



EXECUTIVE COMMITTEE MEETING
Regular Meeting Agenda

January 3, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Open Meeting**
- 2. Invocation**
Father Matt Dollhausen,
St. Mary's Episcopal Church
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
- 5. Invited Speakers**
Santa Rosa County Health Department & SWAT (Students Working Against Tobacco)
- 6. Persons to Appear**
- 7. Ordinances & Resolutions**
Item # 2022-1122
WWTP Resolution
- 8. Agenda Items**
Finance, Planning Board
Councilman Michael Cusack
Administration, Emerald Coast Regional Council
Councilwoman Marilyn Farrow
Item # 2022-1056
2023 Meeting & Holiday Schedule

Parks & Recreation, Community Improvement Board
Councilman Gavin Hawthorne
LEAP
Councilman Jason Vance
Board of Adjustments
Councilman Matthew Jarrett
Historic Preservation Board, Transportation Planning Organization
Councilwoman Roxanne Meiss
Growth, Development & Annexation, Tourist Development Council

Councilman Jeff Snow

Item # 2022-1117

Florida Trail Town Application

Item # 2022-472

Residential Facade Improvement Grant Program Implementation

Public Works

Councilman Casey Powell

Public Safety, Ordinance Committee

Mayor Heather Lindsay

18. City Attorney's Report

19. City Manager's Report

20. Public Input

21. Adjourn

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

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



Father Matt Dollhausen,
St. Mary's Episcopal Church

MEETING DATE

January 3, 2023

PREPARED BY

Clerk's Office



Santa Rosa County Health Department & SWAT (Students Working Against Tobacco)

MEETING DATE

January 3, 2023

PREPARED BY

Clerk's Office
Dawn Molinero, City Clerk



Tobacco Free Parks and Beaches

Presented by: Tobacco Free Santa Rosa Coalition

Denise Manassa- Director of Community Prevention-

CDAC Behavioral Healthcare- Member

and

Students Working Against Tobacco (SWAT)

January 3, 2023



Tobacco Free Parks and Beaches

Tobacco Free Santa Rosa Coalition

Mission and Purpose

- * **Mission** : To reduce the prevalence of tobacco use among children and adults, provide education on the dangers of secondhand smoke exposure, and create a safe and healthy environment in all public parks and beaches.
- * **Purpose**: To engage local businesses, residents, and community leaders and empower them to work toward passing a Tobacco Free Public Spaces ordinance for all parks and beaches.



Tobacco Free Santa Rosa Coalition

- * The Tobacco-Free Santa Rosa Coalition (TFSRC) began in September 2008. Tobacco Free Santa Rosa Coalition is a passionate group of community members and organizations dedicated to creating spaces free from the harmful impacts of secondhand smoke exposure and tobacco product liter.



Tobacco Free Santa Rosa Coalition

- * The Coalition is comprised of business managers, smoke free multi-unit housing owners, city and county officials, and other local agencies.
- * Members include the Florida Department of Health in Santa Rosa County; Healthy Start Coalition of Santa Rosa County; CDAC- Behavioral Healthcare, West Florida Area Health Education; Santa Rosa County School District; the City of Milton; University of West Florida; Students Working Against Tobacco (SWAT); Santa Rosa Teen Court; United Way of West Florida; Children's Home Society; Epilepsy of Florida and more.



The Florida Clean Air Act

- * The Florida Clean Air Act (FCAA) was first passed in 1985. Since then, it has been adjusted over time to protect public health. The FCAA regulates vaping and tobacco smoking in most public places in Florida. The legislative purpose of the act is to protect the public from the health hazards of secondhand tobacco smoke and to implement the Florida health initiative.



The Regulation of Smoking by Counties and Municipalities Act (Bill- CS/HB 105)

- * A recent amendment to the Florida Clean Air Act (**passed 6/24/2022**) allows local governments to enact policies to restrict smoking in outdoor shared spaces they own, such as public parks and beaches.
- * Since the law took effect **July 1, 2022**, many cities and counties across Florida have already begun to discuss how tobacco free public spaces could help reduce a major source of toxic litter.



The Regulation of Smoking by Counties and Municipalities Act (Bill- CS/HB 105)

- * This amendment allows local leaders, like us, to develop and implement tobacco-free public parks and beaches policies that specifically address issues we are encountering in our community.
- * Policies restricting tobacco use in public places benefit the health of communities by reducing tobacco use, protecting youth and decreasing exposure to secondhand smoke.



Advocate For Change- SWAT Students

- * Cigarette butts are the most common source of parks and beaches litter. For over 30 years, cigarette butts have been the most found item on beaches and parks based on the Ocean Conservancy's Annual Florida Report. The toxic waste product is encountered on parks and beaches more than **straws, cans, glass bottles, and grocery bags combined!**
- * Cigarettes are not biodegradable. The toxic chemicals in cigarettes and their filters are harmful to the environment and marine life when they enter the water supply.



Advocate For Change- SWAT Students

- * Tobacco/e-cigarette waste causes major health problems when consumed. Cigarette butts and e-cigarette waste are commonly mistaken for food by children, pets, and marine life. When ingested, these waste products can cause serious health complications, including poisoning, respiratory depression, heart failure, and worse.
- * E-cigarette related waste contains metal, single-use cartridges, batteries, toxic chemicals in e-liquids and other chemicals that are not yet known.



E-Cigarettes Butts Waste on Beaches



E-Cigarettes & Cigarette Butts Waste



E-Cigarettes Waste in Parks



E-Cigarettes Waste in Parks



How Can Tobacco Free Policies Help? SWAT Students

- * Tobacco Free Policy helps keep parks and beaches safe and clean. This in turn, improves and fuels tourism, family time and decreases maintenance expenditures.
- * Tobacco Free Policy will aid in de-normalizing smoking and vaping. This deters teens and other adults from smoking and vaping.
- * Tobacco Free Policy will protect parks, beaches, marine life, children, pets and our future!



SWAT Students' Stories...



Schools



Facts- Annual Deaths Attributable to Cigarette Smoking- United States

- * **480,000** Americans die each year from their own smoking or exposure to secondhand smoke which include over **2,000** infants and toddlers.
- * **88** Floridians die each day due to tobacco use. This is over **32,000** Florida adults each year.
- * **270,000** Florida youth will die prematurely from smoking.



Cost of Smoking in Florida

- * **\$8.64** Billion spent annually on health care
- * **\$1.51** Billion annually in Medicaid costs
- * **\$8.32** Billion annually in productivity losses



Tobacco Industry Influence

- * **\$9.1** Billion spent nationwide on marketing annually
- * **\$608.1** Million spent in Florida on marketing annually
- * **\$35.1** Billion in Tobacco profits in 2010, more than Coke, Microsoft, and McDonald's combined!



Your Action & Thank You!

- * To achieve success, we must work together, aligning and coordinating efforts across both old and new partners at the national, state, and local levels. Everyone can play an important role in protecting our nation's young people.
- * By enacting policies restricting tobacco use in public spaces (parks and beaches) they operate, communities can protect public health and be part of a cleaner Florida.
- * Success: We have over 19 towns and cities which have passed the Tobacco Free Parks and Beaches Ordinance since the passing of HB-105 Bill (7/1/2022).



References

- * Bureau of Tobacco Free Florida, County Data Profile: SRC
- * Campaign for Tobacco-Free Kids
- * Centers for Disease Control and Prevention
- * www.Countertobacco.org
- * www.FIhealthcharts.com





Agenda Item # 2022-1122
WWTP Resolution

MEETING DATE

January 3, 2023

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

A resolution of the City of Milton, Florida regarding the North Santa Rosa Regional Water Reclamation Facility, Rapid Infiltration Basins and Spray Fields.

SUMMARY

The City of Milton is fully committed to the plans and specifications of the new wastewater reclamation system.

RECOMMENDATION

Adoption.

ATTACHMENTS

1. Res WWTP Jan 23

RESOLUTION NO.

A RESOLUTION OF THE CITY OF MILTON, FLORIDA REGARDING THE NORTH SANTA ROSA REGIONAL WATER RECLAMATION FACILITY, RAPID INFILTRATION BASINS, AND SPRAY FIELD

WHEREAS, the City of Milton is the provider of sanitary sewer for the central portion of Santa Rosa County, including all of the City, the Berryhill Area, East Milton, NAS Whiting Field and the Munson Highway Area, serving over 67 square miles and over 6,290 customers, and

WHEREAS, the City of Milton has essentially reached permitted capacity at the downtown wastewater treatment plant and is obligated by state law to expand treatment capacity, and

WHEREAS, under the current operating permit from FDEP, the City is subject to an Administrative Order that requires the removal of 100% of the treated effluent from the Blackwater River by December 31, 2025, and

WHEREAS, the City is committed to protecting the Blackwater River, the last pristine, white sand bottom river in the United States by relocating the existing plant out of a flood and hurricane prone area, removing all discharge from any surface waters of the state, improving water quality in the river to protect endangered species, flora and fauna and by facilitating the conversion of septic systems to sanitary sewer, and

WHEREAS, the City owns 24.86 acres of property in the Santa Rosa Industrial Park, acquired in 2009 for the specific purpose of constructing a new wastewater facility, expandable to serve the central part of Santa Rosa County, one of the fastest growing counties in Florida for decades, and

WHEREAS, on February 7, 2022, the Board of County Commissioners unanimously voted to transfer to the City land necessary to construct Rapid Infiltration Basin's (RIB's) on a parcel adjacent to the City's property, memorialized by a Memorandum of Agreement dated June 12, 2022, wherein the County expresses a common desire to facilitate the construction of a new plant, and

WHEREAS, the County understands that increased wastewater capacity is necessary for continued growth in the County and desires to assist the City to increase treatment capacity, and

WHEREAS, the County agreed to transfer the property in exchange for a credit in the form of future wastewater treatment capacity, and

WHEREAS, the City of Milton holds a development order from Santa Rosa County and an FDEP permit to construct the new plant and has submitted a permit application to FDEP for construction of the RIB's, and

WHEREAS, the City has leveraged the necessary funding from external and internal sources to construct the new facility while maintaining a stable rate structure for current customers, and

WHEREAS, the new wastewater system demonstrates City's partnership with the County in helping secure new industry, development, and investment, bringing quality, high-paying jobs,

and securing the military mission of NAS Whiting Field, enhancing their current and future mission capabilities.

NOW, THEREFORE, BE IT RESOLVED that the government of the City of Milton is fully committed to the plans and specifications of the new wastewater reclamation system at the site owned by the City and purchased in the Memorandum of Agreement, based on the permits in hand and applied for, the grants and loans received, and City funds committed to the project, and

BE IT FURTHER RESOLVED that the government of the City of Milton requests that Santa Rosa County fulfill the obligations unanimously agreed to by the Board of County Commissioners and formalized in the Memorandum of Agreement and expedites the transfer of the agreed upon property.

APPROVED AND ADOPTED by the City Council of the City of Milton this 3rd day of January, 2023.

Attest:

Dawn Molinero

Clerk of the City of Milton

Heather Lindsay

Mayor of the City of Milton



Agenda Item # 2022-1056

2023 Meeting & Holiday Schedule

MEETING DATE

January 3, 2023

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

Each year there are meetings and boards that fall on holidays or on days that require rescheduling. The budget meetings will be added at a later date. Attached is the previously approved 2023 holiday schedule along with the proposed 2023 meeting and board schedule.

SUMMARY

This item requires the council's approval.

RECOMMENDATION

Council approval.

ATTACHMENTS

1. Holiday Schedule 2023
2. MEETING & HOLIDAY DATES FOR 2023



2023

CITY OBSERVED HOLIDAY SCHEDULE

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

CITY OBSERVED **HOLIDAYS**

 **850-983-5400**

- **NEW YEAR'S DAY - MONDAY, JANUARY 2**
- **MARTIN LUTHER KING JR. - MONDAY, JANUARY 16**
- **MEMORIAL DAY - MONDAY, MAY 29**
- **JUNETEENTH - MONDAY, JUNE 19**
- **INDEPENDENCE DAY - TUESDAY, JULY 4**
- **LABOR DAY - MONDAY, SEPTEMBER 4**
- **VETERANS DAY - FRIDAY, NOVEMBER 10**
- **THANKSGIVING DAY - THURSDAY, NOVEMBER 23**
- **THANKSGIVING EXT. - FRIDAY, NOVEMBER 24**
- **CHRISTMAS EVE - FRIDAY, DECEMBER 22**
- **CHRISTMAS DAY - MONDAY, DECEMBER 25**

"Where God Living Flows"

MEETING/HOLIDAY DATES FOR 2023

JANUARY

New Year's Day – Monday, January 2, 2023

Sundial and Executive Committee – Tuesday, January 3, 2023

FY 23 Budget Meeting – Thursday, January 5, 2023

CRA and Council – Tuesday, January 10, 2023

Historic Preservation Board – Thursday, January 12, 2023

Martin Luther King Jr. Day – Monday, January 16, 2023

Milton Planning Board – Tuesday, January 17, 2023

Committee of the Whole – Thursday, January 19, 2023

Community Improvement Board - Tuesday, January 24, 2023

Government Mission and Milton's Vision Meeting – Monday, January 30, 2023

FEBRUARY

Sundial and Executive Committee – Monday, February 6, 2023

Historic Preservation Board – Thursday, February 9, 2023

CRA and Council – Tuesday, February 14, 2023

Milton Planning Board – Tuesday, February 21, 2023

Committee of the Whole – Thursday, February 23, 2023

Community Improvement Board - Tuesday, February 28, 2023

MARCH

Sundial and Executive Committee – Monday, March 6, 2023

Historic Preservation Board – Thursday, March 9, 2023

CRA and Council – Tuesday, March 14, 2023

Milton Planning Board - Tuesday, March 21, 2023

Committee of the Whole – Thursday, March 23, 2023

Community Improvement Board - Tuesday, March 28, 2023

APRIL

Sundial and Executive Committee – Monday, April 3, 2023

CRA and Council – Tuesday, April 11, 2023

Historic Preservation Board – Thursday, April 13, 2023

Milton Planning Board - Tuesday, April 18, 2023

Committee of the Whole – Thursday, April 20, 2023

Community Improvement Board - Tuesday, April 25, 2023

MAY

Sundial and Executive Committee – Monday, May 1, 2023

CRA and Council – Tuesday, May 9, 2023

Historic Preservation Board – Thursday, May 11, 2023

Milton Planning Board - Tuesday, May 16, 2023

Committee of the Whole – Thursday, May 18, 2023
Community Improvement Board - Tuesday, May 23, 2023
Memorial Day – Monday, May 29, 2023

JUNE

Sundial and Executive Committee – Monday, June 5, 2023
Historic Preservation Board – Thursday, June 8, 2023
CRA and Council – Tuesday, June 13, 2023
Juneteenth – Monday, June 19, 2023
Milton Planning Board - Tuesday, June 20, 2023
Committee of the Whole – Thursday, June 22, 2023
Community Improvement Board - Tuesday, June 27, 2023

JULY

Sundial and Executive Committee – Monday, July 3, 2023
Independence Day - Tuesday, July 4, 2023
CRA and Council Meeting – Tuesday, July 11, 2023
Historic Preservation Board – Thursday, July 13, 2023
Milton Planning Board - Tuesday, July 18, 2023
Committee of the Whole – Thursday, July 20, 2023
Community Improvement Board - Tuesday, July 25, 2023

AUGUST

Sundial and Executive Committee – Monday, July 31, 2023
CRA and Council – Tuesday, August 8, 2023
Historic Preservation Board – Thursday, August 10, 2023
Milton Planning Board - Tuesday, August 15, 2023
Committee of the Whole – Thursday, August 17, 2023
Community Improvement Board - Tuesday, August 22, 2023

SEPTEMBER

Labor Day – Monday, September 4, 2023
Sundial and Executive Committee – Tuesday, September 5, 2023
CRA and Council – Tuesday, September 12, 2023
Historic Preservation Board – Thursday, September 14, 2023
Milton Planning Board - Tuesday, September 19, 2023
Committee of the Whole – Thursday, September 21, 2023
Community Improvement Board - Tuesday, September 26, 2023 (Pending a rescheduling)
Budget Workshop (Date to be determined)

OCTOBER

Sundial and Executive Committee – Monday, October 2, 2023
CRA and Council – Tuesday, October 10, 2023

Historic Preservation Board, Thursday, October 12, 2022
Milton Planning Board, Tuesday, October 17, 2022
Committee of the Whole – Thursday, October 19, 2023
Community Improvement Board - Tuesday, October 24, 2023

NOVEMBER

Sundial and Executive Committee – Monday, October 30, 2023
CRA and Council – Tuesday, November 7, 2023
Historic Preservation Board – Thursday, November 9, 2023
Veterans Day – Friday, November 10, 2023
Committee of the Whole – Thursday, November 16, 2023
Milton Planning Board - Tuesday, November 21, 2023
Thanksgiving Holiday – Thursday and Friday, November 24-25, 2023
Community Improvement Board – Tuesday, November 28, 2023

DECEMBER

Sundial and Executive Committee – Monday, December 4, 2023
CRA and Council – Tuesday, December 12, 2023
Historic Preservation Board – Thursday, December 14, 2023
Milton Planning Board - Tuesday, December 19, 2023
Committee of the Whole – Thursday, December 21, 2023 (This meeting is cancelled)
Christmas Holiday – Friday through Monday, December 22-25, 2023
Community Improvement Board – Tuesday, December 26, 2023 (Pending a rescheduling)



Agenda Item # 2022-1117

Florida Trail Town Application

MEETING DATE

January 3, 2023

PREPARED BY

Lyndsey Benton, Current
Planner/Zoning Officer

BACKGROUND

City Staff have been tasked with researching and completing of the Trail Town Assessment. The submission of the attached assessment would be submitted to the Florida Department of Environmental Protection's Trail Town Program. The program promotes tourism and recognition for Florida towns and cities with excellent trails and trail amenities.

SUMMARY

The Trail Town Program can be viewed at the following link, <https://floridadep.gov/parks/ogt/content/trail-town-program>. This program promotes and incentivizes trail tourism, events, recreation, and multi-modal transportation. City staff have met with representatives of the Trail Town Program who feel the City of Milton would be a great fit for the program and recommended application. The designation may provide increased opportunities for grants and trail improvements in the long term.

RECOMMENDATION

Staff recommends Council discussion and vote regarding submission of this application.

ATTACHMENTS

1. Trail Town Assessment Final - 12_28_22



TRAIL TOWNS

GUIDELINES AND SELF-ASSESSMENT

Contents

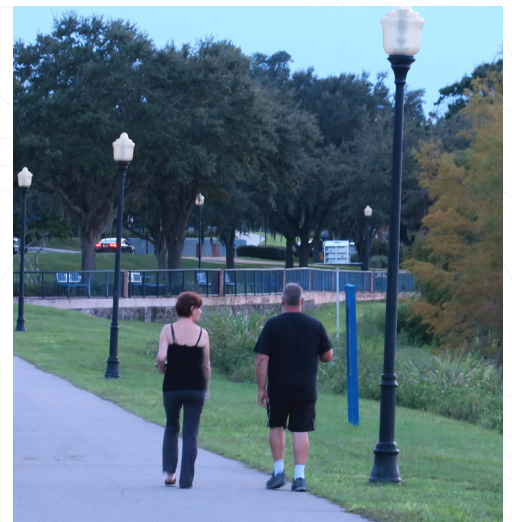
What is a Trail Town?

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Why Should Your Community Become a Trail Town?

Page 3



Is Your Town a Trail Town?

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Trail Town Questionnaire

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Department of Environmental Protection
www.FloridaGreenwaysAndTrails.com

Office of Greenways and Trails
3900 Commonwealth Blvd. MS-795
Tallahassee, FL 32399-3000
(850) 245-2052

What is a Trail Town?

A Trail Town in Florida is a community located along or in proximity to one or more long-distance non-motorized recreational trails. Whether on a paved or unpaved multi-use trail, paddling, equestrian or hiking trail, recreational users can venture off the main path to enjoy the services and unique heritage of the nearby community. The town is a safe place where both town residents and trail users can walk, bike, jog etc., find the goods and services they need, and easily access both the trail and the town. In such a town, the trail is an integral and important part of the community.

A Trail Town is a vibrant destination where people come together. A Trail Town is a friendly place that encourages trail users to visit and welcomes them with warm hospitality. It may have outdoor equipment shops, restaurants, a grocery store, local shops and lodging. It has wide sidewalks, clean streets, bike racks and benches at convenient locations. The trail meets the needs of both the recreational users and the town's residents. Residents use the trail to access work, schools, parks and shops.

Trail Towns are not stand-alone communities; they are linked by a long-distance trail corridor. Trail users may be passing through a town on a day trip or longer journey, or may park and access other trails, such as a paddling trail. Trail users want to explore interesting and vibrant places in their travels and will need services that the town provides. Basic characteristics of a successful Trail Town include:

- Incentives to get trail users off the trail to explore the town
- Clear and safe connections between the town and trail
- Readily available information about the town
- Businesses that offer goods and services to meet the needs of trail users
- Festivals and events are held that draw people to the trail who may not normally be trail users
- Safe connections to work, schools, parks and shopping for residents
- Successful relationships with neighboring communities that promote the entire long-distance trail as a tourist destination

Why Should Your Community Become a Trail Town

Imagine a town where trail based tourism is a driving economic force that shapes and sustains the surrounding communities. A place where trail users have every type of facility and comfort they could need to have an unforgettable experience. A place where the economy thrives because of the trail community, and the trail thrives because of the town's residents and businesses embrace it. A place where trails connect people to nature, citizens to their communities and towns to neighboring towns. This is the vision of a Trail Town.

Any trail, long or short, can be an economic asset to a community. Trails provide free recreation for people of all ages and fitness levels and offer opportunities to enjoy nature or local history. The Trail Town program, within the Office of Greenways and Trails recognizes towns that connect to long-distance destination trails. Trails that attract travelers from outside the local community and are not used solely by nearby residents. Studies show that the longer a trail is, the farther people will travel to visit it, the longer they will stay, and the more money they will spend. Studies show that a day-user on a trail will spend four times the amount of a local user, and is likely to make a return trip to the Trail Town. An overnight visitor may spend twice the amount of a day-user.

This manual is intended to guide you as you walk through a self-assessment process and to help you identify what your town needs to become a Trail Town. It will also provide guidance on how to work with or create a local group focused on downtown revitalization and give you the tools and ideas as you start this process. This guide is designed to assist managers and local leaders in these communities make the most of the economic opportunities that arise from trail users coming into and passing through their towns. The goal is to bring forth ideas that will help you transform your community into an unforgettable tourist destination, and at the same time, make your town a place where local businesses and residents thrive.

As you take this journey, remember that your town has its own personality and one size doesn't fit all. This guide is meant to offer suggestions to get you started. Adjust and modify these ideas in ways that best work for your town.



“Our downtown merchants are excited and beginning to see the increase in their businesses by those trail users who eat, shop and enjoy our unique offerings.” Titusville Mayor Walt Johnson

“Our downtown has thrived around the trail and attracted folks of all ages and abilities. We like to think of the trail as the main artery of our community.” Dunedin Mayor Julie Ward Bujalski

Is Your Town a Trail Town?

Self-Assessment

This self-assessment will assist your community in understanding the basic characteristics of a successful Trail Town and help you complete the application to become recognized as a Trail Town through the Office of Greenways and Trails.

Trail

Multi-use, non-motorized long-distance trail or a connecting trail into the larger system:

- What types of trail(s) are within two miles of your town? Unpaved - hiking, biking, paddling, equestrian Paved - shared use non-motorized This is important because you can effectively cater to the specific needs of your trail users.
- How long are the trails?
- Are they a part of a regional or state trail system?
- Do trails close to your town provide connections into a larger system? How long are the trails?
- Is there more than one trail or type of trail that passes through your town?
- Are the trail users likely to be day travelers?
- Are the trail users likely to be long-distance or overnight travelers?
- Will the trail users need:
 - Bike rentals or bike shops?
 - Kayak rentals or paddling equipment?
 - Lodging?
 - Restaurants?
 - Other supplies before they continue?

Neighboring trails:

- What other types of trails are within five miles of your community?
- Distance of other trails to the central downtown area?

Excellent and well-maintained trail conditions:

The trail(s) should be easy to use, safe and well-maintained. Maintenance is important if you want trail users to return to your town and if you want to attract more visitors. A trail user's visit should be enjoyable, safe and scenic.

- Is the trail in good condition?
- Who manages the trail(s)?
- Do you have a good working relationship with the trail manager(s)?

Accessibility

A successful Trail Town has a trail near enough to the central downtown to be readily accessible by trail users. If the trail does not run directly through downtown, there should be a clearly identified path with distance information that leads trail users into town. Businesses and residents should welcome trail users and provide trail friendly services.

Trail traverses the central downtown or is within two miles:

Depending on the type, a trail can be further removed from your downtown and still be accessible. With a biking trail, for example, a two-mile side trip to your town is not out-of-the-way. However, a hiking or paddling trail which is two miles away can be taxing.

- How far away from downtown is each trail type?
- If your town is a larger urban area, how far are essential services from the trail?

Clearly mark the paths and distances from the trail to the central downtown area:

It should be clear to trail users that your town is located nearby. The farther removed the trail is, the more important directional signage will be. Wayfinding signs should describe the distance to your town and provide clear directions.

- Is there a path connecting the trail to your downtown?
- Is there directional signage guiding trail users to the town center?



“The Trail Town designation confirmed our planning efforts and brought credibility to Inverness as a welcoming community. Our goal is to be the hub of activity on the Trail and be inviting to cyclists.” Inverness City Manager Frank DiGiovanni

“We are a bicycle / walkable community with kayak and canoe rentals and guided tours. Having the Florida Trail Town designation will only enhance our efforts to provide the best possible experience for our visitors.” Everglades City Mayor Howie Grimm

- Is more wayfinding signage needed on the trail?

Facilities and amenities are convenient to trail users:

Visible businesses benefit economically from trail users. Ideally, goods and services are located at or near the trail's entrance into the town. Trail users desire goods and services which are readily available.

- Where and what kind of trail-friendly goods and services are in town?
- What distance are each service provider from the trail?

Business owners and citizens are friendly and welcoming to trail users:

Trail users may stay longer, make a return trip and contribute to tourism and the town's economy when they feel welcomed and well informed. It is beneficial when both business owners and citizens are well informed about the trail, the town, and the various businesses offerings and amenities.

- Do businesses offer incentives to trail users?
- Do businesses have maps and information available?
- Can business owners and citizens answer questions about the town and the trail?

Town Participation

A common denominator of a successful Trail Town is a champion. The champion could be a town citizen, group of citizens, local government or non-profit organization or some combination. Upon receiving a Trail Town designation, the champion(s) can coordinate information with the participating businesses and citizen support groups; network with neighboring towns; and, facilitate trail events and marketing.

Community Support Organization or local trail advocacy groups:

The champion(s) can help to assess the town's potential to become a Trail Town.

- Does your town have a champion?
- Is there someone who can coordinate and organize a Trail Town assessment?
- Is there an advocacy group that can create a Trail Town strategy?

Annual trail festivals or events:

Events which take place on or near the trail (a race, a fundraiser, etc.), can be a draw to people who may not normally be trail users. Events boost the overall Trail Town economy via purchases from trail users and new visitors.

- What events are held on or near the trail?
- What is the estimated attendance?
- How many different types of events are held?
- How often do events occur?

Trail Town plan or local development plan which includes trails:

A written plan with attainable goals is recommended for a Trail Town. A specific Trail Town Plan is not a requirement, although it is encouraged as a best practice.

- Are trails included in some type of a local development plan for the town?
- What type of plan involving trails is currently available?
- Do you have a specific *Trail Town Plan* or strategy?

Coordinate with neighboring communities:

As a Trail Town, proximity to a long-distance trail or connecting your town into a larger trail system is important. Coordinating with your neighboring communities can bring greater economic benefits by bringing in more trail tourism. Your neighbors can help organize and promote events.

- How are you working with your neighboring communities to promote the trail(s)?

- Are you working with others in your region to promote trails and trail events?

Businesses

Trails have the potential to provide a significant economic boost to local businesses. Becoming a Trail Town provides a unique opportunity to take full advantage of the economic opportunities offered to your town through trails. After evaluating the types of trail users coming into your town, determine if your town offers the necessary goods and services they need.

Provide necessary and specific goods and services to trail users:

Partner with your local chamber of commerce, economic development council, county/city commissioner's office or other relevant entities to discuss how to provide goods and services to trail users.

- What are the current businesses in your town which serve trail users?
- Are there gaps in the goods and services offered?
- How will those gaps be filled?
- Is the chamber of commerce or another group involved in developing a Trail Town economic strategy?

Coalition of local businesses that continue to grow and support the trail:

Include businesses in the group that are advocating for the trail or create a central organization of businesses to assist with the development of the Trail Town economy. This group can formulate a plan for economic growth and expansion, agree on incentives and discounts to offer trail users, organize business participation in events, and coordinate with trail advocates, neighboring towns and other businesses.

- Does your Trail Town have a central business organization?
- Can you identify existing business partners with the potential to participate in developing the Trail Town?

Marketing to and discount for trail users as an

incentive to come into town:

Give trail users a reason to come to your town by offering them incentives at local businesses. Kiosks on the trail can include advertisements for local businesses, special offers for trail users or coupons for participating businesses. A small discount (10%-20%) can motivate trail users to visit or stay in your town.

- What incentives do businesses offer to trail users for goods and services?

Amenities

A Trail Town is a friendly place which encourages trail users to visit and welcomes them with warm hospitality. Trail users want to explore interesting and vibrant places and while they travel, they will need certain goods and services.

Bike racks, boat docks and launches, hitching posts, etc.:

Trail Towns often provide areas for storage of trail user's equipment while they are in town. This makes their stay much easier and enjoyable.

- Are there bike racks conveniently located?
- Is day-use parking available? If not, how will you accommodate trail users?
- Are there kayak launches and ways to secure kayaks, canoes and paddleboards?
- What other trail amenities are offered in your town?

Reasonably priced food with local influences:

Give trail users an affordable taste of your town. Reasonably priced food is necessary and having local influences makes it all the better. Make sure that these restaurants are family friendly. Are restaurants:

- Easily located and accessible?
- Trail-user friendly?
- Family-friendly?
- Affordable?
- Offering local influences?

Easily accessible drinking fountains or potable water sources:

This is crucial to the trail user's health and safety. Water should be available near or on the trail. If there are not water fountains near the trail, consider having water jugs or free bottles of water within businesses for trail users. This is a friendly way to invite trail users into the town and into businesses.

- Are public potable water sources readily available?
- Do businesses offer free water in bottles or access to water?

Food that can be purchased and easily packaged for trail use:

Long-distance trail users require stopping points to refuel.

- Are there trail-friendly stores where trail users can restock?
- Are there stores or restaurants that offer prepared meals for trail users?
- Are food, water and other supplies easily accessible from the trail or town center?

Information

Once your trail users are in town, having signage, maps or flyers available can direct them to businesses. This is a great way to inform trail users about the attractions and events your town has to offer. Make navigating your town easy for trail users.

Information available within the central business district:

Provide information about what your town has to offer within the central business district. This is a great way to encourage trail users to enjoy all that your town offers and it promotes return trips.

- Do businesses keep free informational pamphlets and event flyers in their stores?

Safety

Trail users want to feel safe and protected both on the trail and within your town.

Safe and navigable downtown business district and amenities:

The town is well-lit, has wide sidewalks, protected bike lanes and crosswalks.

- Does your downtown area feel safe?
- Is it easy to navigate around town?
- Is your town family-friendly?
- Has your town reviewed or adopted the Florida Complete Streets guidelines?
- Is safety addressed in your current local development or Trail Town Plan?

Law enforcement is familiar with the trail terrain, length, and town:

If an emergency occurs on the trail, first responders should be familiar with the trail and be able to reach trail users quickly.

- Are responders and law enforcement familiar with where the trails are located?
- Do the trails have access points for emergency vehicles?
- Does your town have law enforcement visible on the trails?

Medical services for trail users:

Depending on what type of trail is near your town, trail users might need specific types of medical services.

- For mountain bike trails, you may need emergency medical services with off-road vehicles.
- For paddling trails, you may need a rescue boat.
- For hiking trails, you may need a golf cart or universal terrain vehicle to pick up injured or stranded hikers.
- What type of medical services and equipment for trail users are available?

Trail Town Questionnaire

Use the Self-Assessment to assist with completing the questionnaire.

Trail

What types of trails connect to or are located near your town? (hiking, biking, paddling, shared use non-motorized, multi-use, equestrian, etc.)

The Blackwater Heritage Trail, a multi-use biking and walking trail extends 1.7 miles through the City limits of Milton, and a total length of 9.6 miles.

List any neighboring trails and their proximity to your town.

The trail extends eight miles north to join the U.S. Navy's 1.5-mile Military Heritage Trail, which ends at the Naval Air Station Whiting Field. The Old River Trail, managed by FLWMD, extends 0.5 miles along the Blackwater River from Russell Harber Park in Milton to the Old Spanish Trail which extends 5.2 miles through East Milton, connected to the Historic Red Brick Road Trail.

Who maintains your trail(s)? Please identify each trail and the manager.

The Blackwater Trail is maintained by Florida Department of Environmental Protection. The Old River Trail is maintained by the Florida Water Management District. Both trails are supported by connections, parks, parking areas, and facilities that are maintained by The City of Milton.



List types of trail users are on the trails (day use, long distance pass through, overnight, etc.) Can trail users refill supplies and repack their bags to continue their journey? Describe how your town accommodates these trail users.

The trail is mainly used by day users who utilize it for recreational walking and biking. The trail is also utilized for pedestrian traffic and provides a safe pedestrian corridor for users who utilize it for transportation from residential neighborhoods to the downtown area. Within the 1.7 miles of trail in the City there are 4 public facilities available for refilling water and using restrooms. There are also multiple restaurants, shops, and stores within the City that are adjacent to the trail to be utilized by the trail users.

Accessibility

How close is the trail to your town? Is there easy access from the trail into the business district? Please describe.

The trail runs North to South through the center of town adjacent to and crossing two main thoroughfares. The trail provides direct connection from rural areas outside the City, large residential neighborhoods, to the downtown business district.

Can trail users easily recognize that your town is near the trail? Is there direct signage on the trail leading into your town? Please describe.

The trail can be easily recognized as part of the City of Milton as it begins, on its southern portion within the City of Milton limits .

What kinds of amenities are directly at or near the trail entrance into your town?

On the North side there is Trail visitor's center with adjacent parking, a playground, and public library near the town entrance.

This area also includes water bottle filling stations, water fountains, a FDEP Ranger shack that is open to visitors to use their bathroom, hydration, tire filling, and resting amenities (benches, picnic tables, covered sitting area, kiosk, etc.). There is also an AED heart start device along the outside wall of the FDEP station as well as all amenities available at the adjacent library.

Are your business owners and citizens aware that there is a trail near your town? Are they well informed about the trail? If not, what steps will you take to accomplish these goals?

There are multiple businesses adjacent to the trail that are utilized by trail users. The City will mail out letters to inform businesses of trail users and recommend trail friendly promotions and incentives.

Town Participation

Do you have a trail-oriented Community Support Organization or a local trail advocacy group? If so, please identify them. If not, please describe who has expressed interest in supporting the community by becoming a Trail Town.

The City of Milton has held events on and adjacent to the trail in support of becoming a Trail Town.

Other city staff have worked such events and make use of the trail daily. On June 04, 2022, the City of Milton hosted a trail days event for

National Trails Day.

What events take place on or near your trail? Please specify the purpose of the event, local participation, who hosts it, and how often it occurs.

The City of Milton hosts over 50 annual events in total including multiple festivals and events at Jernigan's Landing on the

Riverfront. Bands on the Blackwater, a weekly concert series, is hosted in the Spring and Fall months. Other events

include seasonal and holiday events and festivals. Jernigan's Landing is a 0.5 mile (10 minute) walk from the Blackwater Trail.

Other events include concerts at the Blackwater Heritage Trail State Park, 5K and 50K events, parades, and a weekend outdoor

market all of which are on the trail or adjacent.

Do you have a Trail Town plan or a local development plan that includes trails? Please describe.

The City of Milton's sidewalk plan includes adding over 5 miles of sidewalks within the city. This includes multiple new

connections to the Blackwater Trail to increase accessibility and walk-ability within the city and the downtown area. The City is

taking inventory to identify additional improvements to the trail, including directional signs and online maps that would

inform trail users of public facilities, restrooms, and trail friendly businesses that are trail adjacent.

Describe the citizen initiatives in your town that foster and maintain trail growth and traffic.

Citizens and city officials have utilized the Blackwater Trail both for clean up events and environmental education purposes.

There are also social media groups, such as the "Blackwater Heritage State Trail" group with 3,000 followers, that regularly post updates concerning

events, ratings, and volunteer efforts. Santa Rosa County recently provided upgrades outside of City limits through the federal RESTORE program.

Describe any efforts that have been made to coordinate with neighboring communities for events and trail connectivity.

The Township of Bagdad, part of Santa Rosa County and adjacent to the City of Milton at the southern portion of the city limits, and the City of Milton

are actively developing a sidewalk connection which would create a continuous trail from the Bagdad Mill Site Park to downtown Milton, The

Blackwater Riverwalk, and through adjacent sidewalk connections, the Blackwater Heritage Trail. Along this corridor would be various commercial sites, historic sites/museum, an event area, and the newly renovated Butterfly House.

Businesses

Do businesses provide goods, services and incentives to trail users? Please list the name of the business, the owner and the goods and services and incentives provided.

Cosse's Corner Shack, Food and Beverages/ rest area; Truly Spokin, Bike shop and bike repairs; McKinley's Sandwich Shop, Food and beverages/ rest area; Whataburger, fast food restaurant service; Taco Town, food and beverages; Mama Lattes, coffee shop and restaurant/ rest area; Circle K, convenience store/ rest area; Subway, fast food restaurant service; Hooked and Flavored, to-go restaurant service. All of the businesses listed above are adjacent to the trail and provide services to trail users. The City will

organize a business incentive program to encourage businesses to actively engage with and support users of the trail.

For each of the following, list the contact person and their telephone number:

Chamber of Commerce:

Santa Rosa County Chamber of Commerce - (850) 623-2339 - Board Chair - Anna Weaver

Visitor, Tourism or Economic Development Council:

Ed Spears - City of Milton Director of Economic Development - 850-983-5400-Ext 1233

Mayor or City Council or City Commissioner's Office:

Mayor Heather Lindsay - Mayor's Office, (850) 983-5411

Does your town have a coalition of local businesses that support the trail? Please describe. If not, please list which businesses you have contacted to support the Trail Town.

Cossee's Corner Shack, Truly Spokin', McKinley's Sandwich Shop, Taco Town, and Mama Lattes all voiced support for the trail and activities.

What kind of discounts, deals, or special packages are offered to trail users?

All businesses that were able to be reached voiced support regarding possible event discounts, deals, or simply voiced support for the City of Milton

becoming a Trail Town and would possibly be willing to work with The City of Milton and Blackwater Heritage trail users in the future.

The majority of these discounts came from food and beverage vendors that would offer discounts on items such as discounted drinks, sno cones,

grouping discounts on burritos/tacos, and teaming up with the City to provide activities and events with greater incentives for trail users.

Amenities

List any amenities such as bike racks, boat dock and launches, hitching posts, etc. provided in your town. Describe any other planned amenities that will be provided.

Along the eastern portion of the City of Milton is the Blackwater Riverwalk. This site provides numerous parking spaces, a large dock with boat docking available, bike racks, commercial activity, and rest areas. Along the portion of the Blackwater Heritage Trail just north of Hwy 90 and south of Elva St. are amenities specific for trail use such as bike racks, bathrooms, water faucets, and a covered pavilion. Further along the Blackwater Heritage Trail, heading north/northeast, is a FDEP guard station which also has sitting areas, "Fix it" repair stations, bathrooms, an indoor resting area, informational kiosks, water fountains, an adjacent play area/park, and additional parking. Adjacent to the ranger post and along the trail is the Santa Rosa County Library as well which provides numerous uses and facilities. Slightly outside of City limits, but along the trail are more water fountains, bathrooms, covered sitting areas, and benches.

A total for all amenities, within the limits of the City of Milton, includes; 37 benches, 4 mile markers, 12 trash cans, 11 various signs covering topics such as rules/available amenities/speed limits/and trail information, 3 bike racks, 6 educational and informational kiosks, 5 water fountains (including one dog fountain), 2 trail cameras, 2 bathroom facilities, 2 "Fix it" repair stations, 2 covered resting areas/pavilions, 1 historic site, 2 equestrian tie-downs and animal clean up stations, 2 outdoor grilling areas, 1 public park, 2 parking lots, 1 medical/emergency device (AED), and 3 government buildings (Library, Ranger Station, City Hall).

List the restaurants near your trail that cater to trail users. Describe types of food, distance from the trail, and incentives offered.

There are no restaurants that specifically cater to trail users as of now, but plans are being made to include more events which would see

incentives for trail users during specific events or days. This has yet to be finalized and is in the very early stages of discussion.

List overnight accommodations available to trail users and any plans for expanding these options. Describe the types of accommodations (hotel, campground, bed and breakfast, Air B&B, etc.). Include any special rates or packages offered for trail users.

There are hotels in the City of Milton limits (Regency Inn and Emerald Sands Inn), numerous AirBnB options, and just outside of City of Milton

limits are RV Campgrounds and other chain hotels (Holiday Inn and Best Western). As of yet, there are no special discount rates that the City

is aware of for trail users. All AirBnBs within the downtown Milton area and historic Milton are within walking distance of the Blackwater Heritage Trail.

List all water fountains/spigots available for trail users and their distance from the trail.

As of 2021, newly installed renovations include a water bottle filling station and two new water fountains. These new additions brings the total

amount water fountains and spigots within the City of Milton limits to 5 fountains (including 1 dog fountain) and 1 spigot within the approximately

1.7 mile distance that the trail runs through the City. All fountains are located within the trail boundaries. There are more fountains as the trail

moves out of the City's limits and into County property.

Can food be purchased and easily packaged for trail use? Please list all locations and their distance from the trail.

There are several food service businesses adjacent to the Blackwater Heritage Trail within the limits of the City of Milton. These consist

of fast-food, to-go, and snack type servings that can easily be carried from the business and onto the trail for consumption.

Cosse's Corner Shack, McKinley's Sandwich Shop, Whataburger, Taco Town, Mama Lattes, Circle K, Subway, Hooked and Flavored,

are all directly adjacent and accessible to the Blackwater Heritage Trail.

Information

Is there clear signage and wayfinding on the trail with information about the town? Please describe.

The trail does not currently contain signage regarding the City of Milton, however at the FDEP Ranger/Guard station there is multiple areas

where fliers and informational pamphlets are displayed. Milton City Hall is also directly adjacent to The Blackwater Heritage Trail through the city.

Describe directional signage leading from the trail into town.

Direction signage includes mile markers, crosswalks, kiosks, educational signage concerning local flora, rules and hours signage, road signage,

and funding information.

Describe signage in the town with information about amenities.

The FDEP Guard/Ranger station has signage including water fountains, facility hours, bathroom locations within the station, there are active

discussions about more signage discussing the trail, and there are current signs along Hwy 90 and other roads which delineate the Blackwater

Heritage Trail along intersections and crosswalks. This signage includes, at multiple points, allowable uses and amenities such as bathrooms and fountains, speed limits, directions and stop/start locations, equestrian information/rules, and other pertinent information for trail use.

Describe information or other material that businesses have about what your town offers. Please list participating businesses.

As of now, no businesses are participating in trail related activities. City Hall does contain pamphlets discussing the Blackwater Heritage

trail. Hotels within the Milton contain informational pamphlets discussing The Blackwater River State Park, The Milton Blackwater Riverwalk

and the Blackwater Heritage Trail.

Safety

Check the boxes if correct:

- YES NO Does your town have wide sidewalks (10-12')?
- YES NO Does your town have protected bike lanes?
- YES NO Does your town have crosswalks?
- YES NO Is your downtown business district well-lit?
- YES NO Is your downtown business district safely navigable by foot or bicycle?

Are your law enforcement officers and first responders familiar with the trail location, terrain and length? Please describe the extent of their knowledge and any training they have received in this matter.

Law enforcement and the FDEP guards/rangers are intimately familiar with the trail. The local police station is located no more than 400 feet from the Blackwater Heritage Trail, directly behind City Hall. This allows for quick and easy access. FDEP rangers/guards regularly travel the trail for maintenance, training, observation, and calls. The City of Milton Fire Station is also within 400 feet of the trail. That gives the trail three different entities, within 400 feet of a trail entrance, which can respond to emergencies.

For each of the following, list your contact person and their telephone number.

Fire Department:

Chief Reble - 850-983-5432

Police Department:

Chief Tindell - 850-983-5412

Medical Services:

Fresenius Medical Care at Santa Rosa Medical Center - 850-626-7762 and FDEP Rangers are all CPR Trained, there is AED equipment available, and there are posts with phones which can connect to 911 along the trail.

List all medical services available to trail users, including specialized equipment, specialized training and facilities.

Phone posts which can dial 911, AED equipment, and trained FDEP Rangers which are CPR Certified.

Statement of Intent

It is the intent of _____ (name of community, town, city etc.) to recognize this community as a Trail Town. By execution of this consent, the undersigned confirms the community's desire to participate in the Office of Greenways and Trails' Trail Town program.

Date: _____

Printed Name: _____

[Signature of community leadership]

Mail or e-mail to:

Office of Greenways and Trails

Department of Environmental Protection

3900 Commonwealth Blvd., Mail Station 795

Tallahassee, FL 32399-3000

Officeofgreenwaysandtrails@fldep.gov

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Agenda Item # 2022-472

Residential Facade Improvement Grant Program Implementation

MEETING DATE

January 3, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Discussion has recently taken place regarding a prospective residential facade improvement program that will apply to areas within the City's CRA and Historic District. The need for such a program has been identified, as there are many deteriorated residential structures within the Milton Downtown CRA that would benefit from a funding source to make improvements to buildings that in many cases have acquired historic value over many decades of existence. The final draft of the residential facade improvement program, similar to the existing commercial facade program, was approved in July 2022.

SUMMARY

This item is being brought back to the Executive Committee as an information item only. This previously approved program is ready for implementation, and staff anticipates the opening of the first application period to begin on February 1st, 2023. Staff will place all received applications on the agenda for review by the Committee of the Whole.

RECOMMENDATION

Information only. No action required. The City Council approved the program in July 2022.

ATTACHMENTS

1. Residential Facade Grant Application - Final 010323



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

**DEADLINE FOR
APPLICATIONS:**

2022 Residential Façade Improvement Program

Program Summary

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

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

Eligibility

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

for demolition within 12 months.

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

Eligible Improvements

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

Examples of eligible items include:

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

Ineligible Improvements

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

Examples of ineligible items include:

- Rent, mortgage, insurance, utilities, taxes, or other, similar costs of ownership
- Signage improvements

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

Additional Information

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

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

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

Sliding Scale Table for Reduced Match Amounts

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

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

Historic Structures

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

Default

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

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

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

How the Program Works

1. Applicant must submit a complete application packet prior to the deadline, including the following:
 - Complete application form
 - Legal description of property
 - Proof of property ownership or notarized letter from owner consenting to the project
 - Proof of property insurance
 - Certification of zoning and future land use compliance
 - Scaled drawing of improvements involving building changes
 - Accurate color mock-ups and/or paint chips
 - Original color photographs of existing property conditions
 - Three cost estimates from qualified contractors (labor and materials for entire project). If the owner of the property is a licensed contractor and is qualified to do the work, then two additional cost estimates from qualified contractors will be required.
 - Tax return from the head of household demonstrating total household income and household size for must be shown, **not submitted**, by only those applicants requesting a reduction in the required match amount based on income levels.
 - Final cost estimate including name of licensed contractor chosen to perform work
 - Copy of the chosen contractor's license (if licensure is required for the work)
 - Copy of City of Milton Business License (if a home occupation exists within the residence)
2. If requested, meeting with staff to review the project. Applicants may be requested to provide additional information.
3. Applications are forward to City Council for review and approval.
4. Project presentation (if necessary)
5. If approved, staff will prepare a grant agreement for the applicant's signature.
6. After approval and execution of all documents, the applicant is provided with a notice to proceed.
7. Copy of all permits (if necessary)

8. Upon project completion, signed off permit from City/County Building Inspections (if necessary), receipt of the final invoice(s) from contractor(s), proof of payment, inspection by City Staff, and sign off by the property owner; the final invoice will be submitted for payment.
9. City will issue a reimbursement check to the applicant or directly pay to the vendor.

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

DEADLINE FOR APPLICATIONS IS:

DRAFT

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____



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

DEADLINE FOR APPLICATIONS:

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

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

ADDRESS OF PROJECT: _____
PROJECT NAME: _____

ATTACH REQUIRED ADDITIONAL INFORMATION:

- Complete application form
- Detailed project description
- Legal description of property
- Proof of property ownership or letter from owner consenting to the project
- Proof of property insurance
- Certification of sign ordinance, zoning and future land use compliance
- Scaled drawing of improvements involving building changes
- Accurate color mock-ups and/or paint chips
- Original color photographs of existing property conditions
- Three cost estimates from qualified contractors (labor and materials for entire project).
- Final cost estimate including name of licensed contractor chosen to perform work
- Copy of the chosen contractor's license (if licensure is required for the work)
- Copy of City of Milton Business License.

NAME & MAILING ADDRESS OF OWNER/APPLICANT (PLEASE PRINT):

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

TELEPHONE # (850) _____ CELL # _____ EMAIL _____

For official use only:



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

Memorandum of Understanding

I, the grantee, understand that work cannot commence on any portion of the Downtown CRA Residential Façade Improvement Project prior to receiving approval of the grant funds by the City of Milton. A written notification to proceed will be provided. I, the grantee, have read, understand, and accept the terms and conditions of the grant. I have read and understand the actions which will trigger a default. In the event of a default, I, the grantee, do hereby guarantee the repayment of the principal amount of the grant in accordance with the terms of the Residential Façade Improvement Program application and guidelines. If the grantee is not the property owner, as shown in the Santa Rosa County Property Appraiser’s Database, the property owner must also execute this Memorandum of Understanding.

Grantee Name (Please Print)

Grantee Signature

Date

Property Owner Name (Please Print)

Property Owner Signature

Date

City of Milton (Please Print)

City Manager Signature

Date

DRAFT

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)			
	Business name, if different from above			
	<input type="checkbox"/> Individual/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CorporationPartnershipOther
	Check appropriate box: Sole proprietor			<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)		Requester's name and address (optional)	
City, state, and ZIP code				
List account number(s) here (optional)				

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

curit: - -
or Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

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

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

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

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

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

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

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

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

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

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

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

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

The Internal Revenue Service (IRS) codes require us to have the Taxpayer's Identification Number on file for vendors/payees receiving payments after January 1, 1984. There are substantial IRS penalties if we do not comply. Furthermore, under Federal Income Tax Law, you are subject to certain penalties if you do not provide us with your correct Social Security Number (SSN) or Employer Identification Number (EIN). For assistance in determining proper name and number to report, refer to the IRS for W-9.

IMPORTANT: THIS COMPLETED FORM MUST BE RETURNED WITH THE APPLICATION:

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

1. IF YOU ARE AN INDIVIDUAL OR NON-CORPORATE COMPANY, PLEASE PRINT THE FOLLOWING INFORMATION:

Company/Individual's

Name _____

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

2. IF YOUR COMPANY IS INCORPORATED, PLEASE PRINT THE FOLLOWING INFORMATION:

_____ does operate in corporate form. (Corporate Name)

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____