



HISTORIC PRESERVATION BOARD Regular Meeting Agenda

October 13, 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 # 2022-780
Approval of Minutes from September 15, 2022 meeting
- 4. Citizens to Appear Before the Board**
- 5. New Business**
Item # 2022-790
Consideration of Certificate of Appropriateness for 5115 Pike Street
- 6. Old Business**
Item # 2022-786
Review of Current Ordinance Update

Item # 2022-787
Contributing Structure Designation Process

Item # 2022-788
Rules for Nomination of Properties - Historic Excellence Sign
- 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 # 2022-780

Approval of Minutes from September 15, 2022 meeting

MEETING DATE

October 13, 2022

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. September 15, 2022 HPB Minutes

HISTORIC PRESERVATION BOARD**September 15, 2022**

The Historic Preservation Board met on Thursday, September 15, 2022, at 5:30 p.m. in the Council Chambers at City Hall.

MEMBERS PRESENT: Brian McGuire
Theresa Messick
Carol Johnstone
Cassandra Sharp
Angie Hawkins
John Ellis

Tim Milstead, Planning Director
Lyndsey Benton, Current Planner
Melissa Short, Administrative Assistant
Alex Andrade, City Attorney

OTHERS PRESENT: Councilwoman Shari Sebastiao, Councilwoman
Roxanne Meiss, Tom Powers, Janet Coulter, and
Marilynn Farrow

The meeting was called to order at 5:30 p.m. The agenda was approved through motion by John Ellis, seconded by Cassandra Sharp; approved 6-0. John Ellis made a motion to approve correction of a typographical error in the July 14, 2022, minutes, seconded by Cassandra Sharp; approved 6-0. John Ellis made a motion to approve the August 11, 2022, as written before the board, seconded by Cassandra Sharp; approved 6-0.

OLD BUSINESS:

Review of Current Ordinance – Tim Milstead explained that staff is in process of updating the City’s UDC, as it pertains to designating historical resources. There was discussion about adding a map to the ordinance pertaining to the Historic District. Tim Milstead explained including visual examples for the public to review in the Pattern Book and staff will bring this back for the boards review.

Contributing Structure Designation Process – Tim Milstead provided additional information for the board to review for expanding the historic district and information pertaining to a local historic district. There was discussion on the contributing structure designation process and staff will bring back language next month pertaining to the process.

Board Rules and Procedures Discussion – The board decided to table this discussion until November 10th meeting, when Chairman, Nathan Sutrick returns.

Historic Excellence Sign Update – Tim Milstead presented the new Historic Excellence Sign to the board and the board decided to bring back ideas for potential nominations of properties in the historic district.

Planning Department Update:

Tim Milstead explained that the Planning Department had no additional updates.

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



Agenda Item # 2022-790

Consideration of Certificate of Appropriateness for 5115 Pike Street

MEETING DATE

October 13, 2022

PREPARED BY

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

BACKGROUND

SUMMARY

COA for 5115 Pike St. to add fencing along the sides and back of the property.

RECOMMENDATION

ATTACHMENTS

1. COA for 5115 Pike St.

Application to:

- ☒ Historic Preservation Board
☐ Downtown Advisory Board

Name of Applicant: Teresa KennedyPhone# (509) 952-9523Address of Property: 5115 Pike St. Milton FLParcel# Lot 4 Block 28Type of Structure ☐ Commercial☒ Residential

Square Footage of Structure _____

If a business, what is the nature: _____ ☐ New Business ☐ Existing Business

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

Contractor _____ Phone# _____ City License # _____

☐ New Construction☐ Repairs/Alterations☐ Demolition☐ Garage/Parking Area☒ Fence☐ Landscaping☐ Painting☐ Sign☐ Roof☐ Other (specify) _____What type of exterior renovations are proposed? add fencing along sides and back of propertyWhat type of proposed material to be used? chain link and either white metal picket or white wood picket fence

Exterior Color Scheme _____

☐ New☐ Used MaterialsIf a business, is adequate off-street parking available? ☐ Yes ☐ No ☐ Public Parking
☐ Private ParkingAre 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 _____

Teresa Kennedy
 Signature of Applicant

10/03/2022
 Date

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

☐ HPB ☐ Approved ☐ Denied

Signature of Approval

Date

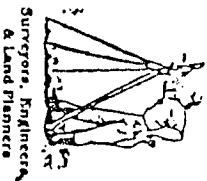
☐ DRAB ☐ Approved ☐ Denied

Signature of Approval

Date

Would like to add chainlink fencing (gray) along back of property to connect with existing chain link on neighbor's property with existing mesh wire on other neighbor's property.

Would also like to add either white metal picket fencing 3-4' tall or white wood picket fencing 3-4' tall from the house to the sides of the property, to close off the back yard.



Benchmark

Surveying & Engineering, Inc.

7200 Chumuckla Highway
Pace, Florida 32571
(850) 994-4882
FAX 994-4882

THOMAS E. NICHOLS, P.L.S.
President

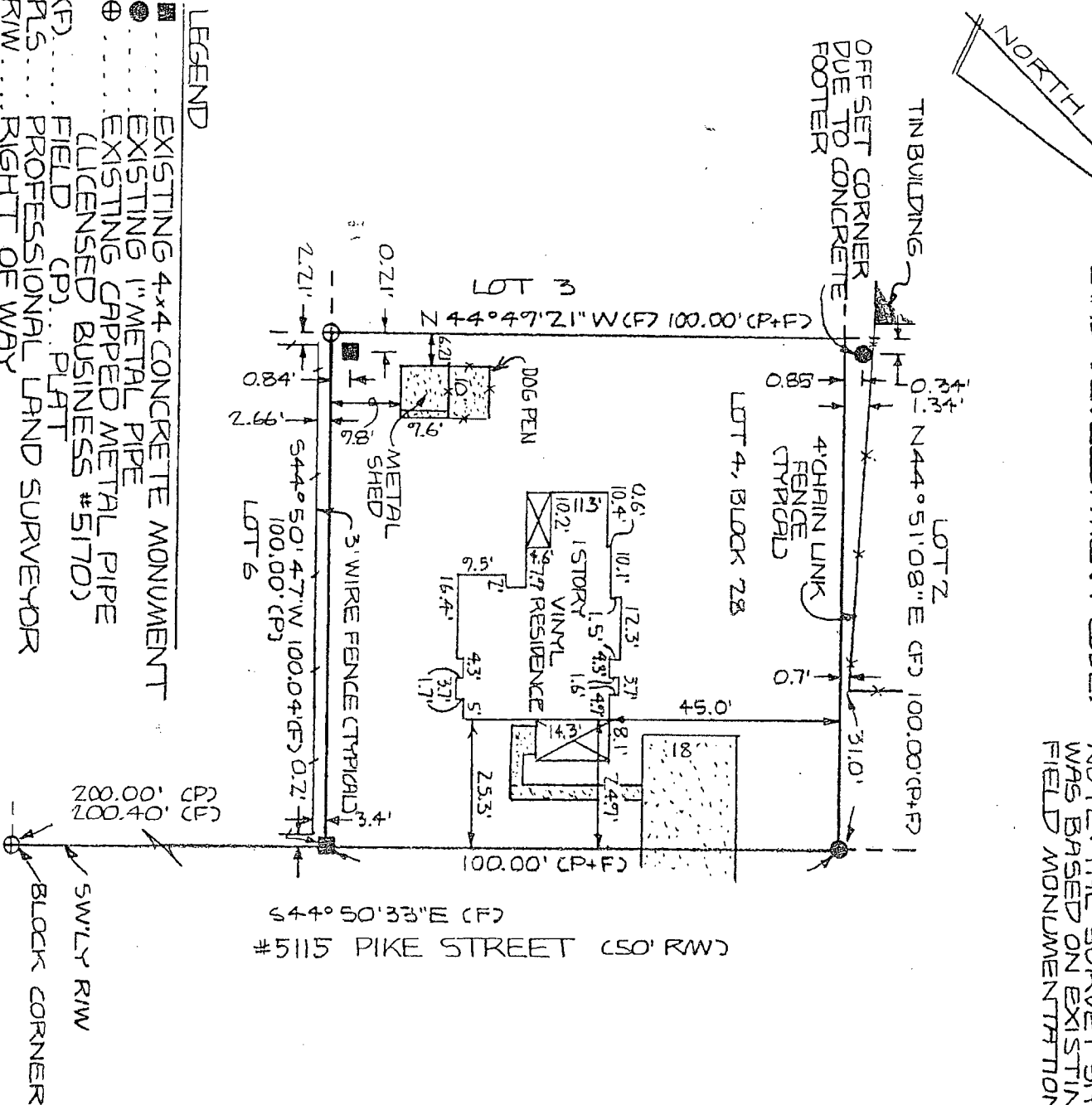
Consulting • Land Planning
Land Surveying • Civil Engineering
Welland Surveying • Environmental Permitting

FIELD DATE: 6/2/04 TYPE SURVEY: Land Boundary & Improvements SURVEY NO. 04-927

Sheet 1 of 2

NOTE: MAY BE SUBJECT TO BUILDING SETBACK REQUIREMENTS AS ESTABLISHED BY THE SANTA ROSA COUNTY LAND DEVELOPMENT CODE.

NOTE: THE SURVEY SHOWN
WAS BASED ON EXISTING
FIELD MONUMENTATION.



LESEN

- EXISTING 4"x4 CONCRETE MONUMENT
● EXISTING 1" METAL PIPE
⊕ EXISTING CAPPED METAL PIPE
 (LICENSED BUSINESS #5170)
(P) FIELD (P) PLATT
ALS PROFESSIONAL LAND SURVEYOR
RW RIGHT OF WAY

NOTE: THIS PLAN IS THE EXCLUSIVE PROPERTY OF BENCHMARK SURVEYING AND ENGINEERING, INC. THIS SURVEY IS INTENDED TO BE USED ONLY FOR THE ORIGINAL PROJECT IT WAS ORDERED FOR. NO REPRODUCTIONS, IN WHOLE OR IN PART, MAY BE MADE WITHOUT THE EXPRESSED WRITTEN PERMISSION.

THIS IS TO CERTIFY THAT I HAVE CONSULTED THE AVAILABLE FEDERAL INSURANCE ADMINISTRATION FLOOD HAZARD BOUNDARY MAP, MAP# 120276 0005 B, DATED 7-18-85, AND IT IS MY OPINION THAT THE ABOVE DESCRIBED PROPERTY IS IN FLOOD ZONE "B" areas between limits of 100 year and 500 year flood.

GENERAL NOTES:

GENERAL NOTES:

1. No title search of Public Records have been performed by this firm to determine if any defects and/or ambiguities or encumbrances exists.
2. Measurements made to U.S. Standards.
3. NOTICE: There may be restrictions not shown that may be found in the Public Records.
4. The accuracy of measurements performed meets suburban land standards.
5. The bearings and/or angles shown are referenced to an assumed South 44°50'33" East along the Southwesterly R/W
6. The foundations of the buildings shown hereon do not include the cave overhang or the footings thereof.

8SCALE: 1"=30'

FIELD WORK: TEN/RCY /RA

F.B.: 413/401

DRAWN BY: JDH/VJD

PAGE: 3/60

ENCROACHMENTS: above ground as shown

SURVEYOR'S CERTIFICATE:

I hereby certify that the survey shown hereon is true and correct to the best of my knowledge and belief.

500 year flood.
REVISIONS BY: _____
DATE: _____

Thomas E. Nichols, P.L.S. FL#4657

DATE: **June 4, 2004**

DATE: June 4, 2004



Agenda Item # 2022-786

Review of Current Ordinance Update

MEETING DATE

October 13, 2022

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

Review and update of current ordinance.

ATTACHMENTS

1. MiltonFLCodeofOrdinances (5)

11.4 HISTORICAL RESOURCE PROTECTION

A. **Intent.** The intent of this section shall be to:

- (1) Establish a historic preservation board;
- (2) Identify regulated historic structures;
- (3) Set forth requirements for the protection and preservation of regulated structures;
- (4) Define a process for review and appeals; and
- (5) Encourage the listing of additional properties as historic structures.

B. **Historic preservation board.**

(1) *Established; membership.*

- a. **Composition.** The Milton Historic Preservation Board is hereby established by the city council. Any restoration or alteration of regulated historic structures will be presented to the board for review and issuance of a certificate of appropriateness prior to the issuance of a development order or building permit by the development approval authority. The board shall be composed of seven members who are city residents and/or persons who own property within the city, appointed by the city council considering the following:

- i. A demonstrated interest in historic preservation;
- ii. A professional mix that provides for expertise in the fields of architecture, planning, engineering, law, or finance, to the extent reasonable and possible; and
- iii. Representation of the community at-large.

The board shall be provided staff support through the Planning and Development Department for the city.

- b. **Terms; vacancies, removal.** Members shall be appointed for a term of four years, except in the case of an appointment to fill a vacancy for the four-year period in which event the appointment shall be for the unexpired term only. Any member of the board may be removed from office by the city council in a regular meeting.
- c. **Officers.** The board shall elect from among its members a chairman and vice-chairman.

(2) *Duties and procedures.*

- a. **Purpose.** The board shall have as its purpose the preservation and protection of buildings of historic significance. It shall be the board's duty to 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.
- b. **Plan submission procedure.**
 - i. **Required.** Every application for development approval to alter, renovate, or restore a regulated historic building located in the historic district or buildings listed on the National Register which are located outside the historic district, shall be required to submit plans for the proposed work in sufficient detail to allow for review by the board.
 - ii. **Plans defined; certificate of appropriateness.** Plans for renovations to nonregulated historic properties may, at the owner's election, be submitted for review by the historic preservation board in order to obtain a certificate of appropriateness. As used herein, the

term "plans" means drawings or sketches with sufficient elevations to show the architectural design of the building (both before and after the proposed work is done in the case of altering or renovating a building or structure), including proposed materials, textures and colors, and the site plan or site layout, site improvements of features such as walls, walks, terraces, landscaping, that meet the requirements of subsection 11.4(D), accessory buildings, signs, lights and other appurtenances.

- iii. Board meeting; notice. Such plans shall be submitted to the Planning and Development Department, who will forward such plans to the historic preservation board. Upon submittal of an application for development approval to the Planning and Development Department, the applicant for any proposed development found to be under the jurisdiction of the historic preservation board, shall be notified of the time, date and place of the board's meeting. The applicant or authorized agent is encouraged to appear at the meeting at which the request is being considered by the board to review the alteration, renovation or restoration of the regulated historic structure which is under consideration.
 - c. Review and decision. The board shall promptly review such plans and make a determination as to conformance with the Secretary of the U. S. Department of Interior's Standards for Rehabilitation.
 - d. Notification; building permit. If the board finds the plans in conformance with the requirements of this section, a certificate of appropriateness will be issued. If the board does not find the plans in conformance, the applicant may resubmit plans to the board with the necessary changes, as specified by the board in its finding of nonconformance.
 - e. Voting. Decisions may be rendered when a quorum is present, by a simple majority of the board members present and voting.
- C. **Standards for rehabilitation of historic structures.** The Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Regulated Historic Buildings and the City of Milton's Pattern Book are hereby adopted as review guidelines for the rehabilitation of regulated historic structures located within the city historic district, and those listed at the National Register, but located outside the historic district.
- D. **Supplementary design review regulations.**
- (1) In the historic district, where a characteristic development pattern and distinctive architectural style have already been established, new development shall be planned to reinforce this special character. The early 1900's architectural style is the established theme for the historic district. In issuing land use certificates, the downtown redevelopment board shall review development plans, including exterior facades and sign construction and renovation, for conformance with the guidelines established in this section.
 - (2) The adoption of guidelines herein are intended to provide flexibility in the development of property within the district in a manner which balances the interest of the property owner with the public's need for assurance that development will be orderly and aesthetically compatible with neighboring structures and historic resources.
 - (3) Each development proposal within the historic district will be reviewed by the Community Redevelopment Agency and/or the Historic Preservation Board based upon the following guidelines:
 - a. Site planning. The historic character of the district shall be reflected as closely as possible in the site planning of new development. Site planning should also respect the precedents set by other buildings on a block. For example, the placement of new buildings on a lot should correspond to the setbacks, orientation, and spacing of adjacent buildings to ensure maximum consistency and compatibility of the overall streetscape.

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- b. Architecture. The early 1900's architectural theme is hereby established for the city historic district. The scale, height, massing, materials, textures, and colors of new buildings shall be compatible with those of existing structures to which such new construction or renovation is visually related. Architectural details which are similar to the details of adjacent existing buildings will have a unifying effect and are encouraged.
 - c. Landscaping. Landscaping and tree protection within the district shall be regulated in accordance with Article 12. New landscaping should be consistent with the existing landscape character of the district. Courtyard and sidewalk paving material shall be consistent with the neighboring areas. The use of brick as a paving material is encouraged. Walls and fences shall be consistent with the approved fencing materials. Where common or centralized solid waste containers are proposed, such facilities shall be screened with vegetation, fencing or other appropriate materials.
 - d. Fences. Subsection 9.3(N) controls.
 - e. Signs. Signs in the historic district shall be regulated in accordance with Article 16 and with the following specific requirements, or as otherwise approved by the development approval authority.
 - i. On residential structures, one non-illuminated name plate designating the name of the occupant of the property and other historical information of significance is allowed. The name plate should not be larger than 100 square inches and may be attached to the building or be freestanding.
 - ii. Sign patterns and colors have been established for use in the historic district. Sign patterns shall be colonial design, semi-custom sign patterns, or the equivalent. Sign colors include those specified in subsection D(4) for structures.
 - iii. Portable signs mounted on a trailer-type vehicle, and specifically designed to be temporary in nature are prohibited in the historic district.
 - iv. Within the historic district, signs projecting into or overhanging the public right-of-way are permitted subject to approval by the development approval authority, and are subject to removal on 30 days' notice if the city requires the space for any public purpose. Such signs shall be consistent with other sign criteria for the district and must be of a character and size consistent with the historic theme. Approval shall also be required for the hanging mount.
 - v. If the sign is to project over the state department of transportation's right-of-way (Caroline Street), approval would also be required of that agency prior to city approval.
 - vi. All other criteria will be regulated in accordance with Article 16.
 - (4) Exterior structure colors. Historic period colors have been established for buildings in the historic district. These colors include, but are not limited to, Heritage Colors (authentic exterior colors for American buildings (1820-1920 by Sherwin Williams), or equivalent historic period colors by other paint brands.

E. Incentives for preservation.

- (1) Substantial rehabilitation (50 percent or greater of appraised value) of structures in flood zones is normally restricted; however, if a property is listed as significant on the Florida Master Site File, National Register, or by local designation, the restriction does not apply.

-
- (2) Owners of historic structures may petition the board of adjustment for a special exception for use, regardless of the zoning district. This allows buildings in residential districts to convert to office uses if the board of adjustment determines that the use is not injurious to the character of the neighborhood.
 - (3) For designated properties, variances to parking requirements, lot size or other zoning requirements may be requested from the board of adjustment without proving a hardship. It must be shown that the granting of the variance will not injure the public health and safety of the area. Filing these types of petitions usually carries a fee, but this is waived for regulated historic structures.
- F. **Appeals.** Decisions of the historic preservation board may be appealed to the city council, sitting as the community redevelopment agency as provided for in Article 3.
- (Ord. No. 1455-17 , § 1, 8-8-2017)



Agenda Item # 2022-787

Contributing Structure Designation Process

MEETING DATE

October 13, 2022

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2022-788

Rules for Nomination of Properties - Historic Excellence Sign

MEETING DATE

October 13, 2022

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Milton Historic District Property Recognition Program

MILTON HISTORIC DISTRICT PROPERTY RECOGNITION PROGRAM

“The Milton Historic District Property Recognition Program’s purpose is to build a sense of community in keeping the Milton Historic District a beautiful place in which to live and work.”

Goal of the Program

The Program will recognize and reward Milton Historic District residents, property owners, business owners, neighborhoods and community groups whose individual properties reflect their community pride and has an aesthetically pleasing appearance.

Rules for Nomination of Properties

- A city appointed HPB member may nominate a resident, a community group, homeowner association, apartment complex, multi family unit, business, or school

that is within the Milton Historic District and may submit more than one nomination

form. The nominations shall be approved for recognition by a simple majority vote of the HPB.

Properties should not be self-nominated.

- Nominations need not be contributing historic properties to the district, but should be those that have recently been renovated, improved, or otherwise kept in a manner that clearly enhances the overall aesthetic qualities of the property, and therefore the Milton Historic District.
- The properties will be judged based on appearance from the street.
- Properties in violation of building, municipal and/or zoning codes will be disqualified.

The Award

All recognized properties will, at the property/business owner’s election, have a recognition sign placed in the yard of the property by a city employee in a prominent location of the property easily visible to the traveling public. The sign will be left in place for a period of no less than two months.