



HISTORIC PRESERVATION BOARD
Regular Meeting Agenda

February 12, 2026
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 from November 13, 2025**
 - Item # 2026-3848
 - Approval of Minutes from November 13, 2025
- 4. Citizen Comments**
- 5. New Business**
 - Item # 2026-3872
 - New City Planner — Jacob Hullett
 - Item # 2026-3873
 - Ordinance No. 17-25 — Revision to the code pertaining to the Historic Preservation Board
 - Item # 2026-3874
 - Historic Excellence Sign — Residential
 - Item # 2026-3875
 - Historic Excellence Sign - Commercial
- 6. Old Business**
 - Item # 2026-3876
 - 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 # 2026-3848

Approval of Minutes from November 13, 2025

MEETING DATE

February 12, 2026

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. HPB Minutes November 13, 2025

HISTORIC PRESERVATION BOARD

November 13, 2025

The Historic Preservation Board met on Thursday, November 13, 2025, at 5:30 p.m. in Conference Room A at City Hall.

PRESENT:

Laura Coleman
Jeff Martin
Theresa Messick
Susan Russell
Brian McGuire
John Ellis

Tim Milstead, Planning Director
Melissa Short, Administrative Assistant

OTHERS:

Councilwoman Marilynn Farrow

The meeting was called to order at 5:30 p.m. Jeff Martin made a motion to approve the agenda, seconded by Theresa Messick; approved 6-0. Brian McGuire made a motion to approve September 11, 2025, meeting minutes, seconded by Laura Coleman; approved 6-0. Councilwoman Marilynn Farrow thanked the board for their service to the city.

NEW BUSINESS:

COA for 5185 Elmira St. – Tim Milstead presented the COA to the board and explained trim will be replaced with stucco material to match the existing trim piece to maintain original look and character and the parking lot back side door will be replaced to match the front door. The Planning Department has no objections. Brian McGuire made a motion to approve the COA for 5185 Elmira St., seconded by Jeff Martin; approved 6-0.

OLD BUSINESS:

Historic Lamppost Signage Update – Tim Milstead explained the verbiage on the sign for the First United Methodist Church of Milton needs to be changed and provided the sign for the board to look at. The board decided to change the verbiage from being built in 1867 to the original congregation met in 1867. The board discussed pictures for the Exchange Hotel and the verbiage. The board wanted to delete the last sentence and to look for individual pictures of the Exchange Hotel to be used for the Historic Lamppost Signage. The board decided to delete about this property verbiage on the back of the sign. The board also discussed St. Mary’s picture and verbiage including the burlap on the back of the window and taking 20 years to collect the money to purchase the stain glass window. The board decided to continue searching for pictures and wording to bring back to the next meeting to discuss. Councilwoman Marilynn Farrow explained West Florida Panhandle History on Facebook has great photos and the Military Tribute Banners will be returning in 2026.

Planning Department Update – Tim Milstead explained letters were sent out to residential property owners within the district about the Residential Façade Improvement Grant Program. Mr. Milstead will keep the board updated on the Court House. Tim Milstead explained the CIB has been reviewing the

River Front Master Plan and the City is looking into funding options. In the absence of a COA the next meeting date will be January 8, 2026.

There was no further business to discuss, and the meeting was adjourned at 6:39 p.m.



Agenda Item # 2026-3872

New City Planner — Jacob Hullett

MEETING DATE

February 12, 2026

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2026-3873

Ordinance No. 17-25 — Revision to the code pertaining to the Historic Preservation Board

MEETING DATE

February 12, 2026

PREPARED BY

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SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Ordinance No 17-25 Historic Preservation Board
2. HPB List 2026 to be Updated

ORDINANCE NO. 17-25

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, REVISING IN ITS ENTIRETY SUBSECTION B.(1) OF SECTION 11.4 OF ARTICLE 11 OF THE CITY OF MILTON'S UNIFIED DEVELOPMENT CODE PERTAINING TO THE CITY'S HISTORIC PRESERVATION BOARD; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

Be it ordained by the City Council of the City of Milton, Florida:

Section 1. Findings. In adopting this ordinance, the City Council of the City of Milton, Florida, finds and declares that revisions to the provisions in the Unified Development Code regarding the city's Historic Preservation Board are necessary to promote the best interest of the city and its residents.

Section 2. Revisions to the Unified Development Code of the City of Milton. Subsection B.(1) of Section 11.4 of Article 11 of the Unified Development Code is hereby repealed in its entirety and replaced with the following:

B. Historic preservation board.

- (1) *Powers and duties.* The Historic Preservation Board has the powers and duties to:
 - a. Preserve and protect buildings of historic significance.
 - b. Act upon plans for the alteration, renovation, or restoration of regulated historic structures to ensure conformance with the U.S. Secretary of the Interior's Standards for Rehabilitation. During the review process, the board shall also consider conformance to the development guidelines established for the city historic district.
 - c. Identify regulated historic structures.
 - d. Set forth requirements for the protection and preservation of regulated structures.
 - e. Define a process for review and appeals.
 - f. Encourage the listing of additional properties as contributing historic structures.
 - g. Certify local designation of individual properties (including buildings, structures, sites and objects) as historically significant using the criteria established in Article 11.5 with property owner consent only.

- (2) *Membership.* The Historic Preservation Board consists of seven members appointed as follows:
 - a. One member from each ward appointed by the two councilmembers from that ward;
 - b. One member to be appointed by the Mayor at-large; and
 - c. Two members to be appointed by the City Council at-large.

- (3) *Qualifications.* A member of the Historic Preservation Board must be a resident of Santa Rosa County. Members of the Historic Preservation Board will be considered based on the following criteria:
 - a. A demonstrated interest in historic preservation;
 - b. A professional mix that provides for expertise in the fields of architecture, planning, engineering, law, or finance, to the extent reasonable and possible; and

c. Representation of the community at-large.

- (4) Terms and attendance requirements. The members shall serve three-year staggered terms at the pleasure of the City Council and without compensation. If any member fails to attend, without cause, 50% of all meetings held during any calendar year from the date of appointment, the member's seat shall be declared vacant. A member of the Historic Preservation Board may be removed by a majority vote of the City Council.
- (5) Order of Business. At each meeting of the Historic Preservation Board, the following shall be the regular order of business:
- a. Invocation and Pledge
 - b. Roll Call
 - c. Minutes of Preceding Meeting
 - d. Public Hearings and Public Input
 - e. Old and New Business
 - f. Staff and Board Member Comments
 - g. Adjournment
- (6) Voting and formal action.
- a. Members of the Historic Preservation Board shall vote on all matters coming before the Historic Preservation Board. A member may abstain from voting only when a conflict of interest or the appearance of a conflict of interest exists pursuant to the City's Code of Conduct and Part III of Chapter 112 of the Florida Statutes. Any member who abstains shall: (i) publicly announce the nature of the conflict or perceived conflict prior to the vote; (ii) ensure the disclosure is recorded in the minutes; and (iii) complete and file the required conflict disclosure form prescribed by the Florida Commission on Ethics within the time period required by law.
 - b. No formal action of the Historic Preservation Board shall be taken except upon the affirmative vote of a majority of the Historic Preservation Board members present, provided that a quorum is in attendance. A quorum shall consist of a majority of the appointed members of the Historic Preservation Board.
 - c. Each formal action of the Historic Preservation Board required by law, Charter, rule or regulation shall be embodied in a formal resolution after an affirmative vote as provided in this section.
 - d. The Historic Preservation board shall be provided staff support through the Planning and Development Department for the city.
- (7) City's Code of Conduct.
- a. As a condition of appointment and continued service, each Historic Preservation Board member must sign a form acknowledging they have received, read, and understand the City's Code of Conduct requirements.
 - b. Historic Preservation Board members must adhere to and be governed by the City's Code of Conduct at all times in the performance of their duties.
 - c. A violation of the City's Code of Conduct may constitute cause for removal from the Historic Preservation Board by the City Council.
 - d. The signed form will be maintained as a public record by the city clerk in accordance with Chapter 119 of the Florida Statutes.

- (8) Compliance with Florida law. The Historic Preservation Board shall operate in full compliance with:
- a. The Florida Sunshine Law in Chapter 286 of the Florida Statutes.
 - b. The Florida Public Records Act in Chapter 119 of the Florida Statutes.
 - c. The Florida Ethics Code in Part III of Chapter 112 of the Florida Statutes, including financial disclosure requirements, if applicable.
 - d. All city ordinances and policies.
- (9) Rules of procedure. All meetings of the Historic Preservation Board shall be conducted in accordance with Robert's Rules of Order, Newly Revised, current edition.
- (10) Vacancies.
- a. Should any vacancy occur among the members of the Historic Preservation Board by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the city clerk by the Historic Preservation Board chair or vice chair.
 - b. Any vacancy on the Historic Preservation Board shall be filled in the same manner as the original appointment. Such member shall serve the unexpired term of the office in which such vacancy shall occur.

Section 3. Codification. The amendments in Section 2 of this Ordinance shall be codified and made part of the official Unified Development Code of the City of Milton.

Section 4. Severability. If any provision or portion of this ordinance is declared by a court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full effect.

Section 5. Effective Date. This ordinance takes effect immediately upon enactment.

APPROVED AND ADOPTED by the City Council of the City of Milton on the ____ day of _____, 2025.

City of Milton, Florida
By: City Council

By: _____
Heather Lindsay, Mayor

Attest:

Molly Turnes
City Clerk

First Reading:
Advertised:
Second Reading:

HISTORIC PRESERVATION BOARD
MEETS 2nd THURSDAY (Monthly) at 5:30 p.m.

MEMBERS	TERM OF OFFICE	TERM DATE
	3 YEARS STAGGERED	
Richard McCool Ward 2	4 years	Exp: September 9, 2027
Theresa Messick Ward 1	4 years	Exp: September 9, 2027
John Ellis (Chairman) Escambia County Res.	4 years	Exp: September 9, 2027
Jeff Martin Ward 1	4 years	Exp: September 10, 2026
Susan Russell Ward 1	4 years	Exp: September 9, 2029
Laura Spencer Coleman Santa Rosa County Res.	4 years	Exp: September 9, 2027
Brian McGuire (Vice-Chair) Ward 1	4 years	Exp: September 9, 2029

Councilwoman Marilyn Farrow – 850-686-2383 mfarrow@miltonfl.org



Agenda Item # 2026-3874

Historic Excellence Sign — Residential

MEETING DATE

February 12, 2026

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2026-3875

Historic Excellence Sign - Commercial

MEETING DATE

February 12, 2026

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2026-3876

Historic Lamppost Signage Update

MEETING DATE

February 12, 2026

PREPARED BY

BACKGROUND

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ATTACHMENTS

None