



HISTORIC PRESERVATION BOARD

Regular Meeting Agenda

May 11, 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 # 2023-1464
 - Approval of Minutes from April 4, 2023, meeting
- 4. Citizens to Appear Before the Board**
- 5. New Business**
 - Item # 2023-1520
 - Historic Excellence Sign Presentations
- 6. Old Business**
 - Item # 2023-1521
 - Historic Property Tax Exemption
 - Item # 2023-1522
 - Berryhill School Historic Marker Discussion
 - Item # 2023-1523
 - Historical Marker Program
 - Item # 2023-1524
 - Local Historic Resource/ District Discussion
 - Item # 2023-1525
 - Fisher Hamilton Bldg./Courthouse Discussion
 - Item # 2023-1526
 - Design Phase of Hwy. 90 / Caroline St. 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

HISTORIC PRESERVATION BOARD**April 4, 2023**

The Historic Preservation Board met on Tuesday, April 4, 2023, at 5:30 p.m. in the Council Chambers at City Hall.

MEMBERS PRESENT:

John Ellis
Cassandra Sharp
Brian McGuire
Theresa Messick
Tom Powers

Tim Milstead, Planning Director
Jacob Hullett, Current Planner
Melissa Short, Administrative Assistant
Alex Andrade, City Attorney

OTHERS PRESENT:

Councilwoman Roxanne Meiss, Vernon Compton, Peggy Humbert, Gordy Humbert, Martha Allen, and Mayor Heather Lindsay

The meeting was called to order at 5:30 p.m. Cassandra Sharp made a motion to approve the agenda as amended; approved unanimously. Cassandra Sharp made a motion to approve the March 16, 2023, minutes; approved unanimously.

NEW BUSINESS:

Historic Excellence Sign Presentations – Peggy Humbert spoke about the historic preservation of The Train Depot that has been done and future renovations to be made at The Train Depot. The board presented Peggy Humbert with the Historic Excellence Sign to be placed at The Train Depot.

Consideration of Certificate of Appropriateness for 5115 Pike Street – Tim Milstead explained staff received a request from the applicant for a reconsideration on the application for installing a green vinyl or chain link fence on the back side of the property. The board discussed the chain link application and felt that the applicant should think about the façade grant program and suggested aluminum fencing, and to refer to the pattern book. Vernon Compton, Milton, supported the board's discussion and the grant opportunity for the applicant. Cassandra Sharp made a motion to deny the application as presented, seconded by Theresa Messick; approved 5-0

Consideration of Certificate of Appropriateness for 6825 Oak Street – Tim Milstead presented the board with what is being proposed, which the board tabled this application at the last meeting. Martha Allen, applicant, spoke of the changes that were made at 6825 Oak Street. The Board discussed that additional plans were made on the exterior of this home and that an application with all the revisions be applied to the application for approval by the board. John Ellis made a motion to deny this application as presented and hopes to see a new application with the applicants

changes of exterior renovations, seconded by Cassandra Sharp; approved unanimously. The board discussed the grant opportunities for the applicant.

Historic Property Tax Exemption – The board discussed benefits of creating a valorem tax exemption for the historic district property owners. Tim Milstead provided information to the board to review and to discuss at a future meeting.

OLD BUSINESS:

Berryhill School Historical Marker Discussion – Cassandra Sharp said she was going to do some research on the verbiage for a historical marker and to move this forward to the next meeting.

Historical Marker Program – Tim Milstead provided a copy of a Historical Marker that was created by the Historical Society, which was provided to Santa Rosa County. The board decided to continue this discussion at the next meeting.

Meeting Date Discussion – Chairman John Ellis and the board decided to keep the original date of the Historic Preservation Board. Mayor Heather Lindsay spoke on maintaining the public expectations and keeping with the second Thursday of the month. Chairman John Ellis decided to think about what is most important for him and to keep the regular schedule meeting date of this board as the second Thursday of the month. Vernon Compton asked if the dates of other boards have been changed in the past and feels consistency is important.

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.

Local Historic Resource/District Discussion – Tim Milstead explained this is an ongoing discussion and nothing has changed since the last meeting and wanted to know if the board has any additional changes to be made or questions. There was discussion of eliminating what constitutes a district. The board discussed adding the language that was presented and moving this forward to the next meeting.

Fisher Hamilton Bldg. Marker/Courthouse Discussion – Tim Milstead explained that the discussion of the Fisher Hamilton Building and the Courthouse was moved to this meeting for discussion. The board discussed a letter to be written to Santa Rosa

County for the preservation of the buildings. The board hopes a representative from the county informs the board what the plans are for these buildings.

There was no further business to discuss, and the meeting was adjourned at 7:55 PM.



Agenda Item # 2023-1520

Historic Excellence Sign Presentations

MEETING DATE

May 11, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1521

Historic Property Tax Exemption

MEETING DATE

May 11, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Historic Property Tax Exemption

196.1997 Ad valorem tax exemptions for historic properties.—

(1) The board of county commissioners of any county or the governing authority of any municipality may adopt an ordinance to allow ad valorem tax exemptions under s. 3, Art. VII of the State Constitution to historic properties if the owners are engaging in the restoration, rehabilitation, or renovation of such properties in accordance with guidelines established in this section.

(2) The board of county commissioners or the governing authority of the municipality by ordinance may authorize the exemption from ad valorem taxation of up to 100 percent of the assessed value of all improvements to historic properties which result from the restoration, renovation, or rehabilitation of such properties. The exemption applies only to improvements to real property. In order for the property to qualify for the exemption, any such improvements must be made on or after the day the ordinance authorizing ad valorem tax exemption for historic properties is adopted.

(3) The ordinance shall designate the type and location of historic property for which exemptions may be granted, which may include any property meeting the provisions of subsection (11), which property may be further required to be located within a particular geographic area or areas of the county or municipality.

(4) The ordinance must specify that such exemptions shall apply only to taxes levied by the unit of government granting the exemption. The exemptions do not apply, however, to taxes levied for the payment of bonds or to taxes authorized by a vote of the electors pursuant to s. 9(b) or s. 12, Art. VII of the State Constitution.

(5) The ordinance must specify that any exemption granted remains in effect for up to 10 years with respect to any particular property, regardless of any change in the authority of the county or municipality to grant such exemptions or any change in ownership of the property. In order to retain the exemption, however, the historic character of the property, and improvements which qualified the property for an exemption, must be maintained over the period for which the exemption is granted.

(6) The ordinance shall designate either a local historic preservation office or the Division of Historical Resources of the Department of State to review applications for exemptions. The local historic preservation office or the division, whichever is applicable, must recommend that the board of county commissioners or the governing authority of the municipality grant or deny the exemption. Such reviews must be conducted in accordance with rules adopted by the Department of State. The recommendation, and the reasons therefor, must be provided to the applicant and to the governing entity before consideration of the application at an official meeting of the governing entity. For the purposes of this section, local historic preservation offices must be approved and certified by the Department of State.

(7) To qualify for an exemption, the property owner must enter into a covenant or agreement with the governing body for the term for which the exemption is granted. The form of the covenant or agreement must be established by the Department of State and must require that the character of the property, and the qualifying improvements to the property, be maintained during the period that the exemption is granted. The covenant or agreement shall be binding on the current property owner, transferees, and their heirs, successors, or assigns. Violation of the covenant or agreement results in the property owner being subject to the payment of the differences between the total amount of taxes which would have been due in March in each of the previous years in which the covenant or agreement was in effect had the property not received the exemption and the total amount of taxes actually paid in those years, plus interest on the difference calculated as provided in s. 212.12(3).

(8) Any person, firm, or corporation that desires an ad valorem tax exemption for the improvement of a historic property must, in the year the exemption is desired to take effect, file with the board of county commissioners or the governing authority of the municipality a written application on a form prescribed by the Department of State. The application must include the following information:

(a) The name of the property owner and the location of the historic property.

(b) A description of the improvements to real property for which an exemption is requested and the date of commencement of construction of such improvements.

(c) Proof, to the satisfaction of the designated local historic preservation office or the Division of Historical Resources, whichever is applicable, that the property that is to be rehabilitated or renovated is a historic property under this section.

(d) Proof, to the satisfaction of the designated local historic preservation office or the Division of Historical Resources, whichever is applicable, that the improvements to the property will be consistent with the United States Secretary of Interior's Standards for Rehabilitation and will be made in accordance with guidelines developed by the Department of State.

(e) Other information deemed necessary by the Department of State.

(9) The board of county commissioners or the governing authority of the municipality shall deliver a copy of each application for a historic preservation ad valorem tax exemption to the property appraiser of the county. Upon certification of the assessment roll, or recertification, if applicable, pursuant to s. 193.122, for each fiscal year during which the ordinance is in effect, the property appraiser shall report the following information to the local governing body:

(a) The total taxable value of all property within the county or municipality for the current fiscal year.

(b) The total exempted value of all property in the county or municipality which has been approved to receive historic preservation ad valorem tax exemption for the current fiscal year.

(10) A majority vote of the board of county commissioners of the county or of the governing authority of the municipality shall be required to approve a written application for exemption. Such exemption shall take effect on the January 1 following substantial completion of the improvement. The board of county commissioners or the governing authority of a municipality shall include the following in the resolution or ordinance approving the written application for exemption:

(a) The name of the owner and the address of the historic property for which the exemption is granted.

(b) The period of time for which the exemption will remain in effect and the expiration date of the exemption.

(c) A finding that the historic property meets the requirements of this section.

(11) Property is qualified for an exemption under this section if:

(a) At the time the exemption is granted, the property:

1. Is individually listed in the National Register of Historic Places pursuant to the National Historic Preservation Act of 1966, as amended; or
2. Is a contributing property to a national-register-listed district; or
3. Is designated as a historic property, or as a contributing property to a historic district, under the terms of a local preservation ordinance; and

(b) The local historic preservation office or the Division of Historical Resources, whichever is applicable, has certified to the local governing authority that the property for which an exemption is requested satisfies paragraph (a).

(12) In order for an improvement to a historic property to qualify the property for an exemption, the improvement must:

(a) Be consistent with the United States Secretary of Interior's Standards for Rehabilitation.

(b) Be determined by the Division of Historical Resources or the local historic preservation office, whichever is applicable, to meet criteria established in rules adopted by the Department of State.

(13) The Department of State shall adopt rules as provided in chapter 120 for the implementation of this section. These rules must specify the criteria for determining whether a property is eligible for exemption; guidelines to determine improvements to historic properties which qualify the property for an exemption; criteria for the review of applications for exemptions; procedures for the cancellation of exemptions for violations to the agreement required by subsection (7); the manner in which local historic preservation offices may be certified as qualified to review applications; and other requirements necessary to implement this section.

History.—s. 1, ch. 92-159.



Agenda Item # 2023-1522

Berryhill School Historic Marker Discussion

MEETING DATE

May 11, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1523

Historical Marker Program

MEETING DATE

May 11, 2023

PREPARED BY

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

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



Agenda Item # 2023-1524

Local Historic Resource/ District Discussion

MEETING DATE

May 11, 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.

- E9. 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 # 2023-1525

Fisher Hamilton Bldg./Courthouse Discussion

MEETING DATE

May 11, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1526

Design Phase of Hwy. 90 / Caroline St. Update

MEETING DATE

May 11, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None