

**COMMUNITY REDEVELOPMENT AGENCY  
AGENDA  
TUESDAY, January 12, 2021  
5:30 P.M.**

1. Approval of December Minutes (*Requires vote*)
2. Approval of November Financial Report (*Requires vote*)
3. Item # 1657  
Appraisal Request for 5260 Broad St.
4. Persons to Appear
5. Other Business
6. Adjourn

Members present:

Heather Lindsay, Mayor  
Sharon Holley  
David Richardson  
George Jordan  
Shannon Rice  
Jeff Snow  
Casey Powell  
Peggy Smith

Absent:

Mary Ellen Johnson

Approval of October Minutes

\*\*Motion to approve by Councilman Jordan; Seconded by Councilwoman Smith

Unanimously approved

Approval of September Financial Report

\*\*Motion to approve by Councilman Jordan; Seconded by Councilwoman Smith

Unanimously approved

Approval of October Financial Report

\*\*Motion to approve by Councilman Snow; Seconded by Council Powell

Unanimously approved

Persons to Appear

None

Other Business

None

Adjourn

**CRA I DOWNTOWN  
FY 2021**

as of 11/30/2020

( Fund 111 )

		<b>FY 2021</b>	<b>FY 2021</b>			
		<b>BUDGET</b>	<b>YEAR To DATE as of 11/30/2020</b>	<b>Balance</b>	<b>Description</b>	
<b>REVENUES</b>	acct. #					
	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 51,843	\$ -	\$ 51,843	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 26,231	\$ -	\$ 26,231	Estimated tax billing
	348-xx-xx	Promotional	\$ 40,500	\$ -	\$ 40,500	Promotional Revenue
	360-10-00	Misc. Revenues	\$ -	\$ -	\$ -	Misc. Revenue
	361-10-00	Interest Income	\$ -	\$ -	\$ -	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
	389-90-01	Balance Forward	\$ 50,100	\$ -	\$ 50,100	FYE 2020 Balance Forward
<b>REVENUE TOTALS</b>		<b>\$ 168,674</b>	<b>\$ -</b>	<b>\$ 168,674</b>		

		<b>OTHER EXPENSES</b>				
<b>EXPENSES</b>	34-00	Other Contractual Services	\$ 5,000	\$ 660	\$ 4,340	
	43-00	Utility Services	\$ 5,000	\$ 957	\$ 4,043	Gulf Power / Willing St. power poles
	46-00	Repair & Maintenance	\$ 1,000	\$ -	\$ 1,000	R&M
	48-00	Promotional	\$ 7,500	\$ -	\$ 7,500	Advertisement
	48-01	5k Run	\$ -	\$ -	\$ -	
	48-02	Bands on the Blackwater	\$ 70,000	\$ -	\$ 70,000	
	48-03	Movie Night	\$ 5,000	\$ -	\$ 5,000	
	48-06	Other Events	\$ 5,000	\$ -	\$ 5,000	
	48-08	Water Festival	\$ 5,000	\$ -	\$ 5,000	
	49-00	Misc. Expense	\$ 2,000	\$ -	\$ 2,000	Christmas lighting maintenance/Electrical Repair
	49-19	Tax Rebate Incentive Prog	\$ -	\$ -	\$ -	Tax Rebate Incentive Program
	49-34	Property / Fire Tax	\$ 580	\$ 577	\$ 3	Fire Fee
	52-00	Operating Supplies	\$ -	\$ -	\$ -	Misc.
	53-00	Materials / Repair & Supplies	\$ 3,000	\$ -	\$ 3,000	
	54-00	Dues & Subscriptions	\$ 500	\$ -	\$ 500	Dues & Subscriptions
	61-02	Easement-Sidewalk	\$ -	\$ -	\$ -	Easement-Sidewalk
	64-00	Capital Outlay	\$ -	\$ -	\$ -	
	64-27	Downtown Project Expense	\$ 20,000	\$ -	\$ 20,000	
	82-08	SRC-July 4th Fireworks	\$ 15,000	\$ -	\$ 15,000	
	82-09	Misc. Grants in Aid	\$ 2,000	\$ -	\$ 2,000	Support for Special Events (SR Arts/Etc.)
91-01	Transfer to General Fund	\$ 15,000	\$ -	\$ 15,000	Main Street Milton Dept/Façade Improv.	
99-99	Contingencies	\$ -	\$ -	\$ -		
<b>OTHER EXPENSE TOTALS</b>		<b>\$ 161,580</b>	<b>\$ 2,194</b>	<b>\$ 159,386</b>		
<b>EXPENSE TOTALS</b>		<b>\$ 161,580</b>	<b>\$ 2,194</b>	<b>\$ 159,386</b>		

CRA II NORTH  
FY 2021

as of 11/30/2020

( Fund 112 )

		FY 2021	FY 2021			
			YEAR To DATE as of			
acct. #		BUDGET	11/30/2020	Balance	Description	
<b>REVENUES</b>	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 798	\$ -	\$ 798	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 404	\$ -	\$ 404	Estimated tax billing
	348-xx-xx	Promotional	\$ -	\$ -	\$ -	Promotional Revenue
	361-10-00	Interest Income	\$ -	\$ -	\$ -	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
	389-90-01	Balance Forward	\$ 1,912	\$ -	\$ 1,912	FYE 2020 Balance Forward
<b>REVENUE TOTALS</b>		<b>\$ 3,114</b>	<b>\$ -</b>	<b>\$ 3,114</b>		

Dept. 552

		<b>OTHER EXPENSES</b>				
<b>EXPENSES</b>	31-03	Professional Services	\$ -	\$ -	\$ -	
	34-00	Other Contractual Services	\$ -	\$ -	\$ -	
	43-00	Utility Services	\$ -	\$ -	\$ -	Gulf Power / power poles
	46-00	Repair & Maintenance	\$ -	\$ -	\$ -	R&M
	48-00	Promotional	\$ -	\$ -	\$ -	Advertisement
	48-06	Promotional	\$ -	\$ -	\$ -	Advertisement
	49-00	Misc. Expense	\$ -	\$ -	\$ -	Christmas lighting maintenance/Electrical Repair
	49-18	Misc. Exp. / Bank Charges	\$ -	\$ -	\$ -	
	52-00	Operating Supplies	\$ -	\$ -	\$ -	Misc.
	53-00	Materials/Rep & Supplies	\$ -	\$ -	\$ -	
	54-00	Dues & Subscriptions	\$ -	\$ -	\$ -	Dues & Subscriptions
	61-01	Capital - Land Acquisition	\$ -	\$ -	\$ -	
	63-04	Carpenters Park	\$ -	\$ -	\$ -	Carpenters Park
	64-07	Capital - Misc. Equipment	\$ -	\$ -	\$ -	
	64-27	Project Expense	\$ -	\$ -	\$ -	
	82-09	Misc. Grants in Aid	\$ -	\$ -	\$ -	Support for Special Events
	91-00	Transfer to Other Funds	\$ -	\$ -	\$ -	
91-01	Transfer to General Fund	\$ -	\$ -	\$ -		
91-02	Transfer to Capital Projects	\$ -	\$ -	\$ -		
590-01-00	Contingencies	\$ 3,114	\$ -	\$ 3,114		
<b>EXPENSE TOTALS</b>		<b>\$ 3,114</b>	<b>\$ -</b>	<b>\$ 3,114</b>		

CRA III SOUTH  
FY 2021

( Fund 113 )

as of 11/30/2020

		FY 2021	FY 2021			
			YEAR To DATE as of			
acct. #		BUDGET	11/30/2020	Balance	Description	
<b>REVENUES</b>	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 1,392	\$ -	\$ 1,392	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 704	\$ -	\$ 704	Estimated tax billing
	348-xx-xx	Promotional	\$ -	\$ -	\$ -	Promotional Revenue
	361-10-00	Interest Income	\$ -	\$ -	\$ -	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
	389-90-01	Balance Forward	\$ 2,013	\$ -	\$ 2,013	FYE 2020 Balance Forward
<b>REVENUE TOTALS</b>		<b>\$ 4,109</b>	<b>\$ -</b>	<b>\$ 4,109</b>		

Dept. 552

		<b>OTHER EXPENSES</b>				
<b>EXPENSES</b>	31-03	Professional Services	\$ -	\$ -	\$ -	
	34-00	Other Contractual Services	\$ -	\$ -	\$ -	
	43-00	Utility Services	\$ -	\$ -	\$ -	Gulf Power / Power poles
	46-00	Repair & Maintenance	\$ -	\$ -	\$ -	R&M
	48-00	Promotional	\$ -	\$ -	\$ -	Advertisement
	48-06	Promotional	\$ -	\$ -	\$ -	Advertisement
	49-00	Misc. Expense	\$ -	\$ -	\$ -	Christmas lighting maintenance/Electrical Repair
	49-18	Misc. Exp. / Bank Charges	\$ -	\$ -	\$ -	
	52-00	Operating Supplies	\$ -	\$ -	\$ -	Misc.
	53-00	Materials/Rep & Supplies	\$ -	\$ -	\$ -	
	54-00	Dues & Subscriptions	\$ -	\$ -	\$ -	Dues & Subscriptions
	61-01	Capital - Land Acquisition	\$ -	\$ -	\$ -	
	64-07	Capital - Misc. Equipment	\$ -	\$ -	\$ -	
	64-27	Project Expense	\$ -	\$ -	\$ -	
	82-09	Misc. Grants in Aid	\$ -	\$ -	\$ -	Support for Special Events
	91-00	Transfer to Other Funds	\$ -	\$ -	\$ -	
	91-01	Transfer to General Fund	\$ -	\$ -	\$ -	
91-02	Transfer to Capital Projects	\$ -	\$ -	\$ -		
99-99	Contingencies	\$ 4,109	\$ -	\$ 4,109		
<b>EXPENSE TOTALS</b>		<b>\$ 4,109</b>	<b>\$ -</b>	<b>\$ 4,109</b>		

**AGENDA ITEM # 1657**

**CITY OF MILTON  
CITY COUNCIL**

**AGENDA ITEM SUMMARY**

C.O.W.

Executive

Council

Meeting Date: 1/12/2021

Action

Discussion

Information

Committee: Growth & Development

Department and Division: Planning & Development

**Title:** Appraisal Request for 5260 Broad St.

**Background:** The City has been assembling properties along the waterfront of the Blackwater River to solicit proposals from private sector developers to utilize that land to achieve objectives found in the City's Riverfront Master Plan. This property located at 5260 Broad St. has been listed for sale and is an important strategic piece for development as identified in the Plan. At their most recent meeting, the Riverfront Redevelopment Team voted 4-0 to recommend the City getting an appraisal for this property in consideration of purchasing it.



**Summary:** This property is identified as an ‘anchor’ location within the Riverfront Master Plan, and a hotel is the development most specifically desired at this location in the Plan, but would not necessarily be the only acceptable use of this property.

**Recommendation:** F.S. 166.045 requires municipalities to receive a written appraisal before purchasing any real property. Additionally, the statute dictates for property purchases exceeding \$500,000, two written appraisals must be received. Similarly, for property purchases in the amount of \$100,000 or less, the Statute notes a governing body may, by ordinary vote, exempt themselves from the appraisal requirement.

Nonetheless, staff would recommend attaining an appraisal for this property.

**Attachments:** Draft RRT Minutes from November 12, 2020





The Riverfront Redevelopment Team met on Thursday, November 12, 2020, at 4:00 p.m. in the Council Chambers at City Hall.

PRESENT: Ricky Downs Jr.  
Michael Johnson  
Deborah Becker  
Shari Sebastiao

Andrew Zupkoff, Planning Director  
Lyndsey Benton, Assistant Planner  
Melissa Short, Administrative Assistant  
Ed Spears, Director of Economic Development  
Randy Jorgenson, City Manager

The meeting was called to order at 4:00 p.m. The minutes from September 10, 2020, were moved for approval by Shari Sebastiao, and seconded by Deborah Becker. Minutes were approved unanimously.

NEW BUSINESS:

Discussion on Thames Property (NE Corner of Willing/Berryhill) – Randy Jorgenson explained the Thames Property is on the market for \$175,000. Randy Jorgenson explained the city can purchase this property, so with a broker opinion's value is \$75,000. The city can go 10% above value price. Randy Jorgenson explained the land to the east is not buildable but has access to the river and the land to the west has a wide variety of uses. Randy Jorgenson explained the Riverfront Redevelopment Team needs to make a recommendation for Thames Property. There was discussion on the Riverwalk and discussion on developing the riverfront property. Randy Jorgenson explained we do not have an appraised value of the Thames Property and explained the appraised value needs to come back dramatically different than the broker's opinion value. There was a first motion, to have a professional appraisal for the Thames Property made by Deborah Becker; seconded by Shari Sebastiao, there was discussion on the motion. The goal is to stimulate economic activity. Ricky Downs explained to the Board that they can amend the first motion or vote again on the first motion. Deborah Becker voted on the first motion, to have a professional appraisal on the property; second by Shari Sebastiao. Motion failed 3-1. There was discussion on getting an appraisal on the property. Randy Jorgenson explained to the board that he would advise the Council not to act in an absence of an appraisal. Michael Johnson changed his objection to the motion. Ricky Downs explained a new motion

needed to be made. Shari Sebastiao made a motion to have a professional appraisal done; seconded by Deborah Becker. The motion was approved 4-0.

City-Owned Lands RFP Presentation – Randy Jorgenson introduced Ed Spears, Economic Development Administrator for the City. Ed Spears walked the Board through a request for a proposal for the process of spurring new development in areas that we desire it. The Board is the first to look at this RFP Presentation and any feedback that the Board wants to change or improve.

#### Executive Summary:

The City of Milton, FL (City) (pop. 10,690) is seeking pop. 10,690) is seeking proposals from experienced individuals or firms interested in developing a marina, residential, restaurant/entertainment, and mixed-use development project on three (3) city-owned waterfront properties totaling 7.9 +/- acres along the Blackwater River. Qualified respondents must demonstrate the ability to design, finance, and construct projects in accordance with the terms, conditions, and specifications contained in this Request for Proposal (RFP).

#### The Project:

The City has been assembling riverfront property for redevelopment on the west bank of the Blackwater River. The objective of this RFP is to revitalize the former marina, provide for residential development and stimulate investment is approximately 7.9 +/- acres along Broad Street, at the northern edge of the City Limits. It is anticipated, based on market demand, that the preferred mixed-use project on the lands available in this RFP will consist of residential (1-, 2-, 3-bedroom upper floor apartments) with potential for restaurant/entertainment, marina, retail, and commercial uses and associated parking on the ground floor. All proposals should enhance the quality of life for Milton area residents and visitors. A successful project will add vibrancy and enhance the public access to the waterfront. Proposed projects should be respectful and compatible with the surrounding area, but clearly signal a new direction for the Milton Waterfront. Development proposals may address any parcel or combination of parcels identified in this RFP.

The City intends to establish a 50 ft. easement along the water's edge to create a public park strip. This aspect should be anticipated and detailed in the proposal. If additional parcels are acquired and dedicated to the project, additional easements to allow expanded public access to the waterfront is

highly encouraged and desired. The marina aspect of this RFP is not mandatory. However, if any response does not contain a marina element, the marina parcel will be reserved for a future RFP. Due to grant restrictions, the "North Marina" parcels must include a marina use, but additional uses may be allowed. The "South Marina" parcel may be utilized for any allowable use in conformance with the property's zoning or rezoning.

Standard municipal utilities are in place and easily accessible to all of the subject properties. This includes City water, sewer, and natural gas. Stormwater considerations are regulated by Santa Rosa county and should be discussed in the proposal. As these parcels are directly adjacent to a protected natural body of water, environmental consideration should be detailed in the proposal. Conservation of trees located on the properties should be detailed.

The winning proposal will be consistent with the City's vision for this area as articulated in the CRA and Riverfront Master Plans. Creative alternatives are welcome. Proposals that pair the City parcels with other, privately owned parcels to create a more expansive, dynamic project are encouraged and preferred.

Property:

The Marina property currently supports the City's marina operation with 17 wet slips and a boat ramp. Due to grant restrictions, the North Marina Parcels must include marina services. A previous marina building has been demolished and the property is vacant. The City of Milton employed Peter J. Smith and Company Inc. to design the Riverfront Master Plan dated August 2013. Expansion of the marina operations were a part of that plan. To that end, the City has borne the costs of engineering and permitting of the Marina projects' movement forward thus far. The City holds the submerged land lease and other permits beneficial to the property and project. Currently there are seventeen (17) wet slips on the property and an additional ten (10) have been permitted.

The Broad Street Property was acquired by the City in 2020 and derelict buildings have been demolished. The property is currently vacant. The Monroe Street parcel is also vacant.

The North Marina Properties (eastern terminus of Quinn Street, north of Quinn Street) consists of three (3) parcels:

Parcel #1: 1.47 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-00700-0177> Zoned C-3

Parcel #2: 0.26 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-00700-017B> Zoned R-3

Parcel #3: 0.3 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-00700-017A> Zoned R-3

The South Marina Property (eastern terminus of Quinn Street, south of Quinn Street) consists of one (1) parcel:

Parcel #4: 2.0 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-00700-017C> Zoned C-3

Broad Street Properties (5340-5360 Broad Street) consists of two (2) parcels:

Parcel #5: 1.22 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-00700-0130> Zoned R-3

Parcel #6: 2.24 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-00700-0010> Zoned R-3 4

Monroe Street Property (eastern terminus of Monroe Street) consists of one (1) parcel:

Parcel #7: 0.41 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-01000-0080> Zoned RC-1

### Zoning:

The information below is the baseline information for each zoning district. The full information on zoning can be found at this link:

[https://library.municode.com/fl/milton/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_PTIIIUNDECO\\_ART6ZODIRE](https://library.municode.com/fl/milton/codes/code_of_ordinances?nodeId=PTIICOOR_PTIIIUNDECO_ART6ZODIRE)

It should be noted that the City will consider requests for rezoning necessary to achieve the goals stated in this RFP.

### Goals for the property:

- Return the parcels to maximum productive, tax generating use, including new City Utility customers
- Serve as a catalyst for further downtown and riverfront revitalization
- Develop new development opportunities
- Develop a connected, walkable, mixed-use environment with enhanced amenities and destinations
- Create an inclusive project that is reflective of the Milton Community
- Complies with the spirit of the Downtown CRA Plan and the Riverfront Master Plan

The City of Milton is looking at developing vacant properties along the Riverfront Redevelopment area. There was discussion.

### RFP Evaluation Criteria

The City of Milton seeks qualified, experienced partners to develop the sites, and anticipates and encourages a team approach to achieve the City's development vision. The RFP process is intended to allow all interested and qualified development teams to participate and respond. Qualification packages should include and will be evaluated on the following items and requirements:

#### Experience and Qualifications – 25 points

- Experience developing mixed-use projects of comparable size in a downtown, waterfront setting
- Financial strength of the development team
- Active litigation, judgment liens and outstanding payments (negative points)

#### Financial Proposal – 15 points

- Defined source and percentage of debt and equity
- Financial feasibility and cash flow analysis

#### Economic Benefit – 15 points

- Acquisition price
- Financial return to the City (ROI), economic impact (e.g. job creation, tax revenues, utility customers)
- Additional development on adjacent parcels

#### Project Development and Design – 30 points

- Project's ability to serve as a catalyst for vibrant development

- Design (Mixed-use, residential density, Plan guidance, parking)
- Development timeline (e.g. construction commencement and delivery timing)
- Activation of the waterfront, connection to the water, including civic and community benefits.
- Quality of Design, Construction, Resiliency & Environmental Impact

Oral Presentations and Questions – 10 points

Local Utilization Commitment – 5 points

Proposal Documents:

This document and subsequent addendums, if any, can be downloaded from the City of Milton's website, <https://www.miltonfl.org/Bids.aspx>. The proposal documents may also be obtained through Florida Purchasing Group (BID NET); 1-800-835-4603: <https://www.bidnetdirect.com/florida/city-of-milton>: Vendor Registry Bids & Solicitations; 1-844-802-9202: <https://vrapp.vendorregistry.com> or through the link above.

Other Business:

Andrew Zupkoff introduced Lyndsey Benton, new assistant planner, joins us from Florida Department of Environmental Protection Office in Pensacola. The Board welcomed her. There was discussion on the Berryhill School Complex. Andrew Zupkoff explained the first reading for the rezoning was on Tuesday, November 10, 2020, at the City Council Meeting and the second and final reading will be Tuesday, December 8, 2020, at the City Council Meeting. The Project Development Agreement, which is a separate process and requires two public hearings. The first public hearing will be held at the Milton Planning Board Meeting on Tuesday, November 17, 2020, and the final hearing will be at the City Council Meeting, Tuesday, December 8, 2020. The Berryhill School Complex is moving forward. There was discussion on Highway 90 Design. If the Board has any input on the design to contact the Planning Department, so the Planning Department can advise the Council. The Board discussed that the City should advise the new Board Members the Laws and Regulations for being on an Advisory Board.

The meeting was adjourned at 5:03 p.m.