



## **HISTORIC PRESERVATION BOARD Regular Meeting Agenda**

April 11, 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 # 2024-174
  - Approval of Minutes from March 14, 2024, meeting
- 4. Citizen Comments**
- 5. New Business**
  - Item # 2024-204
  - Signage Approval Procedures
- 6. Old Business**
  - Item # 2024-208
  - Lamppost Historic Marker Idea
  - Item # 2024-215
  - Historical Marker Program Update
- 7. Planning Department Update**
- 8. CIB Update**
- 9. 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 # 2024-174

## Approval of Minutes from March 14, 2024, meeting

### MEETING DATE

April 11, 2024

### PREPARED BY

### BACKGROUND

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

1. HPB Minutes March 14 2024

**HISTORIC PRESERVATION BOARD****March 14, 2024**

The Historic Preservation Board met on Thursday, March 14, 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  
Jeff Martin

Tim Milstead, Planning Director  
Melissa Short, Administrative Assistant

**OTHERS PRESENT:**

Councilwoman Roxanne Meiss, Councilwoman Shari Sebastiao, Vernon Compton, Bessann Watson, and Richard McCool

The meeting was called to order at 5:36 p.m. Cassandra Sharp made a motion to add CIB Update after Planning Update to the agenda and to add Welcome of New Board Member; approved unanimously. Cassandra Sharp made a motion to approve the January 11, 2024, minutes with no objections; approved unanimously. Jeff Martin introduced himself to the board as the new member of the Historic Preservation Board.

**NEW BUSINESS:**

**COA – 6821 Caroline St.** – Tim Milstead presented the COA for 6821 Caroline street, which is the old post office. Mr. Milstead explained that the applicant is seeking approval to replace the logo of the existing sign. The board decided that if staff can approve signage in the historic district those applications don't need to go before the board for approval. The board wants to add Signage Approval Procedures to the April Agenda. Cassandra Sharp made a motion to approve the COA for 6821 Caroline Street, seconded by Jeff Martin; approved unanimously.

**COA – 5185 Elmira St.** – Richard McCool and Bessann Watson, founders of Blackwood Financial Group, explained that they are wanting to make some improvements to this building located at 5185 Elmira St. Tim Milstead explained that the applicants are requesting approval for the removal of the awning and seeking feedback on the signage and the door. Tom Powers made a motion to approve the COA for 5185 Elmira Street for the removal of the awning, seconded by Brian McGuire; approved 6-0. Cassandra Sharp approved the door that is similar to what was presented to the board, Tom Powers seconded; approved 6-0. Staff don't have any objections to the design of the blade sign and the board supports the design of the sign the applicants are proposing.

**Historic Excellence Sign – Commercial and Residential**– Tim Milstead explained at the previous meeting the board voted on nominating 5242 Willing St. for receiving the Residential Historic Excellence Sign and 5061 Canal Street for receiving the Commercial Historic Excellence Sign. The board was fine with this and was going to be thinking about the next Historic Excellence Sign nominations.

## **OLD BUSINESS:**

**Lamppost Historic Marker Idea** – Tim Milstead reached out to Scottsboro, AL and they purchased 18x24 Aluminum Signs at \$77.00 apiece. Mr. Milstead explained that Sign Crafters was the only local sign company that gave us a quote of \$149.00 for 18x24 or \$140.00 for 18x12. The board decided to bring this back for discussion.

**Historical Marker Program Update** – Tim Milstead explained staff is still working on this and will be bringing it back at the next meeting. Mr. Milstead said 10 residential bronze plaques would cost \$3,000 to \$5,500 for 10 commercial bronze plaques would cost \$5,800 to \$10,000+ and would be a cost share program. Mr. Milstead indicated that staff will bring this back at the next meeting.

**Planning Department Update** – Tim Milstead explained that there are no new planning updates, but updates on the Courthouse. Mr. Milstead and Vernon Compton gave a TPO update, and to consider 5212 Elmira Street for the Residential Historic Excellence Sign.

**CIB Update** – Cassandra Sharp explained that the CIB made a recommendation for Council to engage with Sant Rosa County to reopen Oak Street and to look at the alcohol ordinance. The CIB is considering some building design standards in the CRA and discussed downtown signage. The board wanted to continue discussion on the downtown signage.

There was no further business to discuss, and the meeting was adjourned at 7:15 p.m.



Agenda Item # 2024-204

## Signage Approval Procedures

### MEETING DATE

April 11, 2024

### PREPARED BY

### BACKGROUND

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

None



Agenda Item # 2024-208

## Lamppost Historic Marker Idea

### MEETING DATE

April 11, 2024

### PREPARED BY

### BACKGROUND

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

None



Agenda Item # 2024-215

## Historical Marker Program Update

### MEETING DATE

April 11, 2024

### PREPARED BY

### BACKGROUND

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

None