



HISTORIC PRESERVATION BOARD
Regular Meeting Agenda

September 11, 2025
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Invocation & Pledge of Allegiance**
- 3. Review and Approval of Agenda**
- 4. Approval of Minutes**
 - Item # 2025-3558
 - Approval of Minutes from August 14, 2025, meeting
- 5. Citizen Comments**
- 6. New Business**
 - Item # 2025-3560
 - Historic Excellence Sign - Commercial
- 7. Old Business**
 - Item # 2025-3561
 - Historic Lamppost Signage Update
- 8. Planning Department 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 # 2025-3558

Approval of Minutes from August 14, 2025, meeting

MEETING DATE

September 11, 2025

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. HPB Minutes August 2025

HISTORIC PRESERVATION BOARD

August 14, 2025

The Historic Preservation Board met on Thursday, August 14, 2025, at 5:30 p.m. in the Council Chambers at City Hall.

PRESENT:

Brian McGuire
Jeff Martin
Theresa Messick
Susan Russell
Richard McCool
John Ellis

Tim Milstead, Planning Director
Melissa Short, Administrative Assistant

OTHERS:

Kate Bryan

The meeting was called to order at 5:31 p.m. Brian McGuire made a motion to approve the amended agenda as written, seconded by Jeff Martin; approved 6-0. Jeff Martin made a motion to approve June 12, 2025, meeting minutes, seconded by Richard McCool; approved 6-0.

NEW BUSINESS:

COA – New Sign for 6867 Oak St. – Tim Milstead provided the previous sign and provided the new signs for the board’s review. Staff has no issues with the designs that are being proposed. Kate Bryan, owner, provided a picture of the original sign and provided the new proposed sign. Jeff Martin made a motion to approve both signs, seconded by Susan Russell; approved 6-0.

COA – Bricking Front Steps of 5185 Elmira St. – Richard McCool, applicant, provided pictures and explained that the front steps are very uneven and has become a safety concern for clients. Mr. McCool’s proposal seeks to restore and preserve the building, ensuring that its historical significance is maintained for future generations. Tim Milstead explained staff has full support of the proposal that they have submitted. Jeff Martin made a motion to approve the COA for bricking the front steps of 5185 Elmira St. as proposed, seconded by Theresa Messick; approved 5-0, with Richard McCool abstaining.

Invocation & Pledge of Allegiance for Future Meetings – Theresa Messick explained she would like to see this on the Historic Preservation Board’s Agenda. Brian McGuire made a motion to approve this, seconded by Theresa Messick; approved 6-0.

OLD BUSINESS:

Historic Lamppost Signage Update – Tim Milstead provided a proposed proof signage for the First United Methodist Church of Milton for the board to review and approve. The board discussed linking the URL, QR Codes, and possibly getting IT to set up a forwarding domain. Tim Milstead explained staff can refer to a QR Code and possibly test it. John Ellis would like to see this language added to the sign: For more information about this property please visit the Milton Interactive Story Map with the QR Code and building number added to the sign. Jeff Martin made a motion to add the changes to the sign,

seconded by Theresa Messick; approved 6-0. Theresa Messick provided a few informational packets to the board.

Planning Department Update – Tim Milstead explained that the city is trying to acquire some funding for an update to its River Front Master Plan. Brian McGuire explained he will not be present for the next meeting.

There was no further business to discuss, and the meeting was adjourned at 6:20 p.m.



Agenda Item # 2025-3560

Historic Excellence Sign - Commercial

MEETING DATE

September 11, 2025

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2025-3561

Historic Lamppost Signage Update

MEETING DATE

September 11, 2025

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None