



HISTORIC PRESERVATION BOARD Regular Meeting Agenda

August 8, 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 # 2024-2657
 - Approval of Minutes from July 11, 2024, meeting
- 4. Citizen Comments**
- 5. New Business**
 - Item # 2024-2658
 - Sunshine Law and Public Records Update
- 6. Old Business**
 - Item # 2024-2659
 - RC-1 Design Standards
- 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 # 2024-2657

Approval of Minutes from July 11, 2024, meeting

MEETING DATE

August 8, 2024

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. HPB Minutes July 2024

HISTORIC PRESERVATION BOARD**July 11, 2024**

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

MEMBERS PRESENT:

John Ellis
Susan Russell
Cassandra Sharp
Brian McGuire
Theresa Messick
Tom Powers
Jeff Martin

Tim Milstead, Planner Director
Melissa Short, Administrative Assistant

OTHERS PRESENT:

Tom Paux

The meeting was called to order at 5:30 p.m. Tom Powers wanted to discuss Design Standards under the CIB Update. Jeff Martin made a motion to approve the June 13, 2024, minutes, seconded by Tom Powers; approved 7-0.

NEW BUSINESS:

COA – Liberty Church Sign – Tim Milstead presented the COA to the board for their review. Tom Paux, Brix Design, spoke in favor of the COA. Tom Powers made a motion to approve the COA for the Liberty Church Sign located at 6866 Caroline St., seconded by Cassandra Sharp; approved 7-0.

Historic Excellence Sign – Commercial and Residential – Cassandra Sharp made a motion to approve St. Mary’s Episcopal Church located at 6842 Oak St. for commercial and the Chadwick – Hartsell House located at 6810 Berryhill Rd. for residential, seconded by Tom Powers; approved 7-0.

OLD BUSINESS:

Lamppost Historic Marker Idea Update – Tim Milstead provided pictures for the board to review, and the board reviewed some pictures provided by Susan Russell and Brian McGuire. The board decided on black and white pictures for the lamppost Historic Markers. Tim Milstead explained staff will send electronic pictures, a quote for 10 signs, and lamppost sample from Sign Crafters to Council for their review. Cassandra Sharp made a motion for a proposal to go before Council for their approval, seconded by John Ellis; approved 7-0.

Planning Department Update – Tim Milstead explained that the Local Historic Resource Program Application is available to the public on the City of Milton’s website. Mr. Milstead informed the board that the Planning Department is located at 6512 Caroline St. at the SouthState Bank on the second floor.

CIB Update – Cassandra Sharp explained that the Whittle Building Property is now the Whittle Park and Council did approve the Design Standards, which is a recommendation not a requirement. Tim Milstead explained a review of Sunshine Law and Public Records will be presented to the board at the next meeting.

There was no further business to discuss, and the meeting was adjourned at 6:48 p.m.



Agenda Item # 2024-2658

Sunshine Law and Public Records Update

MEETING DATE

August 8, 2024

PREPARED BY

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

BACKGROUND

SUMMARY

Informational Item

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2659

RC-1 Design Standards

MEETING DATE

August 8, 2024

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None