



HISTORIC PRESERVATION BOARD

Regular Meeting Agenda

March 14, 2024
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 # 2024-2329
 - Approval of Minutes from January 11, 2024, meeting
- 4. Citizen Comments**
- 5. New Business**
 - Item # 2024-2330
 - COA - 6821 Caroline St.
 - Item # 2024-2331
 - COA - 5185 Elmira St.
 - Item # 2024-2332
 - Historic Excellence Sign - Commercial
 - Item # 2024-2333
 - Historic Excellence Sign - Residential
- 6. Old Business**
 - Item # 2024-2334
 - Lamppost Historic Marker Idea
 - Item # 2024-2335
 - Historical Marker Program 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 # 2024-2329

Approval of Minutes from January 11, 2024, meeting

MEETING DATE

March 14, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. HPB Minutes January 2024

HISTORIC PRESERVATION BOARD**January 11, 2024**

The Historic Preservation Board met on Thursday, January 11, 2024, at 5:30 p.m. in the Council Chambers at City Hall.

MEMBERS PRESENT:

John Ellis
Cassandra Sharp
Brian McGuire
Theresa Messick
Tom Powers
Carol Johnstone

Tim Milstead, Planning Director
Jacob Hullett, Planning & Zoning Officer
Melissa Short, Administrative Assistant

OTHERS PRESENT:

Councilwoman Roxanne Meiss, Vernon Compton, Sherry Chapman, and Donna Long

The meeting was called to order at 5:30 p.m. Brian McGuire made a motion to approve the agenda with no objections; approved unanimously. Tom Powers made a motion to approve the December 14, 2023, minutes, seconded by Theresa Messick; approved unanimously.

OLD BUSINESS:

Lamppost Historic Marker Idea – Tim Milstead reached out to Scottsboro, AL and staff is waiting for additional information about the lamppost historic signs. Mr. Milstead explained that the metal was treated, painted, and printed on them directly. Staff is waiting to know how many there are and the cost of the signs.

Historical Marker Program Update – Tim Milstead provided a price spreadsheet to the board and the board decided to go with the bronze sign, a cost match, 10 residential and 10 commercial properties, and 8x10 for residential and 12x15 for commercial. Staff is going to look at cost estimates for bulk pricing. The board decided to advance the Historic Marker Program to the City Council. Mr. Milstead explained staff is still looking into bulk signage cost and provided business names and addresses found in the historic district. Mr. Milstead looked into a small matching grant program and explained that staff can explore more options. Vernon Compton explained that the TDC provided grant options and additional information on the capital funding grant for historic markers. The board indicated that May is National Preservation Month.

Design Phase of Hwy 90/Courthouse Update – Tim Milstead indicated that there is no new information and will keep the board updated on this information.

Planning Department Update – Tim Milstead indicated council approved the second reading of the UDC updated sections of 11.4/11.5, staff added photos to the new website, and explained that there is vacancy on the board.

There was no further business to discuss, and the meeting was adjourned at 6:12 p.m.



Agenda Item # 2024-2330

COA - 6821 Caroline St.

MEETING DATE

March 14, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. COA 6821 Caroline St.

Application to:

☐ Historic Preservation Board (HPB)

☐ Community Redevelopment Agency (CRA)

Name of Applicant: The Prost Office Brewery Phone Number: (478) 365-8682

Address of Property: 6821 Caroline St., Milton, FL 32570

Parcel Number/ID: _____

Type of Structure: ☒ Commercial ☐ Residential Square Footage of Structure 6,000

If a business, what is the nature: Restaurant / Brewery ☒ New Business ☐ Existing Business

If existing business, how long has it been in operation? _____ Years, 6 Number of Employees

Contractor: _____ Phone Number: _____ City License # _____

☐ New Construction

☐ Repairs/Alterations

☐ Demolition

☐ Garage/Parking Area

☐ Fence

☐ Landscaping

☐ Painting

☒ Sign

☐ Roof

☐ Other (specify) Changing logo on Preexisting Sign

What type of exterior renovations are proposed? _____

What type of proposed material to be used? _____

Exterior Color Scheme: _____ ☐ New ☐ Used Materials

If a business, is adequate parking available? ☒ Yes ☐ No ☒ Public Parking ☐ Private Parking

Are you willing to make other improvements the board(s) may feel necessary in order to comply with City of Milton's Unified Development Code? ☒ Yes ☐ No Explain _____

Signature of Applicant

Samuel J. Howell

Date

2/5/24

Note: After approval, any modifications to development activity will require a separate approval.

☐ HPB ☐ Approved ☐ Denied _____ Signature Approval _____ Date _____

☐ CRA ☐ Approved ☐ Denied _____ Signature Approval _____ Date _____

CITY OF MILTON

Application for Development Approval

Date: 3/4/24 ADA# _____
Applicant: The Prost Office Brewery Phone# (850) 904-2838
E-Mail Address: ProstOfficeBrewery@gmail.com
Applicant Address: 6821 Caroline St, Milton, FL 32570
Project Name: The Prost Office Brewery
Project Address: 6821 Caroline St, Milton, FL 32570
Parcel ID No. 03-11-28-2530-02300-0010
Description of Work: _____
Type of Development: ☒ Minor _____ Major _____ Subdivision _____ Planned Development
Zoned _____ FLU _____ Flood Zone _____ Natural Gas at this location? ☐ YES ☐ NO ☐ N/A

INFORMATION FROM PLANS:

Lot Size: 54 SETBACKS: Front _____ Rear _____ Side Yard _____ Lot Coverage _____ %

COMPLETED BY PLANNING DEPT:

Minimum Lot Size: _____ Min. Setback: Front _____ Rear _____ Side Yard _____
Total Lot Coverage _____ % SF _____ or MF # of Units _____ Height of Structure _____

CITY OF MILTON AUTHORIZATION TO SANTA ROSA COUNTY BUILDING OFFICIAL

The City of Milton hereby authorizes the Santa Rosa County Building Official to proceed with Building Permit issuance for the development activity above. This Application for Development is approved to construct the above project at the address noted above. Such development activity shall conform to any and all regulations of the City of Milton and any conditions of approval set forth herein and shall conform to the plans submitted and approved by the city and made a part of this application. Before any certificate of occupancy can be issued by Santa Rosa County on: (A) commercial property, a final Life Safety Code inspection and Planning Department site inspection must be performed and approved by the City of Milton; (B) residential property, a Planning Department site inspection must be performed and approved by the City of Milton. Should this development approval be invalidated, the Santa Rosa County Building Official, upon written notification by the City of Milton, shall rescind the building permit authorized or issued by Santa Rosa County. The applicant, by signing this Development Application, acknowledges that he has the legal authority to proceed with the development and accepts full legal responsibility for any and all damages to city facilities and further to hold the City of Milton harmless in any and all matters relating to this authorization.

By signing below, I acknowledge that I am the owner of the property or the agent of the company and that I have the authority to act on behalf of the company. The company or applicant also agrees to comply with all the regulations of the City of Milton, Florida.

Samuel Howell / Owner

Authorized Applicant Name & Title

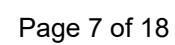
3/4/24
Date

APPROVED BY: Planning & Development Dept. Name & Title

Date

Additional Conditions: Compliance with the City of Milton's Municipal Code

THIS DEVELOPMENT APPROVAL IS VALID FOR SIX (6) MONTHS UNLESS OTHERWISE NOTED





68.5 x 37 7/8



Agenda Item # 2024-2331

COA - 5185 Elmira St.

MEETING DATE

March 14, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. COA 5185 Elmira St.

Jacob Hullett

From: noreply@civicplus.com
Sent: Monday, March 4, 2024 11:41 AM
To: MMF Planning; Milton Planning Dept.
Subject: Online Form Submittal: Downtown (CRA) / Historic District Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Downtown (CRA) / Historic District Application

Name of Applicant	Richard McCool/Blackwood Financial Group
Phone	850-572-4000
Construction Plans/Supporting Information	Milton Building Documents.docx
Address of Property	5185 Elmira Street, Milton, FL 32570
Parcel Number	<i>Field not completed.</i>
Type of Structure	Commercial
Square Footage of Structure	8000
How long has the business been in operation?	11
Number of Employees	12
Contractor	<i>Field not completed.</i>
Phone	<i>Field not completed.</i>
City License Number	<i>Field not completed.</i>
Work Needed	Repairs / Alterations, Landscaping, Other
If other, explain:	Signage for Business on side of building

What type of exterior renovations are proposed?	New business signage, front door remodel, cleaning of flower beds
What type of proposed material are to be used?	new materials, metal signage
Color Scheme	neutrals
	New
Is there adequate parking?	Yes, Private Parking
Are you willing to make other improvements the board (s) may feel necessary in order to comply with the City of Milton's Land Development Regulations?	Yes
Explain	<i>Field not completed.</i>
Signature of Applicant	Richard McCool
Date	3/4/2024

Email not displaying correctly? [View it in your browser.](#)

Sign—Blackwood Financial Group

Elmira Street

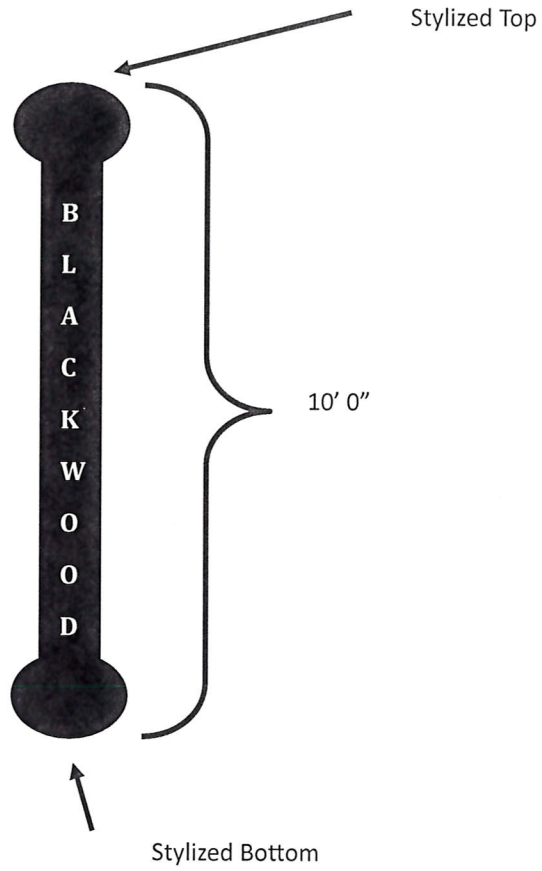
Historic Exchange Hotel

03/24



BLACKWOOD
FINANCIAL GROUP







Our vision is to have double front doors similar to these with the top half containing glass window.



For the Landscaping, we plan to have a simple flower bed with mulch and green shrubs/bushes.



Agenda Item # 2024-2332

Historic Excellence Sign - Commercial

MEETING DATE

March 14, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2333

Historic Excellence Sign - Residential

MEETING DATE

March 14, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2334

Lamppost Historic Marker Idea

MEETING DATE

March 14, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2335

Historical Marker Program Update

MEETING DATE

March 14, 2024

PREPARED BY

BACKGROUND

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RECOMMENDATION

ATTACHMENTS

None