



HISTORIC PRESERVATION BOARD Regular Meeting Agenda

March 13, 2025
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 # 2025-3134
 - Approval of Minutes from February 13, 2025, meeting
- 4. Citizen Comments**
- 5. New Business**
 - Item # 2025-3136
 - COA - Exterior Modifications for 6823 Oak St.
 - Item # 2025-3135
 - Historic Excellence Sign - Residential
- 6. Old Business**
 - Item # 2025-3137
 - Historic Lamppost Signage 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 # 2025-3134

Approval of Minutes from February 13, 2025, meeting

MEETING DATE

March 13, 2025

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. HPB Minutes February 2025

HISTORIC PRESERVATION BOARD

February 13, 2025

The Historic Preservation Board met on Thursday, February 13, 2025, at 5:30 p.m. in the Council Chambers at City Hall.

PRESENT:

Jeff Martin
Theresa Messick
Susan Russell
Richard McCool
Laura Coleman

Tim Milstead, Planning Director
Melissa Short, Administrative Assistant

OTHERS:

Councilwoman Marilynn Farrow

The meeting was called to order at 5:31 p.m. Susan Russell made a motion to approve the agenda, seconded by Ricard McCool; approved 5-0. Susan Russell made a motion to approve January 9, 2025, meeting minutes, seconded by Jeff Martin; approved 5-0. The board welcomed the new board members Richard McCool and Laura Coleman then introduced themselves. Councilwoman Marilynn Farrow welcomed the new board members and thanked the board.

OLD BUSINESS:

Historic Lamppost Signage Update – Tim Milstead explained staff crafted a sign and placed it 8 feet in height to get an idea of what the Historic Lamppost Sign may represent. There was discussion of the walking tour and possibly introducing the Historic Lamppost Signage with a 4x4 QR Code and setting this up in conjunction with the Historic Preservation Board webpage or the Walking Tour webpage. The board decided on a bigger picture and larger print to read the words and as little information as possible to be placed on these signs. There was discussion of placing these signs to electrical poles and to consider adding the Mt. Pilgrim Baptist Church to a sign in the future. Laura Coleman will be collecting information on the Courthouse and Richard McCool will find pictures of the streetscape and with the Exchange Hotel. The board decided to continue thinking about this and bring a concept back to the next meeting.

Planning Department Update – Tim Milstead explained that there are no new updates.

There was no further business to discuss, and the meeting was adjourned at 6:16 p.m.



Agenda Item # 2025-3136

COA - Exterior Modifications for 6823 Oak St.

MEETING DATE

March 13, 2025

PREPARED BY

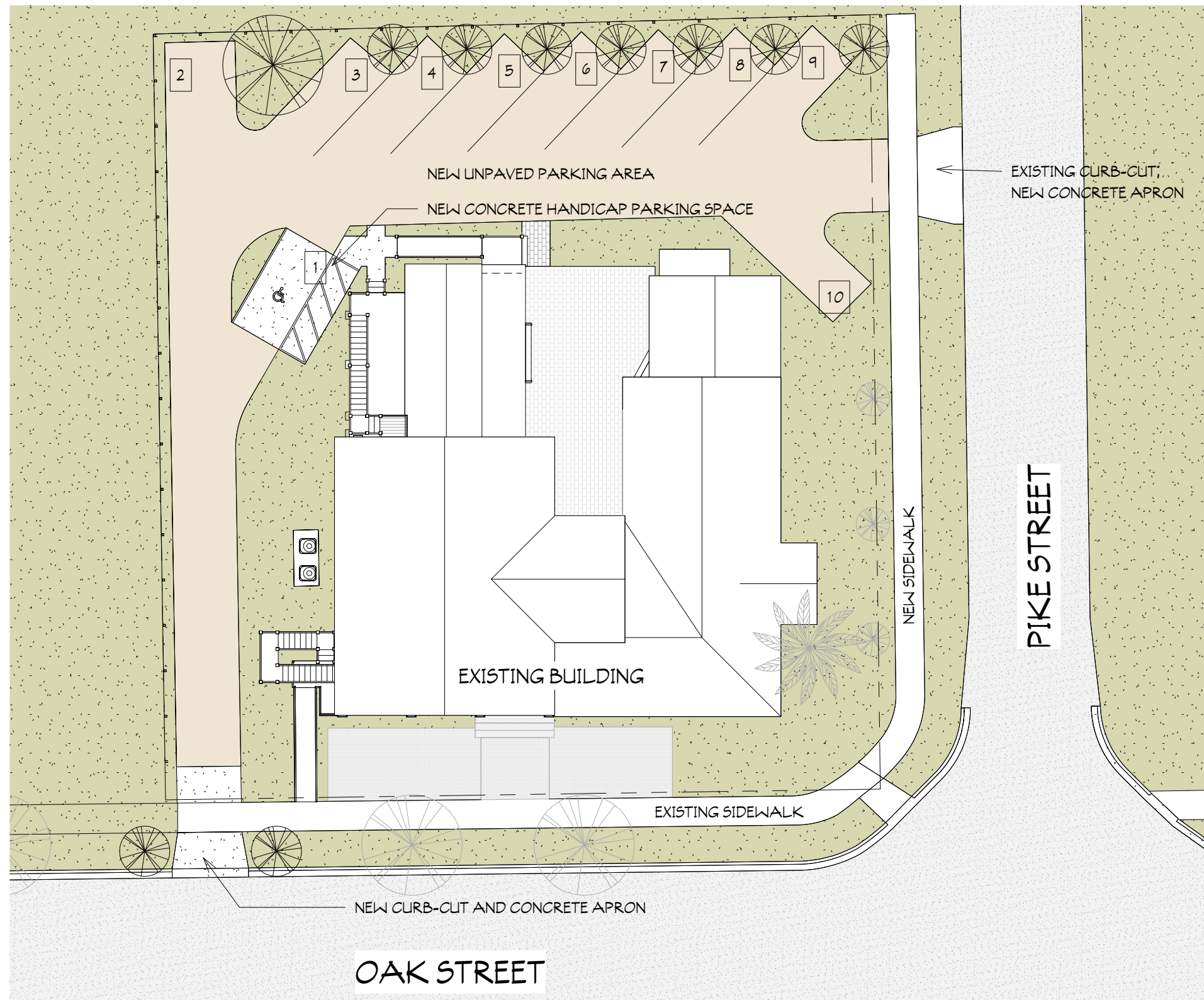
BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. chaffins.030625



OFFSTREET PARKING REQUIREMENTS

TOTAL NET BUILDING AREA: 2941 SF

(CITY of MILTON UNIFIED DEVELOPMENT CODE, ARTICLE 14.3.A (1))

TOTAL SPACES REQ'D: 1 SPACE/300 NET SF 2941/300 = 10

OFFSTREET SPACES PROVIDED ON SITE: 10

HANDICAP SPACES REQ'D: 1 (INCLUDED IN TOTAL)

Site Plan

1" = 20'-0"

Chaffin's

6823 Oak Street



Street View

Chaffin's


6823 Oak Street


NEW WOOD/GLASS EMERGENCY EGRESS
DOOR w/ TRANSOM WINDOW IN EXISTING
WINDOW OPENING

NEW EGRESS STAIR: ALL SUPPORTS
TO BE PAINTED WHITE; TREADS TO
BE WOOD-LOOK COMPOSITE
MATERIAL; RAILING TO MATCH
EXISTING 2nd FLOOR GUARDRAIL

EXISTING HANDICAP
RAMP TO REMAIN

EXISTING DOORS & WINDOWS, RAILS,
COLUMNS, ETC. TO REMAIN (TYP.)

2nd Floor
12' - 4" 

1st Floor
0' - 0" 

North Elevation
1/8" = 1'-0"

Chaffin's

6823 Oak Street



East Elevation
 1/8" = 1'-0"

Chaffin's

6823 Oak Street



EXISTING DOORS & WINDOWS
AND TRIM TO REMAIN (TYP.)

NEW WOOD/GLASS EMERGENCY
EGRESS DOOR w/ TRANSOM WINDOW
IN EXISTING WINDOW OPENING

NEW EGRESS STAIR: ALL SUPPORTS
TO BE PAINTED WHITE; TREADS TO
BE WOOD-LOOK COMPOSITE
MATERIAL; RAILING TO MATCH
EXISTING 2nd FLOOR GUARDRAIL

2nd Floor
12' - 4"

NEW HANDICAP RAMP w/
RAILING TO MATCH STAIR

1st Floor
0' - 0"

South Elevation
1/8" = 1'-0"

Chaffin's

6823 Oak Street



Agenda Item # 2025-3135

Historic Excellence Sign - Residential

MEETING DATE

March 13, 2025

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2025-3137

Historic Lamppost Signage Update

MEETING DATE

March 13, 2025

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None