# OFFICIAL AGENDA

## HISTORIC PRESERVATION COMMISSION

## CITY OF STARKVILLE, MISSISSIPPI

### SPECIAL CALL MEETING OF WEDNESDAY, FEBRUARY 19, 2014

### MAYOR'S CONFRENCE ROOM, FIRST FLOOR – CITY HALL

### 101 E. LAMPKIN STREET, 5:30 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

III. ROLL CALL

IV. CONSIDERATION OF THE OFFICIAL AGENDA

V. DISCUSSION OF MINUTES

VI. CITIZEN COMMENTS

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. CERTIFICATE OF APPROPRIATENESS APPLICATION
- B. EDUCATIONAL TRAINING

X. ADJOURNMENT

The City of Starkville is accessible to persons with disabilities. Please call the ADA Coordinator, Mr. Joyner Williams, at (662) 323-8012, ext. 121 at least forty-eight (48) hours in advance for any services requested.

**BRIEF SUMMARY OF THE HISTORIC PRESERVATION COMMISSION**
**CALLED MEETING OF SEPTEMBER 24, 2013**
**THE CITY OF STARKVILLE, MISSISSIPPI**

The Historic Preservation Commission of the City of Starkville, Mississippi, held its regular meeting in the Community Development Office in City Hall, located at 101 E. Lampkin Street at 5:30 PM. Present were Commissioners Jason Barrett, Briar Jones, Maxine Hamilton, and Cyndi Sullivan. Excused from absence were Commissioners Ryan Ashford, Dr. Michael Fazio (Chair), and Tom Walker. Attending the Commissioners were City Planner Buddy Sanders (City Liaison), and Recording Secretary Bill Green.

NEW BUSINESS

The following items were discussed:

- The appointment of Buddy Sanders as the Certified Local Government Coordinator;
- The meeting between Dr. Michael Fazio and Buddy Sanders on making the application of a COA as personable as possible;
- The distribution of letters to residents of the historic districts;
- The support of the Historic Preservation Commission of training/educational calls in the spring/summer of 2014; and
- The cancellation of the November and December meetings due to the holidays.

The meeting was adjourned at approximately 6:00 PM.

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**UNAPPROVED**
**MINUTES OF THE HISTORIC PRESERVATION COMMISSION**
**MEETING OF JANUARY 28, 2014**
**THE CITY OF STARKVILLE, MISSISSIPPI**

The Historic Preservation Commission of the City of Starkville, Mississippi, held its regular meeting in the Mayor's Conference Room in City Hall, located at 101 E. Lampkin Street. Present were Commissioners Jason Barrett, Michael Fazio, Maxine Hamilton, Briar Jones, and Cyndi Sullivan. Commissioners Ryan Ashford and Tom Walker were absent. Chairman Fazio called the meeting to order at 5:30 PM. Attending the Commissioners were City Planner Buddy Sanders, Recording Secretary, William Green, and Community Development Secretary Susan Wilson.

## AN ORDER APPROVING THE WRITTEN AGENDA

The Commission considered the matter of approval of the written agenda dated January 28, 2014. Commission Chair Michael Fazio brought a suggestion before the Commission, to consider the placement of the Approval of the Minutes to the end of the Agenda from its current placement at the front of the Agenda, so that citizens attending this meeting would not be inconvenienced by having to wait for their needs to be heard. Commissioner Barrett made a motion to approve the agenda as amended, which was seconded by Commissioner Hamilton, and the Commission voted unanimously to approve the written agenda as amended.

## CITIZEN COMMENTS

Commission Chair Fazio asked if any member of the public cared to address the Commission. No members of the public came forward to speak.

## OLD BUSINESS

There was no old business to be discussed.

## NEW BUSINESS

**A request by Gary A. Shafer and Debra K. Shafer for a Certificate of Appropriateness for a structure located at 603 Greensboro Street, Starkville, MS**

Chair Fazio introduced local architect Gary Shafer, who made the presentation for the request for the Certificate of Appropriateness for future property owners Austin and Blair Shafer. Mr. Shafer stated that he lives next door to the subject property and that although the subject property is within the Historic Greensboro area, it doesn't merit the historic status that the 30 architecturally historic dwellings making up the district share. Mr. Shafer presented a slideshow illustrating the proposed renovations that would move the structure closer to expectations for architecture within the district.

After the presentation, Chair Fazio opened up discussion among the commissioners. Commissioner Briar Jones made a motion to approve the request, but City Planner Buddy Sanders stated that in order for a request to be considered at meetings of the Historic Preservation Commission and Board of Aldermen Public, appropriate notice is required (notification to surrounding neighbors 15 days prior, signage, and newspaper ads [18 days' notice]).

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Since February 25 is the earliest meeting in which a Public Hearing before the Historic Preservation Commission could occur, the members of the Commission discussed the most expedient way to recommend approval within the proper guidelines for Public Hearing notice, and advertisement, Mr. Sanders suggested that a special call meeting on February 19 would be an option, and stated that he could place the request on the Agenda for the March 4 Board of Aldermen meeting. Once the Commission approves the request, the clerk's office automatically places the approved item on the consent agenda for the Board of Aldermen. Upon motion of Commissioner Sullivan, seconded by Commissioner Hamilton, the Commission voted unanimously to approve placing a special call meeting on the calendar for February 19.

Chair Fazio suggested that he and Mr. Sanders meet prior to the next meeting regarding the most expedient option for requests of Certificates of Appropriateness to be made, and the findings of the discussion will be placed on the Agenda for the next meeting. Chair Fazio added that for a fully expeditious process, the following items are necessary:

1. The full legal description of the property;
2. An understanding of the schedule; and
3. Requisite amount of information detailing compliance with Historic Preservation Code.

Commissioner Jones suggested that these requirements be discussed at the next meeting. Mr. Sanders added that if the Commission finds that not enough information is detailed in the request, the request can be tabled. Chair Fazio stated that for the most expeditious process, ideally, the Applicant would meet with the City Planner and discuss the process and scheduling, which will become more structured as the Commission builds up a body of record. An instructional printout with an ongoing schedule could be distributed to Applicant, as well. A memo of record, once each project is approved, will be attached to the minutes for future reference.

## EDUCATIONAL TRAINING SEMINAR

The City Planner stated that he met with Michelle Jones regarding the Starkville Historic Preservation Commission's hosting an educational event sponsored by the Mississippi Department of Archives and History. The event would serve as an instructional seminar for towns wanting to learn how to establish historic districts, and Ms. Jones verified that the MDAH will consider the event as educational credit. Mr. Sanders stated that Staff would be available for the event anytime during the first two weeks of June and that Michelle has the addresses for sending a save-the-date card to communities.

## ADJOURNMENT

The Commission Chair declared the meeting adjourned at 6:40.

_____

Michael Fazio, Chairman

_____

Buddy Sanders
City Planner

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# CERTIFICATE OF APPROPRIATENESS APPLICATION

**City of Starkville Historic Preservation Commission (SHPC)**
**City Hall, 101 E. Lampkin Street**
**Starkville, Mississippi 39759-2944**
**Phone: (662) 323-8012 Fax: (662) 323-4143**
**e-mail: buildingdept@cityofstarkville.org**

## APPLICATION REQUIREMENTS

A pre-application conference with the Planning Office staff prior to submittal of a Certificate of Appropriateness (COA) application is highly recommended.

All applications must be complete and include the required supporting materials listed below. Ten (10) collated copies of the application and all supporting materials must be submitted to the Planning Office at City Hall for review.

Incomplete COA applications will not be forwarded to the Starkville Historic Preservation Commission (SHPC) for consideration.

### REQUIRED SUPPORTING MATERIALS

**New Construction or Substantial Rehabilitation**
- Description of design and materials
- Site plan (new buildings and additions only)
- Architectural elevations
- Comprehensive photographs
- Documentation of earlier historic appearance (rehabilitation only)

**Minor Exterior Changes**
- Description of design and materials
- Photographs of existing building

**Outbuildings, Fences, and Walls**
- Description of design and materials
- Site plan
- Architectural elevations
- Site photographs

**Demolition or Relocation**
- Photographs of existing building(s)
- Reasons for demolishing or relocating to be included in the narrative description

**NOTE:** Relocation and Demolition both require a permit from the Building Dept. Please contact the Building Dept or go to www.cityofstarkville.org.

## CONTACT INFORMATION

Applicant GARY SHAFER

NOTE: If the applicant is not the property owner, an Owner Authorization must be executed, notarized, and returned with the application materials.

Address 601 GREENSBORO ST.

City, State ZIP STARKVILLE, MS 39759

Daytime Phone 212-4653

E-mail Address GSHAFER@SHAFER-ARCHITECTURE.COM

## PROPERTY AND PROJECT INFORMATION

Project Address 603 GREENSBORO ST.

Property Owner GARY & DEERA SHAFER

Tax or Parcel Number 102C-00-002.00
(available at www.tscmaps.com or at the Oktibbeha County Land Records Office)

## TYPE OF PROJECT

Check all that apply:

- [X] New Construction (freestanding or addition)
- [X] Substantial Rehabilitation
- [ ] Demolition
- [ ] Minor Exterior Changes
- [ ] Relocation

## PROJECT AND MATERIALS DESCRIPTION

Check all proposed work specifications that apply:

- [X] Exterior Siding/Finishes/Masonry
- [X] Roofs
- [X] Windows and Dormers
- [ ] Chimneys
- [X] Porches/Decks/Balconies
- [ ] Shutters
- [X] Exterior Doors
- [X] Foundations
- [ ] Walls and Fences
- [ ] Outbuildings



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**Using the Standards for Starkville's Historic Districts**

The Standards for Starkville's Historic Districts address the most commonly proposed changes. The Starkville Historic Preservation Commission (SHPC) uses the Standards when reviewing applications for COAs. **Please refer to the Standards prior to submitting an application.** The Standards, along with other useful links, are available on the City website at www.cityofstarkville.org.

**Application Deadlines**

Applications and support materials must be submitted at least thirty (30) days prior to the regular meeting of the SHPC. The SHPC meets on the fourth Tuesday of each month at 5:30 PM in the City of Starkville Courtroom. A meeting and submittal schedule is available for reference at www.cityofstarkville.org.

**Application Representation**

The applicant or an authorized representative of the applicant **must** attend the public SHPC meeting to present the application.

**Building Permit Requirements**

In addition to a COA Application, most proposals will require a building permit from the Building Department at City Hall. Building permits will not be issued without proof of a COA. After application approval, the COA is valid for six (6) months. The COA expires if construction does not begin within six (6) months of approval by the SHPC.

The SHPC must review and approve any modifications or amendments to the approved plans prior to the beginning of work.

All work must be completed as presented to and approved by the SHPC.

**IN THE SPACE BELOW OR ON ADDITIONAL SHEETS, PROVIDE A NARRATIVE DESCRIPTION OF THE PROPOSED PROJECT. DIVIDE THE NARRATIVE INTO THE "PROJECT AND MATERIALS DESCRIPTION" SECTIONS CHECKED ON PAGE 1.**

SEE ATTACHED.

☐ **Certificate of Appropriateness NOT required for this application**

Signed _____ Date _____

**AUTHORIZATION**

I acknowledge that the above application refers to construction and alterations to be undertaken at this time. I understand that the work described here must begin within six (6) months of issuance of the COA and that **alterations not addressed in this document will require an additional application**. I understand that this application will become part of the Public Record of the City of Starkville and hereby certify that all information contained herein is accurate to the best of my knowledge.

Signature: _____ Printed Name: GARY SHAFER Date: 1/22/14

**Prepared by:**
Dolton W. McAlpin
P. O. Box 867
Starkville, MS 39760-0867
(662) 323-9743
Miss. Bar No. 2181

**Return to:**
Dolton W. McAlpin
P. O. Box 867
Starkville, MS 39760-0867
(662) 323-9743

**INDEXING INSTRUCTIONS: Lot 1 of Block 47, Lot 2 of Block 47,and Lots 4-A, 4-F and 4-J of Block 47, all in the City of Starkville, Mississippi**

STATE OF MISSISSIPPI
COUNTY OF OKTIBBEHA

# QUITCLAIM DEED

In consideration of Ten Dollars ($10.00) cash in hand paid and other good and valuable consideration, the receipt and sufficiency of all which is hereby acknowledged,

**Gary A. Shafer and Debra K. Shafer, Grantors,**
601 Greensboro Street
Starkville, MS 39759
(662) 323-7005

hereby convey and quitclaim unto

**Gary A. Shafer and Debra K. Shafer, as tenants by the entirety with full rights of survivorship and not as tenants in common, Grantees,**
601 Greensboro Street
Starkville, MS 39759
(662) 323-7005

all of our right, title and interest in and to the following described tract or parcel of land situated in the City of Starkville, Oktibbeha County, Mississippi, to-wit:

STATE OF MISSISSIPPI
COUNTY OF OKTIBBEHA

Personally appeared before me, the undersigned authority in and for said county and state, GARY A. SHAFER and DEBRA K. SHAFER, within my jurisdiction, who acknowledged that they executed the above and foregoing instrument.

WITNESS my hand and Official Seal this the 18 day of December, 2013.

NOTARY PUBLIC

My Commission Expires:

1/22/14

Narrative Description
603 Greensboro Street

Required Supporting Materials:

- Description of design and materials - enclosed
- Site plan - enclosed
- Architectural elevations - enclosed
- Comprehensive photographs
- Documentation of earlier historic appearance

The house at 603 Greensboro Street was built in 1952 by Alex Mc Creight (a plumber, electrician, and handyman by trade) for his wife and one son, at a cost of $8,000. As per the Standards for Starkville's Historic Districts the style would be considered Minimum Traditional (1930-1960). The original house contained 994 square feet of heated space, with 6 rooms – living, dining, kitchen, 2 bedrooms, and a bathroom. There was a 100 square foot screened porch to the east that was off the living room. The exterior materials were asbestos siding and asphalt shingles.

The house was renovated around 1980. At that time Mr. Mc Creight constructed an addition to the east containing a carport, exterior utility room, and enlarged and enclosed the screened porch making it a sitting/TV room. The exterior materials were also renovated with a new asphalt shingle roof and the asbestos siding was covered with a ¼" insulation board and aluminum siding. Storm windows were also installed at that time. A new electrical service box was installed on the front (northeast) corner of the house to provide power to the existing electrical panel and for the new electrical needs of the washer, dryer, and a new HVAC unit. Decorative metal rails and supports for the carport were installed on the front and east side. With these renovations the house was 1,154 square feet of heated and cooled space.

It is our intention to renovate the house and sell it to our son and daughter-in- law (and their two children). Our goal would be to demolish the 1980 addition and return the Greensboro Street elevation back to a single family house with the original porch on the east. An addition would be added to the back of the house but this would not be seen from Greensboro Street.

Exterior Siding/Finishes/Masonry

- Remove existing aluminum siding
- Remove existing ¼" insulation board
- Remove existing asbestos siding
- Install Water Resistive Wrap
- Install Fiber Cement Lap Siding

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Windows and Dormers

- Remove center portion (fixed glass) of living room window and maintain the 2 operable side windows

Porches/Decks/Balconies

- Remove 1980 carport and utility room addition
- Construct one-car carport on the addition to the back of the house
- Construct a covered entry porch on the front gable of the house

Exterior Doors

- Install a front door that can be seen as entry from Greensboro Street

Roofs

- Install a new asphalt shingle roof

Foundations

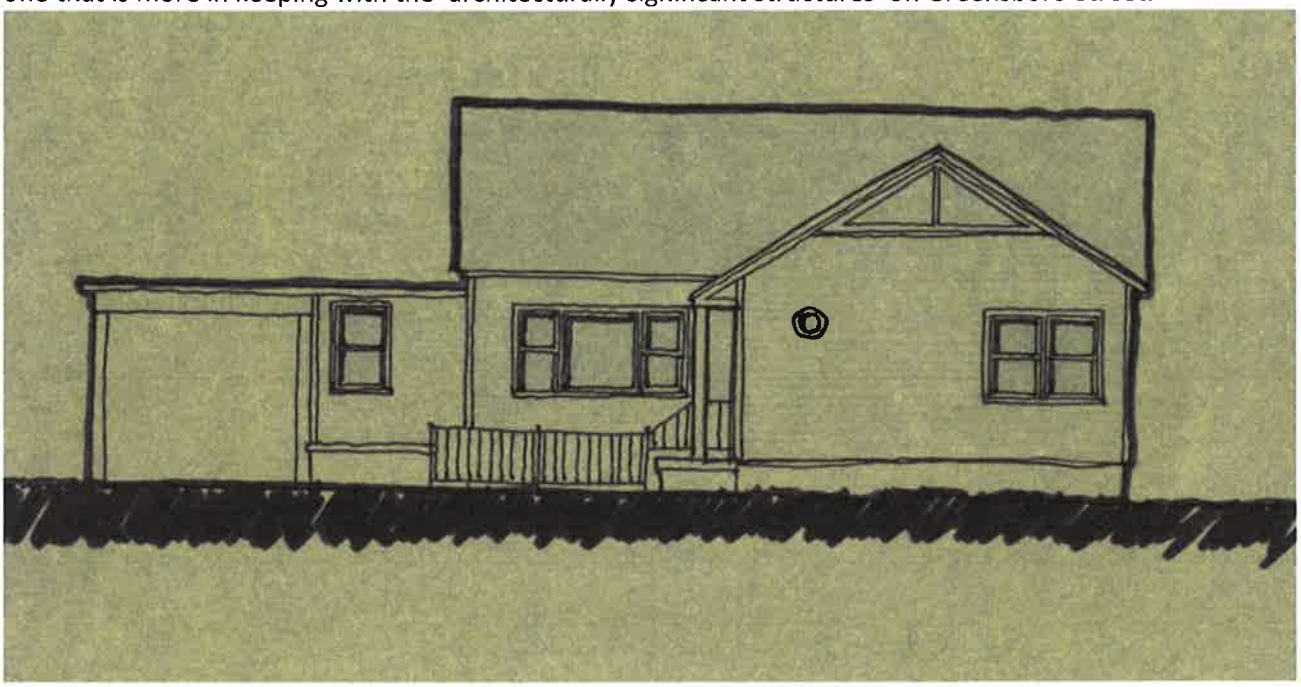
- Maintain existing foundation design and construction for the new addition on the back

As the historic marker suggests, 'Greensboro Street contains thirty historically and architecturally significant structures built.....from 1865 to 1930'.

Cont.....

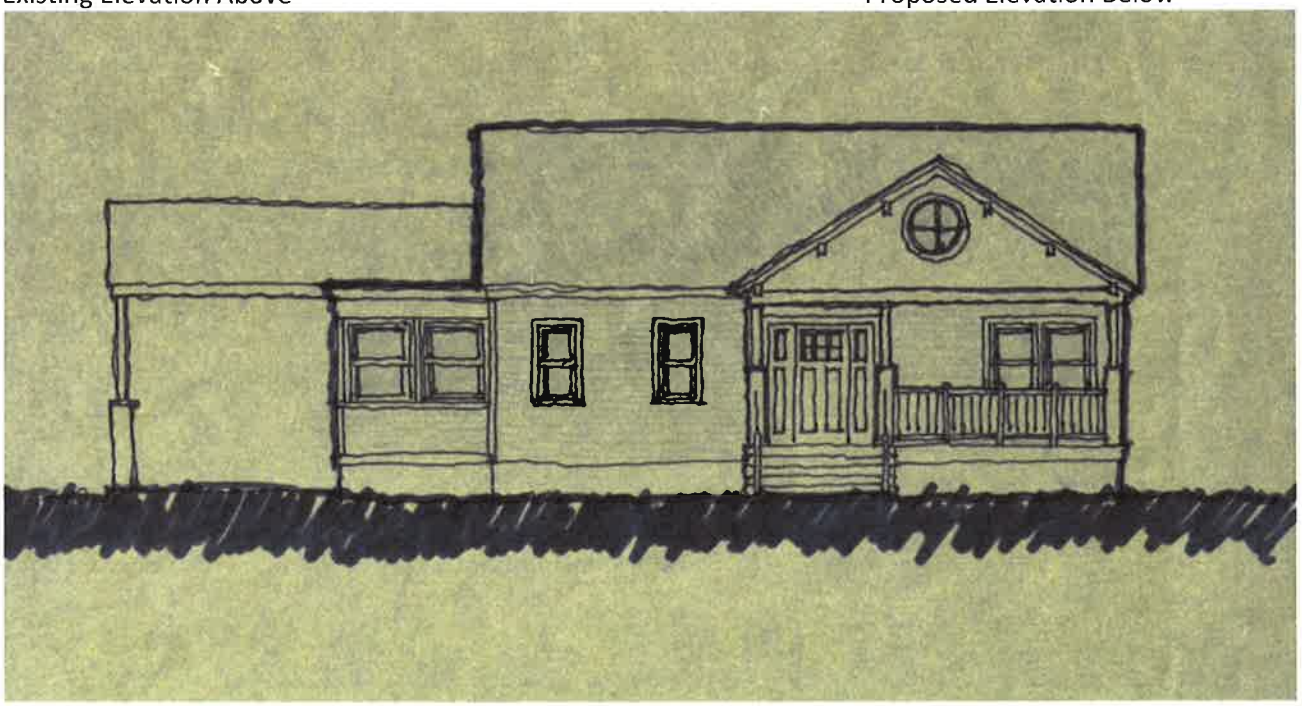
Page Tree

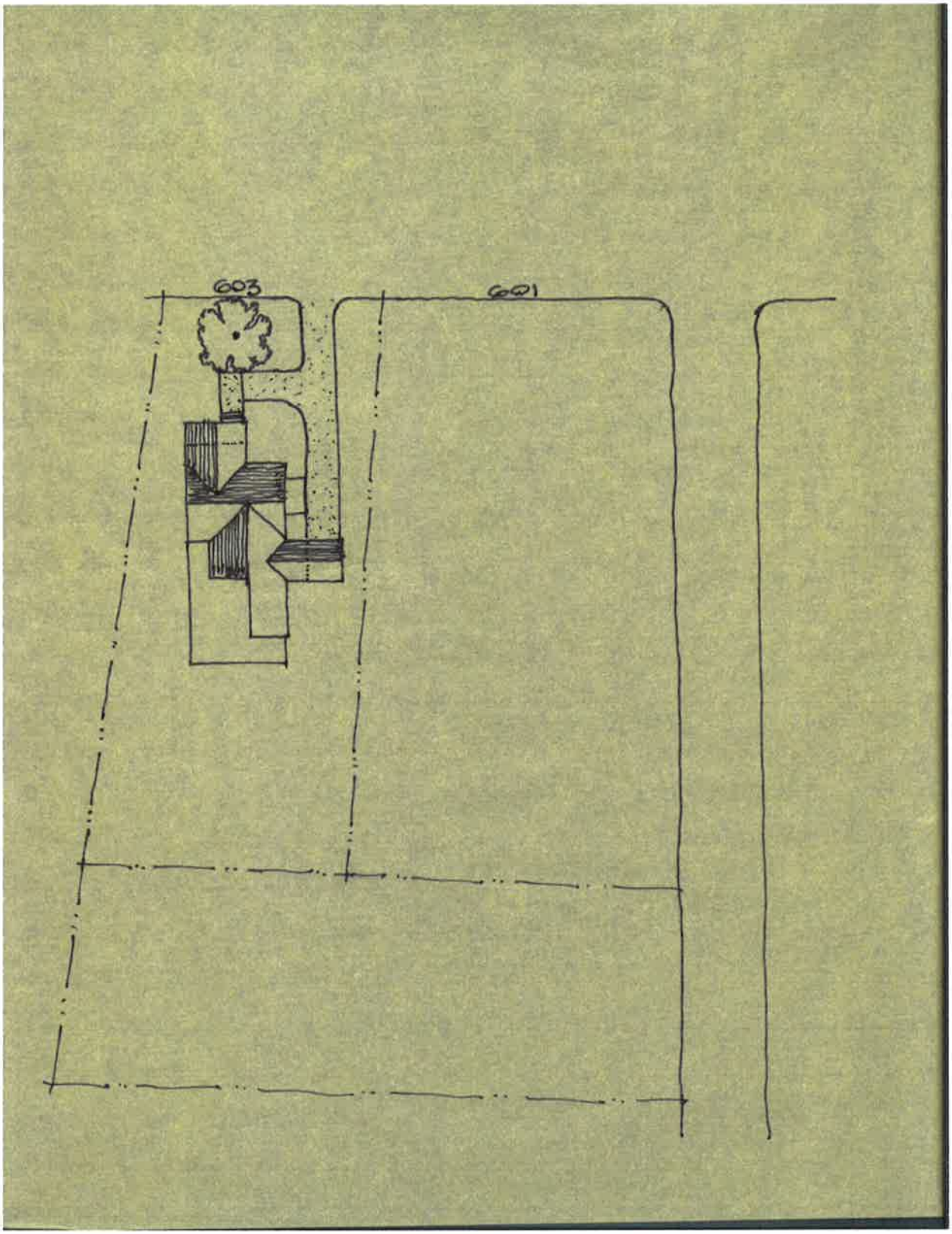
Unfortunately 603 Greensboro Street (circa 1952) is not one of these. The original sketch below represents the present structure, with aluminum siding, metal rails and column supports, and demonstrates that this is the only house on Greensboro Street that does not have a front door visible to the public. The proposed elevation contains a front porch (similar to many of the 'significant' structures), which provides cover for the new front door and a public sitting area. The screened porch would be glazed but maintain the original massing from the front. Since all of the exterior materials were removed to eliminate the asbestos, the opportunity exists to elevate the image of the house to one that is more in keeping with the 'architecturally significant structures' on Greensboro Street.



Existing Elevation Above

Proposed Elevation Below






Site Plan