



HISTORIC PRESERVATION BOARD
Regular Meeting Agenda

November 13, 2025
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Open Meeting with Invocation & Pledge of Allegiance**
- 2. Review and Approval of Agenda**
- 3. Approval of Minutes**
 - Item # 2025-3725
 - Approval of Minutes from September 11, 2025, meeting
- 4. Citizen Comments**
- 5. New Business**
 - Item # 2025-3738
 - COA for 5185 Elmira St.
- 6. Old Business**
 - Item # 2025-3739
 - 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 # 2025-3725

Approval of Minutes from September 11, 2025, meeting

MEETING DATE

November 13, 2025

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. HPB Minutes September 11, 2025

HISTORIC PRESERVATION BOARD

September 11, 2025

The Historic Preservation Board met on Thursday, September 11, 2025, at 5:30 p.m. in Conference Room A at City Hall.

PRESENT:

Laura Coleman
Jeff Martin
Theresa Messick
Susan Russell
Richard McCool
John Ellis

Tim Milstead, Planning Director
Melissa Short, Administrative Assistant

OTHERS:

Councilman Marilyn Farrow and Ed Spears

The meeting was called to order at 5:32 p.m. Jeff Martin made a motion to approve the agenda with no objections; approved unanimously. Jeff Martin made a motion to approve August 14, 2025, meeting minutes with no objections; approved unanimously.

NEW BUSINESS:

Historic Excellence Sign - Commercial – The board discussed some commercial buildings in the historic district for the Historic Excellence Sign. Theresa Messick made a motion for 82 Magnolia to receive the Historic Excellence Sign for their grand opening day, seconded by Susan Russell; approved 6-0. There was discussion of residential homes in the historic district for the residential historic excellence sign. Jeff Martin explained he would like to accept the Historic Excellence Sign for next month. Tim explained staff would set up a time and date for both the residential and commercial Historic Excellence Sign for next month.

OLD BUSINESS:

Historic Lamppost Signage Update – Tim Milstead explained he would e-mail the board with the signage for the First United Methodist Church of Milton, which will help each of the board members in coming up with a similar design for the buildings/scenes that each of them has been researching individually. Mr. Milstead explained to the board to let staff know what language and individual pictures they would like to see, and that staff will create a draft that can be reviewed by the Board. The board discussed some of the building’s history in the historic district.

Planning Department Update – Tim Milstead explained that the Planning Department will keep the board updated on the River Front Master Plan.

There was no further business to discuss, and the meeting was adjourned at 6:22 p.m.



Agenda Item # 2025-3738
COA for 5185 Elmira St.

MEETING DATE **PREPARED BY**

November 13, 2025

BACKGROUND

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ATTACHMENTS

1. COA for 5185 Elmira Street

City of Milton

Application to:

- Historic Preservation Board
 Downtown Advisory Board

Name of Applicant: Peace Train Holdings Phone# 850-433-4199

Address of Property: 5185 Elmira Street, Milton, FL Parcel# 32570

Type of Structure Commercial Residential Square Footage of Structure _____

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

If existing business, how long has it been in operation? 20 Years, Number of Employees 10

Contractor _____ Phone# _____ City License # _____

- New Construction Repairs/Alterations Demolition
 Garage/Parking Area Fence Landscaping
 Roof Other (specify) _____

What type of exterior renovations are proposed? Please see attached materials for details

What type of proposed material to be used? Please see attached materials for more details

Exterior Color Scheme Same as existing New Used Materials

If a business, is adequate off-street 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 the City of Milton's Land Development Regulations? Yes No Explain _____


Signature of Applicant _____
Julie Harrington

11.6.2025
Date

Note: After approval, any modifications to development activity will require a separate approval.

HPB Approved Denied

Signature of Approval Date

DRAB Approved Denied

Signature of Approval Date

Proposed Changes

Blackwood Financial Group

5185 Elmira Street, Milton, FL

Historic Exchange Hotel

October 2025

The Historic Exchange Hotel is a cornerstone of the downtown Milton community! This proposal seeks to restore and preserve the building, ensuring that its historical significance is maintained for future generations.

We would like to redo the trim pieces and paint the windows on the 2nd story of the building. We would also like to replace the side door that faces the parking lot to match the front of the building. Please see attached page for more details.

BLACKWOOD
FINANCIAL GROUP

Decorative Trim Replacement, Paint and Door Replacement

Blackwood Financial Group

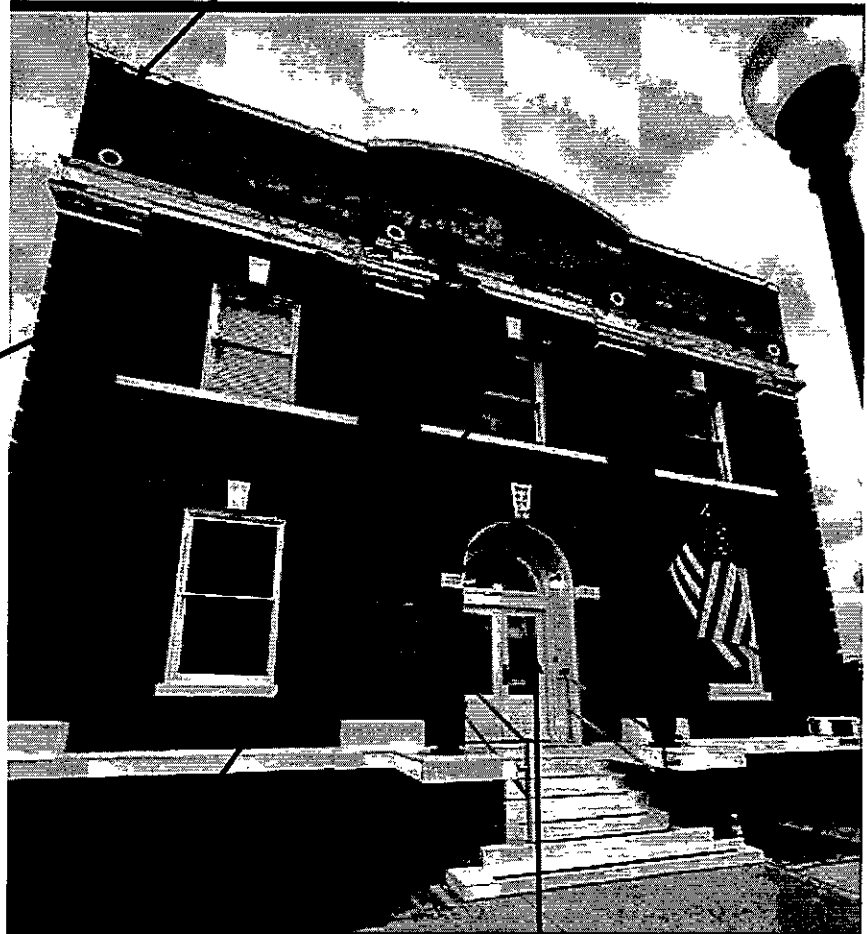
5185 Elmira Street, Milton, FL

Historic Exchange Hotel

October 2025

Paint the 2nd story trim around the building and
Repair any missing pieces. This will be painted in
Snowbound by Sherwin Williams

We would like to have the remaining trim removed from the building. We would like to have new trim made to match the existing trim piece. It will be white in nature and made out of a heavy duty durable stucco. This will be a safer & more durable product to have on the front of the building and still maintain it's original look and character.



Paint the 2nd story windows to match the first story windows and trim. The color will be Snowbound by Sherwin Williams.

Back Side door on Parking lot side to be replaced with the identical door you see here on the front. The existing door is plain metal (don't match the aesthetic of the building) and is no longer functioning properly. It will also be painted snowbound and have the same hardware as the front door.



Agenda Item # 2025-3739

Historic Lamppost Signage Update

MEETING DATE

November 13, 2025

PREPARED BY

BACKGROUND

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RECOMMENDATION

ATTACHMENTS

None