



HISTORIC PRESERVATION BOARD
Regular Meeting Agenda

November 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 # 2024-2879
 - Approval of Minutes from October 10, 2024, meeting
- 4. Citizen Comments**
- 5. New Business**
 - Item # 2024-2880
 - COA - Greenhouse Revision for 6810 Berryhill St.
 - Item # 2024-2881
 - COA - Deck for 6825 Oak St.
- 6. Old Business**
 - Item # 2024-2882
 - Historic Lamppost Signage Update
 - Item # 2024-2883
 - Color Changes on Roofs in the Historic District
- 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 # 2024-2879

Approval of Minutes from October 10, 2024, meeting

MEETING DATE

November 14, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. HPB Minutes October 2024

HISTORIC PRESERVATION BOARD

October 10, 2024

The Historic Preservation Board met on Thursday, October 10, 2024, at 5:30 p.m. in the Council Chambers at City Hall.

PRESENT:

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

Tim Milstead, Planner Director
Melissa Short, Administrative Assistant

OTHERS:

Councilwoman Roxanne Meiss and Lindsey Welch

The meeting was called to order at 5:30 p.m. Tom Powers made a motion to approve the amended agenda; seconded by Jeff Martin; approved 7-0. Cassandra Sharp made a motion to approve September 12, 2024, meeting minutes with no objections; approved unanimously.

NEW BUSINESS:

COA – Green House for 6810 Berryhill St. – Tim Milstead presented the COA for 6810 Berryhill St. to the board. Mr. Milstead presented the greenhouse, and the board reviewed this. Brian McGuire, applicant, spoke in favor of this COA. Jeff Martin felt the greenhouse should complement the house, recommended a wooden structure, and is against the metal greenhouse. Mr. Martin invited Brian McGuire to look at his wooden greenhouse. Cassandra Sharp feels the historic district is being segregated and wants the city to update its contributing structures. Cassandra Sharp made a motion to approve the COA for a green colored greenhouse to be located at 6810 Berryhill St., John Ellis seconded; approved 5-1.

COA – New Metal Silver Roof for 5055 Combs St. – Tim Milstead presented the COA for 5055 Combs St. Lindsey Welch, applicant, spoke in favor of the COA and explained the house needs a new roof. Cassandra Sharp made a motion to approve the COA as presented for 5055 Combs St., seconded by John Ellis; approved 7-0.

OLD BUSINESS:

Historic Lamppost Signage Update – Tim Milstead presented some photos that have been chosen by some board members. The board would like to bring this back next month with more photos and for staff to e-mail some photos to the board for review.

Color Changes for Shingles in the Historic District – Tim Milstead presented the board with the guidelines for roofs from the pattern book. Mr. Milstead explained that any sort of roof color change is reviewed by the Historic Preservation Board. The board discussed allowing the Planning Department to

approve a roof COA if using the same roof material or color as existing roof or compliments the house color.

Additions to the Agenda – The board brought this back to discuss adding additional items to the agenda and getting agenda sent out to the board 7 days prior to the meeting, unless something important needs to be reviewed.

Planning Department Update – Tim Milstead explained that the Planning Department has no new updates.

CIB Update – Cassandra Sharp explained that there was no meeting.

There was no further business to discuss, and the meeting was adjourned at 6:50 p.m.



Agenda Item # 2024-2880

COA - Greenhouse Revision for 6810 Berryhill St.

MEETING DATE

November 14, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. 20241024_104227_resized
2. 20241024_104216_resized
3. 20241024_104231_resized
4. Screenshot_20241029-075733_Pinterest_resized
5. Revised COA for 6810 Berryhill St.









1

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Ryan Henderson Professional Craftsman [See more](#)



Application to:

Historic Preservation Board (HPB)

Community Redevelopment Agency (CRA)

Name of Applicant: BRIAN MCGUERE Phone Number: 770861-6412

Address of Property: 6810 BERRYHILL ST, MILTON, FL 32570

Parcel Number/ID: 031N 2B253 0011 0000 30

Type of Structure: Commercial Residential Square Footage of Structure 120

If a business, what is the nature: _____ New Business Existing Business

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

Contractor: _____ Phone Number: _____ City License # _____

New Construction Repairs/Alterations Demolition

Garage/Parking Area Fence Landscaping

Painting Sign Roof

Other (specify) GREENHOUSE

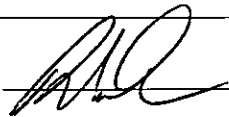
What type of exterior renovations are proposed? CONCRETE SLAB

What type of proposed material to be used? WOOD

Exterior Color Scheme: SAME AS MAIN HOME 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  Date 11/1/2024

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 _____



Agenda Item # 2024-2881

COA - Deck for 6825 Oak St.

MEETING DATE

November 14, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. 091624 chaffins permit revisions

ABBREVIATIONS

AB ANCHOR BOLT	LF LINEAR FOOT
A/C AIR CONDITIONING	LH LEFT HAND
ACOUL. ACOUSTICAL	LVR LIGHT
ACT ACOUTICAL CEILING TILE	LVO LOUVER
ADJ. ADJUSTABLE	LW LIGHTWEIGHT
AFF ABOVE FINISHED FLOOR	MAX MAXIMUM
AHU AIR HANDLING UNIT	MB MOP BASIN
ALT ALTERNATE	MECH MECHANICAL
ALUM ALUMINUM	MET METAL
AL ALTERNATE	MFR MANUFACTURER
ANOD ANODIZED	MH MANHOLE
APPROX APPROXIMATELY	MIN MINIMUM
ARCH ARCHITECT(URAL)	MISC MISCELLANEOUS
BD BOARD	MEMB MEMBRANE
BLDG BUILDING	MO MASONRY OPENING
BLK BLOCK	MPH MILES PER HOUR
BLKG BLOCKING	MTL METAL
BM BEAM	NEG NEGATIVE
B.O.S. BOTTOM OF STEEL	NIC NOT IN CONTRACT
B. BOT BOTTOM	NO NUMBER
BRK BRICK	OC ON CENTER
BRZ BRONZE	OD OUTSIDE DIAMETER
CBB CEMENTITIOUS BACKER BOARD	OH OVERHEAD
CI CAST IRON	OPH OPPOSITE HAND
CJ CONTROL JOINT	OPNG OPENING
CL CENTERLINE	OPP OPPOSITE
CLG CEILING	ORD OVERFLOW ROOF DRAIN
CLO CLOSET	PA PUBLIC ADDRESS
CLR CLEAR(ANCE)	PAR PARALLEL
CMU CONCRETE MASONRY UNIT	PERP PERPENDICULAR
CO CLEAN OUT	PG PLATE GLASS
COL COLUMN	PL PLATE/PROPERTY LINE
CONC CONCRETE	PLAM PLASTIC LAMINATE
CONST CONSTRUCTION	PLAS PLASTER
CONT CONTINUOUS	PLYWOOD PLYWOOD
CORR CORROCORRUGATED	PMBDS PRE-MANUF BLDG SUPPLIER
CT CERAMIC TILE	PNL PANEL
DBL DOUBLE	PNT PAINT
DF DRINKING FOUNTAIN	POS POSITIVE
DIA DIAMETER	PR PAIR
DIAG DIAGONAL	PREFAB PREFABRICATED
DIM DIMENSION	PREFIN PREFINISHED
DISP DISPENSER	PSF PER SQUARE FOOT
DIV DIVISION	PSI PER SQUARE INCH
DN DOWN	PT PRESSURE TREATED
DP DAMPPROOFING	PTD PAINTED
DR DOOR	PVC POLYVINYL CHLORIDE
DS DOWNSPOUT	PVMT PAVEMENT
DTL DETAIL	QA QUALITY ASSURANCE
DWG DRAWING	QT QUARRY TILE
DWR DRAWER	R RADIUS
E. ELEC ELECTRICAL	RA RETURN AIR
EA EACH	RBR RUBBER
EF EXHAUST FLUE	RCP REINFORCED CONCRETE PIPE
EIFS EXT INSUL FINISH SYS	RD ROOF DRAIN
EF EXPANSION JOINT	REINF REINFORCED, REINFORCEMENT
EL ELEV ELEVATION	REF REFERENCE, REFER
EQ EQUAL	REG REGULAR/REGULATION
EQUIP EQUIPMENT	REF REPRESENTATIVE
EW EACH WAY	REQ'D REQUIRED
EWVC ELEC WATER COOLER	RH RIGHT HAND
EXH EXHAUST	RL RAIN LEADER
EXIST, EXG EXISTING	RO ROUGH OPENING
EXP EXPANSION	ROW RIGHT OF WAY
EXT EXTERIOR	RM ROOM
FA FIRE ALARM	RV ROOF VENT
FC FIRE CODE	SB SPLASH BLOCK
FD FLOOR DRAIN	SC SOLID CORE
FE FIRE EXTINGUISHER	SCHED SCHEDULE
FEC FIRE EXTINGUISHER CAB	SCW SOLID CORE WOOD
FF FINISHED FLOOR	SD SMOKE DETECTOR
FFE FINISHED FLOOR ELEV	SECT SECTION
FHC FIRE HOSE CABINET	SF SQUARE FEET
FIN FINISH	SGL SINGLE
FLUOR FKUORESCENT	SHT SHEET
FLR FLOOR	SIM SIMILAR
FOC FACE OF CONCRETE	SJ SAWN CONTROL JOINT
FOM FACE OF MASONRY	SPEC SPECIFICATION
FRP FIBER REINFORCED PLASTIC	SQ SQUARE
FT FEET	SS STAINLESS STEEL
FTG FOOTING	STD STANDARD
FURR FURRING	STL STEEL
GA GAUGE	STHG SHEATHING
GALV GALVANIZED	STOR STORAGE
GB GRAB BAR	STRUC STRUCTURAL
GC GENERAL CONTRACTOR	SUSP SUSPENDED
GD GRADE	T TOP
GYP BD GYPSUM BOARD	TECH TECHNICAL
GL GENERAL	TEL TELEPHONE
GYP GYPSUM	TG TEMPERED GLASS
HB HOSE BIBB	T&G TONGUE AND GROOVE
HC HANDICAPPED	THK THICK(NESS)
HDG HOT-DIPPED GALV	TLT TOILET
HDWR HARDWARE	TOC TOP OF CONCRETE/CURB
HM HOLLOW METAL	TOD TOP OF DRAIN
HORIZ HORIZONTAL	TOJ TOP OF JOIST
HR, HRS HOUR, HOURS	TOR TOP OF ROOF
HT HEIGHT	TOM TOP OF MASONRY
HVAC HEATING/VENTILATION/AIR CONDITIONING	TOS TOP OF STEEL
HWD HARDWOOD	TRTD TREATED
ID INSIDE DIAMETER	TYP TYPICAL
IG INSULATED GLASS	UNO UNLESS NOTED OTHERWISE
IN INCH, INCHES	UTIL UTILITY
INCL INCLUDING	VERT VERTICAL
INSUL INSULATE(D)(ION)	VCT VINYL COMPOSITE TILE
INT INTERIOR	VTR VENT THRU ROOF
INTER INTERMEDIATE	WVC VINYL WALL COVERING
INV INVERT	W/ WITH
JAN JANITOR	W/O WITHOUT
JST JOIST	WC WATER CLOSET
JT JOINT	WD WOOD
L LAMINATE	WP WATERPROOF
LAM LAMINATE	WR WATER RESISTANT
LAV LAVATORY	WWF WELDED WIRE FABRIC
LB POUND	
LBL LABEL	

BUILDING CODE ANALYSIS

BUILDING CODES:

2023 FLORIDA BUILDING CODE, BUILDING, 8TH ED.
 2023 FLORIDA BUILDING CODE, PLUMBING, 8TH ED.
 2023 FLORIDA BUILDING CODE, ACCESSIBILITY, 8TH ED.
 NFPA 101 - LIFE SAFETY CODE, 2021 ED.

JURISDICTION:

CITY OF MILTON, FLORIDA
 DEPARTMENT OF PLANNING & DEVELOPMENT
 6512 CAROLINE STREET
 MILTON, FLORIDA 32570

OCCUPANCY:

MERCANTILE - CLASS C

CONSTRUCTION TYPE: TYPE V-B, UNSPRINKLERED

ALLOWABLE BUILDING HEIGHT AND STORIES:

MAXIMUM HEIGHT ALLOWABLE: 40'

ALLOWABLE BUILDING AREA:

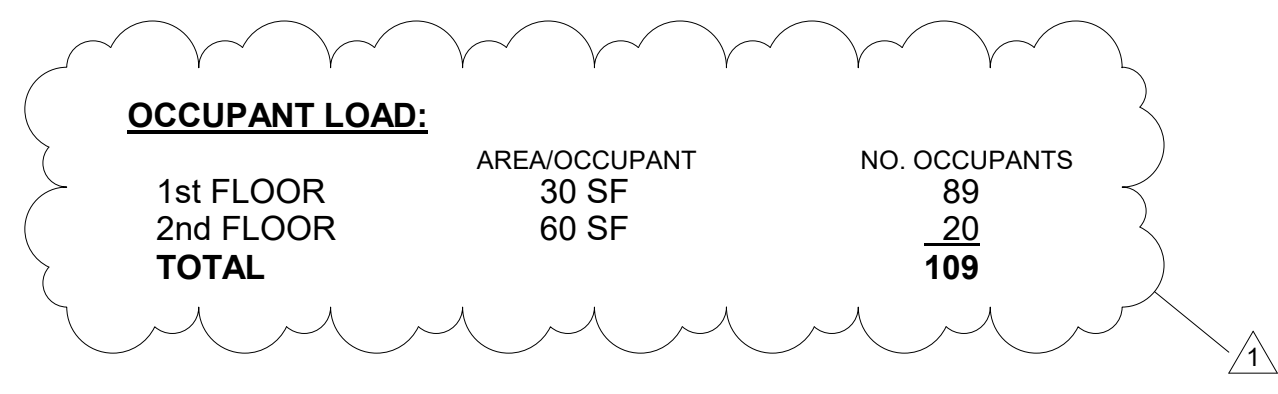
9000 SF

PROPOSED (EXISTING) BUILDING DATA:

HEIGHT:	35'
AREA:	
ENCLOSED	4,958 SF
OPEN COVERED	1,143 SF
OPEN UNCOVERED	449 SF
TOTAL	6,550 SF

PLUMBING FIXTURE COUNT: MERCANTILE OCCUPANCY

		REQUIRED	PROVIDED
WATER CLOSETS - MALE	(1/500)	1	1
WATER CLOSETS - FEMALE	(1/500)	1	1
WATER CLOSETS - UNISEX/EMPLOYEE		-	1
LAVATORIES	(1/750)	1	2
DRINKING FOUNTAINS	(1/1000)	1	2
SERVICE SINK		1	1



PROJECT INFORMATION

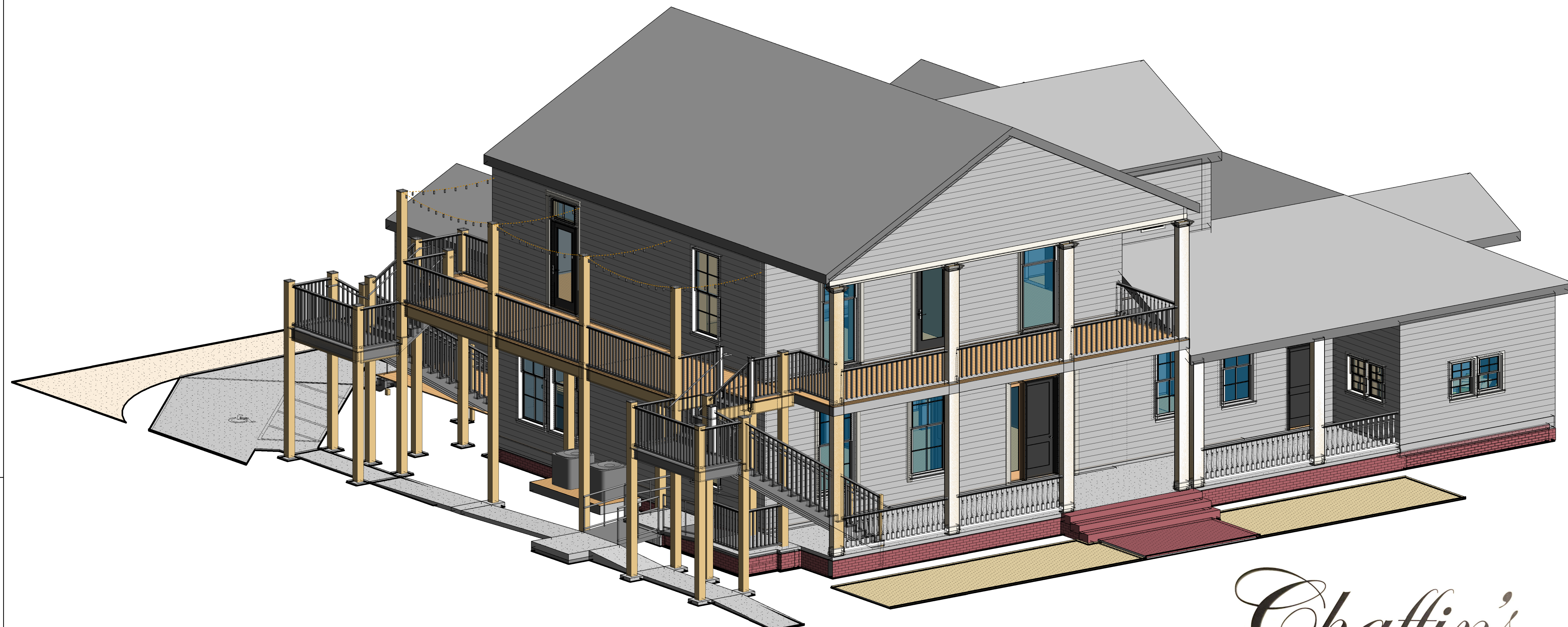
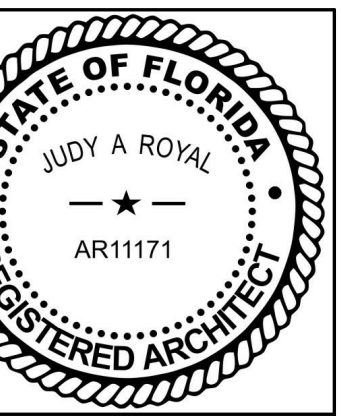
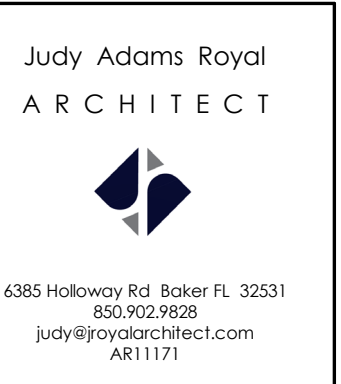
PROJECT NAME
 CHAFFIN'S
 6823 OAK STREET
 MILTON FLORIDA 32570

OWNER
 MARTHA ALLEN
 6823 OAK STREET
 MILTON FLORIDA 32570
 850.776.2850

ARCHITECT
 JUDY ADAMS ROYAL
 6385 HOLLOWAY RD
 BAKER FL 32531
 850.902.9828

DRAWING INDEX

G1	Cover Sheet
G2	Life Safety Plans
A1.0	Site Plan
A1.1	Floor Plans
A1.2	Enlarged Plans
A2.1	Elevations
A1.3	Foundation & Framing Plans
A3.1	Sections



GRAPHIC SYMBOLS

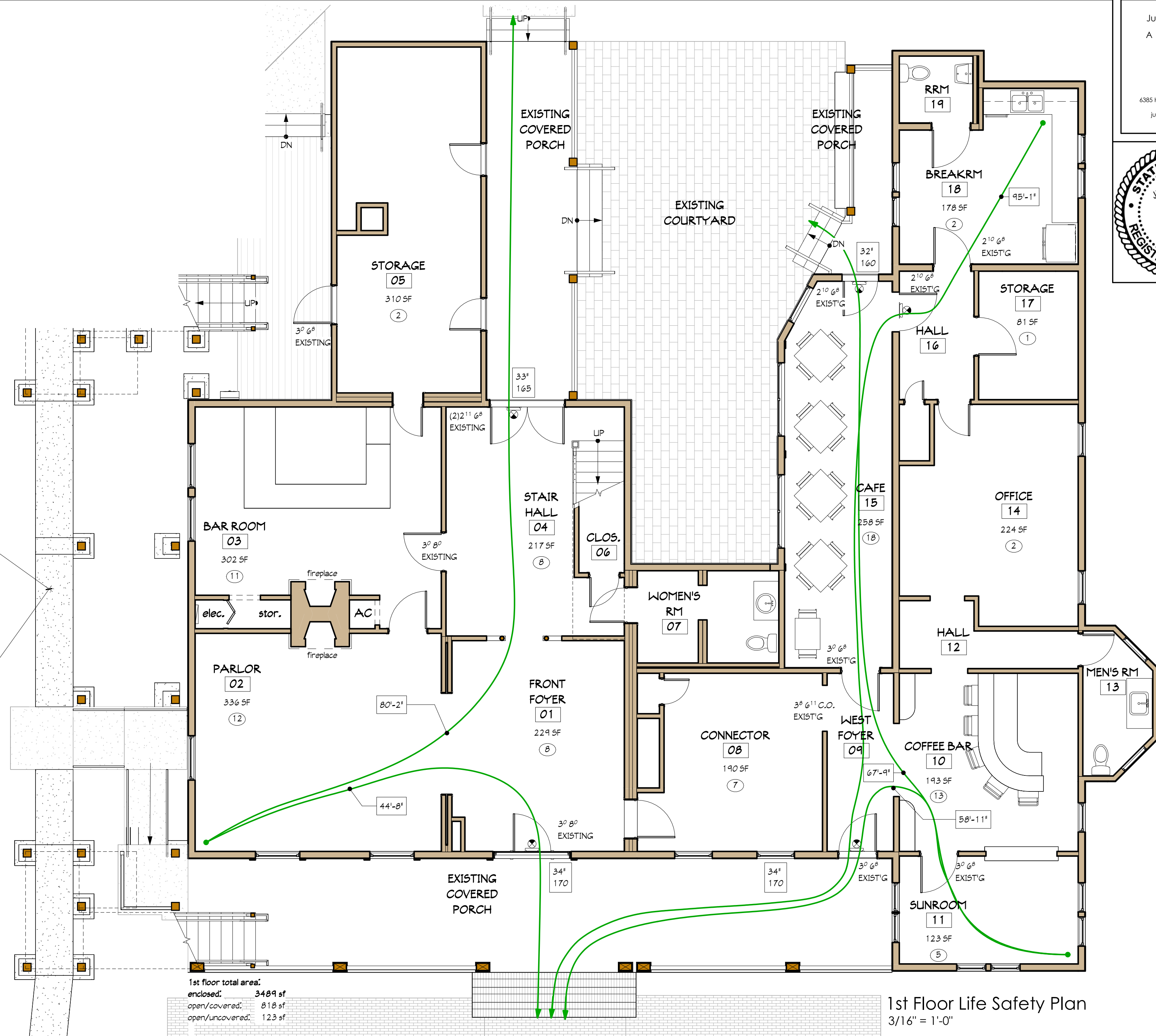
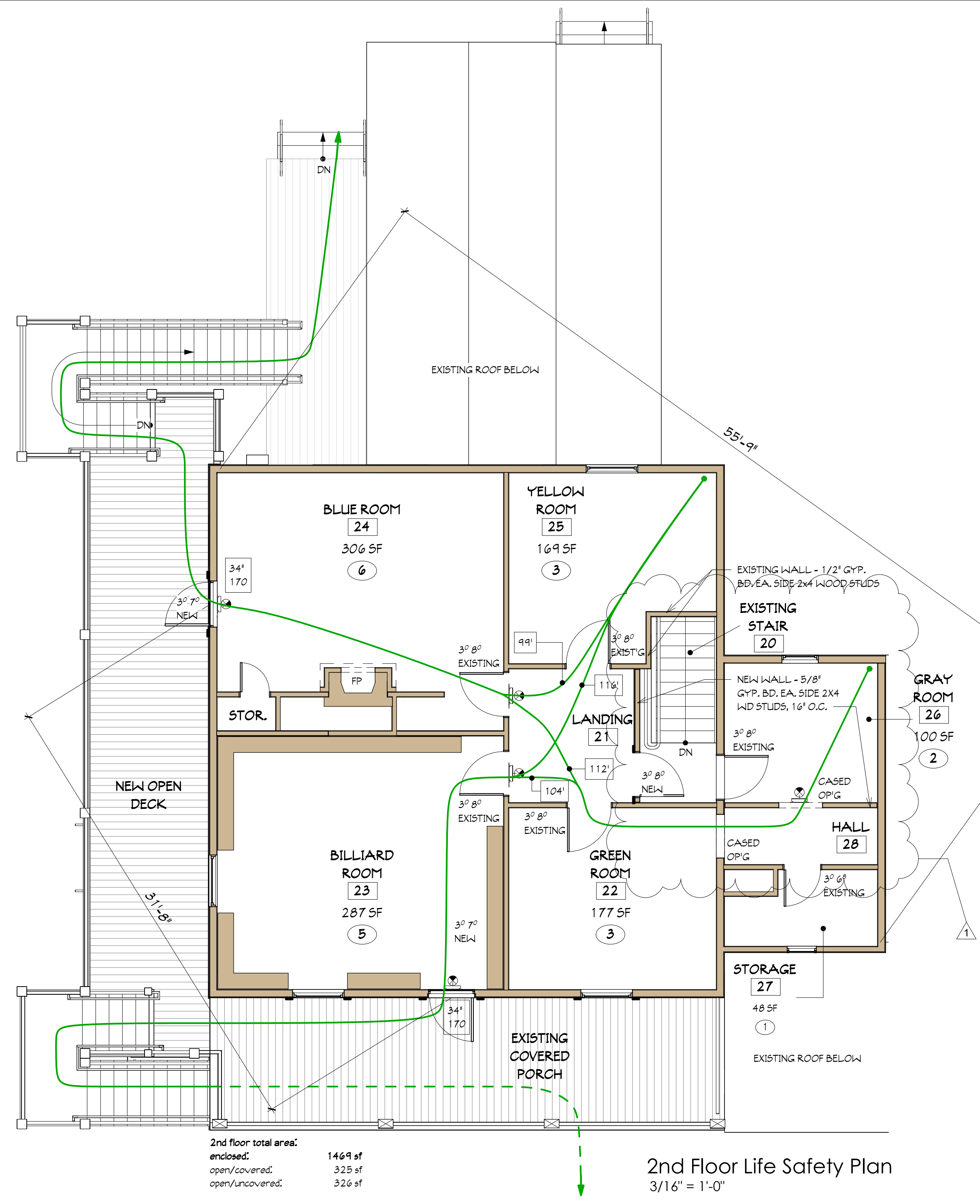
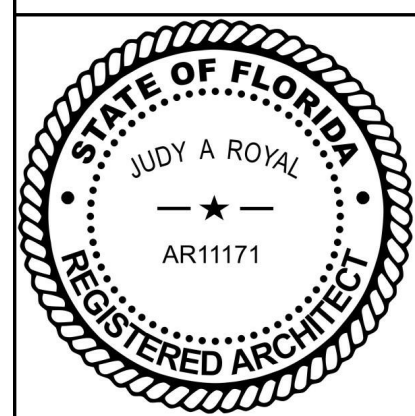
DETAIL REF.	101	DOOR CALL OUT
SECTION CUT	OH=1'-0"	CEILING HEIGHT CALLOUT
SHEET REF.	0	COLUMN LINE DESIGNATION
DETAIL REF.		WALL TYPE CALLOUT
ELEVATION MARK		WINDOW CALL OUT
SHEET REF.		
DETAIL REF.		
DETAIL REFERENCE		
SHEET REF.		

Chaffin's

Milton, Florida

Revisions		
No.	Description	Date
1	Occupancy/Use & Life Safety 9/16/24	

Project Name Chaffin's - 6823 Oak Street
Cover Sheet
Date 08-14-24
Project number 24-01



Legend

- FRONT ROOM NAME
- FOYER ROOM NUMBER
- 229 AREA (SF)
- 8 # OCCUPANTS
- 34' DOOR CLEAR OPENING
- 170' EXIT CAPACITY (NOTE: ALL DOORS EXISTING UNLESS NOTED OTHERWISE)
- 58'-11" DISTANCE TO EXIT
- NEW 1 HR RATED WALL, UL #U305

Building Occupancy - Mercantile

Room No.	Room Name	Function of Space	Occupant Load Factor	Area (sf)	# Occupants
1st Floor					
01	Front Foyer	Mercantile	30'	229	8
02	Parlor	Mercantile	30'	336	12
03	Bar Room	Mercantile	30'	302	11
04	Stair Hall	Mercantile	30'	217	8
05	Storage	Storage	300	312	2
06	Closet	Storage	-	-	-
07	Women's Room	Restroom	-	-	-
08	Connector	Mercantile	30'	190	7
09	West Foyer	Circulation	-	-	-
10	Retail Coffee Bar	Dining	15	193	13
11	Sunroom	Mercantile	30'	123	5
12	Hall	Circulation	-	-	-
13	Men's Room	Restroom	-	-	-
14	Office	Business	150	223	2
15	Cafe	Dining	15	258	18
16	Hall	Circulation	-	-	-
17	Storage	Storage	300	81	1
18	Break Room	Business	150	178	2
19	Restroom	Restroom	-	-	-
Total - 1st Floor					89
2nd Floor					
21	Landing	Circulation	-	-	-
22	Green Room	Mercantile	60	177	3
23	Billiard Room	Mercantile	60	287	5
24	Blue Room	Mercantile	60	306	6
25	Yellow Room	Mercantile	60	169	3
26	Gray Room	Mercantile	60	100	2
27	Storage	Storage	300	48	1
28	Hall	Circulation	-	-	-
Total - 2nd Floor					20
Building Total Occupants					109

1 Although FBC 2023 allows 60 SF/occupant Mercantile, NFPA 101 Table 7.3.1.2 requires 30 SF/occupant for floors at street level

OCCUPANCY: MERCANTILE - CLASS C (2929 SF AGGREGATE GROSS AREA USED FOR SALES PURPOSES)

OCCUPANT LOAD:
MERCANTILE - 1st FLOOR: 89
MERCANTILE - 2ND FLOOR: 20

TOTAL OCCUPANT LOAD: 109 OCCUPANTS

MEANS OF EGRESS:

	REQUIRED	PROVIDED - 1st FLR	PROVIDED - 2nd FLR
MINIMUM NUMBER OF EXITS:	NFPA 101-36.2.4.1(2)	2/FLOOR	4
MAXIMUM COMMON PATH OF TRAVEL:	NFPA 101-36.2.5.2 (1)	75'	27'
MAXIMUM DEAD-END CORRIDOR LENGTH:	NFPA 101-36.2.5.3.1	20'	9'
MAXIMUM TRAVEL DIST. TO EXIT:	NFPA 101-36.2.6.1	150'	95'-1'

MEANS OF EGRESS CAPACITY/OCCUPANT: NFPA 101-7.3.3.1
STAIRS: .3'/OCCUPANT (21x.3')

	REQUIRED	PROVIDED - 1st FLR	PROVIDED - 2nd FLR
STAIRS:	72" (2 STAIRS, 36" MIN.)	NA	42' x 2 = 84'

LEVEL COMPONENTS & RAMP: .2'/OCCUPANT (104x.2)

	REQUIRED	PROVIDED - 1st FLR	PROVIDED - 2nd FLR
MIN. WIDTH:	36"	MIN. 36"	MIN. 36"

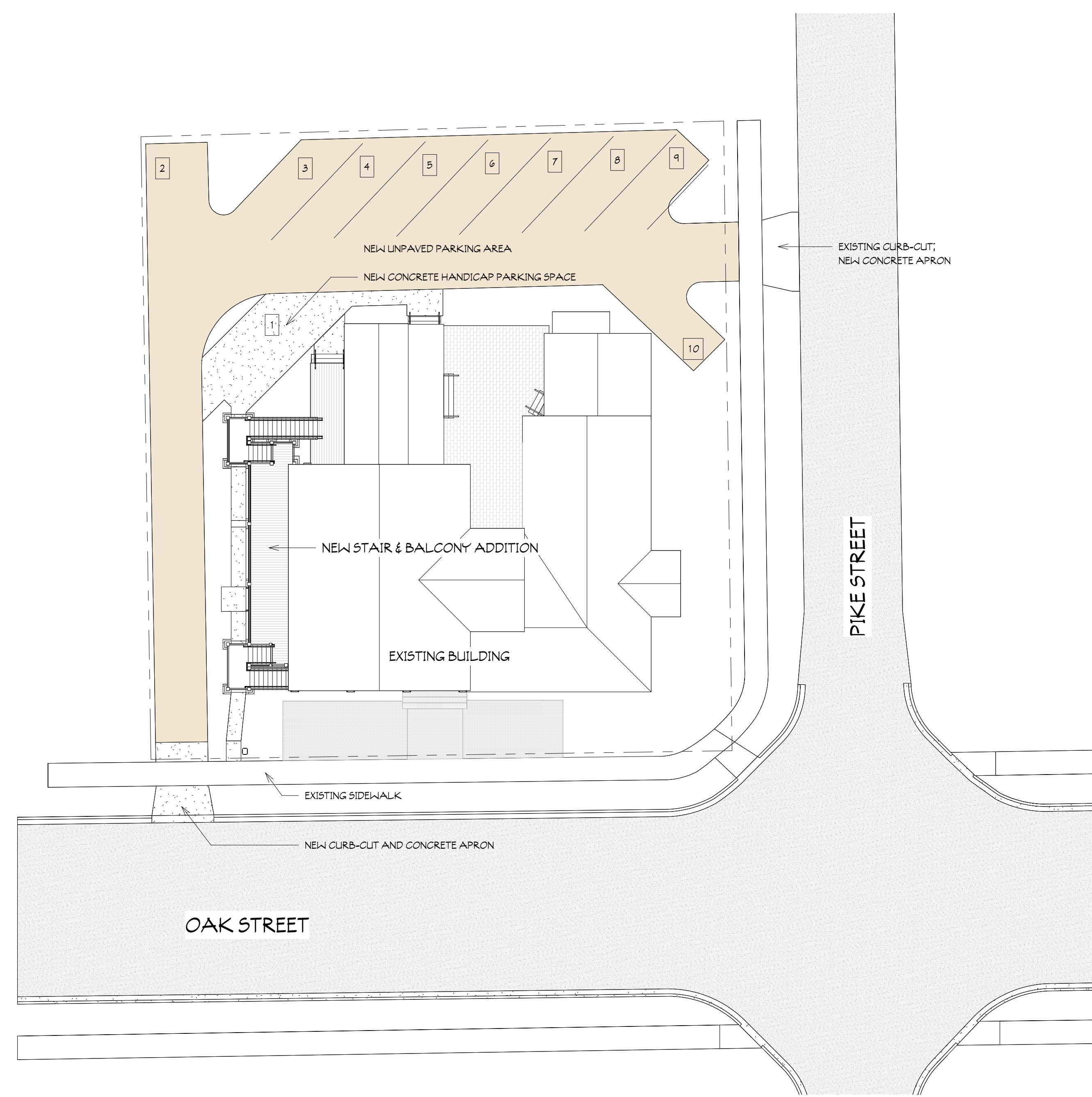
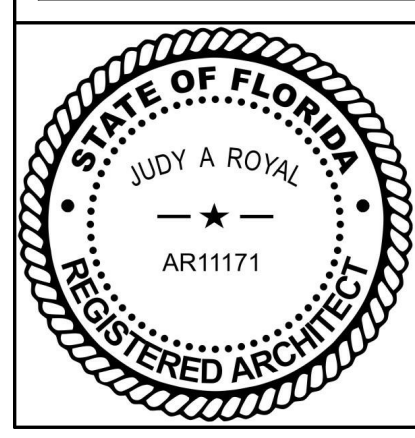
TOTAL EGRESS WIDTH - DOORS

	REQUIRED	PROVIDED - 1st FLR	PROVIDED - 2nd FLR
1ST FLR:	89 OCCUPANTS x .3'	68' (34' MIN. x2)	133' (34' at MAIN)
2ND FLR:	20 OCCUPANTS x .3'	68' (34' MIN. x2)	72'

Revisions

No.	Description	Date
1	Occupancy/Use & Life Safety	9/16/24
	Revision	

Project Name: Chaffins - 6823 Oak Street
Life Safety Plans
Date: 08-14-24
Project number: 24-01



OFFSTREET PARKING REQUIREMENTS

TOTAL BUILDING AREA:	4958 SF		
RETAIL USE: 1 SPACE/300 SF GFA	4958/300	=	17
1 SPACE/2 EMPLOYEES	6/2	=	3
TOTAL SPACES REQ'D:			20
OFFSTREET SPACES PROVIDED:			10 ON-SITE
(REMAINDER OF REQUIRED SPACES ON STREET)			
HANDICAP SPACES REQ'D:			1 (INCLUDED IN TOTAL)

Site Plan
1/16" = 1'-0"

Revisions		
No.	Description	Date

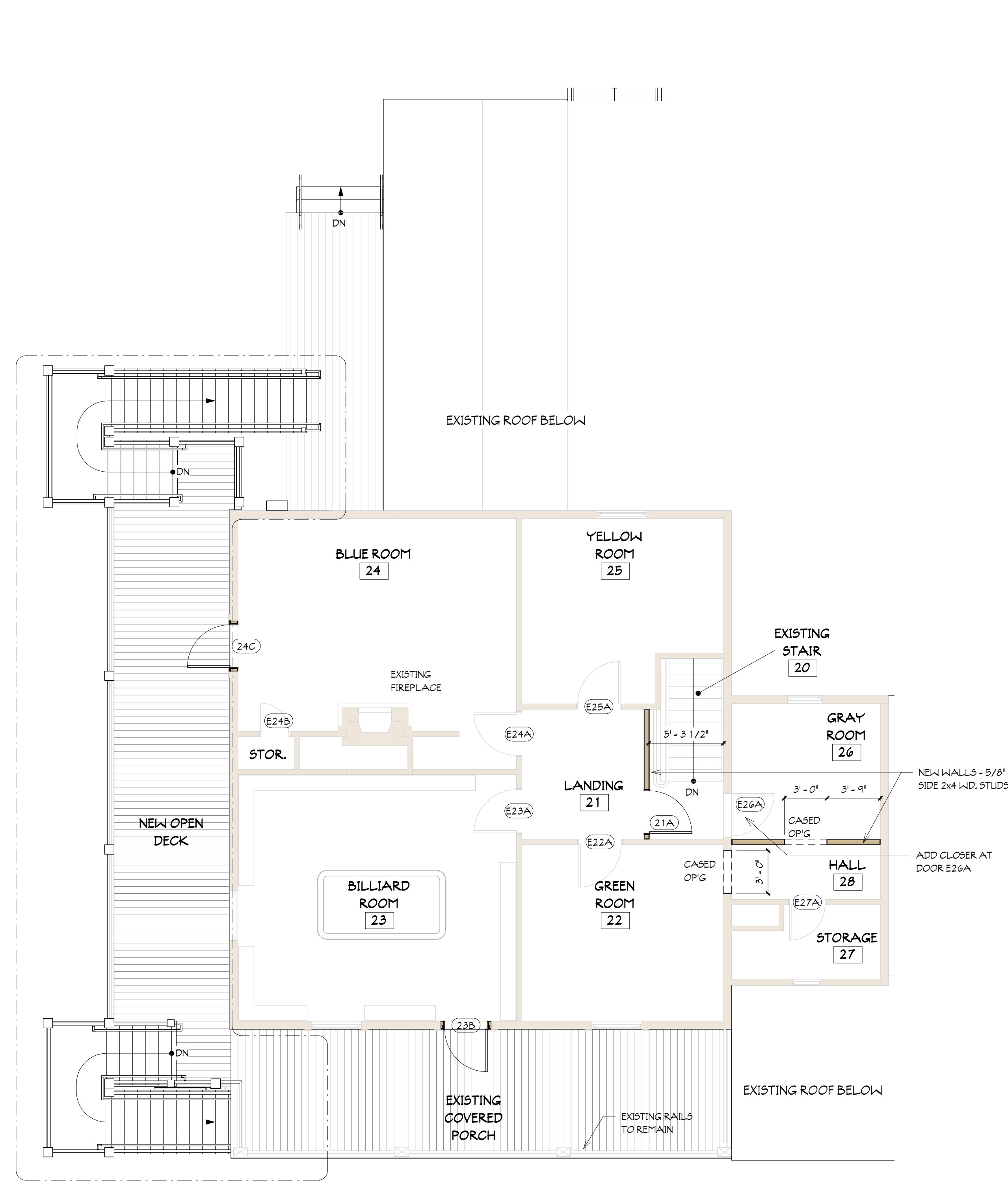
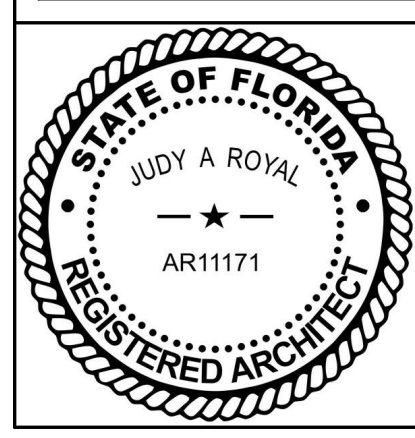
Project Name
Chaffins - 6823 Oak Street

Site Plan

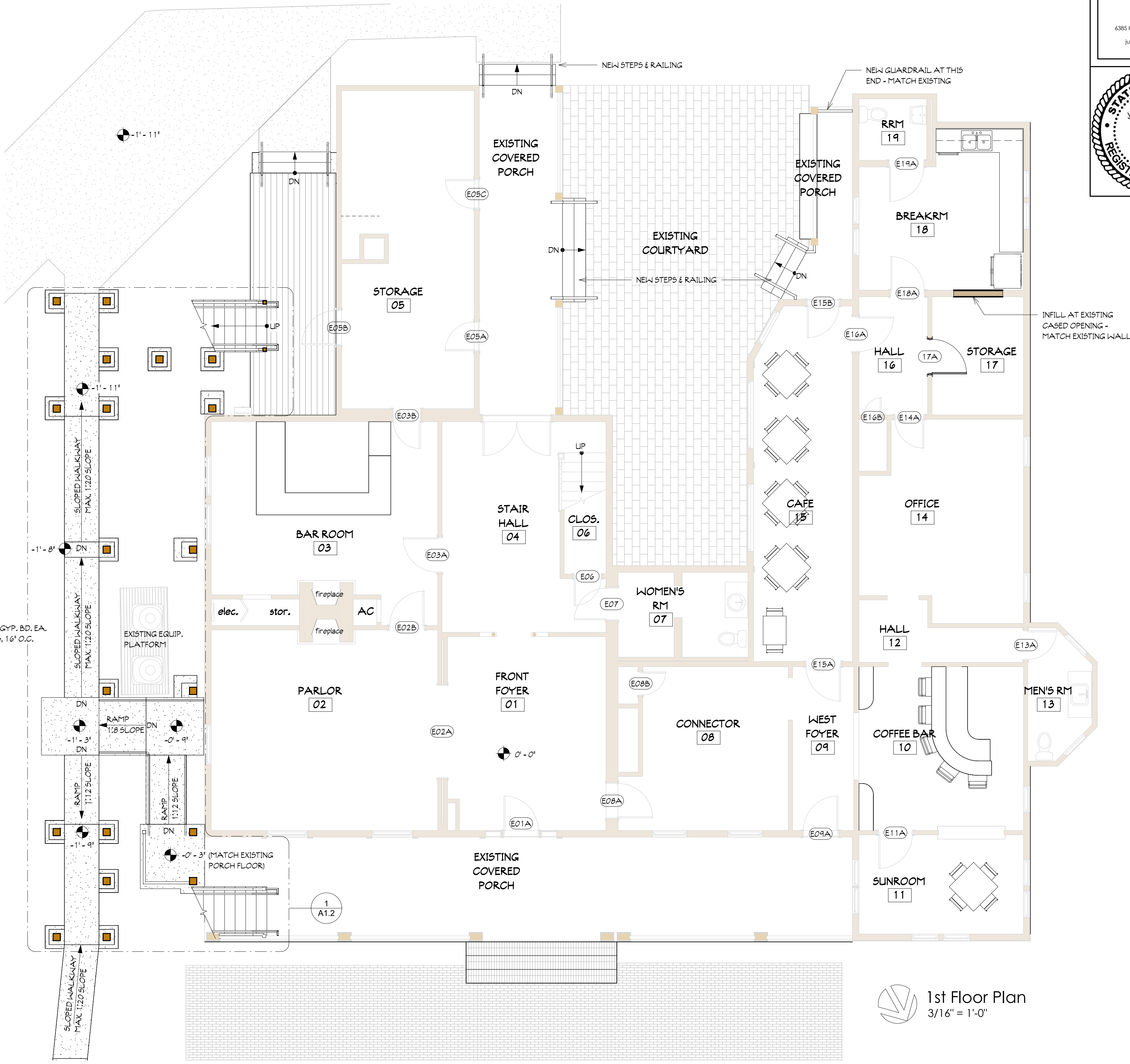
Date
08-14-24

Project number
24-01

A1.0



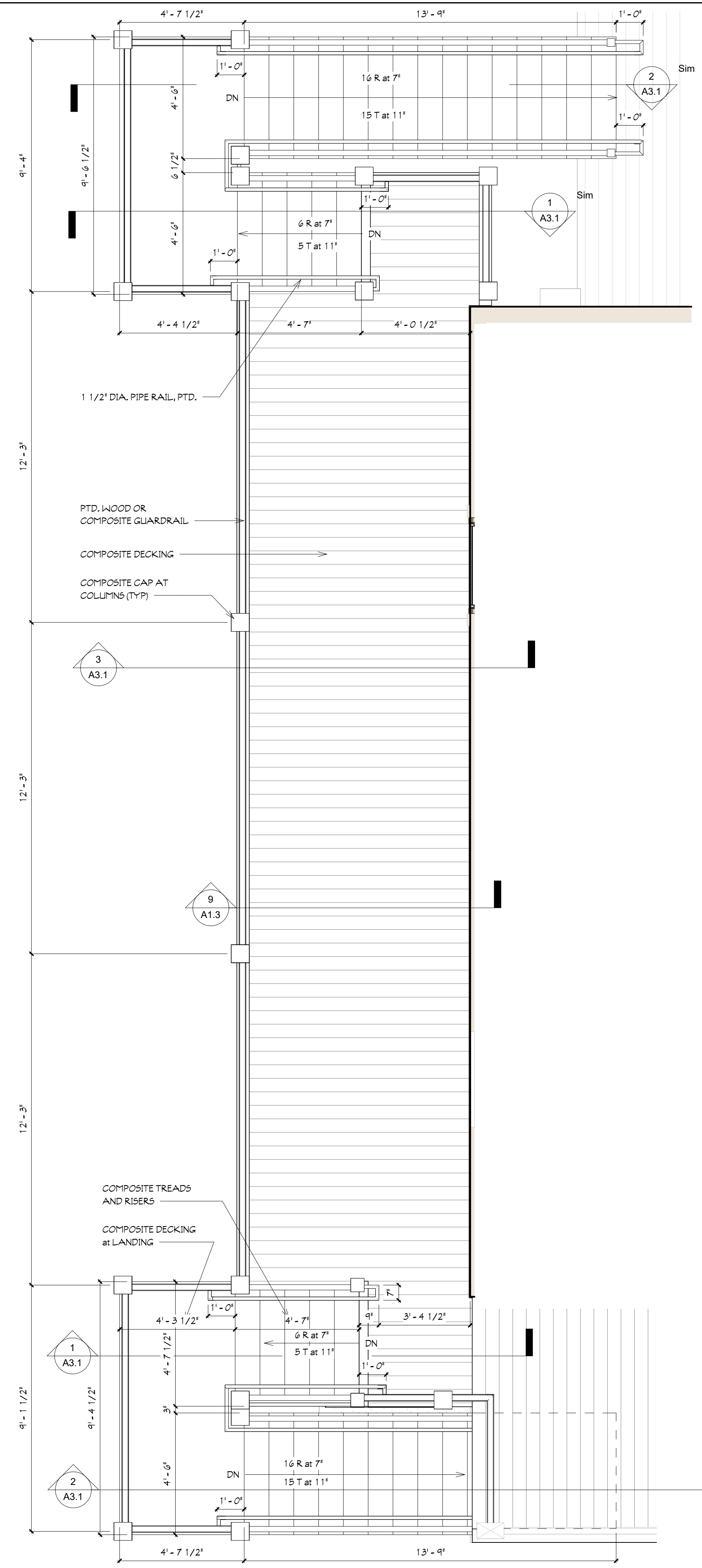
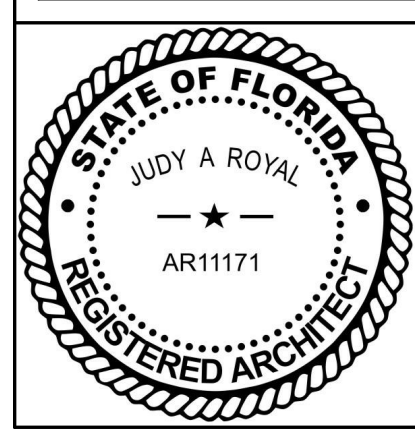
2nd Floor Plan
3/16" = 1'-0"



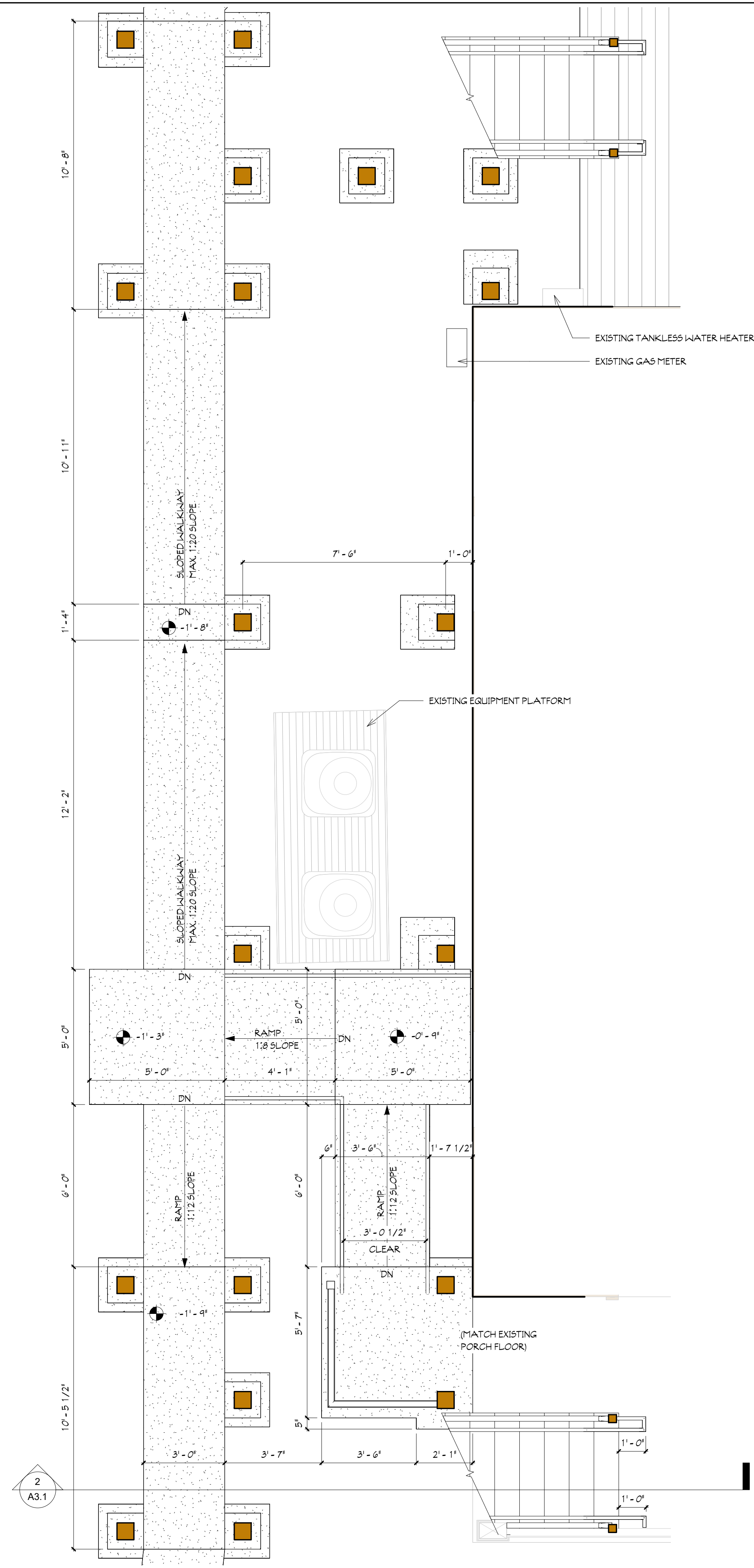
1st Floor Plan
3/16" = 1'-0"

Revisions		
No.	Description	Date
1	Occupancy/Use & Life Safety 9/16/24 Revision	

Project Name	Chaffins - 6823 Oak Street
Project Number	24-01
Date	08-14-24
Project Number	A1.1



2 2nd Floor Deck & Stair Plan
3/8" = 1'-0"



1 1st Floor Stair & Ramp Plan
3/8" = 1'-0"

Revisions		
No.	Description	Date

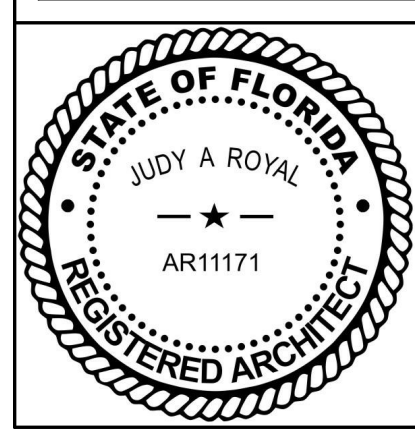
Project Name
Chaffins - 6823 Oak Street

Enlarged Plans

Date
08-14-24

Project number
24-01

A1.2



1 East Elevation
A2.1 1/4" = 1'-0"



2 North Elevation
A2.1 1/4" = 1'-0"

Revisions		
No.	Description	Date

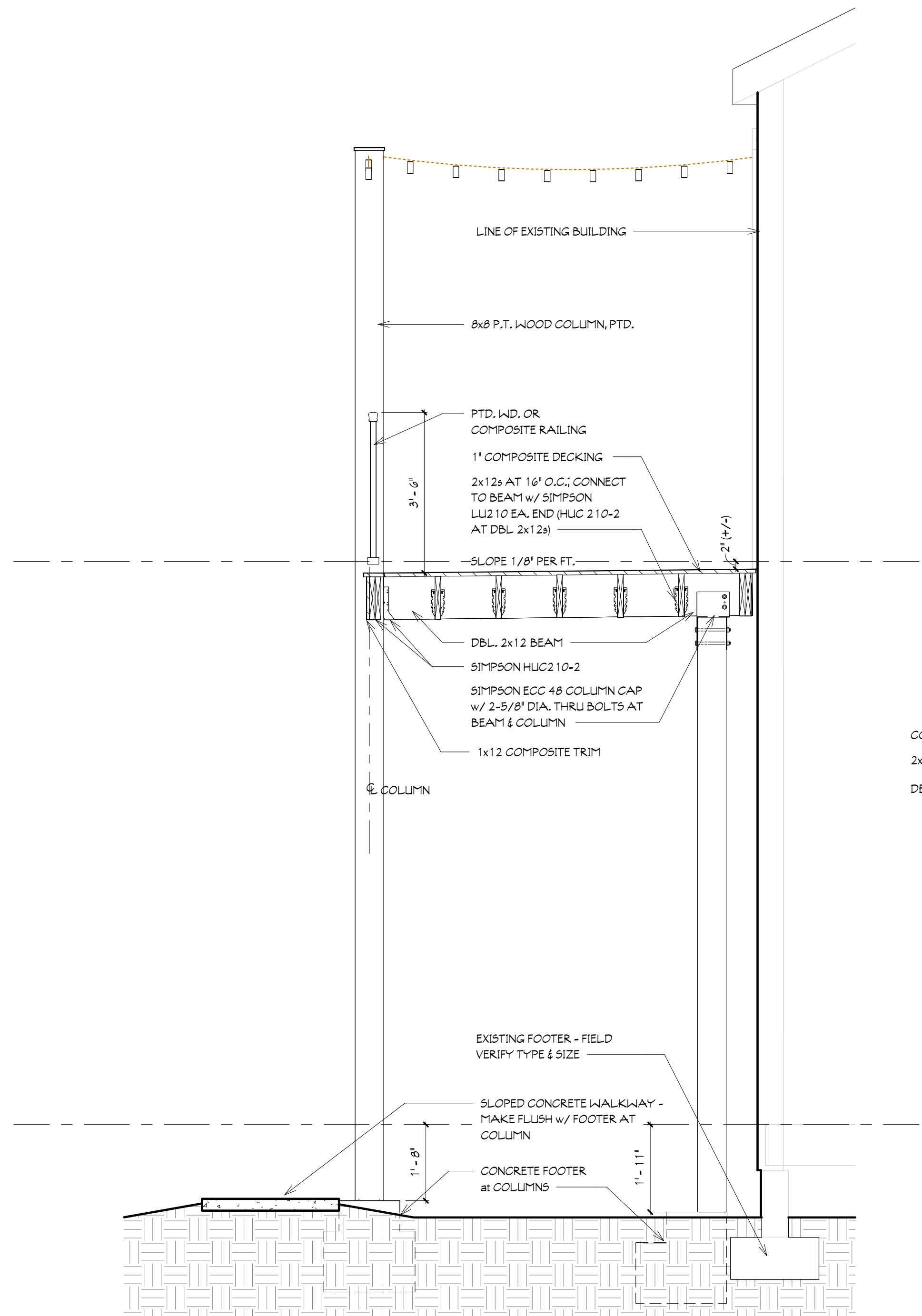
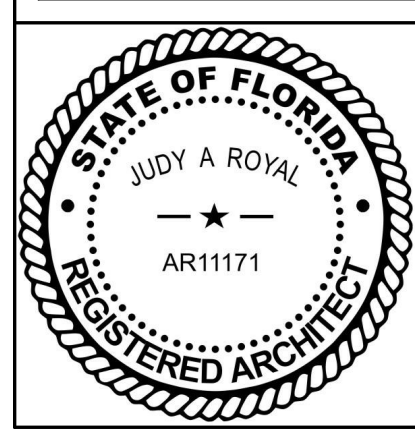
Project Name
Chaffins - 6823 Oak Street

Elevations

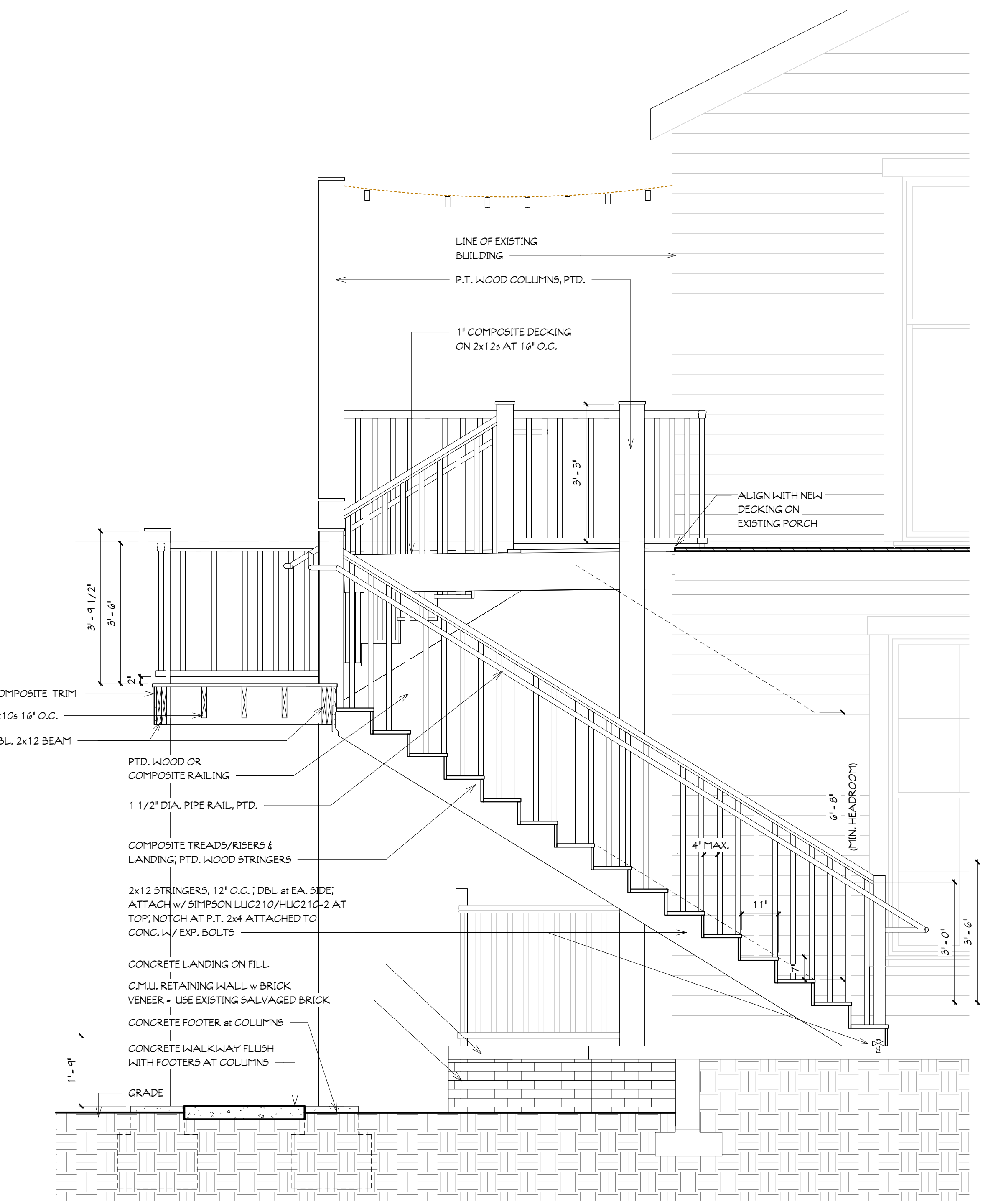
Date
08-14-24

Project number
24-01

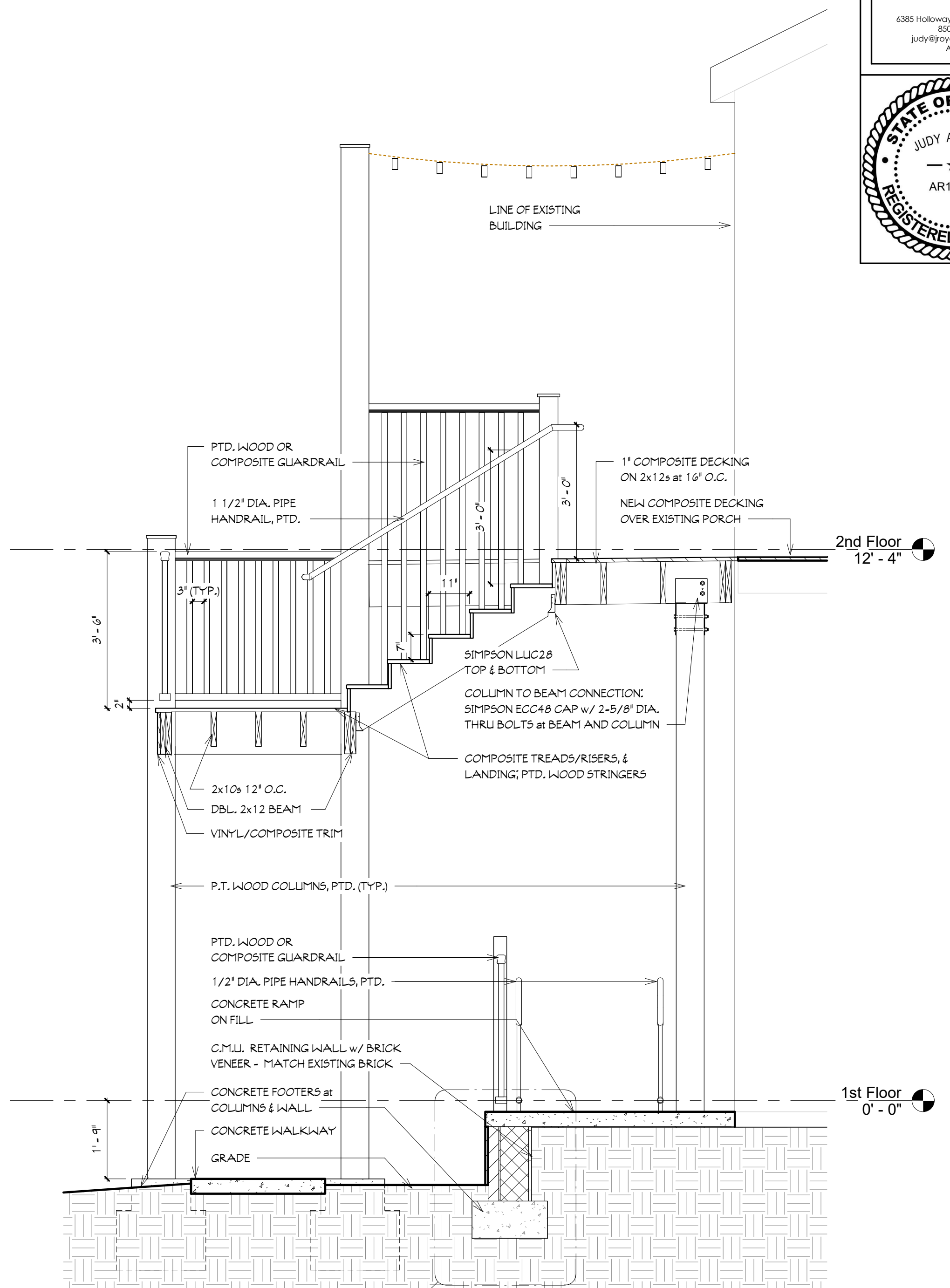
A2.1



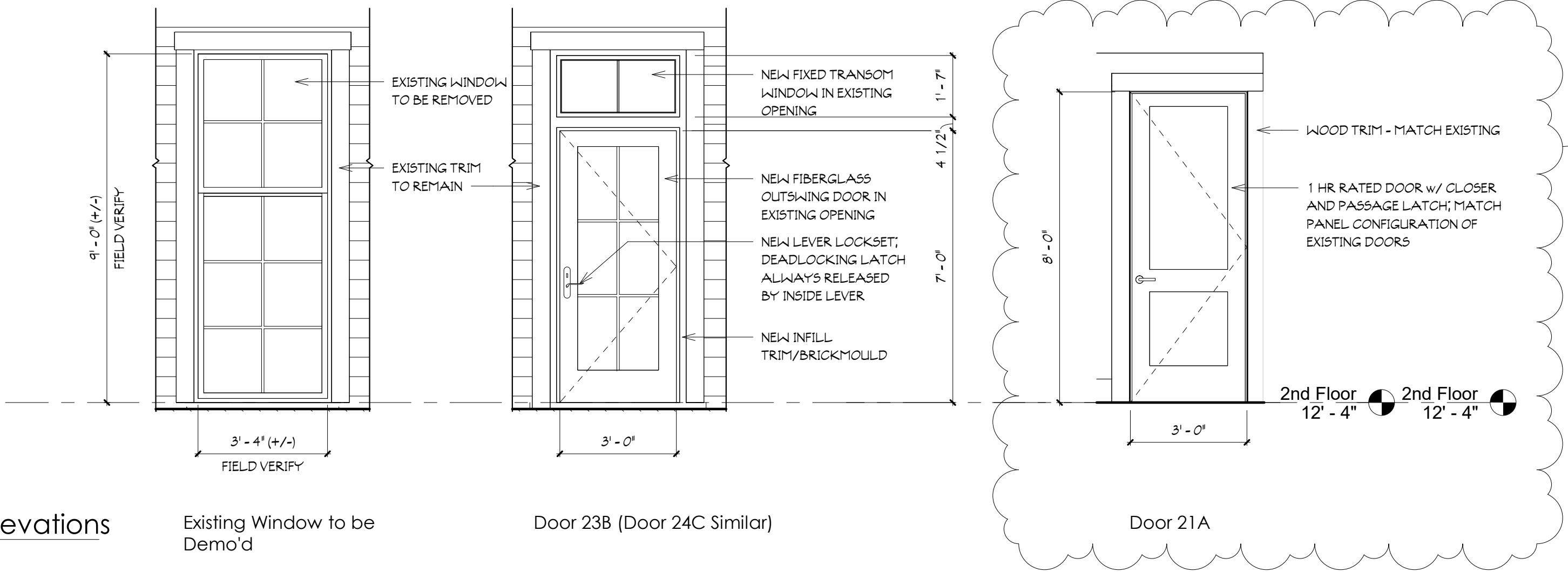
3 Section at Deck
A3.1 1/2" = 1'-0"



2 Stair Section 2
A3.1 1/2" = 1'-0"



1 Stair Section 1
A3.1 1/2" = 1'-0"



4 New Door Elevations
A3.1 3/8" = 1'-0"

Revisions		
No.	Description	Date
1	Occupancy/Use & Life Safety	9/16/24
	Revision	

Project Name
Chaffins - 6823 Oak Street

Sections

Date
08-14-24

Project number
24-01

A3.1



Agenda Item # 2024-2882

Historic Lamppost Signage Update

MEETING DATE

November 14, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2883

Color Changes on Roofs in the Historic District

MEETING DATE

November 14, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Roof Colors

