

APPROVED

MINUTES OF THE HISTORIC PRESERVATION COMMISSION MEETING OF FEBRUARY 28, 2012 THE CITY OF STARKVILLE, MISSISSIPPI

The Historic Preservation Commission of the City of Starkville, Mississippi held its regularly scheduled meeting in the Building Department on the Second Floor of City Hall, located at 101 E. Lampkin Street, commencing at 5:30 PM. Present were Commissioners Jason Barrett, Michael Fazio, Maxine Hamilton, Briar Jones and Joy Day Greene. Commissioners Cyndi Sullivan and Tom Walker were absent. 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 February 28, 2012. Chairman Fazio asked the Commissioners to consider adding an item under the "new business" section to discuss the work schedule going forward. Commissioner Jones made a motion to accept the written agenda as revised and Commissioner Hamilton seconded the motion. After discussion, the Commission voted unanimously to approve the written agenda as revised.

AN ORDER APPROVING THE MINUTES OF THE DECEMBER 19, 2011 MEETING

The Commission then considered the matter of approval of the minutes of the December 19, 2011 meeting. Mr. Griffith suggested that whoever made the motion include the two attachments regarding the downtown historic district designation since they were referenced several times in the minutes. After discussion, Commissioner Hamilton made a motion to approve the minutes as presented and to include the two attachments. Commissioner Greene seconded the motion and the Commission voted unanimously to approve said minutes, with the two attachments.

AN ORDER APPROVING THE MINUTES OF THE JANUARY 24, 2012 MEETING

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

CITIZENS' COMMENTS

Chairman Fazio asked if any member of the public cared to address the Commission. Attorney Charles Yoste addressed the Commission, stating that he represented St. Joseph Catholic Church and wanted to know how the downtown historic designation would affect the church. Chairman Fazio responded that the downtown designation would not affect the church property, but the adoption of historic preservation design guidelines probably would, since a portion of the church's

property was included in the Nash Street Historic District. Chairman Fazio concluded that appropriate notice of that public hearing would be mailed directly to the church.

Chairman Fazio announced that he had provided an amended Greensboro Street Historic District Nomination to the City Planner which included an annotated report and a CD with photographs for future use.

DISCUSSION OF DESIGN GUIDELINES WORK SCHEDULE GOING FORWARD FROM THE PRESENT TIME

Next there came before the Commission discussion of the design guidelines work schedule. Chairman Fazio stated that according to David Preziosi's schedule, the first draft of the design guidelines was due on April 1st and he felt that it would be too large a task to review it as a whole and return comments in a timely manner. Chairman Fazio suggested that the Commission consider reviewing individual draft sections as Mr. Preziosi prepares them and provide feedback on each section as they are received. After a brief discussion, the Commissioners agreed that this would be appropriate.

Chairman Fazio stated that a public hearing for the downtown historic district designation had been set for Monday, April 16th at 5:30 PM, but the location was still to be determined. He said that the Mayor and Board of Aldermen would be receiving an official letter notifying them of this and that Michelle Jones was working with the Starkville Main Street Association to notify the property owners.

With all of these activities going on, Chairman Fazio stated that it would probably be best if the Commission scheduled a work session around the middle of March to accomplish their tasks and perhaps consider moving the April meeting to coincide with the scheduled public hearing at their regular March 27th meeting.

DISCUSSION OF PROCESS AND PROCEDURES FOR REVIEW AND ISSUANCE OF CERTIFICATES OF APPROPRIATENESS

Next there came before the Commission a discussion of the process and procedures for the review and issuance of Certificates of Appropriateness. Chairman Fazio began by explaining what a Certificate of Appropriateness (COA) was and why it was important that the Commission prepare it and not Mr. Preziosi. He provided some background on other cities around the state and how they addressed review and issuance of COAs.

The Commission discussed the City of McComb's use of a flowchart to explain their COA process and while most liked the idea of a flowchart to provide a step-by-step guide, others were concerned that it would be confusing unless simplified.

The Commissioners discussed the draft COA application form that the City Planner had prepared, based on a form used by the City of Franklin, TN. The Commissioners initial response was positive, but they wanted to review it carefully and discussed placing it on the proposed work session agenda.

There was also a short discussion of the draft “Frequently Asked Questions” (FAQ) Mr. Griffith provided along with the COA application form. After further discussion, Chairman Fazio suggested that he meet with the City Planner regarding the COA application form and Commissioners Jones and Barrett would meet to develop a flowchart for the COA process.

The Commission then decided to schedule a work session for Thursday, March 15th at 5:30 PM in the Building Department to discuss the COA application form and flowchart which Commissioners Jones and Barrett were to draft. They would hold their regular March 27th meeting and at that time, discuss moving the date and location of the April meeting.

PLANNER REPORT

City Planner Ben Griffith reported that Consultant David Preziosi would begin submitting draft sections of the design guidelines for the Commissioners to review and provide comments back. He reiterated Chairman Fazio’s earlier comments by stating that it would probably be better to review the proposed design guidelines in small bits as opposed to all at once. He stated that Mr. Preziosi was wrapping up the re-survey of the Overstreet Historic District and would present a draft to the Commission in the near future. Mr. Griffith reminded the Commissioners to be mindful of all *ex parte* communications and to not hesitate in contacting the Planning Office with any questions regarding any items on upcoming agendas.

ADJOURNMENT

Commissioner Hamilton made a motion, which was seconded by Commissioner Jones to adjourn the meeting at approximately 6:30 PM. The next meeting of the Historic Preservation Commission will be Tuesday, March 27, 2012 at 5:30 PM.

Michael Fazio, Chairman

Ben Griffith, AICP, City Planner