



HISTORIC PRESERVATION BOARD

Regular Meeting Agenda

November 9, 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 # 2023-2062
 - Approval of Minutes from September 14, 2023 meeting
- 4. Citizens to Appear Before the Board**
- 5. New Business**
 - Item # 2023-2063
 - Historic Property Tax Exemption / Residential Facade Program Presentation
 - Item # 2023-2064
 - Historic Excellence Sign - Commercial
- 6. Old Business**
 - Item # 2023-2065
 - 11.4 and 11.5 Update
 - Item # 2023-2066
 - Historical Marker Program Update
 - Item # 2023-2067
 - Design Phase of Hwy 90 / Courthouse Update
 - Item # 2023-2068
 - Website Historic Info. 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 # 2023-2062

Approval of Minutes from September 14, 2023 meeting

MEETING DATE

November 9, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

Approval of Minutes

ATTACHMENTS

1. HPB Minutes September 14 2023

HISTORIC PRESERVATION BOARD**September 14, 2023**

The Historic Preservation Board met on Thursday, September 14, 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 Roxanne Meiss and Vernon Compton

The meeting was called to order at 5:30 p.m. Cassandra Sharp made a motion to approve the agenda as amended with no objections; approved unanimously. Cassandra Sharp made a motion to approve the August 10, 2023, with no objections; approved unanimously.

OLD BUSINESS:

Historic Excellence Sign Update – Tim Milstead invited the board members to Ducker and Company located at 5188 Escambia St. to attend the Historic Excellence Sign presentation on September 19th at 3:00 PM. The board members asked if this date could be changed to September 20th. Mr. Milstead said that staff would keep the board informed of the date.

UDC Update 11.4 and 11.5 – Tim Milstead explained the Council will review this item. Chairman John Ellis explained that Council did take action on removing 11.4 and 11.5 from the initial review of the UDC. Tim Milstead explained he can present this item to Council, Council woman Roxanne Meiss may speak on this item, or Chairman John Ellis would be present to speak on this item.

Historic District Notification Letter – Tim Milstead explained that the Planning Department provided the Finance Department with the most up to date list of the contributing historic structures and individually listed national register properties within the district. The Finance Department put notes on each of these addresses of ownership change to send them to the Planning Department to receive a pattern book, design guidelines and design review process, and to discuss any changes to the exterior appearance of the building. Tim Milstead discussed improving the city's website related to the historic district and historic preservation and bringing this back in a couple of months.

Historical Marker Program Update – Tim Milstead provided an excel spreadsheet of commercial properties and residential properties in the historic district and wanted board recommendations of any changes. Vernon Compton provided some funding options and grant possibilities to help pay for historic signs and plaques. 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 he had spoken with the project manager for the Hwy 90 design and explained in the process of completing the line and grade plans that FDOT will continue conversations with the city. Tim Milstead said he will keep the board updated on this item. Mr. Milstead said conversations with the county about the courthouse are ongoing and will ask about Oak Street and the preservation of the courthouse.

PLANNING DEPARTMENT UPDATE:

Mr. Milstead explained at the City Council the Residential Facade Grant Program moved forward and will keep this board updated on this program. There was discussion about how much money goes into the TIF Fund and Mr. Milstead explained he is researching this information and will bring this item back.

There was no further business to discuss, and the meeting was adjourned at 6:39 p.m.



Agenda Item # 2023-2063

Historic Property Tax Exemption / Residential Facade Program Presentation

MEETING DATE

November 9, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-2064

Historic Excellence Sign - Commercial

MEETING DATE

November 9, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-2065

11.4 and 11.5 Update

MEETING DATE

November 9, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-2066

Historical Marker Program Update

MEETING DATE

November 9, 2023

PREPARED BY

Melissa Short, Admin
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City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-2067

Design Phase of Hwy 90 / Courthouse Update

MEETING DATE

November 9, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-2068

Website Historic Info. Update

MEETING DATE

November 9, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None