



HISTORIC PRESERVATION BOARD Regular Meeting Agenda

April 4, 2023
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 # 2023-1383
 - Approval of Minutes from March 16, meeting
- 4. Citizens to Appear Before the Board**
- 5. New Business**
 - Item # 2023-1413
 - Consideration of Certificate of Appropriateness for 5115 Pike St.
 - Item # 2023-1414
 - Consideration of Certificate of Appropriateness for 6825 Oak St.
- 6. Old Business**
 - Item # 2023-1415
 - Meeting Date Discussion
 - Item # 2023-1416
 - Design Phase of Hwy 90/Caroline St. Update
 - Item # 2023-1417
 - Berryhill School Historic Marker Discussion
 - Item # 2023-1418
 - Historical Marker Program
 - Item # 2023-1419
 - Local Historic Resource/District Discussion
 - Item # 2023-1420
 - Fisher Hamilton Bldg./Courthouse Discussion
- 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 # 2023-1383

Approval of Minutes from March 16, meeting

MEETING DATE

April 4, 2023

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. March 16, 2023 HPB Minutes

HISTORIC PRESERVATION BOARD**March 16, 2023**

The Historic Preservation Board met on Thursday, March 16, 2023, at 5:30 p.m. in the Council Chambers at City Hall.

MEMBERS PRESENT:

John Ellis
Cassandra Sharp
Carol Johnstone
Theresa Messick
Tom Powers

Tim Milstead, Planning Director
Jacob Hullett, Current Planner

OTHERS PRESENT:

Councilwoman Roxanne Meiss, Councilwoman Marilynn Farrow, David Farrow, Christie Culpepper, Sherry Chapman, Matthew Dollhausen, Ken Garner, David Farrow, Mitchell Reed, Jackie Fields, and Mayor Heather Lindsay

The meeting was called to order at 5:32 p.m. Tom Powers introduced himself and was welcomed by the board. Cassandra Sharp made a motion to approve the agenda as amended, seconded by Carol Johnstone; approved unanimously. Cassandra Sharp made a motion to approve the January 12, and February 9, 2023, minutes; approved unanimously.

NEW BUSINESS:

Consideration of Certificate of Appropriateness for 6825 Oak Street – Jacob Hullett presented the board what is being proposed. The applicant proposes to renovate a historic residence by altering the windows, which will modify the exterior of the building. John Ellis made a motion to table the Consideration of Certificate of Appropriateness for 6825 Oak Street, seconded by Carol Johnstone; approved unanimously.

Consideration of Certificate of Appropriateness for 6849 Oak Street – Jacob Hullett presented the board with what is being proposed. Matthew Dollhausen, Priest of St. Mary's Episcopal Church, introduced himself and represented the Certificate of Appropriateness to replace a 3 ft. rotten wooden fence with a 3 ft. rod iron fence. Cassandra Sharp made a motion to approve the Certificate of Appropriateness for 6849 Oak Street, seconded by Theresa Messick; approved unanimously.

Consideration of Certificate of Appropriateness for 5110 Pike Street – Tom Powers presented the board what is being proposed. Cassandra Sharp made a motion to approve the Certificate of Appropriateness for 5110 Pike Street, seconded by Carol Johnstone; approved 4-0. Tom Powers abstained from voting.

Historic Excellence Sign – Tim Milstead explained that the sign has been located at 5226 Elmira Street for a 2-month period and wanted to bring this back to the board to nominate a new location for this sign. The board discussed some new locations for the sign to be placed for recognition of historic preservation. The board decided to recognize a commercial and a residential property for a 2-month period. Cassandra Sharp made a motion to nominate 6812 Oak Street and The Train Depot, seconded by Theresa Messick; approved unanimously. The board discussed the Looking Good Award.

Residential Façade Improvement Program Discussion – Tim Milstead updated the board on the Residential Façade Improvement Program.

OLD BUSINESS:

Meeting Date Discussion – The board discussed some meeting dates the 1st Tuesday, 2nd Thursday, or possibly the 4th Thursday starting in May. The board will table this discussion until the next meeting, which will be Tuesday, April 4, 2023, at 5:30 p.m.

Design Phase of Hwy 90/Caroline St. Update – Tim Milstead informed the board on Saturday, April 15, 2023, 8:00-11:00 a.m. there will be an outreach meeting for the Community Redevelopment Agency, Milton Planning Board, Community Improvement Board, and the Historic Preservation Board to discuss important talking points for the design phase of Highway 90. The public will be allowed to attend and view the events that will be taking place, but the city will be holding a separate public outreach meeting that will follow at a later date. The board discussed some key aspects of the design phase of Hwy 90 and decided to continue this discussion at the next meeting.

Fisher Hamilton Bldg. Marker/Courthouse Discussion – Cassandra Sharp provided information to the board on the Courthouse Plan and to discuss the preservation of the Fisher Hamilton Bldg. and the Courthouse. Tim Milstead explained both buildings are owned by Santa Rosa County and conversation between the City and the County is continuing, and any future decisions will be made by the County. Mr. Milstead explained that Santa Rosa County filled out a demolition permit for the modules that are behind the Courthouse. There was discussion on possible renovations of the Courthouse. Randy Jorgenson, City Manager, explained that Santa Rosa County's focus was building a new courthouse, but now is the removal of the modules located at the courthouse, and explained the Courthouse discussion and service at Oak Street is ongoing. Sherry Chapman, Milton, explained that the Courthouse will be put up for sale and the Fisher Hamilton Building will not be sold. Tim Milstead informed the board that the Fisher Hamilton Building Marker will be returned to the Santa Rosa Historical Society if Santa Rosa County doesn't want to accept this marker.

Berryhill School Historical Marker Discussion – Tim Milstead had no updates on the future development of this property and provided a handout of the history of this building. The board is going to think about verbiage for a historical marker and bring this back.

Historical Marker Program – Tim Milstead provided a sample of a historical maker, and the board discussed some language and designs and decided to continue this discussion at the next meeting.

Local Historic Resource/District Discussion – Tim Milstead explained this is an ongoing discussion and nothing has changed since the last meeting. The board had some opinions about the language, concerns about what constitutes a district, and ability to opt in or out of the district. The board discussed that this is an equal opportunity for designation. Mr. Milstead asked the board to review sections 11.5 and 11.4 for incentives for potential language changes that might help put additional emphasis on these incentives. Christie Culpepper, Milton, wanted to know how many people want to designate their home and indicated she is against this. David Farrow, Milton, wanted to have a copy of this information and was informed that this information is provided on the city website. The board members decided to continue review of this section and table this.

Planning Department Update:

Tim Milstead indicated that staff has no updates. Mayor Heather Lindsay wanted the board to know that Mr. McGuire sent his regrets that he is not going to be in attendance because he is being given an award at his church, and that he is concerned with the new meeting dates.

There was no further business to discuss, and the meeting was adjourned at 8:12 PM.



Agenda Item # 2023-1413

Consideration of Certificate of Appropriateness for 5115 Pike St.

MEETING DATE

April 4, 2023

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. COA for 5115 Pike St

Request to be added to the April 4th Meeting

City of Milton

Application to:

- ☒ Historic Preservation Board
☐ Downtown Advisory Board

Name of Applicant: Teresa Kennedy Phone# (509) 952-9523

Address of Property: 5115 Pike St. Milton, FL Parcel# 32570 Lot 4 Block 28

Type 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
☐ Roof ☒ Other (specify) please see back

What type of exterior renovations are proposed? Fencing along back of property

What type of proposed material to be used? Regular or green vinyl coated chain link 4 feet tall

Exterior Color Scheme _____ ☐ 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 _____

Teresa Kennedy
Signature of Applicant

03/21/23
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

C:\My Files\HPB.DRAB.frm\REVISED APRIL 2001

I am requesting please, a variance to the CoA, from the preservation Board dated October 13, 2022. In direct consultation with the fencing contractor, a wooden fence along the back of the property is strongly discouraged secondary to the nature of the heavy landscaping present and the substantial and expensive upkeep that will be required for such fencing. The contractor estimates a 5-6 year maximum lifetime for a wooden fence where a chain link 4' fence gray or green vinyl would blend in well with the current landscape and last 25-30 years. I am therefore requesting please, a reconsideration for the materials approved for the back property fencing, to include chain link gray or green vinyl.

Thank you



Benchmark Surveying & Engineering, Inc.

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

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

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

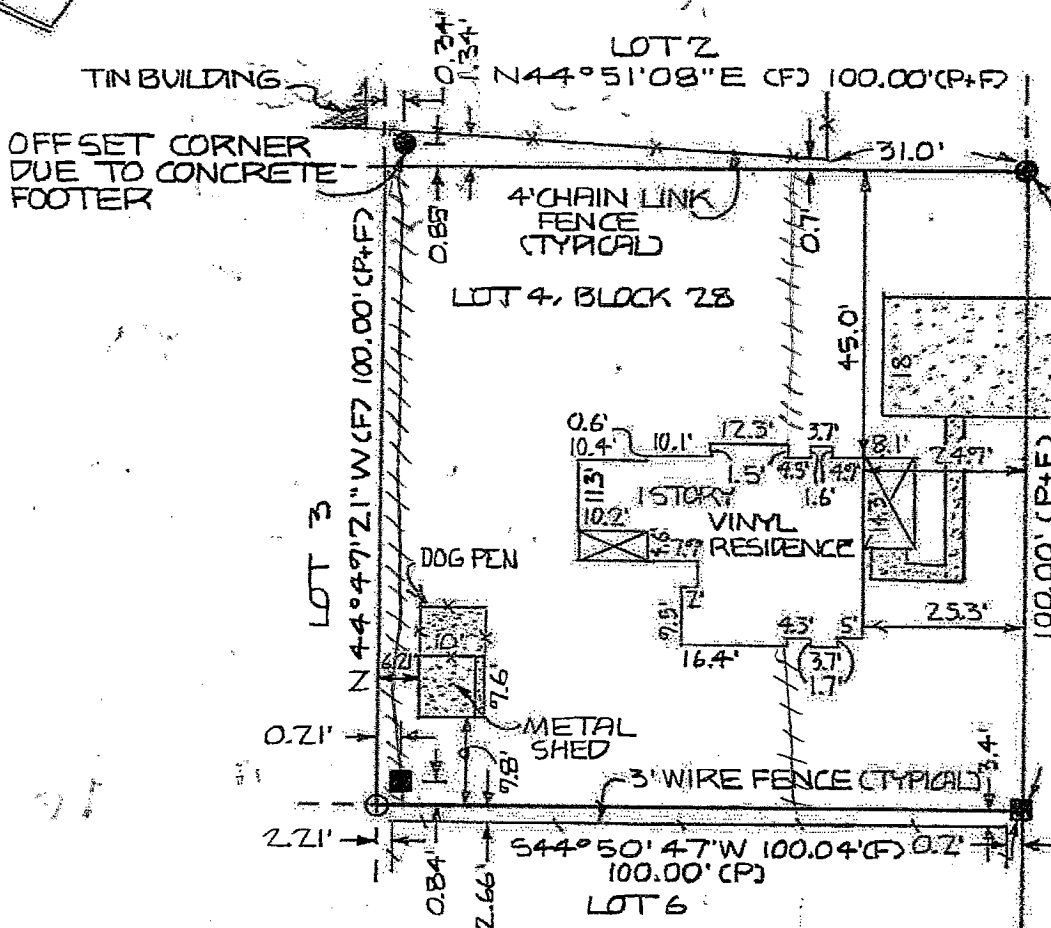
FIELD DATE: 6/2/04 TYPE SURVEY: Land Boundary & Improvements

SURVEY NO. 04-927

Sheet 1 of 2

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

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



LEGEND

- EXISTING 4x4 CONCRETE MONUMENT
- EXISTING 1" METAL PIPE
- ⊕ EXISTING CAPPED METAL PIPE (LICENSED BUSINESS #5170)
- (F) FIELD (CP) PLAT
- PLS... PROFESSIONAL LAND SURVEYOR
- R/W... RIGHT OF WAY

NOTE: THIS PLAT 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:

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

SCALE: 1"=30"

FIELD WORK: TEN/RCY/RA

F.B.: 413/401

DRAWN BY: JDH/VJD

PAGE: 3/60

ENCROACHMENTS: above ground as shown

REVISIONS BY:

DATE:

SURVEYOR'S CERTIFICATE:

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

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

DATE: June 4, 2004

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS MAP/REPORT IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.



Agenda Item # 2023-1414

Consideration of Certificate of Appropriateness for 6825 Oak St.

MEETING DATE

April 4, 2023

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. COA for 6825 Oak Street

Application to:

- ☒ Historic Preservation Board
☐ Downtown Advisory Board

Name of Applicant: Martha K. Allen

Phone# 850 288 1870

Address of Property: 6825 Oak St.

Parcel# _____

Type of Structure ☒ Commercial ☒ Residential

Square Footage of Structure 5044

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

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

Contractor Self 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? Windows

What type of proposed material to be used? new design (complimentary)

Exterior Color Scheme _____ ☐ 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 _____

Martha K. Allen

Signature of Applicant

3/10/2023

Date

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

☐ HPB ☐ Approved ☐ Denied

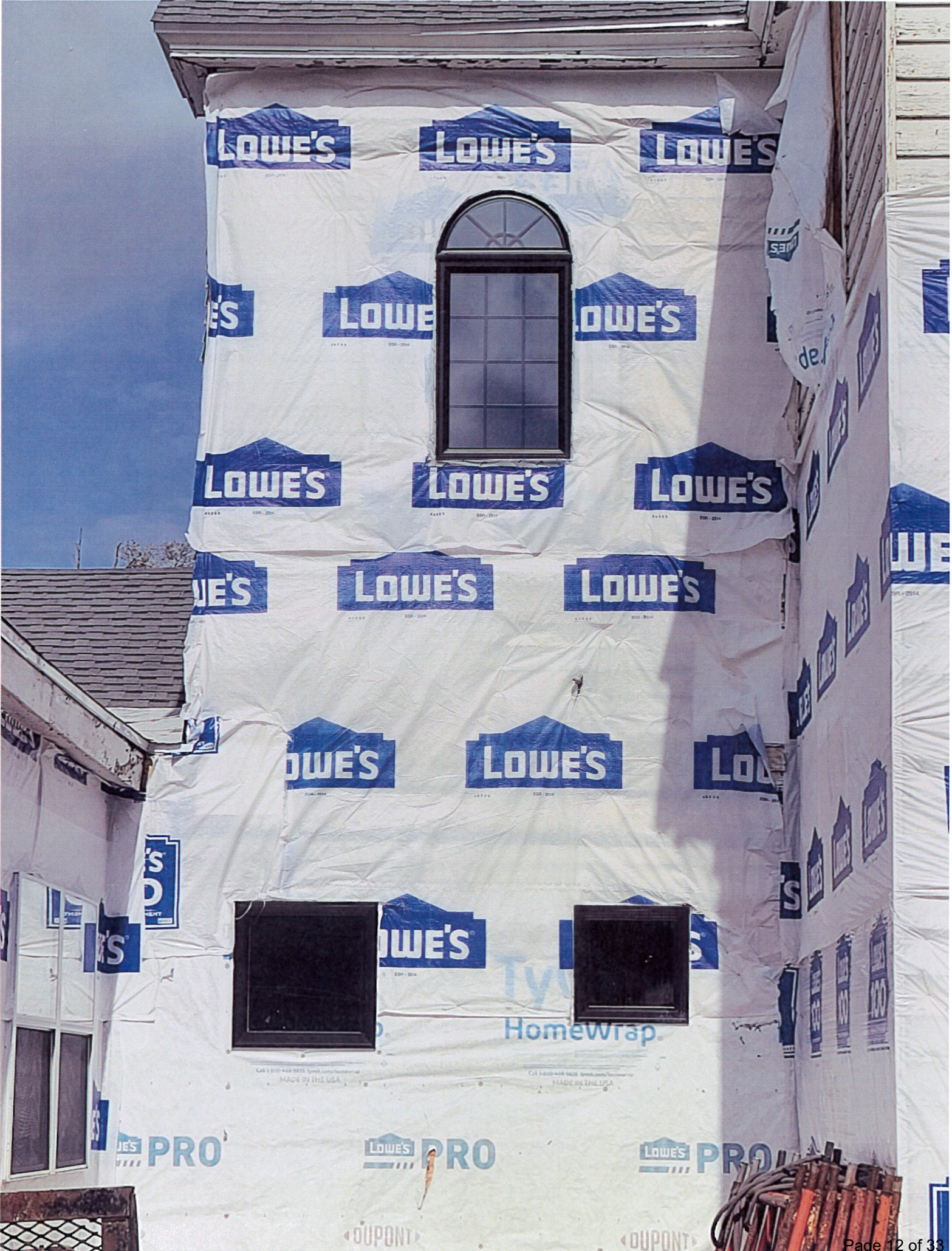
Signature of Approval

Date

☐ DRAB ☐ Approved ☐ Denied

Signature of Approval

Date

















Agenda Item # 2023-1415

Meeting Date Discussion

MEETING DATE

April 4, 2023

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1416

Design Phase of Hwy 90/Caroline St. Update

MEETING DATE

April 4, 2023

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. ConsorConcept
2. Hanson FTP
3. fdot-completestreets-brochure

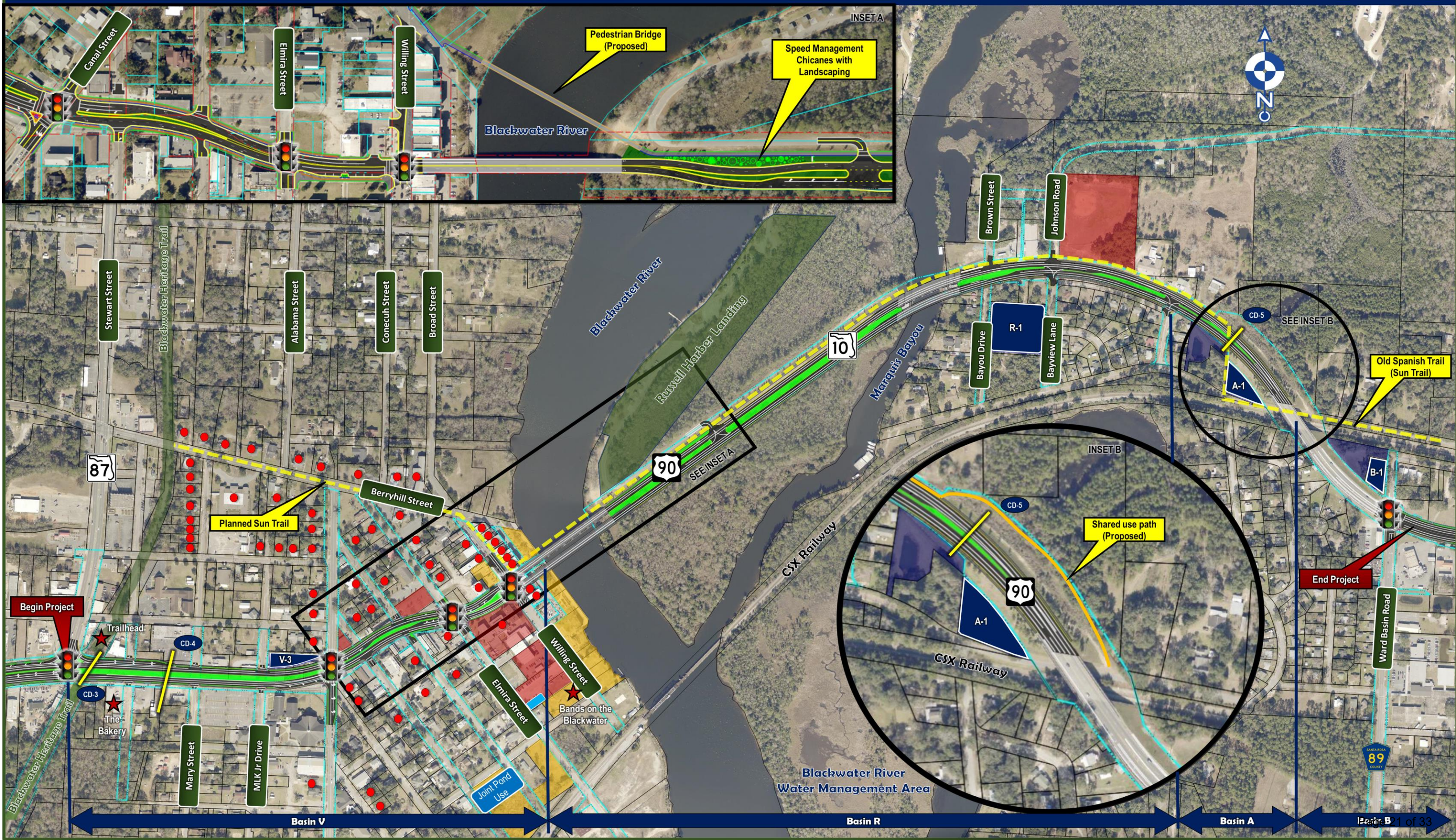


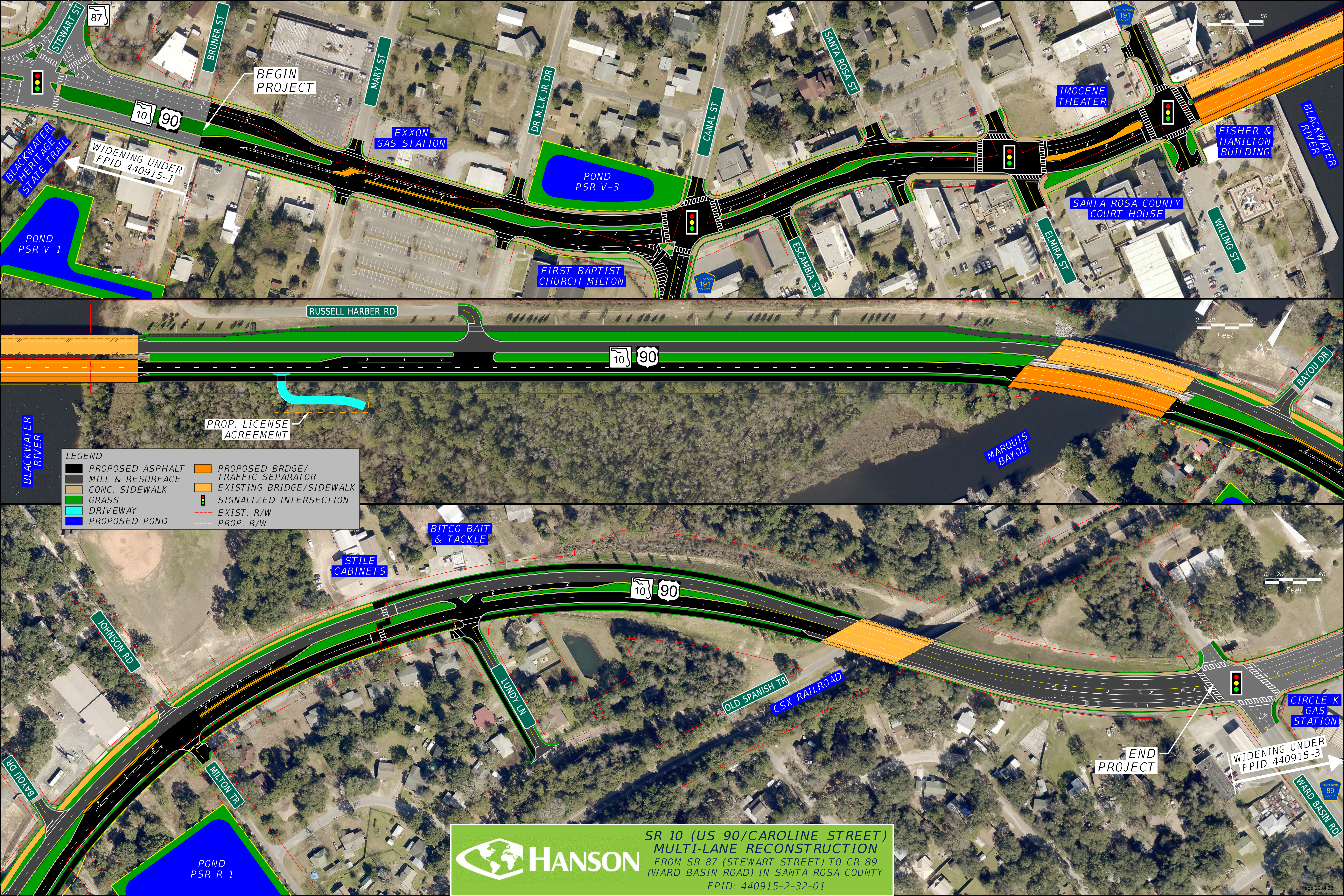
PROJECT LAYOUT MAP

State Road 10 (US 90) Caroline Street

From SR 87 to Ward Basin Road, Santa Rosa County

FPID No. 440915-2-32-01





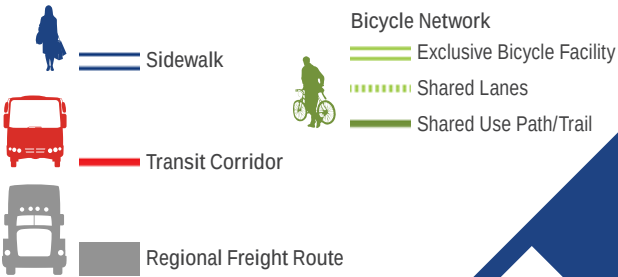
WHAT IS THE ROLE OF LOCAL PARTNERS?

A network of Complete Streets cannot be built entirely within the state roadway system and solely within FDOT's right of way. Transportation system and development pattern (such as land use, development density and intensity, building design, and site layout) are inextricably linked, and both have an effect on travel choices and mobility. A robust, connected roadway network provides options for the movement of people and goods and is the foundation for safe and comfortable travel for pedestrians, bicyclists, and transit riders.

Local governments and metropolitan planning organizations (MPOs) are responsible for land use and transportation planning to create supportive infrastructure and development patterns that match community goals and visions. Comprehensive plans, subarea plans, and land development regulations are some of the documents that will be reviewed to determine future visions and other land use-related items in evaluating context classification.

FDOT will apply criteria and standards based on the context classification. There is no separate FDOT funding category or FDOT funding source specifically for Complete Streets. Projects that require modifications to comply with criteria associated with the context classification will be funded through the funding programs currently available to Federal, State, and local roadways, as appropriate. The existing MPO funding process will remain the same. If local governments or other partners would like to include features that go beyond what is required by FDOT design criteria, such as decorative lighting or landscaping, patterned pavements, or street furniture and wayfinding, local communities must coordinate with FDOT to align local resources and projects with the FDOT project.

CONTEXT-SENSITIVE SYSTEM OF COMPLETE STREETS



WHAT IS FDOT'S APPROACH TO COMPLETE STREETS?

In September 2014, the Florida Department of Transportation (FDOT) adopted the Statewide Complete Streets Policy (Topic No. 000-625-017-a). Complete Streets serve the transportation needs of transportation system users of all ages and abilities, including pedestrians, bicyclists, transit riders, motorists, and freight handlers. A transportation system based on Complete Streets principles can help to promote safety, quality of life, and economic development.

Safety: Safety for all users is FDOT's top priority. Roadways with context-appropriate speeds can result in reduced fatalities and serious injuries. The Complete Streets approach considers the mobility, convenience, accessibility, and safety of all road users, and places an emphasis on the most vulnerable users of a given roadway.

Quality of Life: A Complete Streets approach helps to align transportation decisions with land use, resulting in quality places where transportation investments support a community's quality of life.

Economic Development: A Complete Streets approach connects communities and supports Florida's existing economic centers, employment centers, and visitor destinations by striving to provide the highest level of multimodal infrastructure in these core areas.

Implementing Complete Streets is an FDOT department-wide priority. The Complete Streets approach builds on flexibility and innovation in roadway planning and design to put the right street in the right place.

WHEN WILL COMPLETE STREETS BE IMPLEMENTED?

The determination of a roadway's context classification is required in order to utilize the criteria in the FDOT Design Manual (FDM.) The context-based criteria in the FDM will be required on projects that have not begun design by January 1, 2018, and may be applied to active design projects at the discretion of the district. For PD&E projects, implementation of context classification and the FDM is required for projects that have the Public Hearing scheduled in April 2018 or later. The 2017 Plans Preparation Manual (PPM) will apply through the completion of the PD&E studies for projects that have the Public Hearing scheduled prior to April 2018. Criteria contained in the FDM may also be applied earlier at the discretion of the district.



WHERE CAN I FIND MORE RESOURCES?

WWW.FLCOMPLETESTREETS.COM

DeWayne Carver, AICP
State Complete Streets Program Manager
(850) 414 4322
dewayne.carver@dot.state.fl.us

Revised 3/29/2018

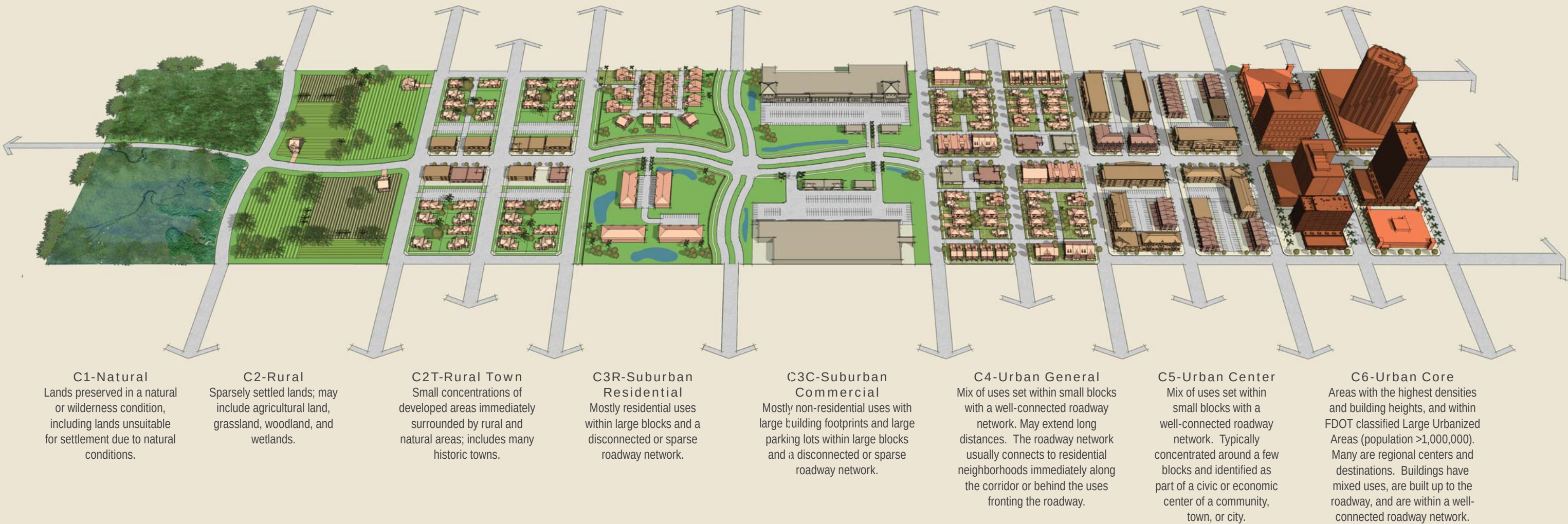
WHAT IS FDOT CONTEXT CLASSIFICATION?

Complete Streets are context sensitive, and the approach provides transportation system design that considers local land development patterns. Roadways will be planned and designed to support the safety, comfort, and mobility of all users based on the unique context of each roadway. The FDOT context classification system broadly identifies the various built environments existing in Florida. The context classification of a roadway will inform FDOT's planning, Project Development and Environment (PD&E), design, construction, and maintenance approaches to ensure that state roadways are supportive of safe and comfortable travel for their anticipated users. Identifying the context classification is a preliminary step in planning and design, as different context classifications will have different design criteria.

The Context Classification document presents and explains the Context Classification Matrix, which outlines the measures used to determine context classification. These include:

- (1) **Distinguishing Characteristics**, which give a broad description of the land use types and street patterns found within each context classification
- (2) **Primary Measures**, which measure the roadway connectivity and building use and form
- (3) **Secondary Measures**, which look at existing and allowed development intensity

FDOT CONTEXT CLASSIFICATIONS



CONTEXT CLASSIFICATION AND TRANSPORTATION CHARACTERISTICS



The context classification of a roadway, together with its transportation characteristics, will provide information about who the users are along the roadway, the regional and local travel demand of the roadway, and the challenges and opportunities of each roadway user.

WHAT IS THE FDOT PROCESS FOR IMPLEMENTING CONTEXT CLASSIFICATION?

Complete Streets are not a specific type of project, but rather are an approach to ensuring that projects are based on their contexts. This means that a Complete Streets approach will be implemented consistently for all non-limited access projects — from capital projects qualifying for Efficient Transportation Decision Making process (ETDM) screening to Resurfacing, Restoration and Rehabilitation (RRR), traffic operations, and safety projects.

FDOT will develop a database of context classification for all state roadways. Initially, districts will evaluate and map context classification as projects occur, while working to complete a statewide database of context classification. The context classification evaluations completed for the statewide database will utilize available data and information on existing built conditions. As FDOT projects are conducted, these initial evaluations will be updated or confirmed based on current data, as well as future conditions.



Agenda Item # 2023-1417

Berryhill School Historic Marker Discussion

MEETING DATE

April 4, 2023

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1418

Historical Marker Program

MEETING DATE

April 4, 2023

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1419

Local Historic Resource/District Discussion

MEETING DATE

April 4, 2023

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Local Historic Resource-District Discussion

11.5 HISTORICAL AND ARCHAEOLOGICAL RESOURCE PROTECTION – (Conceptual only. Below language needs Legal Review and is under review by the Historic Preservation Board)

A. **Intent.** It is the intent of this section to provide for the protection of historical archaeologically significant local resources within the city's jurisdiction, independent of the Milton Historic District. It is hereby declared that the protection, enhancement and preservation of properties, structures, artifacts, documents, memorabilia, and other physical assets of historical, archaeological, architectural, and/or cultural significance are in the interest of the public health, safety and general welfare of the residents of and visitors to the city. Therefore, this division is intended to:

(1) Effect and accomplish the protection, enhancement, and preservation and study of archaeological sites, properties, structures, improvements, landscape features, artifacts, and other physical assets located within the city which represent distinctive elements of the town's prehistoric, historic, architectural, and/or social character;

(2) Safeguard the city's history, heritage, and unique attributes;

(3) Foster civic pride and respect for the accomplishments of the past; and

(4) Protect and enhance the city's attraction of visitors and support and stimulate the economy from increased tourism.

B. Local Historic resource designation procedures.

(a) Purpose and intent. This section provides mechanisms to promote historic preservation in the city by the designation of local historic sites and districts, and by the regulation of construction and demolition at local historic sites and within local historic districts independent from the Milton Historic District.

(b) Criteria.

(1) To qualify as a designated local historic site or historic district, properties, individual properties, structures, sites and buildings, or groups of properties, structures, sites and buildings, the proposed site or district shall meet one or more of the following criteria:

a. Is associated in a significant way with the life or activities of a major person important in Milton, Santa Rosa County, Florida or national history;

b. Is associated with an historic event with significant effect upon the city, county, state or nation;

c. Is associated in a significant way with a major historic event whether cultural, economic, military or political;

d. Exemplifies the historic, political, cultural or economic trends of the community history;

e. Is associated in a significant way with a past or continuing institution which has contributed to the life of the city;

f. Portrays the environment in an era of history characterized by one or more distinctive architectural styles;

g. Embodies those distinguishing characteristics of an architectural style, period or method of construction;

h. Is an historic or outstanding work of a prominent architect, designer, landscape architect, or builder; or

i. Contains elements of design, detail, material, or craftsmanship of outstanding quality or which represents, in its time, a significant innovation or adaptation to the Northwest Florida environment.

(2) A building, structure, site, or district will be deemed to have historic significance if, in addition to, or in the place of previously mentioned criteria, the building, structure, site, or district meets the historic development standards as defined by and listed in the regulations of and criteria for the National Register of Historic Places.

(3) Properties not generally considered eligible for designation include cemeteries, birthplaces or graves of historic figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, buildings or sites primarily commemorative in nature, reconstructed historic buildings, and properties that have achieved significance less than 50 years prior to the date the property is proposed for designation. However, such properties will qualify if they are integral parts of districts that do meet the previously described criteria or if they fall within one or more of the following categories:

a. A religious property deriving primary significance from architectural or artistic distinction of historic importance.

b. A building or structure removed from its location but which is primarily significant for architectural value, or is the surviving structure most importantly associated with an historic event or person.

c. A birthplace or grave of an historic figure of outstanding importance if there is no other appropriate site or building directly associated with his productive life.

d. A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, distinctive design features, or from association with historic events.

e. A property primarily commemorative in nature if design, age, tradition or symbolic value have invested it with its own historic significance.

f. A building, structure, site or district achieving significance less than 50 years from the date it is proposed for designation if it is of exceptional historic importance.

C. Application for historic site or historic district designation.

(1) Applications for historic or archaeological site or district status for privately-owned property may be initiated by only the property owner of a site. An incorporated homeowners, condominium or community association may apply for historic district status. Application for historic or archaeological site or district status for public property may be initiated by the applicable property owner only.

(2) By resolution of the town council, a fee shall be established and may be amended to cover the city's actual costs of reviewing and processing applications for historic designation. In addition, an application may require that funds be deposited in an escrow account to cover fees for consultants which may be hired by the department when needed to evaluate the eligibility of a property.

(3) Upon receipt of an application, the department shall conduct a preliminary evaluation of the application to determine whether or not the department has sufficient information to process the application and shall send a copy of the application by certified mail to the property owners of record. The department shall make the determination that an application is sufficient within 15 days working days of receipt of an application. If the application is not sufficient to process, the department shall specify what additional information is necessary.

(4) When an application is sufficient, the department shall prepare a designation report for consideration by the Historic Preservation Board which shall contain the following information:

- a. Proposed legal boundaries of the local historic resource, archaeological site, or historic district;
- b. An analysis of the historic or archaeological significance of the nominated property;
- c. For those public buildings which have public access, an analysis of interiors with features of exceptional architectural, aesthetic, artistic or historic significance;
- d. Any proposed specific land development regulations;
- e. Any conditions beyond the standards contained in the Unified Development Code or conditions based on the development standards for historic districts and sites of section 27-2439.

D. Public hearings required for local historic site or district designation.

(1) After the department prepares the designation report, the board shall conduct a public hearing to evaluate and receive comments regarding the application. For each proposed designation of an individual site or district, and except as otherwise provided herein, the board is encouraged to obtain the approval of the owners of properties proposed for designation, by providing information on the benefits of designation. The owners of properties within a proposed local historic district shall be given an opportunity at the public hearing to object to the proposed designation.

(2) The department shall, by certified mail at least 15 calendar days prior to the public hearing, mail a copy of the designation report and a notice of public hearing to the property owners of record as determined by the most current Santa Rosa County property tax rolls then available. Refusal to accept this notice of public hearing shall not invalidate the hearing. Notice shall also be provided by publishing a copy thereof on the Santa Rosa County website or in a newspaper of general circulation within the city at least ten calendar days prior to the date of the hearing. All interested parties shall be given an opportunity to be heard at the public hearing.

(a) In addition, all property owners of record, as determined by the most current Santa Rosa County property tax rolls, whose property is nominated as a site or within a proposed district shall be sent courtesy notice of the public hearing. However, failure to receive such courtesy notice shall not invalidate the hearing.

(3) Upon the mailing of the designation report to the property owners, the city shall cease issuing permits for any new construction, alteration, relocation or demolition of the property which is the subject of a proposed designation. No permits shall be issued by the city until after the city council approves or denies the nomination for historic site or district status, or the application is withdrawn by the person or entity who has initiated the application.

(4) After the close of the public hearing, but no later than 45 calendar days following the close of the public hearing, the Historic Preservation Board shall vote at a public hearing and make its recommendation to the city council on the designation.

(5) The city council shall thereafter hold a public hearing following the same notice requirements set forth in subsection (d)(2) of this section.

(6) If the board recommends designation of a district, a vote of the property owners shall be taken prior to the public hearing before the city council. The city shall send by certified mail to each record owner a ballot, notification of the date the ballot is due back, and a self-addressed, stamped envelope. Each parcel as identified within the proposed district shall have one vote. The owners of record of each parcel shall have the right to affirmatively remove their parcel from the proposed district by voting in opposition to the creation of the district. The marked ballots shall be returned to the town clerk within 30 calendar days from the date of mailing of the ballots.

(a) The board shall modify the proposed district to include only those parcels as identified whose owners of record have submitted a vote affirming their desire for their parcel to be designated as part of the proposed district.

(b) After modifying the proposed district boundaries based upon the votes of the parcel owners, the board may proceed to a public hearing to determine whether to approve the proposed district.

(7) At its public hearing, the city council shall consider the application, all relevant support materials, the designation report, the recommendations of the Historic Preservation Board and the criteria for designation, and may, at the conclusion of the hearing, adopt a resolution approving, approving with conditions, or denying the historic site or district designation. For property not owned by a governmental entity, a supermajority vote of the city council is required for designation. For single-family homes, the approval of the property owner is required for designation.

(8) Amendment or rescission. The city may amend or rescind any designation provided it complies with the same notice and public hearing requirements and other procedures used in approving the original designation.

- E8. Requirement for construction activity.** In the event that a proposed development plan has been identified by the Planning and Development Department to be in the vicinity of an archaeologically significant site, the department shall require the owner to alert construction personnel in regards to this information. If at any time, a potentially significant archaeological site or artifact is uncovered during the development process, the owner shall notify the city. The city shall contact and consult with the University of West Florida, Office of Cultural and Archaeological Research and/or other appropriate state officials to determine the significance of the resource and identify the need for mitigation measures.

11.6 TREE PROTECTION

A. Heritage tree preservation.

- (1) Heritage trees shall be preserved within the city unless removal is mitigated as set forth below. All land uses shall comply with the requirements of this section. Heritage trees, determined to be dead and/or diseased to a point beyond recovery or to present a danger to persons or property by a certified arborist or Florida licensed landscape architect shall be exempted from the following requirements, in accordance with F.S. § 163.045.
- Protective measures during construction activity shall be afforded to heritage trees consistent with the requirements contained in subsection 11.6(B)(8).
 - Any application to remove a heritage tree shall specify the location and size of such tree and detail the reasons necessitating its removal. Such applications shall be reviewed and acted upon by the Planning and Development Department.

B. Protected Trees.

- (1) *Intent.* It is the intent of this section to:
- Provide for the preservation of protected trees;
 - Help preserve the environment's ecological balance;



Agenda Item # 2023-1420

Fisher Hamilton Bldg./Courthouse Discussion

MEETING DATE

April 4, 2023

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Fisher Hamilton Plaque

THIS PROPERTY
IS LISTED IN THE
NATIONAL REGISTER
OF HISTORIC PLACES
BY THE UNITED STATES
DEPARTMENT OF THE INTERIOR