

## **APPROVED**

### **MINUTES OF THE HISTORIC PRESERVATION COMMISSION RECESS MEETING OF AUGUST 13, 2012 THE CITY OF STARKVILLE, MISSISSIPPI**

The Historic Preservation Commission of the City of Starkville, Mississippi held a recess meeting in the Building Department on the Second Floor of City Hall, located at 101 E. Lampkin Street. Present were Commissioners Michael Fazio, Joy Day Greene, Maxine Hamilton, Briar Jones, Cyndi Sullivan and Tom Walker. Commissioner Jason Barrett was absent. Chairman Fazio called the meeting to order at 5:30 PM. Attending the Commissioners was City Planner Ben Griffith.

#### **AN ORDER APPROVING THE WRITTEN AGENDA**

The Commission considered the matter of approval of the written agenda dated August 13, 2012. After a brief discussion, Commissioner Hamilton made a motion to approve the agenda. Commissioner Sullivan seconded the motion and the Commission voted unanimously to approve the written agenda as presented.

#### **AN ORDER APPROVING THE MINUTES OF THE JULY 24, 2012 MEETING**

The Commission then considered the matter of approval of the minutes of the July 24, 2012 meeting. After a brief discussion, Commissioner Hamilton made a motion to approve the minutes. Commissioner Greene seconded the motion and the Commission voted unanimously to approve said minutes as presented.

#### **CITIZENS' COMMENTS**

Chairman Fazio asked if any member of the public cared to address the Commission and no public comments were received.

#### **DISCUSSION OF THE ELECTION OF OFFICERS**

Next there came before the Commission a discussion of the election of officers for the Historic Preservation Commission. Mr. Griffith provided a memo detailing the election of the officers with conditions derived from the June 26<sup>th</sup> meeting. He suggested that the Commission adopt the proposed motion regarding election of officers and hold the election at their regular meeting on Tuesday, September 25<sup>th</sup>. After a brief discussion, Commissioner Walker made a motion to approve the process of the election of officers, as provided in the memorandum prepared by Planning staff. Commissioner Hamilton seconded the motion and the Commission voted unanimously to approve said motion. Afterwards, Chairman Fazio suggested that the motion become a permanent record and that at some point, should be included in the enabling ordinance.

## **SELECTION OF AN OFFICIAL NAME FOR THE PROPOSED HISTORIC PRESERVATION DESIGN GUIDELINES**

Next there came before the Commission the selection of an official name for the proposed historic preservation design guidelines. Chairman Fazio stated that the working title selected at the last meeting, “Standards for Starkville’s Historic Districts” had been placed on the title page by consultant David Preziosi and asked for comment and feedback from the Commission. After a brief discussion, Commissioner Sullivan made a motion to approve “Standards for Starkville’s Historic Districts” as the official name for the design guidelines. Commissioner Greene seconded the motion and the Commission voted unanimously to approve the name.

## **REVIEW OF THE DRAFT PROPOSED HISTORIC PRESERVATION DESIGN GUIDELINES**

Next there came before the Commission a review of the draft proposed historic preservation design guidelines. Chairman Fazio stated that he had reviewed the document and made mostly minor, editorial corrections. Commissioner Jones stated that he would like to see the font changed and made several suggestions. After a brief discussion, Commissioner Walker made a motion that Chairman Fazio and Commissioner Jones determine what font would be most suitable for the standards and inform consultant David Preziosi for preparation of the next draft. Commissioner Sullivan seconded the motion and the Commission voted unanimously to approve the motion.

Chairman Fazio then asked each Commissioner if they had any suggested revisions. Commissioner Jones suggested revisions to the Certificate of Appropriateness chart, flowchart and the “Quick Reference” section. He also made several other suggested revisions throughout the standards.

Commissioner Sullivan suggested that the consultant replace “design guidelines” with “standards” throughout the document. She also suggested changes to the flowchart, “Quick Reference” section, and several other revisions throughout the standards.

Commissioner Walker stated that the standards should be easy to read for novices and that perhaps the Commissioners had been looking at the document for so long, that they were too familiar with it, so he asked his daughter to review it. He reported that she found it easy to read and understand.

Commissioner Walker then asked if the Commission was going to reconsider adding the “storefronts” section back to the standards since the downtown area had received historic district designation from the National Park Service. The Commissioners discussed adding the section back into the body of the standards or adding it as an appendix. After a further discussion, the Commissioners decided to leave the “storefronts” section out of the standards and at the appropriate time in the future, present the topic for discussion with the downtown merchants and Main Street Association so they could provide input and feedback for an inclusive document.

After a brief discussion of several other minor details, Chairman Fazio stated that he would send Mr. Preziosi a marked-up copy of the standards so he could make the suggested revisions and incorporate the new font when he and Commissioner Jones had reached a conclusion on the exact font.

## **AUTHORIZATION FOR PAYMENT TO MISSISSIPPI HERITAGE TRUST**

Next there came before the Commission consideration to authorize payment to Mississippi Heritage Trust for the drafting of the historic preservation standards. Mr. Griffith stated that the invoice needed to be approved by the Commission in order to place it on the next BOA docket for payment to meet the MDAH grant deadline, which was fast approaching. After a brief discussion, Commissioner Walker made a motion to authorize payment of Mississippi Heritage Trust Invoice Number STK-02, dated August 3, 2012, in the amount of \$4,000.00. Commissioner Sullivan seconded the motion and the Commission voted unanimously to approve said motion.

## **PLANNER REPORT**

City Planner Ben Griffith stated that he had received a letter from MDAH announcing the approval of the downtown historic district and provided copies of the letter to the Commissioners. He reminded the Commissioners of their regularly scheduled meeting on Tuesday, August 28<sup>th</sup>. Mr. Griffith concluded by asking the Commissioners to be mindful of any *ex parte* communications and to contact the Planning Office with any questions regarding any items on the upcoming agenda.

## **ADJOURNMENT**

With no further business to discuss, Chairman Fazio adjourned the meeting at approximately 6:30 PM. The next meeting of the Historic Preservation Commission will be Tuesday, August 28, 2012 at 5:30 PM.

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Michael Fazio, Chairman

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Ben Griffith, AICP, City Planner