



HISTORIC PRESERVATION BOARD Regular Meeting Agenda

September 15, 2022
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 # 2022-659

Approval of Minutes from August 11, 2022 meeting

- 4. Citizens to Appear Before the Board**
- 5. New Business**
- 6. Old Business**

Item # 2022-709

Review of Current Ordinance

Item # 2022-710

Contributing Structure Designation Process

Item # 2022-711

Board Rules and Procedures Discussion

Item # 2022-712

Historic Excellence Sign 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 # 2022-659

Approval of Minutes from August 11, 2022 meeting

MEETING DATE

September 15, 2022

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. HPB August 2022 Minutes

HISTORIC PRESERVATION BOARD**August 11, 2022**

The Historic Preservation Board met on Thursday, August 11, 2022, at 5:30 p.m. in the Council Chambers at City Hall.

MEMBERS PRESENT: Nathan Sutrick, Chairman
Brian McGuire
Theresa Messick
Carol Johnstone
Cassandra Sharp
Angie Hawkins
John Ellis

Tim Milstead, Planning Director
Lyndsey Benton, Current Planner
Melissa Short, Administrative Assistant

OTHERS PRESENT: Councilwoman Shari Sebastiao, Councilman Vernon Compton, Councilman Robert Leek, Mayor Heather Lindsay, Tom Powers, Amy Knost, Renee Knost, Mike Cusack, Janet Coulter, Cindea Booth, Christie Culpepper, and Marilynn Farrow

The meeting was called to order at 5:30 p.m. The agenda was approved as amended through motion by Cassandra Sharp, seconded by Carol Johnstone; approved 4-2.

Cassandra Sharp – Aye

John Ellis – Aye

Carol Johnstone – Aye

Angie Hawkins – Aye

Nathan Sutrick – Abstain

Theresa Messick – No

Brian McGuire - No

Theresa Messick wanted to add a discussion from Councilman Vernon Compton that was omitted from the July 14, 2022, under Fisher-Hamilton Building Discussion. Councilman Vernon Compton did speak about the reference being wrong but did explain that Theresa Messick did speak at the Historic Preservation Board Meeting, in 2015, in reference to the Fisher-Hamilton Building receiving a plaque. John Ellis amended his original motion to approve the minutes as amended from July 14, 2022, seconded by Carol Johnstone; approved 7-0.

NEW BUSINESS:

Consideration of Certificate of Appropriateness for 6837 Baldwin St. – Tim Milstead presented the board what is being proposed. The applicant proposes to add an exterior shop to an existing concrete pad in the rear yard and build a fence along the front and back yard. The proposed type of fence and proposed accessory building to be placed on the concrete pad was provided to the board. Amy Knost, owner of the property, presented the board what is being proposed. Tim Milstead presented the regulations that pertains to fencing and accessory buildings in the historic district. The board agreed for Amy Knost to resubmit a new application with updated pictures of the picket fence and accessory building with wood siding and matching roof line that will resemble the house. Cassandra Sharp made a motion to approve the COA for 6837 Baldwin St. subject to staff's approval, seconded by Theresa Messick; approved 7-0.

Board Support Milton City Council RFP Approval– Cassandra Sharp informed the board that City Council approved the RFP and wanted the board to consider lending council support on their decision. Cassandra Sharp made a motion to send an action of support to City Council that the HPB supports councils' approval of the RFP, seconded by Carol Johnstone; there was discussion. Mayor Heather Lindsay wanted to inform the board that there is training staff can provide the board to get updated on open government laws that apply to boards, explained that the city attorney can be present at future meetings for process and rules of the board, and read Statute section 286.0114 paragraph two. Janet Coulter, 5241 Willing St., is concerned with the motion. There was discussion. Cassandra Sharp amended her original motion to ask the Milton City Council to begin conversation with FDOT about the design phase and for this board to be part of the conversation with FDOT, seconded by Carol Johnstone; approved 7-0.

Agenda Process – Chairman, Nathan Sutrick made a motion that any items that need to be added to the agenda should be submitted to staff 10 days prior to the meeting, seconded by John Ellis for discussion; approved unanimously.

OLD BUSINESS:

Current Ordinance – Chairman, Nathan Sutrick wants to bring new contributing structures into the current ordinance, including a map that will be updated annually, and a master list of all the contributing structures. Tim Milstead indicated that there is a map currently located in the City's

Comprehensive Plan, but staff can add this to the code with additional sections as it pertains to the historic resource protection portion of the City's Unified Development Code. Lyndsey Benton explained that staff is currently creating an interactive online map of the historic district. At the next meeting, the board wants to start reviewing this ordinance referenced with those proposed changes, and recommendations from staff. Mr. Milstead explained that staff is currently working with a new walking tour app. provider. Cindea Booth, 5243 Willing St., wanted to know if other homes are not being recognized, and feels the board is going in the right direction in helping the district with working with FDOT. The board discussed easier ways for the applicant to see the resources for a COA approval, for example outbuilding pictures, fencing pictures, paint colors, and possibly incorporate this into the ordinance. The board wants staff to report back on what is going to be involved with the process as a property owner to be considered a contributing structure. Cindea Booth, 5243 Willing St., explained that a survey of contributing structures and removing and adding new contributing structures needs to be researched. There was discussion on looking at new applications and reviewing the structures that were originally enlisted and a request to bring back a set of rules.

Fisher – Hamilton Plaque – Tim Milstead explained that this is being moved forward and this is being presented to Santa Rosa County.

Robert's Rules of Order – Mrs. Sharp wanted to know if the Historic Preservation Board wants to adopt Robert's Rules of Order. It was discussed to come up with rules and procedures for the board members to consider and to bring back some recommendations. Mayor Heather Lindsay addressed how she really appreciated the board for all their hard work on the CLG and apologized for the tie breaking vote on the CLG at the Council Meeting.

Planning Department Update:

Tim Milstead explained that the Historic Preservation Excellence Award Sign will be about 42 inches in height with the same design chosen and staff will bring the final product back.

Carol Johnstone made a motion to reschedule the next HPB meeting to September 15, 2022, seconded by Cassandra Sharp; approved 7-0.

There was no further business to discuss, and the meeting was adjourned at 7:35 PM.



Agenda Item # 2022-709

Review of Current Ordinance

MEETING DATE

September 15, 2022

PREPARED BY

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

BACKGROUND

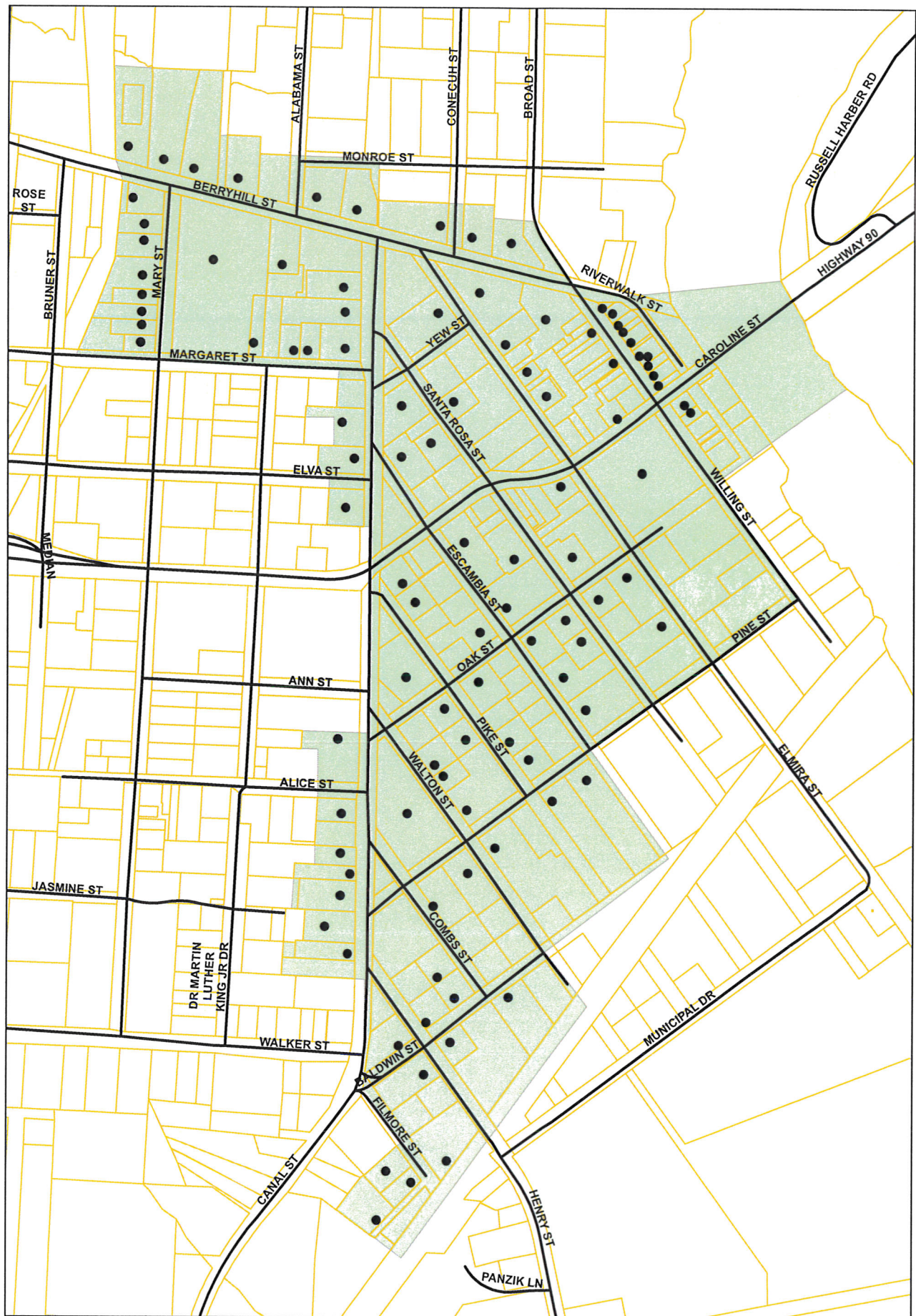
SUMMARY

Review of Current Ordinance

RECOMMENDATION

ATTACHMENTS

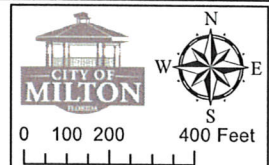
1. City of Milton Historic District Map



Milton Historic District Map Legend

- Contributing Historic Structures
- Streets
- Property Lines
- Historic District

Note: A total of 103 contributing historic structures are located within the Milton Historic District.





Agenda Item # 2022-710

Contributing Structure Designation Process

MEETING DATE

September 15, 2022

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2022-711

Board Rules and Procedures Discussion

MEETING DATE

September 15, 2022

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2022-712

Historic Excellence Sign Update

MEETING DATE

September 15, 2022

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None