



HISTORIC PRESERVATION BOARD Regular Meeting Agenda

August 10, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Review and Approval of Agenda**
- 3. Approval of Minutes**
 - Item # 2023-1718
 - Approval of Minutes from July 13, 2023 meeting
- 4. Citizens to Appear Before the Board**
- 5. New Business**
 - Item # 2023-1767
 - Historic District (Notification) Packet Discussion
 - Item # 2023-1768
 - Application Process Discussion
 - Item # 2023-1769
 - Historic Excellence Sign - Residential
- 6. Old Business**
 - Item # 2023-1770
 - Residential Facade Grant Program Tax Exemption Discussion
 - Item # 2023-1771
 - Berryhill School Historic Marker Discussion
 - Item # 2023-1772
 - Historical Marker Program
 - Item # 2023-1773
 - Design Phase of Hwy 90/Courthouse Update
- 7. Planning Department Update**
- 8. Adjournment**

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

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



Approval of Minutes from July 13, 2023 meeting

MEETING DATE	PREPARED BY
August 10, 2023	Clerk's Office Melissa Short, Admin Assistant/Permit Clerk/Assistant City Clerk

HISTORIC PRESERVATION BOARD

July 13, 2023

The Historic Preservation Board met on Thursday, July 13, 2023, at 5:30 p.m. in the Council Chambers at City Hall.

MEMBERS PRESENT:

Cassandra Sharp
Brian McGuire
Theresa Messick
Tom Powers
Carol Johnstone

Tim Milstead, Planning Director
Melissa Short, Administrative Assistant
Alex Andrade, City Attorney

OTHERS PRESENT:

Councilwoman Roxanne Meiss, Christie Culpepper, Martha Allen, and Shari Sebastiao

The meeting was called to order at 5:30 p.m. Carol Johnstone made a motion to approve the agenda as amended, seconded by Tom Powers; approved unanimously. Tom Powers made a motion to approve the June 8, 2023, minutes, seconded by Carol Johnstone; approved unanimously.

NEW BUSINESS:

COA for 6825 Oak Street – Tim Milstead provided the board with a sample of the materials that was provided by Martha Allen, owner of this property, to be used for exterior renovation if approved. Martha Allen spoke in favor of the siding to be replaced and windows. The board discussed what is being proposed and the application. Cassandra Sharp made a motion to approve the siding as presented on the application, seconded by Brian McGuire. There was discussion of tabling the windows to the next meeting. Cassandra Sharp amended the motion to deny the windows and approve the siding and six-foot fence as presented on the application, seconded by Brian McGuire; approved unanimously.

Historic District Packet Discussion - Tim Milstead presented the board with information pertaining to a packet that was sent to property owners of the historic district in the past and the board discussed this topic. The board discussed some corrections to be made to the UDC and information that would be sent to property owners. Mr. Milstead explained that a packet can be sent out yearly or semiannually to contributing structures, it would cost \$10 per property through the clerk of court, there was discussion on adding this information to the dead to contributing structures in the historic district or flagging new customers starting utilities for a contributing structure. Staff will research options prior to next meeting and bring this back next month.

Application Process Discussion - Chairman John Ellis wanted to discuss this so this was tabled to the next meeting.

Historic Excellence Sign - Commercial – Tim Milstead wanted the board to think about a new nomination of a new commercial property and a new nomination for a residential property for next meeting. The board decided to present the historic excellence sign to the Faircloth House located at 5188

Escambia Street. Tom Powers made a motion to present the Historic Excellence Sign to the Faircloth House, seconded by Theresa Messick; approved unanimously.

UDC Code/Elements of Historic Preservation Discussion - There was discussion of a letter that was sent out by Councilwoman Marilynn Farrow regarding sections 11.4 and 11.5. Tim Milstead explained that the Milton Planning board will be reviewing these sections at their next meeting and may make a recommendation to Council.

OLD BUSINESS:

Residential Façade Grant Program Discussion – Tim Milstead explained to the board that he is working with Santa Rosa County on what the board requested. Mr. Milstead got some information and explained that staff is trying to get a breakdown of each amount that properties contribute to the CRA Tiff Fund. Tim Milstead explained that the total assessed property amount that was frozen back in 1981 prior to the original CRA that was adopted back in 1982 was about 6.2 million dollars in assessed value. Santa Rosa County is working to provide the most recent tiff fund total assessed values of residential, vacant, and commercial properties. Mr. Milstead explained that the base value for 1981 was 6.47 million, 6.42 million for commercial, 11.9 million for residential, 1.09 million for vacant properties for a total of taxable valuation of 19.43 million.

Berryhill School Historical Marker Discussion – Cassandra Sharp said she is still working on this.

Historical Marker Program – Tim Milstead provided an updated map and spreadsheet to the board. There was discussion and the board decided for a staff recommendation at the next meeting for possibly 10 commercial and 10 residential properties.

Design Phase of Hwy 90/Courthouse Update – Tim Milstead explained the results of the Design Charrette, the results from the outreach questionnaires, and the written comments were presented to FDOT, District 3 Secretary, Project Engineer for Hwy 90 Design Phase, Emerald Coast Regional Council, FDOT Liaison, and TPO. Tim Milstead explained that conversations are still ongoing with the County.

There was no further business to discuss, and the meeting was adjourned at 7:24 p.m.



Agenda Item # 2023-1767

Historic District (Notification) Packet Discussion

MEETING DATE

August 10, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1768

Application Process Discussion

MEETING DATE

August 10, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1769

Historic Excellence Sign - Residential

MEETING DATE

August 10, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1770

Residential Facade Grant Program Tax Exemption Discussion

MEETING DATE

August 10, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1771

Berryhill School Historic Marker Discussion

MEETING DATE

August 10, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1772

Historical Marker Program

MEETING DATE

August 10, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1773

Design Phase of Hwy 90/Courthouse Update

MEETING DATE

August 10, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None