

May 6, 2013

ECONOMIC DEVELOPMENT COMMITTEE

1. Discussion of designating Shannon Ogletree as Economic Development Director.
2. Discussion of purchasing GIS application for economic development in the amount of \$15,000 in partnership with Florida Power and Light statewide discount program.
3. Discussion of amendment to Economic Development Related Expense policy to include military and industry appreciation events.



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Santa Rosa Administrative Offices
6495 Caroline Street, Suite M
Milton, Florida 32570-4592



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HUNTER WALKER, County Administrator
ANGELA J. JONES, County Attorney
JAYNE N. BELL, OMB Director

M E M O R A N D U M

TO: Board of Commissioners

FROM: *HW* Hunter Walker, County Administrator

DATE: May 2, 2013

SUBJECT: Economic Development Director

As reported previously the firm retained to conduct the above cited executive recruitment received forty-eight (48) applications which were forwarded to this office. The firm and staff reviewed and evaluated each application and I believe the firm talked via telephone to each applicant at least once.

In partnership with the recruiting firm the list was preliminarily reduced to seven applicants and interviews were conducted with the three (3) local applicants and telephone interviews were conducted with four (4) out-of-state applicants. These applicants were knowledgeable and experienced in a variety of economic development positions.

The intent was to schedule second round of interviews in person with three finalists and then make recommendation. However, it has become clear to me that Shannon Ogletree is the best applicant for the Santa Rosa County position, possessing the education, experience, and demonstrated performance expected by Santa Rosa County.

I interacted with Shannon sparingly during his tenure with TEAM Santa Rosa EDC, Inc. and found him knowledgeable and informed and capable in his job which included research and interaction with prospective industries. Obviously since the County assumed responsibility for the economic development function with Shannon as Interim Director my contact/interaction has become daily.

As interim, Shannon was placed in a tough position; he was expected to help develop the office and develop/nurture relationships with prospective industries; maintain relations with economic development stakeholders, local officials and the public with no assurance that he would be retained after the recruitment. He did so with a positive attitude and energetic work ethic in nurturing and maintaining these relationships and providing imaginative and practical alternatives in developing and improving the economic development department over the last eight (8) months.

I have received recommendations in behalf of Shannon from a number of the large private sector companies/industries in Santa Rosa County. Each one indicated that Shannon had been pivotal in their decision to locate or expand their businesses in Santa Rosa County. I have also received recommendations from most of the large regional economic development stakeholders regarding Shannon's competence, professionalism, and ability. These stakeholders interact with economic development professionals across the Panhandle and beyond and each strongly recommended Shannon.

As one of the major economic development stakeholders noted the bottom line is job creation. Santa Rosa County has recently announced two industrial locations creating over four hundred (400) jobs. One of those industries began during Shannon's tenure with TEAM and was delayed by the economic downturn, and the other was entirely developed since the EDO was formed. Quite frankly there are going to be others because there are a number of prospects in the pipeline which Shannon has personally cultivated and worked. There have been a number of other prospects that have been worked, but to this point have not been successful, but that is not from lack of effort or competence on Shannon's part.

My recommendation is a standard employee agreement with Shannon Ogletree as the Economic Development Director at a salary of \$95,000. The action by the Board is the approval of this employment agreement at the May 9, 2013 Board meeting.



To: Santa Rosa County Board of County Commissioners

From: Shannon Ogletree, Interim Director

Re: Recommendation to purchase GIS Application for Economic Development

Date: May 6, 2013

RECOMMENDATION

That the Board of County Commissioners authorize staff to purchase the GIS Planning's Zoom Prospector Enterprise Software for Economic Development.

BACKGROUND

GIS is becoming a more integral part of the site selection process, as companies and consultants become more tech savvy, communities must stay abreast of current techniques to promote the area. Florida Power & Light recently joined the GIS Planning as a client and offered a discount on the GIS software to all counties in their service territory. This application has been so successful, they have decided to allow all counties in the State of Florida the opportunity to take advantage of the discount pricing and include our properties on the FP&L application.

Through the GIS Planning Full Edition we will have the ability to specialize a custom GIS application for Santa Rosa County at the best price. Shannon Ogletree has met with the county GIS Staff, Val Jarvis and Aleta Floyd who have reviewed this GIS application and confirmed that it will allow the county's GIS layers to be imported into this Economic GIS application which will provide fully customized Santa Rosa County maps to guide potential clients to properties within the County.

BENEFITS

- **Property Database** – A searchable online database of available land and buildings based on user-defined criteria.
- **Demographic Analysis** – Ability to generate user-defined drive-time and radius analysis for a complete overview of the surrounding areas around each property.
- **Search by Businesses** – Ability to search businesses by name, type, number of employees and annual revenue.
- **Housing/Segmentation Data** – Show your residential snapshot using this new tool
- **Community Search** – Ability to search for communities (cities, counties, and regions) in your geography using ZoomProspector.com data.
- **New -Proposal Generator** – Ability to generate reports using maps, customized tabs, links etc. with just a few clicks.
- **Property Reports** – Ability to generate presentation-quality property reports for available properties.
- **Mobile Website** – All of the features and functionality in a mobile version that can be utilized on smartphones and tablet computers. Check out www.okcedis.com on your smartphone or tablet.
- **NEW - Community Comparison Tool** – *Exclusive to GIS Planning*, this new tool will allow the user to compare communities side by side when searching for where to expand/relocate their business.
- **Demographic Reports**- Ability to save and share demographic, consumer expenditure and business and workforce reports within a user-defined distance from a selected property. *Updated twice annually, we are the only GIS Provider to update more than once a year.*
- **Business Reports** – Ability to analyze businesses within a user-entered radius of the site of interest to view potential suppliers and competitors. *Updated four times annually, we are the only GIS provider to update more than once a year.*
- **Industry Cluster Analysis** – Ability to pre-define your community's target industries or clusters for business analysis.
- **Save Reports** – Ability to save user-defined property, demographic and business reports in one location for further analysis and distribution.
- **Thematic Mapping** – A visual display (also known as a "heat map") of 752 new specific demographic variables by geography, allowing a visitor to identify optimal business locations which can be geographically understood in one glance. *We are the only GIS provider to offer more than 15 thematic map options.*
- **Local Layers** – Community assets such as railroads, schools, traffic counts, colleges, hospitals, etc., can be displayed to the user.
- **Map Legend Display** – A map legend describing graphic elements shown on the map interface.
- **Analysis Reports** – Capability to download/save/email/share reports in Word, Excel and Adobe Acrobat or through social media for further analysis and for presentations.
- **Property Owner & Real Estate Broker Property Listing Web Page** – Password protected system for brokers to add, delete and update properties through a user-friendly web site
- **Staff Administration Web Page** –City staff will be able to update and maintain property information.
- **Website Analytics** – Ability to better understand the specific interests of website visitors through quantifiable metrics.

IMPLEMENTATION

Santa Rosa County EDO Staff and the Computer Department will coordinate to ensure implementation.

BUDGET IMPACT

\$15,000

(Regular Price WITHOUT FP&L Discount \$19,500)

Proposal for:
Santa Rosa
Economic Development Office



ZoomProspector Enterprise
Web Application

With Geographic Information System (GIS) Software, Google Mapping

Submitted by GIS Planning Inc.



GIS Planning (www.gisplanning.com) is the world leader in online economic development solutions and an exclusive partner of International Economic Development Corporation (IEDC).

Confidential proposal submitted by: Stevie Field, Regional Account Representative, Southern US – Wilmington, NC office
sfield@gisplanning.com (cell) (615) 517.5505

This proposal is for internal review by Santa Rosa EDO only and is not for distribution.

Introduction

GIS Planning's ZoomProspector Enterprise web applications provide comprehensive information to help new, expanding and relocating businesses find the optimal location for success in your community. Using Geographic Information System (GIS) Software, our website tools provide access to in-depth information, including powerful real estate search, demographic analysis, industry reports, along with dynamic mapping tools. The applications are built upon proprietary GIS Planning and Google Maps technology, which offer state-of-the-art site selection analysis capabilities.

ZoomProspector Enterprise is integrated with GIS Planning's national site selection search engine, www.ZoomProspector.com, which allows users to conduct national searches of communities and commercial properties that match their unique criteria. ZoomProspector.com is embedded into national media outlets visited by site selectors and expanding businesses including BusinessFacilities.com and BXJonline.com.

ZoomProspector Enterprise Capabilities

ZoomProspector Enterprise offers the following features designed to help expanding businesses find locations within your community:

- **Property Database** – A searchable online database of available land and buildings based on user-defined criteria.
- **Demographic Analysis** – Ability to generate user-defined drive-time and radius analysis for a complete overview of the surrounding areas around each property.
- **Search by Businesses** – Ability to search businesses by name, type, number of employees and annual revenue.
- **Housing/Segmentation Data** – Show your residential snapshot using this new tool
- **Community Search** – Ability to search for communities (cities, counties, and regions) in your geography using ZoomProspector.com data.
- **New - Proposal Generator** – Ability to generate reports using maps, customized tabs, links etc. with just a few clicks. Check it out at:
<http://newadmin.zoomprospector.com/ActiveNeed/Report/79fff289-cf3d-46bb-9921-64d686bc82fb>
- **Property Reports** – Ability to generate presentation-quality property reports for available properties.
- **Mobile Website** – All of the features and functionality in a mobile version that can be utilized on smartphones and tablet computers. Check out www.okcedis.com on your smartphone or tablet
- **NEW - Community Comparison Tool** – *Exclusive to GIS Planning*, this new tool will allow the user to compare communities side by side when searching for where to expand/relocate their business. <http://pittsburghprospector.com/?mode=compare>
- **Demographic Reports**- Ability to save and share demographic, consumer expenditure and business and workforce reports within a user-defined distance from a selected property.
***Updated twice annually, we are the only GIS Provider to update more than once a year.**
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- **Industry Cluster Analysis** – Ability to pre-define your community's target industries or clusters for business analysis.
- **Save Reports** – Ability to save user-defined property, demographic and business reports in one location for further analysis and distribution.
- **Thematic Mapping** – A visual display (also known as a “heat map”) of 752 new specific demographic variables by geography, allowing a visitor to identify optimal business locations which can be geographically understood in one glance. **We are the only leading provider to offer more than 17 thematic map options.**
- **Local Layers** – Community assets such as railroads, schools, traffic counts, colleges, hospitals, etc., can be displayed to the user.
- **Date Feed** – We will automatically feed y our properties into the Florida Power & Light application.
- **Map Legend Display** – A map legend describing graphic elements shown on the map interface.
- **Analysis Reports** – Capability to download/save/email/share reports in Word, Excel and Adobe Acrobat or through social media for further analysis and for presentations.
- **Property Owner & Real Estate Broker Property Listing Web Page** – Password protected system for brokers to add, delete and update properties through a user-friendly web site
- **Staff Administration Web Page** –Santa Rosa EDO staff will be able to update and maintain property information.
- **Website Analytics** – Ability to better understand the specific interests of website visitors through quantifiable metrics.

Example Website Application:

Palm Beach County, FL - <http://www.pbcprospector.com>



Budget Investment

Zoom!Prospector Enterprise License with Google Maps

Service Includes:

- Sites and Buildings Database
- Local Layers
- Housing/Segmentation Data
- **New** Community Comparison Tool
- 752 **New** Thematic Maps
- **New** Proposal Generator
- Data feed to Florida Power & Light application
- Mobile Website
- Demographic Mapping and Reports to 60 miles
- Business Mapping
- Demographic Data
- Marketing & Implementation Plan
- Hosting and Technical Assistance

*Annual Investment\$15,000

*Multi-year agreement would qualify for a 5% discount of quoted investment

(Service includes standard updates, data, hosting and ongoing technical assistance.)



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HUNTER WALKER, County Administrator
ANGELA J. JONES, County Attorney
JAYNE BELL, OMB Director

MEMORANDUM

TO: Hunter Walker
FROM: Angie Jones
CC: Shannon Ogletree
DATE: October 10, 2012
RE: Policy for Economic Development-Related Expenses

- A. Reasonable entertainment related expenditures including meals are an integral part of an effective economic development program and as such are hereby authorized by the Board of Commissioners. These expenditures will be reviewed and approved by the County Administrator.
- B. Reasonable dining expenditures shall include but not be limited to food, beverage, and tip expenses for persons involved in economic development recruitment in behalf of Santa Rosa County and representatives from the prospective business or industry.
- C. The Economic Development Office is encouraged to participate in functions of the local Chambers of Commerce Accordingly, membership fees and membership-related expenditures are deemed to appropriate economic development related expenditures. Memberships and participation in other civic organizations in which members of the business community are involved are authorized with the approval of the County Administrator.

D. The Economic Development Office is further encouraged to interact with existing businesses, industries and the military, since all are vital to the community. Participation in activities such as military, business or industry appreciation events is hereby encouraged and sponsorship of such events is authorized upon the approval of the County Administrator.

May 6, 2013

ADMINISTRATIVE COMMITTEE

1. Discussion of authorization for Sheriff to submit an application to U.S. Department of Justice for COPS Hiring Program grant.
2. Discussion of scheduling meeting to interview five (5) firms or individuals submitting proposals for management of the Navarre Beach Pier.
3. Discussion of bid from A.E.New, Inc. in the amount of \$789,500 for construction of Bagdad VFD building including base bid and alternatates 1,2, and 4 as low bidder meeting specifications.
4. Discussion of construction of proposed judicial facility.
5. Discussion of Amendment No. 1 to Florida Department of Environmental Protection Coastal Management Program Grant for the Bagdad Mill Site.
6. Discussion of Hazard Mitigation Grant Program (HMGP) allocation for Hurricane Isaac.
7. Discussion of members for 2013 Value Adjustment Board (VAB).
8. Discussion of policy regarding oral presentations and vendor negotiations before Board pursuant to applicable Florida statutes.
9. Discussion of scheduling the TDC sponsored Navarre Beach Sand Sculpting event September 27-29, 2013 including week of September 23-30, 2013 for dismantling.
10. Discussion of David Sweeney's property concerns.
11. Reminder: Public Hearing items scheduled for 9:30 a.m. Thursday, May 9, 2013:

An ordinance of the county of Santa Rosa, Florida amending ordinance 2001 - 03; providing for definitions; dissolving the Santa Rosa county utility board; providing oversight requirements for utilities; establishing procedures for issuance of franchise certificates and franchise operations; establishes annual reporting of county utilities; regulation of rates for private utilities within the unincorporated areas of the county; providing for codification; and providing an effective date.



①

Sheriff

WENDELL HALL

SANTA ROSA COUNTY SHERIFF'S OFFICE

P. O. BOX 7129

MILTON, FLORIDA 32572

PHONE: 850-983-1216

FAX: 850-983-1229

E-mail: whall@sroso.net

MEMORANDUM

TO: Board of County Commissioners

Via: Mr. Hunter Walker, County Administrator

From: Sheriff Wendell Hall *W.H.*

Ref: COPS HIRING PROGRAM (CHP)

On April 22, 2013, the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) announced that they are accepting grant applications for the Fiscal Year (FY) 2013, for the COPS Hiring Program (CHP).

The Santa Rosa County Sheriff's Office is eligible to apply for nine (9) full-time sworn law enforcement positions. The Sheriff's is requesting 9 full-time sworn officer positions that will be utilized as School Resource Officers. The amount of the local match is \$331, 271.00.

As defined by the COPS Office:

The CHP grants provide 75 percent funding for approved entry-level salaries and fringe benefit costs, with a minimum 25 percent local cash match requirement and a maximum federal share of \$125,000 per officer position over a three-year period. Grant funds may be used to hire new, full-time sworn officer positions, to rehire officers who have been laid off, or to rehire officers who are scheduled to be laid off on a specific future date as a result of local budget cuts. As in the past, CHP requires that each position awarded be retained with local funds for a minimum of 12 months at the conclusion of 36 months of federal funding for each position.

REQUEST

We would like this request to be placed on the agenda for the BOARD OF COUNTY COMMISSIONERS Committee Meeting on May 6, 2013 to request permission to apply for the COPS Hiring Program for Fiscal Year 2013.

BID OPENING
April 9, 2013
Milton, Florida

Present: Procurement Officer, Dorothy Slye, Everett Ratliff, Jr., and Renee Ratliff representing Pier, Inc., and Joey Bryant representing Coastal Concessions. The meeting took place at 10:00 a.m.

The purpose of the meeting was to open proposals for the management of the Navarre Beach Pier; submittals were received from the following:

Navarre Beach Pier Management - RFP:

1. Pier, Inc.
2. Hidden Treasure Water Sports (HTW) Management Group
3. Coastal Concessions
4. Pasco Gibson, Clifton Wells, and Yolanda Wells
5. Kenny Cook and Robert Benaquis

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Hunter Walker

From: Brad Baker
Sent: Wednesday, May 01, 2013 11:00 AM
To: Hunter Walker; Tony Gomillion; Roger Blaylock; Michael Schmidt
Cc: Jayne Bell
Subject: RE: Bagdad fire station

We do not want alternate 3,
 It would be approve bid amount of \$789,500 from A.E. New, Inc. for construction of Bagdad VFD building for base bid and alternatives 1,2 and 4.

Brad Baker
 Emergency Management
 Emergency Services Coordinator
 850-983-4610 (Office)
 850-983-5352 (Fax)
bradb@santarosa.fl.gov

From: Hunter Walker
Sent: Wednesday, May 01, 2013 10:48 AM
To: Tony Gomillion; Roger Blaylock; Brad Baker; Michael Schmidt
Cc: Jayne Bell
Subject: FW: Bagdad fire station

For purposes of the Committee agenda is the action approve bid in the amount of \$811,400 from A.E. New, Inc for construction of Bagdad VFD building for base bid and alternatives 1,2,3 and 4? Hunter

From: Tony Gomillion
Sent: Wednesday, May 01, 2013 9:54 AM
To: Brad Baker
Cc: Hunter Walker
Subject: RE: Bagdad fire station

ok, we would just need to verify or affirm with Bagdad/Garcon prior to next weeks bid award since we would be the ones purchasing or paying. It would only change the amortization by a little under 250 a qtr.

Tony Gomillion
Public Services Director
(850) 981-7040
(850) 393-9800

How is our departments customer service?

<http://www.santarosa.fl.gov/customerservice/survey.html>

Please note: Florida has a very broad public records law. Most written communications to or from state officials regarding state business are public records; available to the public and media upon request. Your e-mail communications to or from Santa Rosa County employees may be subject to public disclosure. (Florida Statute, Chapter 119)

5/2/2013

Bid Tabulation
Bagdad Fire Station
 Santa Rosa County, Florida

Bid Date: 4/23/13
Bid Time: 10:00 am

Quina Grundhoefer Architects

Bidder:	Bid Bond	Addenda #1-4	Base Bid	Alternate # 1 ✓	Alternate # 2 ✓	Alternate # 3	Alternate # 4 ✓	Alternate # 5 ✓	Total Bid
A.E. New Jr. Inc.	x	x	\$757,000	\$6,800	\$20,500	\$21,900	\$5,200	\$23,600	\$835,000
Birkshire Johnstone LLC	x	x	\$758,000	\$6,000	\$30,000	\$22,000	\$5,000	\$22,000	\$843,000
Bullard-Cook, Inc.	x	x	\$921,000	\$10,600	\$16,000	\$29,000	\$2,200	\$34,600	\$1,013,400
Green-Simmons	x	x	\$1,030,000	\$7,900	\$23,700	\$24,900	\$5,200	\$23,800	\$1,115,500
Hewes and Company	x	x	\$774,000	\$6,700	\$24,100	\$25,500	\$2,600	\$23,400	\$856,300
Jack Moore & Company	x	x	\$869,900	\$8,000	\$23,000	\$21,000	\$6,000	\$25,000	\$952,900
Morette Company	x	x	\$879,900	\$6,100	\$17,500	\$19,900	\$2,175	\$23,150	\$948,725
R.D. Ward Construction	x	x	\$819,000	\$10,000	\$28,000	\$26,000	\$12,000	\$25,000	\$920,000
RAM Construction	x	x	\$892,000	\$3,724	\$25,913	\$27,412	\$5,345	\$31,158	\$985,552
Sessions Contractors Group Inc.	x	x	\$1,080,000	\$7,600	\$6,500	\$18,420	\$5,500	\$28,800	\$1,146,820
Trammell Construction	x	x	\$826,000	\$7,500	\$23,000	\$20,000	\$5,000	\$23,000	\$904,500
Vision Construction Ent., Inc.	x	x	\$812,500	\$6,300	\$18,300	\$15,700	\$5,000	\$23,700	\$881,500

- Alternate #1 - Parking Pavement: The amount to add 14 (fourteen) additional parking spaces at the north end of the parking lot, as shown on the drawings:
- Alternate #2 - Brick Facade: The amount to install brick veneer for all sides, as shown on the drawings and specifications:
- Alternate #3 - Entry Tower: The amount to construct entry tower as shown on drawings:
- Alternate #4 - Intercom/Speaker System: The amount to install intercom system, as shown on drawings and specifications:
- Alternate #5 - Domestic Water: The amount to install a new water line from Garcon Point Road to the new site, as shown on drawings and specifications:



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M E M O R A N D U M

TO: Board of Commissioners

FROM: *HW* Hunter Walker, County Administrator

DATE: May 1, 2013

SUBJECT: Proposed Judicial Facility Site Review

During early 2008 the Board of Commissioners solicited proposals from developers for proposed sites for a judicial facility with the concept of establishing a tax increment financing district potentially fund the project. The following locations were submitted and reviewed at that time:

- Cotton Byrom owned property in East Milton - 15 acres
- Mitchell Brothers property - Avalon Blvd. - 18 acres
- Mpirical Development Company - East Spencerfield - 17 acres
- Sterling Fibers - Sterling Way - 16 acres
- Town Square - US90 (west of Craig St) - 17 acres

Since 2008 this office has received two (2) unsolicited inquiries regarding County interest in sites as potential judicial facility sites as follows:

- Terhaar/Cronley - Avalon Blvd (north of Commerce Dr) 13.9 acres
- Clearwater Creek Development - US90 (west of Craig St)

Commissioner Cole has presented information on the 11.2 acre parcel off Dogwood just north of Gulf Power office.

Attached is the updated programming requirement for the proposed judicial facility as developed by HOK, Inc. in March, 2012.

Santa Rosa County Judicial Center

Introduction

The Building Program contains the following User Groups

Courtrooms and support space (7 courtrooms, 5 with direct prisoner access)
Chambers and Court Administration (Including Guardian Ad Litem & Family Law staff)
Jury Assembly, Holding/Security & Public Law Library
Clerk of Court including Probation (10 divisions)
State Attorney
Public Defender
Building Support (lobby and engineering support spaces)

This Program is based on information provided by each department and discussions with the key personnel within those departments. The total area of the building calculates at approximately 146,000 square feet. The actual finished size of the building will vary based on the final approved plans

There is growth space built into the Program where identified. The planning and design will also focus on making the building expandable, by adding an addition to deal with long term growth.

Flexibility of use of key spaces in the building has been considered to allow people to share the use of a room for different uses, hence reducing the cost of the project. Jury Assembly can be used for training, public or staff meetings and other high volume uses. Hearing rooms can be used by Magistrates, Hearing officers or as conference rooms.

The programmed spaces are based on a consistent set of space standards used throughout the project. The space standards have been developed using a combination of state (DMS) standards, best practice, and our experience with County courthouse projects in the state of Florida.

Long time file and archive storage is ultimately expected to be housed in a purpose built County storage building, ideally on site, but constructed at a significantly lower cost than courthouse construction. Space within the courthouse is planned for the "current" files in use by each department

Definitions

Space requirements for the Courthouse were developed on a room by room basis with **Net Square Feet (NSF)** requirements for each space calculated on anticipated operated flows and equipment layouts.

Departmental Gross Area (DGSF) includes a factor ranging from 1.2 to 1.35 have been applied to the net area requirements to accommodate movement between and among rooms and equipment and interior wall thicknesses.

Building Gross Area (BGSF) includes other space within the building necessary to support the department but is outside its physical boundaries. This includes the exterior wall thickness of the building; visitor, staff and inmate corridors; elevators; exit stairs; mechanical and electrical equipment space. The final area of construction will be affected by the number of floors needed and actual layout of the spaces.

Site requirements

The required parcel size and project site configuration will be affected by the shape and features of any individual parcel under consideration (i.e. connecting roads, wetlands, utilities, etc.). Assuming a typical rectangular parcel could be obtained and considering other features such as building footprint size, access roads, parking areas and stormwater requirements (see below), a reasonable parcel size can be estimated.

Building Footprint-	50,000SF
Parking-500 cars-	175,500SF
Stormwater-	70,000SF
Buffers and access-	90,000SF

Total Area required- 385,500SF which is approximately 9 acres

A detail analysis and description of these areas is included later in this document

Project Budget

Using our experience with 2 Florida Courthouses that were recently completed we can estimate what the Santa Rosa Courthouse would cost to build at today's prices.

We have used The Hillsborough (East County) Courthouse and Marion County Judicial Center as benchmarks. We have included a few images of these courthouses to define a level of quality based on this construction cost.

We estimate that the Construction Cost can be identified as \$180/GSF, i.e. \$28,280,000 for the new courthouse including finished courtrooms and office space ready to move into. *This cost is based on today's construction market and a competitive bid process.*

The following are items that need to be added to this raw construction number to create a complete Project Budget

Design & Testing Fees-Allow 10% (\$2.8m)

Furniture Fixtures & Equipment-can vary by defining what is being reused or bought new-Allow 5% (\$1.3m)

Electronic systems (IT & AV)-depends on how much re-use of existing computer hardware is planned & how extensive courtroom technology is required-Allow 5% (\$1.3m)

Note; a fully equipped courtroom with sound system, evidence presentation and digital court reporting can cost up to \$100,000/courtroom for equipment. The infrastructure for ALL these systems is included in the base building.

Permit & Impact Fees-depend on site location and controlling municipality these fees could vary substantially-water & sewer could be \$250,000. Often County buildings can be exempt from development order fees. A discussion of these fees is included in the Site Area Analysis Section. Allow \$300,000

Sub-Total-\$31,780,000

Land Purchase-Site Development Costs, including parking, landscape, drainage & utilities-these are unknown and not included in the total above.

DEP AGREEMENT NO. CM304
AMENDMENT NO. 1

THE DEP AGREEMENT No. CM304 entered into on the 30th day of August 2012, between the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (hereinafter referred to as the "Department") and the SANTA ROSA COUNTY BOARD OF COUNTY COMMISSIONERS (hereinafter referred to as "Grantee") is hereby amended as follows:

WHEREAS, due to a delay in receiving a notice to proceed from other funding sources, the Grantee determines that it is necessary to extend the project period ending date to December 31, 2013, amend Section (3C) of the grant Agreement and amend the Related Tasks and Deliverables, as shown in Attachment A to the Agreement; and

WHEREAS, the Department, acting as the Florida Coastal Management Program, agrees with the Grantee that the amendment is needed.

NOW, THEREFORE, DEP Agreement No. CM304 is hereby amended as follows:

1. Section (2) of the Agreement is revised to change the ending date of the Agreement from September 15, 2013, to December 31, 2013.
2. Section (3C) of the original Agreement is hereby deleted in its entirety and replaced with:
 - C. The Grantee shall submit a properly completed Attachment C, Payment Request Summary Form, upon the completion, submittal, and acceptance by the Department, of each deliverable identified in Attachment A. In addition to the Payment Request Form, the Grantee must provide a completed **Exhibit I**, Schedule of Expenditures; **Exhibit II**, Schedule of Match; copies of canceled checks; copies of invoices and a completed **Attachment B, Quarterly Progress Report**, for the period up to the completion of the deliverable. All bills for amounts due under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. All requests for reimbursement of travel expenses shall be in accordance with Section 112.061, Florida Statutes (hereinafter "F.S."). Failure to provide Attachment B shall result in a delay in processing the payment until such time as the appropriate information is provided to the Department. A final payment request must be submitted to the Department no later than **January 10, 2014**, to assure the availability of funds for payment. The final payment will not be processed until the match requirement has been met.) Failure to comply with these reporting requirements will result in non-payment or termination of this Agreement. To be eligible for reimbursement, costs must be in accordance with the requirements of 15 CFR Parts 14 and 24, as applicable.
3. The Related Tasks and Deliverables in Attachment A is hereby deleted in its entirety and replaced with the Revised Related Tasks and Deliverables attached hereto as Attachment A-1 and made part hereof. Any reference to these sections of Attachment A shall be replaced by reference to the corresponding sections of Attachment A-1.

In all other respects, DEP Agreement No. CM304 and attachments relative thereto, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed the day and year last written below.

SANTA ROSA BOARD OF COUNTY
COMMISSIONERS

STATE OF FLORIDA DEPARTMENT OF
ENVIRONMENTAL PROTECTION

By: _____
Robert A. Cole, Chairman

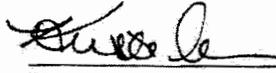
By: _____
Sally B. Mann, Director
Intergovernmental Programs

Date: _____

Date: _____

Dornecia Allen
DEP Grants Manager

APPROVED as to form and legality:



DEP Coastal Management Program Attorney

ATTACHMENT A-1
PROJECT WORK PLAN

DEP Agreement # CM304

Project Title: Bagdad Mill Site Passive Park & Trail Loop: Phase II Construction

Grantee

Organization Name: Santa Rosa County Board of County Commissioners
Chief Elected Official or Agency Head: Robert A. Cole
Title: Chairman
Address: 6495 Caroline St., Suite M
City: Milton
Zip Code: 32570
Area Code and Telephone Number: 850-983-1877
Area Code and Facsimile Machine Telephone Number: 850-983-1856
E-Mail Address: comm-cole@santarosa.fl.gov

Project Manager

Organization Name: Santa Rosa County Board of County Commissioners
Name: Sheila Harris
Address: 6495 Caroline Street, Suite H
City: Milton
Zip Code: 32570
Area Code and Telephone Number: (850) 983-1848
Area Code and Facsimile Machine Telephone Number: (850) 983-1944
E-Mail Address: sheilah@santarosa.fl.gov

Fiscal Agent

Organization Name: Santa Rosa County Board of Commissioners
Name: Sheila Harris
Address: 6495 Caroline St., Suite H
City: Milton
Zip Code: 32570
Area Code and Telephone Number: 850-983-1848
Area Code and Facsimile Machine Telephone Number: 850-983-1944
E-Mail Address: sheilah@santarosa.fl.gov

Mailing Address for Warrant (if other than the Grantee address):

FEID No.: 59-6000842

DUNS No.: 077906444

Project Location: Identify the location of the project and include the county/counties involved in the project area. If this project affects water, include the watershed and hydrologic unit code.

The location of the project is in Santa Rosa County. The address of the property is 6953 Main St. Bagdad, FL.

Watershed Name: Blackwater
USGS Cataloging Unit: 03140104

GIS Coordinates: Longitude: -87.032007 Latitude: 30.604453

****Watershed and hydrologic unit codes information can be found at <http://water.usgs.gov/GIS/huc.html>**

Scope of Work: Provide a summary of the project and the justification supporting the need for the Florida Department of Environmental Protection to fund the project. Provide a detailed description of the work to be performed for the project. Project descriptions should include specific tasks and deliverables.

The Bagdad Mill Site Passive Park is located adjacent to the historic Village of Bagdad (a designated Waterfronts Florida Partnership Community) in Santa Rosa County at the confluence of Pond Creek and Blackwater River. The Village of Bagdad is the only county-zoned historic district in Santa Rosa County and is listed on the National Register of Historic Places. The property was previously operated as a saw mill, door and furniture factories and grist mill, but was donated to the State of Florida in 2000 with the intention that the site would be used as a public park. The County has a sublease with the Department of Environmental Protection's Office of Greenways & Trails through 2054 for overall management and development of the passive park. It is currently undeveloped and bordered by a chain-link perimeter fence, a cedar split-rails fence along the water and 81 recently-planted native trees.

Santa Rosa County seeks FCMP funds for some of the facility's site improvements – for the fishing pier, picnic tables, benches, grills, bike racks, water fountain and trash receptacles. Match funds will share in the costs of these amenities.

Tasks: Implement Phase II construction activities at the Bagdad Mill Site Passive Park.

- 1) Develop bid package/advertisement/contract selection.
- 2) Construct park amenities and inspection.

Deliverables

1. Bid package, contract, certification of completion, photos of before/during/after construction.

Project Related Tasks and Deliverables: Provide detailed tasks for the completion of the project, deliverables specific to the tasks (required reports such as progress reports and final reports are not deliverables as they are required by all agreements and are not project specific), timeline for the completion of the tasks and submittal of the deliverables, the criteria that will be used to evaluate the successful completion of the task and deliverable budget information for each deliverable.

PAYMENT WILL BE BASED ON COMPLETION OF DELIVERABLES: Deliverables must be submitted and approved prior to payment. Deliverables must be quantifiable, measurable and verifiable. Each deliverable must be directly related to a task specified in the scope of work and must identify the minimum level of service to be performed.

Task 1 (\$0.00): Prepare bid documents, advertise and award bid, and prepare contract.

Deliverable 1.1 (\$0.00): Copies of bid documents and final contract.

Performance Measures: Deliverable reviewed to ensure specifications in scope have been met.

Financial Consequences: No payment for unsatisfactory or incomplete work. In addition, agreement can be terminated for failure to perform.

Completion Date: September 15, 2013 (deliverables are due no later than 10 days after the completion date)

Budget Information: \$0.00- FCMP & \$0.00-Match

Task 2 (\$0.00): Placement of sign at project location indicating NOAA/FCMP grant funding.

Deliverable 2.1 (\$0.00): Photo of installed funding acknowledgement sign that meets the requirements of the grant agreement.

Performance Measures: Deliverable reviewed to ensure specifications in scope have been met.

Financial Consequences: No payment for unsatisfactory or incomplete work. In addition, agreement can be terminated for failure to perform.

Completion Date: September 15, 2013 (deliverables are due no later than 10 days after the completion date)

Budget Information: \$0.00- FCMP & \$0.00-Match

Task 3 (\$60,000): Implement Phase II construction activities at the Bagdad Mill Site Passive Park. Facility's site improvements include fishing pier, picnic tables, benches, grills, bike racks, water fountain and trash receptacles.

Deliverable 3.1 (\$60,000): Construction photos of the fishing pier and installed park amenities to include picnic tables, benches, grills, bike racks, water fountain and trash receptacles.

Performance Measures: Deliverable reviewed to ensure specifications in scope have been met.

Financial Consequences: No payment for unsatisfactory or incomplete work. In addition, agreement can be terminated for failure to perform.

Completion Date: December 31, 2013 (deliverables are due no later than 10 days after the completion date)

Budget Information: \$30,000- FCMP & \$30,000-Match

Supplies: \$15,000- picnic tables, benches, grills, bike rack, water fountain and trash receptacles.

Contractual Services: \$45,000- construction of fishing pier.

Total Project Budget Schedule: Please type the total dollar amounts in all applicable categories and leave other categories blank. If your grant Agreement requires match, it must equal the FCMP funds requested, or one hundred percent (100%).

<u>Budget Category</u>	<u>FCMP Funds</u>	<u>MATCH Funds</u>
1. Salaries	_____	_____
2. Fringe Benefits	_____	_____
3. Travel	_____	_____
4. Equipment Purchases	_____	_____
5. Supplies	<u>7,500</u>	<u>7,500</u>
6. Contractual Services	<u>22,500</u>	<u>22,500</u>
7. Other Expenses	_____	_____
8. Indirect Charges	_____	_____
FCMP Total	<u>\$30,000</u>	
Match Total		<u>\$30,000</u>
NOAA Project Total	<u>\$60,000</u>	
Total Project Cost:	<u>\$400,000</u>	

(The total cost of the project includes all costs for the project provided by all funding sources)

Project Budget Narrative: Describe line items for each applicable budget category shown on the budget schedule. Provide sufficient detail to show cost relationship to project activities. Complete for both FCMP and match items, if applicable. If in-kind match is being provided by a third party, a letter from that party confirming the amount and type of that match must be included with this project work plan. **Note: Indirect costs are not allowed as match.**

FCMP Funds:

Supplies \$7,500: \$7,500 for the purchase of picnic tables, benches, grills, bike rack, water fountain and trash receptacles.

Contractual Services \$22,500: A contractor will be hired for the construction of fishing pier.

Match Funds:

Supplies \$7,500: \$7,500 for the purchase of picnic tables, benches, grills, bike rack, water fountain and trash receptacles.

Contractual Services \$22,500: A contractor will be hired for the construction of fishing pier.



(6)

Santa Rosa County Board of County Commissioners

Sheila Harris, Special Projects/Grants Coordinator

6495 Caroline Street, Milton, FL. 32570-4978, Phone (850) 983-1848 / Fax (850) 983-1944

M E M O R A N D U M

TO: Hunter Walker
DATE: May 1, 2013
FROM: Sheila Harris
RE: Hurricane Isaac (FEMA-4084-DR-FL) HMGP Allocation

As a result of the Hurricane Isaac, Santa Rosa County has received an estimated federal allocation in the amount of \$183,106 from FEMA through the Hazard Mitigation Grant Program. This is the three month estimate and the 6 month lock-in should be available later this month or June. The final lock-in amount may be more or less than the estimate. There is a 25% match requirement. The county or one of its jurisdictions can submit an application for up to \$244,141 including the federal and local match share.

Eligible uses of the HMGP funds include mitigation projects that will result in protection of public or private property from natural hazards. Eligible projects include: acquisition or relocation of hazard prone structures; retrofitting of existing buildings and facilities that will result in increased protection from hazards; elevation of flood prone structures; infrastructure protection measures; stormwater management improvements; minor flood control projects; and safe room construction. Generators are not typically eligible for funding. Projects already in progress are also excluded.

The Local Mitigation Strategy (LMS) committee has discussed the funding opportunity and possible projects and has recommended the following projects be considered by the Board for submittal:

City of Milton – Glover Lane Lift station Elevation

The Glover Lane Lift Station project includes flood proofing of the lift station by raising the tops of the existing structure, control panels and standby generator an additional 2 foot. The lift station currently floods during heavy rain events and can not be accessed until the flooding recedes. The estimated project cost is \$80,000-100,000 with the 25% local match being met by the City of Milton.

Rebuild Northwest Florida

Rebuild Northwest Florida can apply for these funds to assist Santa Rosa County residents currently on the waiting list with hardening of their homes. They have indicated that approximately 30 projects could be completed with these funds.

The application for funding is due June 21, 2013. I would like to request that the Board discuss these two projects and approve development of the grant application and submittal. Please let me know if you have any questions regarding this request.

Hunter Walker

From: Sheila Harris
Sent: Thursday, May 02, 2013 10:12 AM
To: Hunter Walker
Subject: FW: Residential Construction Mitigation Program
See additional information to support Monday's agenda item.

From: Sandi Woodbery [mailto:swoodbery@rebuildnwf.org]
Sent: Thursday, May 02, 2013 10:06 AM
To: Sheila Harris
Cc: William Merrill
Subject: RE: Residential Construction Mitigation Program

Sheila,

Based on our averages in Santa Rosa County, we should be able to complete around 30 projects with these funds.

If agreeable to Santa Rosa County, REBUILD wants to secure any amounts allocated specifically in Santa Rosa County that are not needed for any other Santa Rosa County projects, no matter how small the amount.

In order to secure any Tier II money that may become available under Isaac, REBUILD would want to submit a total project cost that would be sufficient to cover all of our current Santa Rosa County waiting list projects.

Here are our program stats that were reported at your last LMS meeting:

- Completed Homes in Santa Rosa County - 1098
- In the Program at various stages - Pending Completion - 83
- Homeowners on Santa Rosa County Waiting List 984

Let me know if you need any additional information.

Thanks,
Sandi

Sandra C. Woodbery, COO
extension 13

Hunter Walker

From: Brandy Kea [keab@ficjn.net]
Sent: Tuesday, April 30, 2013 10:44 AM
To: Hunter Walker; Kathy Jordan
Subject: Fw: VAB members
Attachments: The 2012 Florida Statutes.doc

Mr. Walker and Kathy,

It is that time of the year to start putting together the Value Adjustment Board. I will need a selection of two current Board of County Commissioners who would be available to serve on the VAB for 2013 and one citizen member appointed by the Board who owns homesteaded property in Santa Rosa County. I have attached a copy of the Florida Statutes for reference if needed. Could we also get this on the agenda for the May 9, 2013 Regular Meeting? Please let me know if you have any questions.

Thank you,

Brandy N. Kea
Deputy Clerk to the Board
Santa Rosa County Clerk of Court
850-983-1928

Email scanned by Check Point

The 2012 Florida Statutes

Title XIV
TAXATION AND
FINANCE

Chapter 194
ADMINISTRATIVE AND JUDICIAL REVIEW OF
PROPERTY TAXES

[View Entire Chapter](#)

194.015 Value adjustment board.—There is hereby created a value adjustment board for each county, which shall consist of two members of the governing body of the county as elected from the membership of the board of said governing body, one of whom shall be elected chairperson, and one member of the school board as elected from the membership of the school board, and two citizen members, one of whom shall be appointed by the governing body of the county and must own homestead property within the county and one of whom must be appointed by the school board and must own a business occupying commercial space located within the school district. A citizen member may not be a member or an employee of any taxing authority, and may not be a person who represents property owners in any administrative or judicial review of property taxes. The members of the board may be temporarily replaced by other members of the respective boards on appointment by their respective chairpersons. Any three members shall constitute a quorum of the board, except that each quorum must include at least one member of said governing board, at least one member of the school board, and at least one citizen member and no meeting of the board shall take place unless a quorum is present. Members of the board may receive such per diem compensation as is allowed by law for state employees if both bodies elect to allow such compensation. The clerk of the governing body of the county shall be the clerk of the value adjustment board. The board shall appoint private counsel who has practiced law for over 5 years and who shall receive such compensation as may be established by the board. The private counsel may not represent the property appraiser, the tax collector, any taxing authority, or any property owner in any administrative or judicial review of property taxes. No meeting of the board shall take place unless counsel to the board is present. Two-fifths of the expenses of the board shall be borne by the district school board and three-fifths by the district county commission.

History.—s. 2, ch. 69-140; s. 1, ch. 69-300; s. 26, ch. 70-243; s. 22, ch. 73-172; s. 5, ch. 74-234; s. 1, ch. 75-77; s. 6, ch. 76-133; s. 2, ch. 76-234; s. 1, ch. 77-69; s. 145, ch. 91-112; s. 978, ch. 95-147; s. 4, ch. 2008-197.



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Santa Rosa Administrative Offices
6495 Caroline Street, Suite M
Milton, Florida 32570-4592



8

JIM WILLIAMSON, District 1
ROBERT A. "BOB" COLE, District 2
W. D. "DON" SALTER, District 3
JIM MELVIN, District 4
R. LANE LYNCHARD, District 5

HUNTER WALKER, County Administrator
ANGELA J. JONES, County Attorney
JAYNE BELL, OMB Director

MEMORANDUM

TO: Board of County Commissioners

FROM: Angie Jones

CC: Hunter Walker

DATE: May 1, 2013

RE: Policy involving vendor negotiation and oral presentations

A recent amendment to the Open Meetings Law permits counties to conduct vendor negotiations, hear presentations from vendors and question bidders in meeting which are exempt from Section 286.011, Florida Statutes and Section 24(b), Article 1 of the State Constitution. As you know, it is not uncommon for the Board of County Commissioners to conduct interviews with potential vendors/bidders. Historically, these interviews have been open to the public and streamed live via the internet. In this technological age, a later presenter would have the opportunity of watching earlier interviews. The exemption would eliminate this advantage.

The exemption applies in three scenarios:

1. Negotiations with a vendor pursuant to competitive solicitation;
2. During oral presentations as part of a competitive solicitation; and
3. During oral presentations at which a vendor answers questions as part of a competitive solicitation.

The Board may wish to entertain a policy by which it adopts the exemption to the Open Meetings Law in each of the three circumstances outlined above. Meetings conducted pursuant to the exemption must be recorded and released after a decision/selection is made.

9

Hunter Walker

From: Roger Blaylock
Sent: Tuesday, April 30, 2013 1:37 PM
To: Hunter Walker
Cc: Shirley Powell; Terry Wallace
Subject: FW: 2013 Sand Sculpting Festival
Hunter - Do you want to leave Sand Sculpting Festival approval on engineering agenda?

Roger A. Blaylock, P.E.
Santa Rosa County Engineer
850 981-7100 - Office
850 983-2161 - FAX

From: Christina Maltese [mailto:cmaltese@mdimediagroup.com]
Sent: Wednesday, April 24, 2013 3:47 PM
To: Roger Blaylock; Terry Wallace
Subject: 2013 Sand Sculpting Festival

Hi Terry and Roger,

I am working with the Santa Rosa TDC to coordinate this year's 2013 Sand Sculpting Festival. We've finalized the dates for the 4th Annual Navarre Beach Sand Sculpting Festival and are excited to get the planning underway. The proposed location for the festival is just as it was last year, in the parking lot next to the fishing pier.

The dates and details for the festival are as follows:

The festival is set to begin on Friday, September 27th and will last through Sunday, September 29th. Clean-up will be held on Monday, September 30th. Just as last year, there will be a sand sculpting contest with master sculptors, an amateur sand sculptor contest on Sunday and a quick sand contest throughout the event. Impact to the facilities will be minimal. Anything that is brought into the event, will be removed by Monday, September 30th.

As you both know, in order for us to obtain a permit, we will need a written statement from the Board of Commissioners granting their permission for the event to be held on the premises. We will need to reserve the site beginning on Monday, September 23rd in order for set-up to begin as well as for the sand sculptors to begin their work. In total, we will need to utilize the space from Monday, September 23rd through Sunday, September 29th. Would you be able to assist us again this year in obtaining a written statement from the Board? We greatly appreciate your assistance and please do not hesitate to call or email me if you have any questions. I look forward to hearing from you.

Thank You!

4/30/2013



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Santa Rosa Administrative Offices
6495 Caroline Street, Suite M
Milton, Florida 32570-4592



JIM WILLIAMSON, District 1
ROBERT A. "BOB" COLE, District 2
W. D. "DON" SALTER, District 3
JIM MELVIN, District 4
R. LANE LYNCHARD, District 5

HUNTER WALKER, County Administrator
ANGELA J. JONES, County Attorney
JAYNE BELL, OMB Director

MEMORANDUM

TO: Board of County Commissioners

FROM: Angie Jones

CC: Hunter Walker; Tony Gomillion

DATE: May 2, 2013

RE: Agenda item presented by Mr. David Sweeney

Mr. David Sweeney owns property in Navarre adjacent to property owned by Benjamin Moyer, Sr. (11-2S-27-0000-00108-0000) and has requested placement on next week's agenda to address his belief that staff has misinterpreted the Land Development Code in several areas as they relate to the Moyer property. He also suggests misinterpretation regarding property owned by Randy Hinkler (11-2S-27-0000-00406-0000). A map is attached for your reference.

Mr. Sweeney's complaints regarding this property began around 2005.

Your agenda package contains two letters from Mr. David Sweeney, which I have taken the liberty of labeling "A" and "B" in hopes of avoiding confusion.

Letter "A" (3 pages) makes four points:

1. "Accessory structures can be constructed in R-1 single Family Residential Districts on vacant unimproved parcels of land."

No, accessory structures may not be constructed on vacant R-1 property. The Moyer property is vacant R-1 property which contains an accessory structure. The structure first appears on aerial photos in 2005. In the late 1990's and early 2000's, permits were not required for structures of this nature.

At the time of construction, the Moyer parcel was owned by someone named Broxson, who also owned a contiguous parcel on which there was a residence. Therefore, the accessory structure was a permitted use of the property. Later, Broxson sold the two parcels to different people, thereby creating a legal, non-conforming use.

It is staff's determination that no LDC violation exists and no conditional use was required.

2. "Vacant unimproved R-1 zoned parcels of land can be used for the storage of unlicensed, derelict, and abandoned vehicles, used building materials, vehicle engines, parts, tires and other manmade objects having no value other than salvage, if any."

There is no commercial nor industrial storage located on the Moyer parcel. Staff does not interpret the LDC to require removal of all manmade material from R-1 sites, as such would impose a significant burden thereon. Litter on residential properties is investigated by the Sheriff's Department and always requires that the investigator implore his or her judgment and experience. Photos of the Moyer property taken by staff on April 15, 2013 are attached.

3. "Improved R-1 zoned parcels of land can be used to store abandoned, derelict and unlicensed vehicles, trailers, boats and objects having no value other than salvage value in any front yard area, and do not need to be located in an enclosed garage surrounded by a 6 foot privacy fence."

The Moyer property is enclosed with a privacy fence, four feet high in front and six feet on the remaining sides. Such heights are acceptable pursuant to the LDC.

4. "Nonconforming Uses and Structures that are lawfully existing at the time of the LDC enactment should be continued wherever possible, rather than restrict action regarding such uses, which would make them more permanent establishments. In essence to continue such nonconformity rather than discourage its use."

Staff does not believe that the accessory structure was in existence when the LDC was enacted (1991).

Letter "B" makes several contentions which are similar to the above. In short, staff has determined that the structure on the Moyer property was a permitted use when built and did not require conditional use approval. There is no evidence of commercial activity on the Moyer property, and the Sheriff's Department has been made aware of Mr. Sweeney's complaint so that it may investigate any violations of the Litter Control Ordinance.

Mr. Sweeney contends that Mr. Moyer may not fence his vacant R-1 lot. This assertion is based on our code's definition of the word "structure" as "any object constructed, erected, or installed by man...having a permanent location the land." However, we have always permitted such fencing. Neither the intent of the code, nor our typical practices, would require removal of "all fences, buildings, and man made objects" from a property. Staff has suggested tightening the definition of "structure" the next time the LDC is amended.

Mr. Sweeney also suggests misinterpretation regarding property owned by Randy Hinkler (11-2S-27-0000-00406-0000). The Hinkler property is improved with a dwelling. The Sheriff's Department is aware of Mr. Sweeney's litter complaint on that property, as well.

Procedurally, Mr. Sweeney has requested an appeal of staff's decisions which were made some time ago, with more recent reiteration. Staff would be glad to provide, on behalf of the Board, a written letter of decision addressing any Board decision or findings.



PGA BLVD

MOSSY OAKS DR

MOSSY OAKS CT

EAST BAY BLVD

HINKLER RANDY R & MARIA

MOYER BENJAMIN SR &

SWEENEY DAVID L AS TRUSTEE

SWEENEY DAVID L TRUSTEE

SWEENEY DAVID L AS TRUSTEE

GREENE THREE RD

GABLE LAKE RD

Disclaimer:
 The GIS map and data distributed by the State Space Agency (SSA) represent an honest belief, a copy of public and private records, and are provided to be displayed, for the general information and guidance of the user only. The State Space Agency (SSA) does not warrant, represent, or guarantee the accuracy, completeness, or timeliness of the information, or the results of any use of the information, or the use of the information in any way. The user assumes all liability for any use of the information, and the SSA shall not be held liable for any use of the information. For further information, visit www.ssa.gov or call 1-800-368-5848.













March 11, 2013

TO: Angela J. Jones
County Attorney
Board of Adjustments
(Zoning, Review and Appeal Board)

RE: Code Compliance Letters,
February 5 and March 6, 2013

Dear Ms. Jones and Members of the Board of Adjustments:

I have submitted complaints of adjacent property owners violating the Land Development Code to the Director of Planning and Zoning, and to Code Enforcement Administrative Officials for over six years. Administrative officials have refused to enforce specific sections of the Land Development Code.

Code compliance letters to me dated February 5 and March 6, 2013 indicate that the County has made administrative decisions as follows:

1. Accessory structures can be constructed in R-1 single Family Residential Districts on vacant unimproved parcels of land.
2. Vacant unimproved R-1 zoned parcels of land can be used for the storage of unlicensed, derelict, and abandoned vehicles, used building materials, vehicle engines, parts, tires and other manmade objects having no value other than salvage value, if any
3. Improved R-1 zoned parcels of land can be used to store abandoned, derelict and unlicensed vehicles, trailers, boats and objects having no value other than salvage value in any front yard area, and do not need to be located in an enclosed garage or surrounded by a 6 foot privacy fence.

4. Nonconforming Uses and Structures that are lawfully existing at the time of the LDC enactment should be continued wherever possible, rather than restrict action regarding such uses, which would make them more permanent establishments. In essence to continue such nonconformity rather than discourage its use.

Benjamin Moyer and Benjamin Moyer III own a parcel of R-1 zoned land described as 11-25-27-0000-00108-0000. It is adjacent to, abutting and contiguous to a parcel that I own described as 11-25027-0000-00425-0000. Both properties are vacant unimproved parcels.

The Moyer parcel is being used illegally for storage of unlicensed, derelict, and abandoned vehicles, used construction materials, tires, vehicle parts and objects of no value other than that of nominal salvage value.

The Moyer parcel has accessory structures constructed on it that violate LDC section 2.10.05A Accessory Buildings and Structures, Timing of Construction and Use.

These violations have existed for over 6 years and my repeated complaints have not resulted in any corrective action. My adjacent property is and has been adversely affected in value due to LDC violations by Benjamin Moyers.

LDC section 6.05.05B states: In this district, as a permitted use, a building or premise may be used only for the following purposes: detached single-family residential structures, group homes, and accessory structures and facilities.

I contend that the Moyer's parcel of land is being used as a storage facility only authorized in M-2 Industrial Districts as a solid waste disposal yard, that cannot be located within 200 feet of a residential district and one that must be completely surrounded by an 8 foot privacy fence.

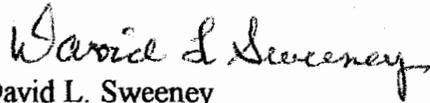
The Moyer parcel of land violates section 2.10.05A and in order for this parcel to be in compliance with the provisions of the LDC, all manmade objects and structure must be removed from the property.

I contend that the Hinkler improved R-1 zoned parcel is in violation of section 6.09.13 Abandoned, derelict and unlicensed vehicles and the County Waste Management Litter Control ordinances 18-26 through 18-37, revised in 2006.

I request that the BOA (Zoning, Review and Appeal Board) use the authority vested in them by the Board of County Commissioners and issue LDC notices of violation to property owners' Moyer and Hinkler; that if both properties are not brought into compliance with the LDC and Waste Management Litter Control Ordinances within 30 days that they be brought

before a Circuit Court judge, as stated in the Penalties section of the LDC and Litter Control Ordinance and allow the judge to impose applicable penalties, as stated in the LDC and Litter Control Ordinance.

Respectfully submitted,



David L. Sweeney
4024 E. Johnson Avenue
Pensacola, FL 32514

Copies to: Commissioners
Jim Melvin
Board of Adjustments
File

March 11, 2013

TO: Angela J. Jones
County Attorney
Board of Adjustments
(Zoning, Review and Appeal Board)

RE: Code Compliance Letters,
February 5 and March 6, 2013

Dear Ms. Jones and Members of the Board of Adjustments:

Your Code Compliance letter of March 6, 2013 does not list any sections of the Land Development Code that give credit for the County's contention that neither Benjamin Moyer or Randy Hinkler are violating the Land Development Code (LDC). I contend the following and request that you provide the sections of the LDC that document your contentions:

1. I contend that section 2.10.05D clearly states that "placement of an accessory structure (i.e. building or fence) on a lot contiguous to a lot with a principal dwelling unit shall only be allowed if the following conditions are satisfied:
 - a. The lots are under the same ownership.
 - b. Lots shall use the same principal dwelling front, side and rear building setbacks.
 - c. Sections 2.10.00, 605.00, 608.00 and 12.01.02 may contain other certain conditions that must be satisfied.

2. I contend that this section describes a "conditional use" as defined in the LDC Definitions section 3.00.00.

3. I contend that no structures can be built on a vacant R-1 zoned lot, or that any manmade object can be stored on a vacant R-1 zoned lot until the principal main dwelling unit has been constructed or construction has commenced. Reference LDC Section 2.10.05A "Timing of Construction and Use".

4. I contend that unlicensed, derelict, and unlicensed automobiles/vehicles shall only be allowed on improved R-1 lots if they are stored in a completely enclosed garage or sheltered from adjacent properties by a 6 foot privacy fence. Parcel 11-25-27-0000-00406, owned by Randy Hinkler is violating LDC section 6.05.13.
5. I contend that I have provided documentation that construction of structures on the Moyer property was accomplished after 1991, the effective date of the LDC, and therefore such construction and use was not "grandfathered in" as a legal nonconforming building or use.
6. I contend that the Moyer property is a vacant R-1 zoned parcel of land that has unauthorized structures existing on it. It also is being used for storage of manmade objects in violation of section 6.05.05A.
7. I contend that the construction of accessory structures on an R-1 lot, once the main dwelling unit has been constructed or commencement has been started is a "Permitted Use", however, it is a "Conditional Use" when a main building has not been constructed. Ref. section 2.10.05A.

I am asking the Director of Planning and Zoning to provide me with reasons why he/she disagrees with me and list particular sections of the LDC that he/she has read that refute my contentions.

Neither of the two letters that I have received from County Administrative Officials has documented their contentions that:

1. Paragraph 3 of Compliance Investigator's letter of Feb. 5, 2013. How has investigator concluded that this parcel of land is "legal non-conforming" ? He states it was "contiguous to principal single family dwelling." So what? What section leads him to come to his conclusion?
2. Paragraph 2: I contend that Moyer cannot build any fence on his property. Ref.: 2.10.05A. Mr. Moyer has only one option, that is to remove all fences, buildings and man made objects from his property.
3. Paragraph 4: What is the differences between a contiguous lot and one directly across the right-of-way? The LDC definition section "Abutting/Contiguous lots, and lots directly across the right-of-way are defined as "the same".

The "in closing statement" that the Code Investigator has sent Mr. Moyer a letter to submit information for a variance is ridiculous. The LDC clearly states that the BOA cannot approve variance for such items as fence locations or heights.

In regards to Ms. Jones' letter of March 8, 2013, I request that she reviews the LDC section 2.10.05A relating to construction of accessory structures on vacant R-1 zoned lots. I request Ms. Jones list what section of the LDC leads her to believe that constructing a structure on a vacant contiguous lot is a permitted use? No construction can commence on any R-1 lot unless site plan approval and dwelling building permits have been issued. Reference LDC 2.10.05 Accessory Building and Structures, Timing of Construction and Use.

In regards to Ms. Jones' letter, the county officials who have seen photos of the Moyer property and Hinkler property most certainly should be able to see that these properties are being used for vehicles and manmade material goods storage.

The fact that existing vehicles on the Moyer property are behind a privacy fence is admittance of a LDC violation since accessory fences are not allowed on vacant R-1 zoned lots. Such fence construction is allowed only on improved lots like Mr. Hinkler's lot. Mr. Hinkler has unlicensed derelict vehicles on his lot that are not in an enclosed garage or shielded from adjacent property owners' views with a 6 foot privacy fence. Reference: LDC sections 2.10.05A "Timing of Construction and Use" and 6.05.13 "Abandoned, Derelict and Unlicensed Automobiles."

In 1999, I purchased my three parcels of land that are adjacent to and contiguous to the parcels now owned by Mr. Hinkler and Mr. Moyer. One of my parcels had a hurricane damaged mobile home on it and the yard was covered with vehicle parts, old appliances, solid waste and litter materials similar to those now located on the Hinkler and Moyer lots. About 90 days after the purchase I received a letter from the Clerk of the Court advising me of a court date relating to my violating the LDC and County Code of Ordinances "Litter Control Ordinance". I had never received a letter or violation notice from the County. At my hearing, a judge advised me that I had 30 days to remove the mobile home from my property and to remove all manmade objects from my property. The property was to be put into its natural state, free of all manmade structures or objects.

If I did not comply with this order I would be fined \$500.00 a day for every day after 30 days or be confined to the County jail for 60 days or both. The Code Enforcement officer would determine whether I had complied or not complied. Needless to say, I hired someone to remove every manmade object from my property in less than 30 days!

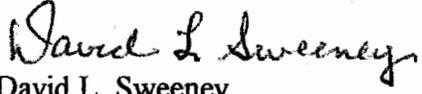
I am requesting the BOA to use the authority vested in them by the County Commissioners and write LDC and Litter Control violations to Randy Hinkler, owner of improved parcel 11-25-

27-0000-00406 that gives him 30 days to remove all unlicensed derelict vehicles, boats, trailers, abandoned property and litter from his improved R-1 parcel located off of East Bay Blvd.; or to move these manmade objects to the rear yard area and enclose them by a 6 foot privacy fence as required in LDC section 6.04.13.

I am requesting the BOA also issue Mr. Benjamin Moyer a notice of violation to remove all manmade structures and manmade objects from his vacant R-1 zoned parcel 11-25-27-0000-00108 within 30 days in accordance with LDC sections 2.10.05A and 2.10.05D.

I am simply asking the BOA to take the same LDC violation procedures on Mr. Hinkler and Mr. Moyer that Code Enforcement took on me for the same violations in 1999.

Respectfully submitted,


David L. Sweeney
4024 E. Johnson Avenue
Pensacola, FL 32514

Copies to: Commissioners
Jim Melvin
Board of Adjustments
File

NOTICE OF INTENT TO CONSIDER AN ORDINANCE

The reading and adoption of the following proposed Ordinance by the Board of County Commissioners of Santa Rosa County, is scheduled for 9:30 a.m., May 9, 2013, in the Commissioners meeting room at the County Administrative Complex, located at 6495 Caroline Street, Milton, Florida.

AN ORDINANCE OF THE COUNTY OF SANTA ROSA, FLORIDA AMENDING ORDINANCE 2001 – 03; PROVIDING FOR DEFINITIONS; DISSOLVING THE SANTA ROSA COUNTY UTILITY BOARD; PROVIDING OVERSIGHT REQUIREMENTS FOR UTILITIES; ESTABLISHING PROCEDURES FOR ISSUANCE OF FRANCHISE CERTIFICATES AND FRANCHISE OPERATIONS; ESTABLISHES ANNUAL REPORTING OF COUNTY UTILITIES; REGULATION OF RATES FOR PRIVATE UTILITIES WITHIN THE UNINCORPORATED AREAS OF THE COUNTY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

The Ordinance may be inspected by the public prior to the above scheduled meeting at the Office of the Clerk of Courts, BOCC Support Services Department, 6495 Caroline Street, Milton, Florida. All interested parties should take notice that if they decide to appeal any decision made by the Board of County Commissioners with respect to any matter coming before said Board at said meeting, it is their individual responsibility to insure that a record of the proceeding they are appealing exists and for such purpose they will need to insure that a verbatim record of the proceeding is made, which record shall include the testimony and the evidence upon which their appeal is to be based. Interested parties may appear at the meeting and be heard with respect to these proposed ordinances. If you are a person with a disability who needs any accommodation in order to participate in a public hearing you are entitled to the provision of certain assistance. Please contact Kathy Jordan at (850) 983-1855 or at 6495 Caroline Street, Milton at least one (1) week prior to the date of the public hearing.

1 issue – Press Gazette – April 24, 2013
1 issue – Gulf Breeze News – April 25, 2013
1 issue – Navarre Press – April 25, 2013

Bill and proof of publication to:
Santa Rosa County Administrator's Office
6495 Caroline Street, Suite D
Milton, Florida 32570

Attn: Kathy Jordan, Office Manager

Legal Line Ad



SANTA ROSA COUNTY ENGINEERING
SANTA ROSA COUNTY, FLORIDA
6051 OLD BAGDAD HWY., STE. 300
MILTON, FLORIDA 32583
www.santarosa.fl.gov

Preliminary
Engineers Report
May 6, 2013

Roger A. Blaylock, P.E.
Santa Rosa County Engineer

This is a Preliminary check list:

The items listed below may be on the agenda for meeting of Board of County Commissioners of Santa Rosa County, Florida, for May 9, 2013 at 9:00 a.m. in Milton, Florida.

1. Recommend approval of Preliminary Plat for Heritage Oaks, a 40 lot subdivision of a portion of Section 1, Township 2 South, Range 27 West, Santa Rosa County, Florida. (Working District 5)

Location: 2-1/2 miles, more or less North of East River on Highway 87 South, property on the east side of highway.

2. Recommend approval of Final Plat for Waterford Sound, Phase II-A, a 52 lot subdivision of a portion of Sections 20 & 29, Township 2 South, Range 27 West, Santa Rosa County, Florida. (Working District 5)

Location: 6 ½ miles, more or less, West on Highway 98 from Highway 87 South, property located on the South side of Highway 98, behind the South Santa Rosa County Service Center.

3. Recommend approval of Paved Road and Drainage Maintenance Village at Grand Ridge, a 14 lot subdivision of a portion of Section 30, Township 2 South, Range 28 West, Santa Rosa County, Florida. (Working District 5)

Location: ¼ mile, more or less, East on U.S. 98 from Oriole Beach Road, South on Grand Ridge Circle, property on the east side.

Enclave Court 380 LF±

No support documentation for this agenda item.



Public Services Committee

Chaired by:
Lynchard & Williamson

Meeting:
May 6, 2013, 9:00 A.M.

AGENDA

Emergency Management

1. Recommend the award of printing the 2013 Disaster Guides to Panaprint in the amount of \$18,503 for 30,000 copies as lowest quote through comparison shopping.

Development Services

2. Recommend approval for Rebecca Cato to act as the Environmental Certifying Officer in connection with funding from HUD under federal housing programs.
3. Recommend approval of the Hurricane Housing Recovery Program (HHRP) second mortgage subordination request for the property located at 2064 Government Court, Gulf Breeze.
4. Discussion of amendments to the LDC related to airport zoning as requested by Gulf Power.
5. Discussion of proposed LDC amendment related to notifying real estate buyers of Land Development Code regulations.



Department of Public Services

Santa Rosa County, Florida
6051 Old Bagdad Highway, Suite 202
Milton, Florida 32583
www.santarosa.fl.gov
Office: (850) 981-7040 Fax: (850) 623-1208



Tony Gomillion, Director

To: Santa Rosa County Board of County Commissioners
From: Sheryl Bracewell, Director, Emergency Management
Through: Tony Gomillion, Director, Public Services
Re: Disaster Guides – 2013
Date: May 6, 2013

RECOMMENDATION

Recommend award for printing the 2013 Disaster Guides to Panaprint in the amount of \$18,503 for 30,000 copies as lowest quote through comparison shopping.

BACKGROUND

The guide is an all hazards publication that provides information and tips regarding mitigation, preparation, response and recovery efforts. It provides the public with information and maps describing the location of risk shelters, evacuation routes, evacuation zones and fire districts. They are distributed at the beginning of hurricane season, but have proven to be a very useful tool all year round.

Listed below are four (4) price quotes for 30,000 copies of the guides:

Panaprint	\$18,503
Kost Enterprises	\$18,590
FormSystems	\$25,271
Tom White the Printer	\$27,502

Funding will be provided by the EMPA grant and is included in the 2013 budget.

COMPLETION

Upon approval the publication will be printed and distributed throughout the county.

Public Services
Sheryl Hamilton
Interim Director
4451 Pine Forest Road
Milton, FL 32583
(850) 983-4680

Building Inspections &
Code Compliance
Rhonda C. Royals
Building Official
6051 Old Bagdad Hwy, Ste 202
Milton, FL 32583
(850) 981-7000

Emergency Management
Sheryl Bracewell
Director
4499 Pine Forest Rd
Milton, FL 32583
(850) 983-5360

Community Planning,
Zoning & Development
Rebecca Cato
Director
6051 Old Bagdad Hwy, Ste 202
Milton, FL 32583
(850) 981-7000

Veterans Services
Karen Haworth
Director
6051 Old Bagdad Hwy, Ste 204
Milton, FL 32583
(850) 981-7155

"One Team, One Goal, One Mission"



Santa Rosa County Development Services



Beckie Cato, AICP
Planning and Zoning Director

Tony Gomillion
Public Service Director

Rhonda C. Royals ²
Building Official

MEMORANDUM

TO: Board of County Commissioners
FROM: Beckie Cato, Planning Director
DATE: April 29, 2013
RE: Federal HUD Housing Programs
Environmental Certifying Officer Delegation

RECOMMENDATION:

That the Board delegate authority to Rebecca Cato to act as the Environmental Certifying Officer in connection with funding from HUD under federal housing programs as outlined in the attached form (*Delegation of Authority to Act as Environmental Certifying Officer*).

BACKGROUND:

The completion and clearance of an environmental review is required prior to release of funding for HUD funded programs. The environmental review process requires certification by a local government official that the review requirements have been met. Santa Rosa County receives federal housing money through the HOME program in partnership with Escambia County. In addition, federal funds are received by Habitat for Humanity through the federal SHOP program for use in Santa Rosa County. Both programs require sign off by the County's environmental certifying officer for individual housing projects.

Examples of environmental factors reviewed include historic districts, floodplains, wetlands, and airport zones.

Prior to her retirement, Janice Boone, Housing Program Director, was the county's delegated environmental certifying officer for housing programs. It is recommended that this designation be transferred to Ms. Cato.

Santa Rosa County Public Service Complex
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583
www.santarosa.fl.gov
Office: (850) 981-7000

Delegation of Authority to Act as Environmental Certifying Officer

The Santa Rosa County Board of County Commissioners does hereby delegate to Rebecca Cato, Planning and Zoning Director, an official of Santa Rosa County, all authority necessary to act as Environmental Certifying Officer for Santa Rosa County under Section 104(g) of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5304 (g)) (HUD Act), in connection with the receipt of assistance from the U.S. Department of Housing and Urban Development (HUD). Such authority hereby delegated includes, but is not limited to, the authority to execute the certification required under Section 104 (g) of the HUD Act; the authority to specify when appropriate that the jurisdiction has fully carried out its responsibilities for environmental review, decision making and action under Section 104(g) (1) of the HUD Act; the authority to consent to assume the status of a responsible Federal Official under the National Environmental Policy Act of 1969 and other provisions of law specified in the regulations of HUD in 24 CFR Part 58; and the authority to consent on behalf of Santa Rosa County and herself to acceptance of the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as responsible Federal Official.

Approved by the Board of County Commissioners on the _____ day of _____, 2013.

Robert A. Cole, Chairman
Board of County Commissioners



Santa Rosa County Development Services



Beckie Cato, AICP
Planning and Zoning Director

Tony Gomillion
Public Service Director

Rhonda C. Royals
Building Official

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TO: Board of County Commissioners

FROM: Erin Malbeck
Housing Program Coordinator

THROUGH: Beckie Cato

DATE: April 23, 2013

SUBJECT: Hurricane Housing Recovery Program (HHRP)
Second Mortgage Subordination Request
2064 Government Court, Gulf Breeze, FL 32563
19-2S-27-1010-00G00-0460

RECOMMENDATION:

Board approval of the request submitted on behalf of homeowner to execute a subordination agreement to be recorded in connection with a refinance of the first mortgage in the approximate amount of \$125,024.00.

BACKGROUND:

HHRP Second Mortgage: \$15,000.00
 Recorded: 6/5/2006
 Purpose: HHRP Home Purchase Assistance

Proposal is to reduce the annual interest rate on the first mortgage from 5.5% to 4%.

Current monthly principal and interest: \$770.00
 Proposed monthly principal and interest: \$596.88

The refinance and subordination request meets established guidelines and will:

- Reduce the mortgage interest rate.
- Reduce the monthly mortgage payment.
- Not provide any cash out.

In January 2008, the Board approved a subordination of this lien that allowed a reduction in mortgage interest rate and reduction in monthly mortgage payments. This approval will further reduce the interest rate and monthly mortgage payment, making the home more affordable for the homeowners.



Santa Rosa County Development Services



Beckie Cato, AICP
Planning and Zoning Director

Tony Gomillion
Public Service Director

Rhonda C. Royals
Building Official

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MEMORANDUM

TO: Board of County Commissioners
FROM: Beckie Cato, Planning Director
DATE: April 9, 2013
RE: Proposed LDC Amendments Related to Airport Zoning

RECOMMENDATION:

That the Board authorize staff to process amendments to the LDC related to airport zoning as requested by Gulf Power. Specifically, the amendments would modify locational requirements and height limits for electric power lines and remove the requirement for use of low-pressure sodium lighting.

BACKGROUND:

Article 11 of the LDC establishes airport zones and regulates developments within those zones. With regard to electric service and transmission lines, the code prohibits those uses within certain zones and establishes height limits for them within other zones. Gulf Power has indicated that the restrictions are inconsistent with their typical facilities. Staff has coordinated with the Navy and determined that the limitations currently in place are more restrictive than necessary to meet the needs of the military. Therefore, staff recommends revising those restrictions.

Article 11 also establishes lighting regulations, one of which is a requirement that low-pressure sodium (LPS) lighting be used all outdoor, unroofed areas. Gulf Power has advised that LPS lighting provides poor lighting performance and has maintenance issues and they have asked that this requirement be removed. Staff has coordinated with the Navy and determined that they have no objection to the removal of this requirement. Therefore, staff recommends deleting the requirement for LPS lighting.

NEXT STEPS:

If approved by the Board, staff will draft the amendment and schedule for public hearings with the Zoning Board and the BOCC.

Santa Rosa County Public Service Complex
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583
www.santarosa.fl.gov
Office: (850) 981-7000



Santa Rosa County Development Services



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Beckie Cato, AICP
Planning and Zoning Director

Tony Gomillion
Public Service Director

Rhonda C. Royals
Building Official

MEMORANDUM

TO: Board of County Commissioners
FROM: Beckie Cato, Planning Director
DATE: April 9, 2013
RE: Notifying Real Estate Buyers of Land Development Code Regulations

RECOMMENDATION:

That the Board provide direction to staff regarding proposed LDC amendment related to notifying real estate buyers of Land Development Code regulations.

BACKGROUND:

The Zoning Board has expressed concern over the number of "after the fact" variances that are requested. These are variances that are requested after a structure has been built and the property owners typically indicate they were unaware of the code requirements.

As explained in the enclosed e-mail correspondence from Alan Isaacson, one suggestion has been to require notification of zoning as part of the real estate transaction process and require that a zoning brochure be provided to the purchaser. The County currently has two requirements for such notifications: (1) location within Airport Zones and (2) ownership and maintenance responsibility of adjacent roadways. Copies of those two notification forms are enclosed.

Zoning brochures are available in the Development Services Center and could be modified to include information related to the most frequent "after the fact" variance requests, such as building setbacks, fence height, and size/location of accessory structures.

NEXT STEPS:

If approved by the Board, staff will draft an amendment to the LDC requiring such notification and schedule for public hearings with the Zoning Board and the BOCC.

Enclosures: e-mail from Alan Isaacson
Residential Sales Disclosure Regarding Abutting Roadways
Airport Zone Disclosure Form

Santa Rosa County Public Service Complex
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583
www.santarosa.fl.gov
Office: (850) 981-7000

Beckie Cato

From: ZB-Alan Isaacson

Sent: Friday, April 12, 2013 9:10 AM

T. Beckie Cato
Becky,

Below is a link to the roadway disclosure form that we as a board discussed a few months ago. If you remember we asked staff to look into whether or not an acknowledgement of a property's zoning along with acknowledgement of receipt of a zoning brochure could be added to this form.

We had yet another case before us with someone claiming they didn't understand set backs and that they were required to pull a permit for their auxiliary building. I don't know if we could ever stop this from occurring but I think we could at least eventually eliminate the ignorance plea. As a realtor I think acknowledgement of the zoning would be a good idea for several reasons. And I don't see how the closing agents would see this as overburdensome since it would be simply printing a brochure from the county website and getting a signature at closing. I also don't see it causing too much work or the county other than perhaps updating the zoning brochures we use to hand out to people. Let me know what you think and whether or not you think it might be a good idea?

Thanks,

Alan

<http://marcuspointehomes.com/escarosa/Disclosure%20-%20ABUTTING%20ROADWAYS.pdf>

Flora is a very broad Public Records Law. Virtually all written communications to or from Santa Rosa County Personnel are public records available to the public and media upon request. E-mail sent or received on the county system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.

4/22/2013



**RESIDENTIAL SALES DISCLOSURE
REGARDING ABUTTING ROADWAYS**

Attention: Pursuant to Escambia and Santa Rosa County Ordinances, Sellers of residential homes and lots are required to disclose to the Buyer:

1. Whether the roadways that abut the lot or lots to be purchased have been dedicated to public use or are privately held;
2. Whether such roadways are built to County standards;
3. Whether roadways will be maintained by the County, and if not, what person or entity will be responsible for maintenance, repair and improvements to the roadways; and
4. In the case of roadways not built to County standards, who will be responsible for bringing the roadways up to the county standards?

Name of Roadway: _____

1. The roadway *has* been dedicated *has not* been dedicated to the County.
 Escambia County Santa Rosa County
2. The roadway *has* been built *has not* been built to meet County standards.
3. The County *has* accepted *has not* accepted the responsibility of maintaining the roadway.

If not, it will be the responsibility of _____ to maintain, repair and improve the roadway.

4. It will be the responsibility of _____ to bring the roadway up to County standards for the purpose of dedication.

If there is more than one abutting roadway or if more space is otherwise required, the Seller may attach additional pages so long as the number of pages is indicated on this page and both the Seller and Buyer acknowledge each additional page by initial.

() There will be _____ attachments incorporated herein comprising _____ additional pages.

This form completed by: _____
 Name

 Address

 City, State, Zip

Ordinance requires the disclosure be attached along with attachments to the deed or other method of conveyance required to be made part of the public records of the County.

Important Seller Note:
 Please complete this form and sign. Both Buyer and Seller will be required to sign a form like this at closing in the presence of a notary in order to record the form with the deed as required by the County.

STATE OF FLORIDA
COUNTY OF SANTA ROSA

Airport Zone Disclosure Form

ATTENTION: Pursuant to Santa Rosa County Ordinance 2005-07, any owner of residential property who sells or leases that property is required to disclose to buyers or lessees (for leases that run for more than seven (7) months) if the property is located, in whole or in part, within a Public Airport Notification Zone or a Military Airport Notification Zone, and any other designated areas, as defined by the Santa Rosa County Comprehensive Plan and Land Development Code, and that said property may be subject to varying degrees of accident potential, noise, and other impacts from operations conducted at or above military airfields, airports, or installations, or public airports. **This disclosure must be attached to the contract of sale or the lease agreement. The Seller or Lessor must provide a completed copy of this disclosure after closing of the sale or commencement of the lease to the Naval Air Station Whiting Field Aviation Planning Office, Operations Code 31, Room 110, 7550 USS Essex Street, Milton, Florida 32570-6155 (fax: 850-623-7804, e-mail: randv.roy@navy.mil).**

To be completed by Seller/Lessor

Street Address of Property: _____

Parcel Identification Number of Property: _____

Public or Military Airfield: _____

This property also lies, in whole or in part, within an area(s) designated as a(n):

Public/Military Airport Zone	_____	Accident Potential Zone 1	_____
Clear Zone/Runway Protection Zone	_____	Accident Potential Zone 2	_____
Noise Zone 55 decibels or greater	_____	Public/Military Airport Influence Area	_____
Eglin Notification Zone	_____		

CERTIFICATION

As to Seller/Lessor:

Seller/Lessor: _____ Printed Name: _____ Date: _____

Seller/Lessor: _____ Printed Name: _____ Date: _____

Sales Agent: _____ License Number: _____

(Sales Agent/Realtor must sign if involved in the transaction)

As to Buyer/Lessee:

Buyer/Lessee: _____ Printed Name: _____ Date: _____

Buyer/Lessee: _____ Printed Name: _____ Date: _____

Sales Agent: _____ License Number: _____

(Sales Agent/Realtor must sign if involved in the transaction)

This form must be affixed to the contract of sale or lease agreement.

Failure to complete this form and follow the provisions of Ordinance 2005-07 and the Santa Rosa County Land Development Code could subject a property owner and/or sales agent to penalties or fines as set forth in the laws and ordinances of Santa Rosa County. For more information regarding the designated areas listed above, the possible impacts due to the proximity of public or military airports, and the requirements of Ordinance 2005-07, contact the Santa Rosa County Department of Community Planning, Zoning, and Development at 850-981-7075 (web site: <http://data2.santarosa.fl.gov/developmentservices/quickinfo.cfm>).

AGENDA
PUBLIC WORKS COMMITTEE
May 6, 2013

Chairman: Commissioner Williamson

Vice Chairman: Commissioner Melvin

1. Discussion of resurfacing Langley Street, which is the entrance road to the west gate of Whiting Field, at an estimated cost of \$120,000.00 to be funded from franchise fees for roads and drainage.
2. Discussion of request from City of Milton for open cutting and patching of County roadways along Ward Basin Road for the installation of a sanitary sewer force main.



Department of Public Works

SANTA ROSA COUNTY, FLORIDA
Milton, Florida 32583

Stephen L. Furman
Assistant
Public Works Director
6075 Old Bagdad Hwy.
626-0191 • 994-5721 • 623-2221

AVIS WHITFIELD
Director of Public Works
6075 Old Bagdad Hwy.
626-0191 • 994-5721 • 623-2221
Fax 623-1331

Thad Allen
Superintendent
Building Maintenance/Parks
P. O. Box 864
623-1569 • 939-1877

MEMO

TO: Hunter Walker, County Administrator
FROM: Avis Whitfield, Public Works Director *AW*
SUBJECT: Langley Street
DATE: April 30, 2013

The estimated cost to resurface Langley Street at the west gate of Whiting Field is \$120,000.00 to be funded from franchise fees for roads and drainage.

AW/lc

Louann Callahan

From: Stephen Furman
Sent: Wednesday, April 24, 2013 6:34 AM
To: Avis Whitfield; Louann Callahan
Subject: Agenda Item - City of Milton Request
Attachments: doc20130423164918.pdf

Avis, we have received a letter from the City of Milton (see attached) requesting a BOCC agenda item relative to the discussion of the City being allowed to open cut seven (7) County roads along Ward Basin road for the installation of a sanitary sewer forcemain. The attachment includes two (2) photographs illustrating their proposed methods. I met with Jerald Ward and Joe Cook on this last week, and their primary motivation is that if they are required to bore this main line under our intersecting roads, that the pipe will be too deep for the future connection of service lines that would be serving the properties along these side streets. 2

With your permission, I propose that we add the following item to our agenda for the next BOCC Committee Meeting.

"Discussion of request from the City of Milton for the open cutting and patching of County roadways along Ward Basin Road for the installation of a sanitary sewer forcemain."

Please let me know if you need any additional information.

Stephen

**Stephen L. Furman P.E.
Assistant Public Works Director
Santa Rosa County
(850) 981-7121**

Florida has a very broad Public Records Law. Virtually all written communications to or from Santa Rosa County Personnel are public records available to the public and media upon request. E-mail sent or received on the county system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.



City of Milton

Mr. Steven Furman, P.E.
Santa Rosa County Public Works
6075 Old Bagdad Hwy.
Milton, FL 32583

April 19, 2013

Re: Ward Basin Corridor Lift Station and Force Main

Dear Steven,

As we have discussed, the City of Milton has recently acquired the needed funding from the FDEP State Revolving Loan program for the design and construction of the Ward Basin Corridor Lift Station and Force Main. The project will place a master lift station at the corner of Ward Basin Rd. and Peterson Point Rd. and a force main from that point, north to a gravity sewer near Nimitz Rd. across from the East Milton Elementary School. Additionally, the project will provide a source of sewer for many homes who have septic tank problems along this corridor. Many, as the result of flooding during Hurricane Ivan, others due to seasonal high ground water conditions along the river. The City continues to receive inquiries as to when sewer might become available.

Our request to the County is that in lieu of drilling or boring the side streets that we will encounter along the pipeline route, that we be allowed to open cut the pavement on these streets. A total of seven (7) streets will be involved. These streets are: Nimitz Rd.; South Airport Rd.; Hiller Rd.; Offshore Dr.; Lucille Dr.; Casa Grande Dr. and San Ramon Dr. Our request also includes that in lieu of a simple trench asphalt patch, we be allowed to mill and resurface the effected streets for a distance of no less that 10' from the edge of Ward Basin Rd., to no more that the right-of-way of Ward Basin Rd. (20'-25'). In most locations along the route and based on existing utilities and FDEP separation requirements between water and sewer pipes, the proposed pipe will be installed between 3' & 5' from the edge of the existing roadway.

Also, based on the existing utilities and drainage ditches along the route, directional drilling or boring the side streets makes it extremely difficult to align future connections and tie-ins within each intersection due to the "rainbow effect" caused by the drilling process.

If you have any questions or need additional information, please do not hesitate to call.

Sincerely,
City of Milton

Jerald S. Ward, Director of Public Works

XC: Brian Watkins, City Manager
Joe Cook, Utilities Department Head

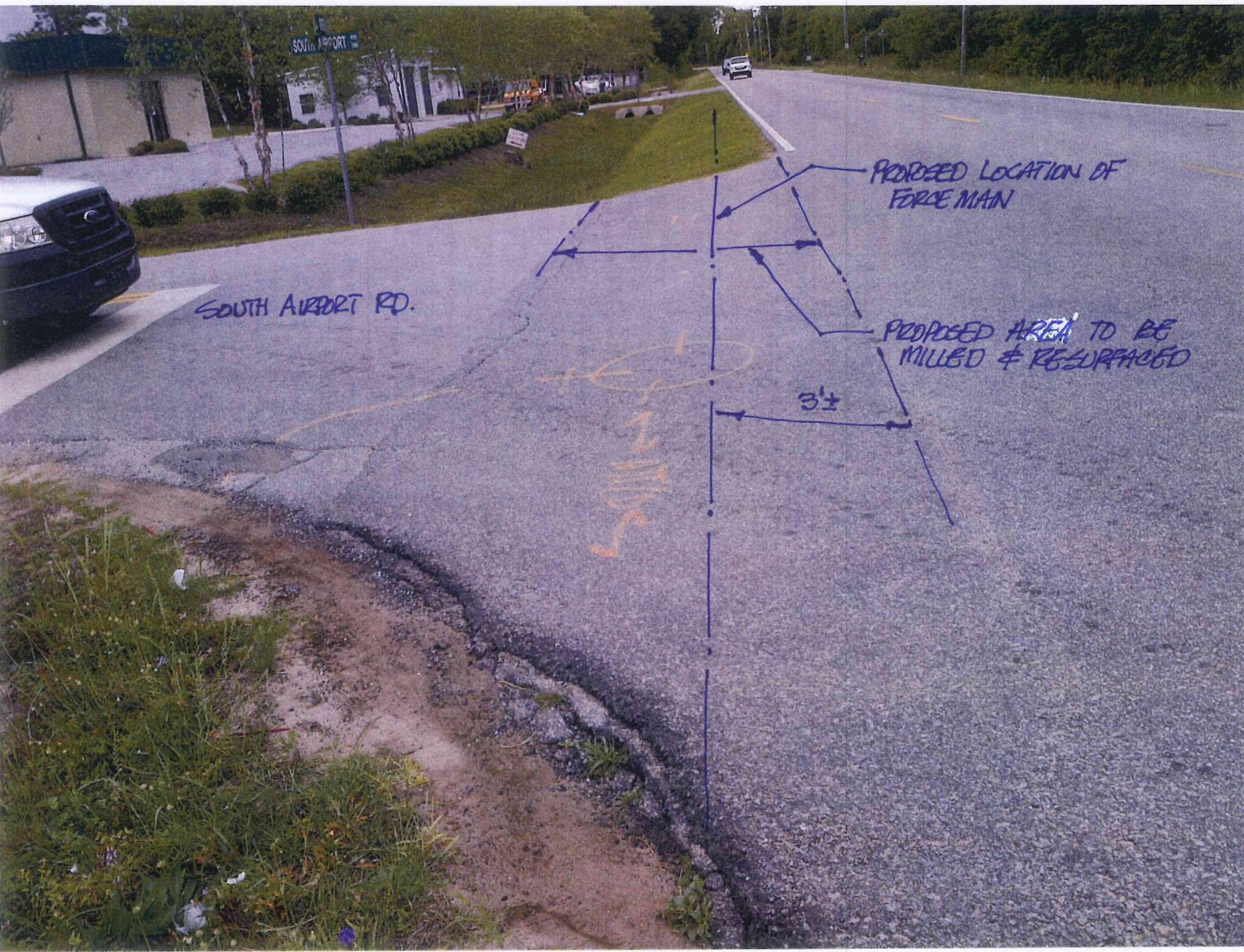
SOUTH AIRPORT RD

SOUTH AIRPORT RD.

PROPOSED LOCATION OF
FORCE MAIN

PROPOSED AREA TO BE
MILLED & RESURFACED

3'±





PROPOSED LOCATION
OF FORCE MAIN

OFFSHORE DR.

PROPOSED AREA TO BE
MILLED & RESURFACED

3 1/2



BUDGET & FINANCIAL MANAGEMENT COMMITTEE

Chairman: Commissioner Melvin
Vice Chairman: Commissioner Lynchard

May 6, 2013

Budget:

- 1) **Budget Amendment 2013 – 123** in the amount of \$ **33,300** to fund the promotion of the Navarre Beach Singer/Songwriter Festival (\$18,000) and the 2013 Fireworks on Navarre Beach (\$ 15,300) as approved at the April 25, 2013 BOCC Regular Meeting from the Tourist Development Fund.
- 2) **Budget Amendment 2013 – 124** in the amount of \$ **1,097,000** to fund the construction of Tiger Point Community Center from Reserve for Contingencies in District Five (5) Projects Fund and the Capital Projects Fund as approved by the Board at the November 8, 2012 meeting.
- 3) **Budget Amendment 2013 – 125** in the amount of \$ **156,986** to fund the scope of work and fee from Geosyntec Consultants for the design of the Cell C at Central Landfill as approved at the April 25, 2013 BOCC Regular Meeting from the Landfill Fund.

County Expenditure/Check Register:

- 4) Discussion of County Expenditures / Check Register

BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION

DATE: April 30, 2013

FROM: **Tourist Development Tax Fund**
TO: Board of County Commissioners
VIA: Budget Director
SUBJ: Request Approval of the following

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
FROM:	4010 – 599001	Reserve for Contingencies	(\$ 33,300)
TO:	4010 – 5810011	Aid to Private Agencies	\$ 18,000
	4010 – 5820028	Aid to Organizations	\$ 15,300

State reason for this request:

Funds the allocation of \$ 18,000 for promotion of Navarre Beach Singer/Songwriter Festival and \$15,300 for the 2013 Fireworks on Navarre Beach as approved at the April 25, 2013 Regular Meeting using Reserve for Contingencies in the Tourist Development Tax Fund.

Requested by Kate Wilkes/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2013-123

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 05/06/2013

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 9th day Of May 2013.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION

DATE: April 30, 2013

2

FROM: **District Five Capital Fund**
TO: Board of County Commissioners
VIA: Budget Director
SUBJ: Request Approval of the following

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
Fund 302:	302-3990001	Cash Carried Forward	\$ 295,650
	9302 - 59100315	To Fund 315	\$ 295,650
Fund 315:	315 - 38100023	From Capital Fund	\$ 295,650
	2325 - 599001	Reserve for Contingencies	(\$ 801,350)
	2325 - 5620027	Tiger Point Community Center	\$ 1,097,000

State reason for this request:

Funds the construction of the Tiger Point Community Center from Reserve for Contingencies in District Five (5) Projects Fund and the Capital Projects Fund. This was approved by the Board at the November 8, 2012 meeting.

Requested by: Roger Blaylock/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2013-124

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: May 6, 2013

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 9th day Of May, 2013.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

STOA Architects

121 E. Government Street
Pensacola, FL 32502
Ph: (850) 432-1912/Fax: (850) 432-0603

Date: September 2012
To: Commissioner Lane Lynchard
From: Cesar Reyes
cc: Mike Werner, STOA Architects
File (11097, F.1)
Project #: 11097
Re: Tiger Point Community Center – Bldg Cost Estimate

	At \$125/sq ft.	At \$150/sq ft.	Δ
Mail Building (4,200 sq ft.)	\$525,000	\$630,000	\$105,000
Concessions (1,000 sq ft.)	\$125,000	\$150,000	\$25,000
	At \$63/sq ft.	At \$75/sq ft.	
Covered Play Area (1,400 sq ft.)	\$87,500	105,000	\$17,500
Walkways/Porte-Cochere (3,000 sq ft.)	\$187,500	\$225,000	\$37,500
	\$925,000	\$1,110,000	\$185,000
Site Work	\$90,000	\$90,000	
Demolition	\$20,000	\$20,000	
A/V Allowance	\$150,000	\$150,000	
	\$260,000	\$260,000	
	\$1,185,000	\$1,370,000	±Δ15%

Added Cost

- A/V Equipment
- 50 Additional People in Multi Purpose (750 sq ft.)
- Sound Control (Added)
- Porte Cochere (450 sq ft.)

	At \$125/ft ²	At \$150/ft ²	\$134/ft ²
1. A/V Equipment	\$150,000	\$150,000	\$150,000
2. 50 Additional People in Multi Purpose (750 sq ft.)	\$93,750	\$112,500	\$109,000
3. Sound Control (Added)	\$15,000	\$15,000	\$15,000
4. Porte Cochere (450 sq ft.)	\$28,125	\$33,250	\$295,650
	\$280,875	\$311,250	295,650

END
CR/cr

BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION

DATE: May 1, 2013

FROM: **Landfill**
TO: Board of County Commissioners
VIA: Budget Director
SUBJ: Request Approval of the following

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

3

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	411 - 3990001	Cash Carry Forward	\$ 156,986
To:	2400 - 531001	Professional Services	\$ 156,986

State reason for this request:

Funds the scope of work and fee from Geosyntec Consultants for the design of Cell C at Central Landfill as approved at the April 25, 2013 BOCC Regular Meeting.

Requested by: Roger Blaylock/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2013-125

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: May 6, 2013

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 9th day Of May, 2013.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Tonya Toomey
Sent: Tuesday, April 30, 2013 2:49 PM
To: Jayne Bell
Cc: Jerrel Anderson
Subject: Budget Ammendment

Good Afternoon,

As mentioned, we would like to do a budget amendment for the landfill cell design with Geosyntec, for the amount of \$156,986. The project was approved at the last board meeting.

If you need any further information please let me know.

Thank you,

Tonya Toomey
SRC Environmental Department
(850) 981-7135

Florida has a very broad Public Records Law. Virtually all written communications to or from Santa Rosa County Personnel are public records available to the public and media upon request. E-mail sent or received on the county system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.