



HISTORIC PRESERVATION BOARD

Regular Meeting Agenda

September 14, 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 # 2023-1821
 - Approval of Minutes from August 10, 2023 meeting
- 4. Citizens to Appear Before the Board**
- 5. New Business**
- 6. Old Business**
 - Item # 2023-1881
 - Historic Excellence Sign Update
 - Item # 2023-1882
 - Berryhill School Historic Marker
 - Item # 2023-1883
 - Historic District Notification Letter
 - Item # 2023-1884
 - Historical Marker Program Update
 - Item # 2023-1885
 - 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



Agenda Item # 2023-1821

Approval of Minutes from August 10, 2023 meeting

MEETING DATE

September 14, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. HPB Minutes August 10 2023

HISTORIC PRESERVATION BOARD**August 10, 2023**

The Historic Preservation Board met on Thursday, August 10, 2023, at 5:30 p.m. in the Council Chambers at City Hall.

MEMBERS PRESENT:

John Ellis
Cassandra Sharp
Brian McGuire
Theresa Messick
Tom Powers
Angie Hawkins

Tim Milstead, Planning Director
Melissa Short, Administrative Assistant
Jacob Hullett, Planning & Zoning Officer
Alex Andrade, City Attorney

OTHERS PRESENT:

Councilwoman Marilynn Farrow, Vernon Compton, and Mary Johnson

The meeting was called to order at 5:31 p.m. Cassandra Sharp made a motion to approve the agenda as amended, seconded by Theresa Messick; approved unanimously. Cassandra Sharp made a motion to approve the July 13, 2023, minutes as amended with no objection; approved unanimously. Vernon Compton thanked the board for the Historic Excellence Sign Recognition Program and thanked the board members for serving on the board. Mary Johnson thanked the board members for all they do, and she presented 10 Basic Principles for Rehabbing the Right Way. The board expressed a desire to provide Mrs. Johnson with some resources to save a house from being demolished.

NEW BUSINESS:

UDC Update 11.4 and 11.5 - Alex Andrade indicated that he was accused of having given bad legal advice to the Historic Preservation Board during the last meeting, and he wanted this corrected. Councilwoman Marilynn Farrow spoke to the board and offered an apology to Mr. Andrade. There was discussion of nominating Chairman John Ellis to affirmatively speak on behalf for the Historic Preservation Board. Vernon Compton spoke on the UDC and the rule of Historic Preservation Board. Tim Milstead expressed he would expand more on 11.4 and 11.5 to Council for their review at the next Agenda Workshop. Cassandra Sharp made a motion to recommend that the City Council separate sections 11.4 and 11.5 from the UDC update so that Council can more closely review the proposed changes, and for Chairman John Ellis to be the point person to advocate the Historic Preservation Board's position on representing sections 11.4 and 11.5, Brian McGuire seconded; approved 6-0.

Historic District (Notification) Packet Discussion – Tim Milstead discussed some options to better notify property owners within the district of their status of contributing historic structures. Mr. Milstead explained one option is to work with the billing department to identify contributing historic structures in the city when starting new utility service in the City of Milton. The second option is to send a letter to property owners of contributing historic structures in the district. Mr. Milstead said staff can move forward with implementing a trial period to work with the billing department.

Application Process Discussion – Chairman John Ellis expressed the application process should be more directive and maybe attach the Pattern Book or a link to the application to ensure the best possible experience and benefit not only to the applicant, but staff as well. Tim Milstead expressed the need to work on the social media impact within the community to help people understand standards and review regulations of the historic district by providing a link to the pattern book and secretary of interior standards. There was discussion under services for easier access to the historic district application and adding the historic district category design review flow chart on the application. Mr. Milstead will start thinking and looking at this and bring this back at a future meeting.

Historic Excellence Sign - Residential – Tim Milstead informed the board that the business located at 5188 Escambia Street has interest in receiving the Historic Excellence Sign, the residential sign is still located at 6812 Oak Street, and for the board to nominate a new residential property. Theresa Messick made a motion to consider 5165 Canal Street as a preference and 5197 Santa Rosa Street or 5032 Henry Street as alternatives, provided that the buildings qualify for the residential historic excellence sign, seconded by Cassandra Sharp; approved 6-0.

OLD BUSINESS:

Residential Façade Grant Program Discussion Tax Exemption Discussion – Tim Milstead explained to the board that he is still working with Santa Rosa County for additional data the board requested and will bring this back at a later meeting for the boards review.

Berryhill School Historical Marker Discussion – Cassandra Sharp said she had nothing to report to the board.

Historical Marker Program – Tim Milstead provided 10 commercial and 10 residential properties in the historic district for the boards review. The board decided to review this and bring it back at the next meeting.

Design Phase of Hwy 90/Courthouse Update – Tim Milstead indicated that Hwy 90 is #10 on the TPO project list and will keep the board updated on the design phase of Hwy 90, and the future use of the Courthouse.

6825 Oak Street Appeal Outcome – Tom Powers explained that Council rejected the appeal and that the windows visible from the street will have to be restored and the arch window will have to be replaced. Tim Milstead said we will continue to work with 6825 Oak Street.

There was no further business to discuss, and the meeting was adjourned at 7:56 p.m.



Agenda Item # 2023-1881

Historic Excellence Sign Update

MEETING DATE

September 14, 2023

PREPARED BY

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

BACKGROUND

Update

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1882

Berryhill School Historic Marker

MEETING DATE

September 14, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1883

Historic District Notification Letter

MEETING DATE

September 14, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1884

Historical Marker Program Update

MEETING DATE

September 14, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

Update

ATTACHMENTS

None



Agenda Item # 2023-1885

Design Phase of Hwy 90 / Courthouse Update

MEETING DATE

September 14, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

Update

ATTACHMENTS

None