making the final determination.

The application of warrants is effective only when combined with knowledgeable

engineering judgment considering all pertinent facts as noted in Section 1A.09 of the MUTCD. In all cases, at least one or more warrants must be met before a traffic signal installation is considered.

3.2 THE TRAFFIC SIGNAL WARRANT SUMMARY

- (1) There are nine traffic signal warrants available in the ***Traffic Signal Warrant Summary*** (Form No. 750-020-01). This form corresponds to the warrants for traffic signal installation presented in the MUTCD 2009 Edition. The form is available electronically in a spreadsheet format.
- (2) An Instructions and Input tab in the electronic form can be found at the beginning of the spreadsheet, see **Figure 3-1** for an example of the completed *Instructions & Input* tab. The data completed electronically in the *Instructions & Input* tab will be automatically carried over to the Warrant sheets, as applicable. Samples of each warrant are shown as **Figure 3-2** through **Figure 3-10**.
- (3) The orange highlighted cells and checkboxes shall be completed, starting with Page 2 of the *Instructions & Input* tab. The general intersection information completed in the *Instructions & Input* tab is carried over to all warrants and the summary checklist. The volumes to be completed in the *Instructions & Input* tab are carried over to the applicable warrants only.
- (4) All nine warrants do not need to be completed if the engineer determines they are not applicable. However, the *Not Applicable* box should be checked to complete the documentation. A Warrant Summary Checklist for all warrants is provided on a separate tab at the end of the form. **Figure 3-11** shows an example of this tab completed.
- (5) The investigation of the need for a traffic control signal shall include an analysis of the applicable factors contained in the following traffic signal warrants and other factors related to existing operation and safety at the study location.

Warrant 1, Eight-Hour Vehicular Volume

Warrant 2, Four-Hour Vehicular Volume

Warrant 3, Peak Hour

Warrant 4, Pedestrian Volume

Warrant 5, School Crossing

Warrant 6, Coordinated Signal System

Warrant 7, Crash Experience

Warrant 8, Roadway Network

Warrant 9, Intersection near a Grade Crossing