



**OFFICIAL AGENDA
HISTORIC PRESERVATION COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY, SEPTEMBER 10, 2019
2ND FLOOR CITY HALL – CONFERENCE ROOM
110 WEST MAIN STREET AT 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. CONSIDERATION OF MINUTES
 - A. CONSIDERATION OF THE MINUTES OF MAY 21, 2019
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
 - A. WELCOMING NEW HISTORIC PRESERVATION COMMISSION MEMBERS
 - B. DISCUSSION AND CONSIDERATION ON APPOINTING A NEW CHAIRMAN TO THE HISTORIC PRESERVATION COMMISSION
 - C. REVIEW OF THE 2019-2020 STARKVILLE SURVEY PROPOSALS:
 - 1. Jeff R. Rosenberg
 - 2. JLD Preservation Consulting, LLC
 - D. DISCUSSION OF IN-KIND PORTION OF 2019-2020 CLG GRANT
 - E. DISCUSSION ON UPCOMING MDAH REGIONAL TRAINING OPPORTUNITIES
- VIII. PLANNERS REPORT
- IX. ADJOURN

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**UNAPPROVED MINUTES OF THE HISTORIC PRESERVATION
COMMISSION MEETING OF TUESDAY, MAY 21, 2019
THE CITY OF STARKVILLE, MISSISSIPPI**

The Historic Preservation Commission of the City of Starkville, Mississippi held their regularly scheduled meeting on May 21, 2019, in the Large Conference Room on the 2nd floor of City Hall, located at 110 West Main Street. Present were Commissioners Hamp Beatty, Debbie Nettles, Dr. Michael Fazio and Robert McMillen. Absent from the meeting were Commissioners Ryan Ashford, Cyndi Sullivan, and Jason Barrett. Attending the Commissioners was Assistant City Planner Emily Corban.

After Commissioner Fazio called the meeting to order, the Commissioners recited the Pledge of Allegiance, followed by a moment of silence.

1. AN ORDER APPROVING THE WRITTEN AGENDA

There came for consideration the matter of the approval of the official agenda of May 21, 2019 as presented.

**OFFICIAL AGENDA
HISTORIC PRESERVATION COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY, MAY 21, 2019
2ND FLOOR CITY HALL – CONFERENCE ROOM
110 WEST MAIN STREET AT 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. CONSIDERATION OF THE MINUTES OF FEBRUARY 26, 2019
- VI. CITIZEN COMMENTS
- VII. NEW BUSINESS
 - A. DISCUSSION ON FUNDING FOR THE NEW OKTIBBEHA GARDENS HISTORIC DISTRICT SIGN
 - B. DISCUSSION ON THE 2019 CLG REALLOCATION GRANT
 - C. DISCUSSION ON THE FORTHCOMING FINAL DRAFT OF THE DOWNTOWN DESIGN GUIDELINES
 - D. DISCUSSION REGARDING 306 N. JACKSON ST. PROPERTY AND THE MDAH BOARD OF TRUSTEES
 - E. DISCUSSION REGARDING HPC MEMBERSHIP AND TERM EXPIRATION
- VIII. PLANNERS REPORT
- IX. ADJOURN

After discussion amongst the Commissioners, Commissioner Beatty made the motion that the official agenda be approved, which was seconded by Commissioner McMillen and unanimously approved 4-0.

2. CONSIDERATION OF THE MINUTES OF FEBRUARY 26, 2019

Commissioner Beatty made the motion that the minutes of the February 26, 2019 meeting be approved which was seconded by Commissioner McMillen and unanimously approved 4-0.

NEW BUSINESS

A. DISCUSSION ON FUNDING FOR THE NEW OKTIBBEHA GARDENS HISTORIC DISTRICT SIGN

Commissioner Beatty made the motion that the Historic Preservation discretionary funds be used to purchase the Oktibbeha Gardens Historic sign and the motion was seconded by Commissioner McMillen and unanimously approved 4-0.

Commissioner Beatty made the motion that the sign should be placed at the north east corner of the intersection of Oktibbeha Gardens Drive and North Montgomery Street. The motion was seconded by Commissioner McMillen and unanimously approved 4-0.

B. DISCUSSION ON THE 2019 CLG REALLOCATION GRANT and 2019-2020 CLG GRANT

Chairman Fazio discussed the two CLG grants that will be occurring during the 2019-2020 fiscal year and some of the opportunities it might present for the commission for other historic preservation initiatives.

C. DISCUSSION ON THE FORTHCOMING FINAL DRAFT OF THE DOWNTOWN DESIGN GUIDELINES

Next there came up for discussion the progress on the 2018-2019 CLG Grant for the Downtown Design Guidelines. He told the commission to expect a final draft this summer that will be reviewed at another Commission meeting.

D. DISCUSSION REGARDING 306 N. JACKSON ST. PROPERTY AND THE MDAH BOARD OF TRUSTEES

Assistant City Planner Emily Corban gave the Commissioners a brief explanation of the proposed project and steps that would have to be taken by MDAH for it to move forward.

E. DISCUSSION REGARDING HPC MEMBERSHIP AND TERM EXPIRATION

Assistant City Planner Emily Corban discussed with the commissioners upcoming expiring terms for the Historic Preservation Commission and asked if they were interested in reappointment.

ADJOURNMENT

Upon conclusion of the discussion of the official business of the Historic Preservation Commission, the Commission adjourned in the Large Conference Room on the 2nd floor of City Hall, located at 110 West Main Street, Starkville, MS 39759.

Dr. Michael Fazio, Chairman

Emily Corban, Assistant City Planner



**CITY OF STARKVILLE COVERSHEET
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM DEPT.: Community Dev.- Planning
AGENDA DATE: June 4, 2019
PAGE: Page 1 of 29

SUBJECT: Discussion and consideration of entering into the memorandum of agreement with the Mississippi Department of Archives and History (MDAH) to accept the 2019-2020 Certified Local Government (CLG) Grant to prepare a comprehensive historic property survey plan for the City of Starkville.

AMOUNT & SOURCE OF FUNDING

Total Project Cost:	\$17,000
CLG Grant	\$ 8,500 (reimburse)
City Cost	\$ 6,500 (general funds)
In-kind Cost	\$ 2,000 (volunteer services: Dr. Michael Fazio)

FISCAL NOTE:

001-190-607-605

AUTHORIZATION HISTORY:

REQUESTING

DEPARTMENT: Community Development

DIRECTOR'S

AUTHORIZATION: Dr. Simon Kim

FOR MORE INFORMATION CONTACT:

Daniel Havelin @ 662-323-2525 ext 3136
Emily Corban @ 662-323-2525 ext 3138

SUGGESTED MOTION:

Move approval of the memorandum of agreement with the Mississippi Department of Archives and History (MDAH) to accept the 2019-2020 Certified Local Government (CLG) Grant to prepare a comprehensive historic property survey plan for the City of Starkville.

Memorandum of Agreement

THIS AGREEMENT between the Historic Preservation Division, **Mississippi Department of Archives and History**, hereinafter called MDAH, by and through the State Historic Preservation Officer, and the **City of Starkville**, hereinafter called the Grantee, relates to a project to be undertaken by the Grantee, assisted by MDAH with a matching Certified Local Government grant-in-aid established under the National Historic Preservation Act of 1966, as amended, and administered through the National Park Service, US Department of the Interior.

MDAH and the Grantee agree as follows:

1. Work Program

This grant is for a comprehensive historic property reconnaissance survey to be conducted in the city of Starkville, Oktibbeha County. The Grantee shall carry out project work as specified in the "Work Program" for this project, which is hereby incorporated into and made a part of the Memorandum of Agreement as **Attachment A**.

The approved work program, products, and performance/reporting milestones may not be altered without prior written approval from the Certified Local Government Grants Administrator of the Historic Preservation Division, Department of Archives and History.

All products produced with assistance of this grant must be in compliance with the applicable Secretary of the Interior's *Standards for Archaeology and Historic Preservation*.

2. Period of Performance

All work carried out as part of this grant-assisted project shall be conducted between the latest date of the signature of either the State Historic Preservation Officer or the Mayor of Starkville and **August 1, 2020**. **Extensions will not be given to late or incomplete projects.**

3. Compensation

Anticipated Project Cost: **\$ 17,000.00**

The Grantee is expected to be able to cover all costs incurred during the course of the project, prior to reimbursement of the grant funds. Compensation to the Grantee shall be on a *matching basis*. The Grantee is required to provide *at least* a 50% of match of the final project cost.

Subject to receipt of funds from the National Park Service and to successful completion of all project work activities, MDAH, agrees to *reimburse* the Grantee **\$ 8,500.00** or 50% of eligible final project costs, *whichever is less*, based on the following conditions:

- a. Submission of all project completion materials to MDAH, as outlined in Section 9 below no later than **August 1, 2020**. A Project Completion Report shall accompany the completed materials.
- b. **Two (2)** copies of an acceptable reimbursement request and auditable records, as specified in the Historic Preservation Fund Grants Manual, must be submitted to MDAH no later than **August 31, 2020**. Acceptable federal and nonfederal share supporting documentation needed to substantiate billing (i.e., timesheets, copies of front and back of canceled checks, etc.) must be submitted by Grantee prior to reimbursement.
- c. The Grantee agrees to maintain all financial and administrative documents and records pertaining to the full life-cycle of the grant, for a period of not less than five years after completion of the project. The State Department of Audit, the State Historic Preservation Officer, the National Park Service, the Department of the

Interior, the Comptroller of the United States, and any of their duly authorized representatives shall have access to grant records for audit purposes.

4. Allowable Costs

Allowable costs are those costs documented to the satisfaction of MDAH, that conform to the approved project budget and that are determined by MDAH to:

- a. Meet federal requirements for the program;
- b. Be necessary and reasonable to the completion of project work;
- c. Have been incurred for project work during the period of the grant.

5. Personnel Selection

Project personnel shall have qualifications appropriate to the major work elements of the project, and may include Grantee staff members, private consultants, or university students and non-paid volunteers, if under the supervision of a qualified principal investigator who must have qualifications in the areas of history and architectural history, preferably with historic preservation experience.

The Grantee may utilize small purchase procedures (as specified in NPS-49, Chapter 17-Procurement Standards, H. 1.) when projects do not exceed \$100,000. Grantees shall further comply with state and local small purchase dollar limits. When the project exceeds the federal, state, or local amount, the Grantee must utilize competitive negotiation procedures (competitive sealed bids) for procurement of architectural/engineering professional services, whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Resumes, references, and past work experience may be evaluated to assess professional qualifications.

The Grantee shall maintain records sufficient to detail the significant history of procurement. These records shall include, but are not necessarily limited to, information pertinent to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejections, and the basis for the cost or price. Prior to reimbursement for expenditures, the Grantee must forward to the Department of Archives and History evidence of compliance with federal competitive procurement requirements for professional services and subcontracts.

6. Contracts

Paid Survey work conducted relative to this project and performed by individuals who are not employees of the Grantee shall require a three-party contract between MDAH, the Grantee and those individuals performing the work. The three-party contract will be supplied by MDAH, in collaboration with the Grantee and Consultant. If the contract is not signed by September 30, 2019, the project is subject to termination.

In addition to provisions defining a sound and complete procurement contract, any recipient of federal grant funds shall include the following contract provisions or conditions in all procurement contracts and subcontract as required by these provisions, Federal law or the National Park Service:

- a. Contracts other than small purchases shall contain provisions or conditions that will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanction and penalties as may be appropriate.
- b. All contracts shall contain suitable provisions for termination by the Grantee, including the manner by which it will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

- c. All contracts awarded by the Grantee shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).
- d. All contracts and subgrants for construction or repair shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR Part 3). This Act provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

The Grantee shall retain the possibility of reprinting any publications by including in any consultant contract a requirement that the consultant waive any claim to a copyright.

7. Professional Supervision

The Grantee agrees to appoint a **project coordinator** whose professional qualifications have received prior approval of the Historic Preservation Division to ensure that the work conforms to the approved work program and to provide the necessary standard of professional conduct required for this project under the federal program regulations. The project coordinator will be responsible for completing the grant reports as outlined in Section 8 below and for ensuring that all project materials are submitted. The staff of the Historic Preservation Division will maintain regular contact with the project coordinator and will provide necessary and reasonable amounts of training, advice, or technical assistance as required for the successful completion of project work.

8. Reports

The Grantee will be required to submit Grant Progress Reports (both programmatic and fiscal) on **October 25, 2019; January 31, 2020; and April 24, 2020** as well as the Project Completion Report on **August 1, 2020** and the Reimbursement Request (with supporting materials) by **August 31, 2020**.

The Grantee shall contact MDAH's Certified Local Government Grants Administrator **immediately** if any situation should arise which will affect the timely or successful completion of this project and/or the final report of materials.

9. Project Completion Materials

The Grantee agrees to submit final completion materials and a summary narrative **Project Completion Report** by **August 1, 2020**, in a format consistent with the Secretary of the Interior's *Standards for Archaeology and Historic Preservation* and as specified by the Historic Preservation Division. Final competition materials for this project are as follows:

- Copy of completed reconnaissance survey documentation report.
- Hard copy of completed reconnaissance survey map.

The Grantee shall submit any materials or reports requiring review or revision by MDAH in a timely manner so as to ensure that final materials are submitted no later than **August 1, 2020**.

A final expense summary, due **August 31, 2020**, shall be detailed by each budget category and indicate which items were charged to each source of funding (federal and non-federal).

Any Grantee that is required to have an audit conducted in accordance with the Single Audit Act (A-128) shall submit to MDAH a copy of the audit (or audits) for the time period covered by this grant, within three months following completion of the audit(s).

10. Acknowledgment of Federal Assistance

Federal grant assistance shall be acknowledged in any public announcements, news releases, articles, publications, audio-visual materials, and pertinent presentations that the Grantee produces or initiates. The acknowledgment format is detailed in the **Attachment B** and shall substantially state that the project has been funded with the assistance of a matching grant-in-aid from the National Park Service of the US Department of the Interior, through the Mississippi Department of Archives and History, under provisions of the National Historic Preservation Act of 1966.

The copyright for any publication resulting from this agreement shall be available to the Grantee. The Grantee agrees to, and awards to the United States Government and its officers, agents, and employees acting within the scope of their official duties, a royalty-free, nonexclusive, and irrevocable license throughout the world for Government purposes, to publish, translate, reproduce, and use all subject data or copyrightable material based on such data covered by the copyright.

11. General Provisions

The Grantee agrees to comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices. The Grantee further agrees to comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including the Single Audit Act of 1984 for state and local governments or the audit requirements of OMB Circular A-110 for universities and nonprofit organizations. In addition to the terms detailed in this agreement, all federal requirements governing grants (OMB Circulars A-87 or A-122, A-102 or A-110, and A-128) are applicable. The Grantee agrees to abide by all assurances made part of this agreement as **Attachments C**.

Grant funds shall not be disbursed for any project of activity that does not evidence that:

- a. Planned work has been accomplished within the scope of the subgrant or contractual agreement summarized in the Work Program (**Attachment A**)
- b. Work was done according to the applicable Secretary's *Standards for Archaeology and Historic Preservation*.
- c. Work was done in accordance with the terms and conditions of the applicable Historic Preservation Fund grant.

In circumstances where funds are disbursed for ineligible activities, such costs shall be returned to the MDAH by the Grantee.

12. Termination of Agreement

This agreement may be terminated short of conclusion due to one of the following situations:

- a. Termination for Cause - MDAH may terminate any grant, in whole or in part, at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the terms and conditions of the grant. MDAH will promptly notify the Grantee in writing of the termination and the reasons for the termination, together with the effective date. Payments made to Grantees or recoveries by MDAH under grants terminated for cause will be in accordance with the legal rights and liabilities of the parties.
- b. Termination for Convenience - MDAH or the Grantee may terminate grants of subgrant projects in whole or in part when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties will agree upon the termination conditions, including the effective date, and in the case of partial terminations, the portion to be terminated.
- c. Termination by Grantee - The Grantee may unilaterally cancel the grant at any time prior to the first payment on the grant, although MDAH must be notified in writing. Once initiated, no grant finance with HPF assistance shall be terminated by a Grantee prior to satisfactory completion without the approval of MDAH. After the

initial payment, the project may be terminated, modified, or amended by the Grantee only by mutual agreement of the Grantee and MDAH. Requests for termination prior to completion must fully explain the reasons for the action and detail the proposed disposition of the uncompleted work.

When a grant is terminated, the Grantee will not incur new obligations for the terminated portion after the effective date of termination. The Grantee will cancel as many outstanding obligations as possible. The MDAH will allow full credit to the Grantee for the federal share of the noncancelable obligations properly incurred by the Grantee prior to the termination. Costs incurred after the effective date of the terminations will be disallowed.

THIS AGREEMENT becomes effective upon signature of the parties below.

BY Katie Blount 6-18-19
Katie Blount
State Historic Preservation Officer
Date

BY Honorable Lynn Spruill 6-5-19
Honorable Lynn Spruill
Mayor of Starkville
Date

Return to:

Meredith Massey
Certified Local Government Grant Administrator
Historic Preservation Division
Mississippi Department of Archives and History
P. O. Box 571
Jackson, MS 39205-0571

ATTACHMENT A: WORK PROGRAM

1. This project will produce a survey report for a comprehensive reconnaissance of historic properties in the City of Starkville. The report must be prepared by a qualified professional from the MDAH approved survey consultant list.
2. The final report should adhere to the National Park Service's *National Register Bulletin 24, Guidelines for Local Survey: A Basis For Preservation Planning* focusing on the standards for reconnaissance surveys, which can be located at <https://www.nps.gov/nr/publications/bulletins/nrb24/>. Information that should be collected and documented as a result of reconnaissance survey are as follows: the kinds of properties looked for; the boundaries of the area surveyed; the method of survey, including the extent of survey coverage; the kinds and extent of historic properties present in the survey area, including identifying potential areas for intensive survey (keyed to the map); individual properties that were identified with brief descriptions (keyed to the map); places examined that did not contain historic properties.
3. While primarily consisting of a detailed map and a written component, the survey report should include photographs or additional materials where appropriate.

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

ATTACHMENT B - Acknowledging Federal Assistance

An acknowledgment of National Park Service and Mississippi Department of Archives and History support must be made in connection with the publication or dissemination of any printed, audio-visual, or electronic material based on, or developed under, any activity supported by this grant. This acknowledgment shall be in the form of the following statement:

This publication has been financed in part with Federal funds from the National Park Service, U. S. Department of the Interior, through the Historic Preservation Division of the Mississippi Department of Archives and History. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior or the Mississippi Department of Archives and History, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program received Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U. S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Office of Equal Opportunity
National Park Service
1849 C Street, N.W.
Washington, D.C. 20240

Attachments C: Assurances-Non-Construction Programs

OMB Approval No. 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please do not return your completed form to the Office of Management and Budget; send it to the address provided by the sponsoring agency.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances, if such is the case you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, thought any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in the accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.O. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 36701 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a and 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is 510,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91 -190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (e) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air

Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the national Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Official 	Title 
Applicant Organization	Date Submitted 

REQUEST FOR PROPOSALS

PROJECT SUMMARY

The Historic Preservation Division, Mississippi Department of Archives and History (MDAH) and the City of Starkville, Mississippi, request proposals for a comprehensive reconnaissance survey of historic resources within the incorporated boundaries of the City of Starkville. The goal of this project is to achieve the following three (3) objectives:

1. Identify and delineate potential historic districts and individual landmarks within the incorporated boundaries of the City of Starkville, as defined by **Attachment A**.
2. Provide more comprehensive boundaries and assess the viability of the following **eight (8) areas** previously identified in the 2011 Starkville Community Planning Charrette. These areas are identified by the following numeric designations as depicted in **Attachment B**, and are broadly defined as follows:
 - a. **#2:** North Jackson Street between Dr. Martin Luther King Jr. Drive & Curry Street
 - b. **#2:** University Drive between Old West Point Road and Page Avenue
 - c. **#3:** The area between Dr. Martin Luther King Jr. & University Drive that includes the following streets: North Nash Street, College View Drive, Herbert Street, and Prospect Streets
 - d. **#5:** The subdivision west of South Montgomery Street between Yellow Jacket Drive & Lynn Lane. The following streets are to be included: Barnett Drive, Lindley Avenue, Innes Street, Howard Road, Pine Circle, Frenchmen Street
 - e. **#6:** The Josey Park Subdivision, which includes the following streets: Josey Avenue, Lindbergh Boulevard, McKee Avenue, McKee Street, Scales Street, McKinley Street, and Ward Drive.
 - f. **#7:** The Avondale Subdivision, as defined by the following streets: Catherine Street, Mae Street, Margaretta Drive, Santa Anita Drive, Overstreet Drive, Cruise Street, Edgewood Drive, Lakeview Drive
 - g. **#7:** The area defined by the northern side of Critz Street to the south, the south of side of Greenfield Street to the north, North Montgomery Street to the east and Highway 389 to the west.
 - h. **#8:** The Woodvale Subdivision as defined by the following Streets: Bridal Path, Woodlawn Road, Cherry Lane, Bonnie Road, Arrow Drive, Seville Place, Windsor Road
3. Development of a phased progression for future intensive survey & National Register nominations based on historic significance, viability, and need.

This project is part of an on-going, multi-year initiative by the City of Starkville to identify and evaluate resources for listing on the National Register of Historic Places. Previous architectural research within the City has led to the listing of five National Register Districts throughout Starkville. It is hoped that this project will serve as the basis for a future National Register nominations within the City of Starkville.

The City of Starkville is located in Oktibbeha County, Mississippi. Starkville received designation as a Certified Local Government (CLG) in Mississippi in March 2011, and this project is being funded partially through a grant from this program. As such, the materials produced for this project must meet guidelines established by the National Park Service as well as additional standards developed by MDAH.

PROPOSALS

Proposals should include cost and time factors for the survey. In addition, the consultant is expected to attend a public meeting with the City of Starkville (this meeting can be scheduled to coincide with fieldwork).

DEADLINES

All survey materials, including, maps, digital photos and media, and survey report, must be submitted for review and comment to the Survey Manager by 5:00 PM on **May 29, 2020**.

PROFESSIONAL REQUIREMENTS

In order to be considered for this project, a consultant must meet the following requirements:

1. A thorough knowledge of and familiarity with American architectural history.
2. Demonstrated experience in research and description of historic properties, conducting architectural surveys, and preparation of nominations for the National Register of Historic Places. (Survey projects and National Register nominations prepared by the consultant should be cited in the bid proposal. Sample copies should be submitted if the surveys or nominations were for properties outside Mississippi, unless already on file with MDAH.)
3. Demonstrated writing skills. (Copies of pertinent publications, etc., should accompany the bid proposal, unless already on file with the Historic Preservation Division.)
4. Experience with digital photography. (Consultant should expect to provide his or her own digital camera.)

ADDITIONAL PROJECT INFORMATION

1. Survey Work Program

This survey will focus on identifying historic resources within the incorporated boundary for the City of Starkville (see attached maps). Reconnaissance survey will be required for this entire area.

The City of Starkville shall provide the consultant with any relevant maps, studies, and other data in its possession that pertain to this project.

2. Survey Requirements

- a. The surveyor shall compile a report which will address methodology, scope of research, area covered, a summary of findings, and recommendations for additional research or preservation activity as deemed appropriate. Potential historic districts shall be analyzed at length for National Register eligibility. The consultant shall propose a phased strategy for future intensive survey and National Register nominations within the City of Starkville based on criteria such as historicity, feasibility, need, sustainability, et. al. This report shall follow the format specified in the Survey Standards.
- b. Consultant will be expected to produce **two sets** of all survey materials (including photographs) – one for MDAH and one for the City of Starkville.
- c. Identification of potential historic districts and individual landmarks within the incorporated boundaries of the City of Starkville, as defined by **Attachment A**.
- d. The thorough reanalysis of eight locations previously identified as potential historic districts in the 2011 Starkville Community Planning Charrette. These areas in question can be found on the map contained in **Attachment B**, and consists of those entities with the following numbers: **Two (2), three (3), five (5), six (6), seven (7), eight (8)**.
- e. Potential historic districts shall be thoroughly documented through the use of representative photographs. All individual landmarks should also be photographed as well.
- f. All digital photography will be in accordance with MDAH Survey standards.
- g. ALL digital images utilized for purposes of this report shall be submitted on a CD or other forms of portable media (e.g., flash drives).

- h. The locations of all properties surveyed during the course of the consultant's research (districts, individual landmarks) shall be clearly documented using an interactive Google Map that will allow for exporting of shape files in .KMZ format.

3. General Requirements

- a. The consultant is expected to keep MDAH informed of the status of the project on a monthly basis.
- b. All survey forms, digital photographs, maps, electronic and paper files, prepared under the terms of the project contract will become the property of MDAH and the City of Starkville.
- c. All work under the terms of this project, including corrections and additions requested by the Survey Manager, must be completed and submitted to the Historic Preservation Division by **May 29, 2020**.

SUBMISSION OF PROPOSALS

1. Two (2) copies of proposals should be received by the Historic Preservation Division on or before 5:00 p.m., **September 4, 2019**.

They should be mailed to:

Historic Preservation Division
Mississippi Department of Archives and History
Attn: Eric Reisman
P. O. Box 571
601-576-6951
Jackson, Mississippi 39205-0571

Proposals may also be hand-delivered to:

Charlotte Capers Building
100 South State Street
Jackson, Mississippi 39201

2. Envelopes containing bid proposals should have "Bid on Starkville Comprehensive Reconnaissance Survey" marked on the lower left-hand corner.
3. This project is being financed in part with Federal funds from the National Park Service, U. S. Department of the Interior, through the Historic Preservation Division of the Mississippi Department of Archives and History and with the City of Starkville. Compliance with applicable Federal and State laws, rules, and regulations is required. Contract will be awarded on the basis of the lowest and/or best bid. **After reviewing submitted proposals, MDAH and the City of Starkville reserve the right to reject any and/or all bids.**
4. No bid proposal will be reviewed unless all required supporting material listed above has been submitted by the application deadline.

This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age or disability. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P. O. Box 37127, Washington, D.C. 20013-7127.

Mississippi Department of Archives and History Historic Preservation Division

Survey Standards

(Revised August 2016)

Survey work contracted or managed through the Department of Archives and History (MDAH), Historic Preservation Division (HPD) or through a Certified Local Government (CLG) must meet the following standards to be considered complete:

Survey Forms:

- The Historic Resources Inventory (HRI) form is intended to be a permanent paper record kept in files maintained by the HPD and should be completed as neatly and accurately as possible. All relevant sections of the form need to be completed in order to be accepted by HPD. Step-by-step instructions for completing the HRI form are available upon request.
- HRI forms will be created using 'Consultant Inventory' a Microsoft Access Database provided by HPD. This database will generate a template for printing Historic Resource Inventory forms (HRI), as well as a .TXT file for incorporation into MDAH's online database. Instructions for using 'Consultant Inventory' are available from MDAH upon request.
- Upon completion of the survey, the consultant shall print out HRI forms on single, (front and back) sheets of white, acid free, 8.5x11 inch, 65# cardstock. Use of 'quilted' cardstock is strictly forbidden.
- A site or building plan **must** be completed for each resource surveyed. These do not need to be to scale, but should be neatly drawn and show details such as porches and roof types. In addition, the building's relation to the street or surrounding structures **must** be shown. The site plan may be hand-drawn or drawn on a computer.
- All sources used for research on each individual building should be entered under the section entitled 'Bibliographic Resources.' This includes Sanborn maps (for all years in which that building appears), City Directories, and the locations of any unusual or unpublished materials. **If Sanborn maps were made for any part of the survey area, the Consultant is expected to use them in researching each building and cite them in the 'Bibliographic Resources' section.**
- A printed photograph of the surveyed property **must** be attached to the survey form. **Photos must be printed on photo paper** (see below) **and attached with archival glue, but may not under any circumstances be stapled to the survey form.** Forms submitted without printed photos will not be accepted by the Survey Manager.

Digital Photographs

- At least one, clear, sharp digital image must be taken of the main façade of each surveyed property.
- Digital images must be six megapixels or greater (2000x3000 pixel image at 300 dpi), and be in compliance with NPS Photo Policy standards for National Register properties and National

Historic Landmarks. This information can be found at the following link.
<http://www.nps.gov/nR/publications/bulletins/photopolicy/index.htm>

- Photographs are expected to be high-quality--not blurry, washed-out, or grainy--showing the complete facade of the building or the most significant part of a landscape, structure, or other resource. Photographs that do not provide adequate representations of resources will have to be retaken before the final survey will be approved by the Survey Manager.
- While one photo is required for each structure, additional photos of significant buildings may be necessary as well.
- Significant outbuildings, such as carriage houses, kitchen dependencies, etc. should be photographed and surveyed on a separate survey form.
- Copies of digital images for each surveyed property must be submitted on a CD or other acceptable forms of portable media such as flash drives.
 - **Each image must be labeled with the address of the property, number followed by street**
 - Digital images **must be** in .JPEG or .TIFF formats.
 - Images must be organized in folders according to street name.
 - CD or portable media must be labeled with the Consultant's name, project name, and date (month/year) of photos. When multiple CDs are needed, discs should be numbered sequentially.

Printing Digital Photographs

- All digital photographs are to be printed out on professional quality photo paper in 4x6 format at 300 dpi and attached to the HRI form using archival glue. **Photographs stapled to the HRI form will not be accepted by the survey manager.**
- Photos printed at a professional-quality photo shop are preferred, but consultants who choose to print their own photos may use the following ink and paper combinations, in keeping with NPS photographic standards.

	Paper	Ink
Epson	• Premium Gloss Photo Paper • Premium Semigloss Photo Paper • Premium Luster Photo Paper • Premium Semimatte Photo Paper • UltraSmooth Fine Art Paper • Somerset Velvet • Velvet Fine Art Paper • Enhanced Matte Paper	• UltraChrome pigmented inks • Claria Hi-Definition Inks • DuraBrite Ultra Pigmented Inks • Picture Mate Inks

	• PictureMate Photo Paper	
Hewlett-Packard	• Premium Plus Photo and Proofing Gloss • Premium Plus High Gloss Photo Paper • Premium Gloss Photo Paper • Premium Soft Gloss Photo Paper • Professional Satin Photo Paper	• 84/85 dye-based inkset • Vivera inks (95 & 97 tri-color cartridges)
Kodak	• Ultra Photo Premium	• No. 10 Pigmented Inks

Maps: The location of all surveyed properties shall be indicated on large-scale maps keyed to the survey sequence number. All maps should feature a prominent north arrow, display consistent symbology, and be clearly readable whether printed in color or grayscale. For properties within towns, copies of city engineering maps or the county property ownership maps are normally sufficient. All other maps must be approved by the Survey Manager before being submitted as the map for the survey area.

Survey Report: A survey report shall be prepared discussing the project objectives, historical research, methodology, and findings. A copy of the report will be submitted in draft form for review by the survey manager, Historic Preservation Division (HPD).

The final survey report (when required) will be arranged in the following order:

- *Title Page:* The title page should include the title of the project, including the nature and location of the survey, the author of the report, the principal investigator(s), the project director, the sponsoring institution, association, or agency, and the date the report was prepared.
- *Acknowledgment:* The acknowledgment of state assistance should be stated on the title page or on the page immediately following the title page.
- *Project Description:* The introduction should summarize the objectives for conducting the intensive survey project, the scope of the project, the agencies involved, and the dates within which the project was accomplished. A map showing the location of the project must be included.
- Chapter 1: Survey Background and Methodology. Explanations of how the survey project came about and of the procedures used to execute the work program should be included in this section. Items that should be discussed include the following: which organizations were involved in initiating the survey; who surveyed the area and how the survey was conducted; phases of the survey, including a description of geographic or political areas that contributed to the phasing; types of properties surveyed and the criteria for coverage; and sources that contributed to the research effort. Public education efforts conducted in conjunction with the project should be discussed. The role of any volunteer or advisory groups and the success of their participation should be described.
- Chapter 2: Historical Summary or Context. A concise historical, cultural, and geographical background of the survey area should be included in this section. This should answer the following questions: What geographic or geologic features are unique to the area or supported its founding? What spurred the growth and or/development of the survey area? What were important events,

whether national or local, that brought about change or decline in the area? What important people lived or did business in the area and why were they important? If the area has distinct geographic sub-areas, how and why did those sections develop and what characteristics defined each section? Which (if any) historically important buildings located within the area are now non-extant?

- Chapter 3: Survey Findings. This section shall describe the character and distribution of the properties examined in the course of the survey project. For a typical architectural survey of a city or town, this section would include a description of the styles, types, and periods of buildings, the numbers or proportions of each, their relative architectural importance, and rates of survival. Individually important buildings should be cited. Important historical themes and developments (from Chapter 2) should be addressed and properties associated with those developments should be cited. Local historic district areas should be identified and described, and potential National Register district(s) should be noted. **The survey findings chapter of the survey report will normally not include a list of all surveyed properties. The list of surveyed properties should be attached to the report as one of the Appendices (typically as Appendix C).**
- Chapter 4: Survey Products and Documentation. This chapter must contain a description of the products of the survey (such as Historic Resources Inventory Forms, maps, historic context reports, photographic materials, and informational files) and any related documentation (including planning documents, designation reports, and bibliographies).
- Chapter 5: Recommendations for Further Research, Documentation, and Registration. This chapter should identify additional research and survey work that should be done, and should include recommendations for National Register nominations, Historic American Buildings Survey recordation, potential National Historic Landmark designation, and other documentation and registration proposals. These recommendations should be prioritized.
- Chapter 6: Recommendations for Resource Preservation. This chapter should begin with an account of the status of preservation interest and activity in the survey area or related to the surveyed properties up to the present time. It should address threats to the resources and make recommendations for mitigating those threats. This chapter should also make recommendations relating to the actions or policies of local governments, state or federal agencies, non-profit organizations, business firms, and other parties, with regard to the protection, preservation, development, or interpretation of historic resources in the survey area. Recommendations about educational or promotional activities may also be included.
- Appendices. The following documents will normally be attached as appendices:
 - A. A copy of the work program.
 - B. A list of any surveyed properties that are already listed on the National Register.
 - C. A comprehensive list of all surveyed properties, arranged alphabetically and numerically by street address and keyed to the survey map. This list should only include addresses, not descriptions of each building.

General Requirements:

- The consultant will submit all pertinent materials by the deadlines specified, to the standards required within the three-party contract.

- The consultant will inform the Survey Manager in writing of the status of the project on a monthly basis.

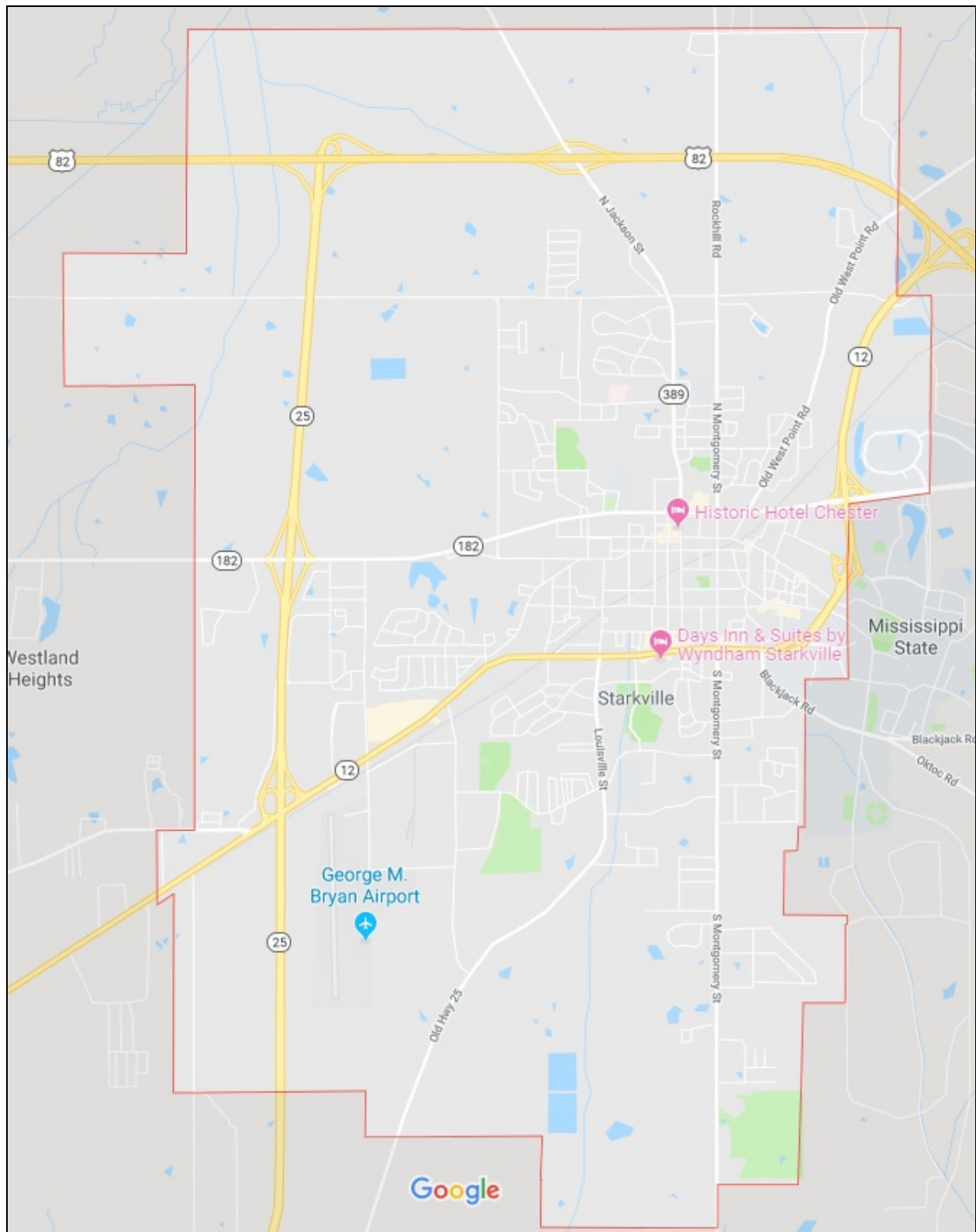
Termination from Consultancy List:

- If MDAH is forced to terminate with cause a survey or National Register contract, the consultant's name will be removed from MDAH's Survey Consultants List. Following a period of two (2) years after the official date of removal, the consultant may submit a written request for reinstatement to MDAH, (along with evidence of satisfactorily completed projects). MDAH will respond to a request within thirty (30) days.
- If MDAH receives a written complaint from a private individual or organization regarding professional lapses of or terminated contracts with a consultant on MDAH's Survey Consultants List, MDAH will ask the consultant to provide justification of his or her actions in writing. If MDAH finds the consultant's actions unprofessional or unethical, the consultant will be removed from the MDAH Consultants List. Prior to removal, the consultant will be notified of MDAH's actions in writing. The consultant may appeal permanent removal, and receive a hearing with MDAH, after which MDAH will render a final decision. After a period of two (2) years, the consultant may submit a written request for reinstatement to MDAH, (along with evidence of satisfactorily completed projects). MDAH will respond to a request within 30 days.

Survey Preliminary Deadline: If the survey project involves a National Register phase, all survey material, including completed inventory forms, contact sheets and photo indices, and maps, must be submitted for review and comment to the Survey Manager at least one month before HPD's due date for preliminary review of National Register nominations. This early deadline will allow the Survey Manager to review the survey and suggest corrections before the National Register nomination is completed and will ensure high-quality project materials.

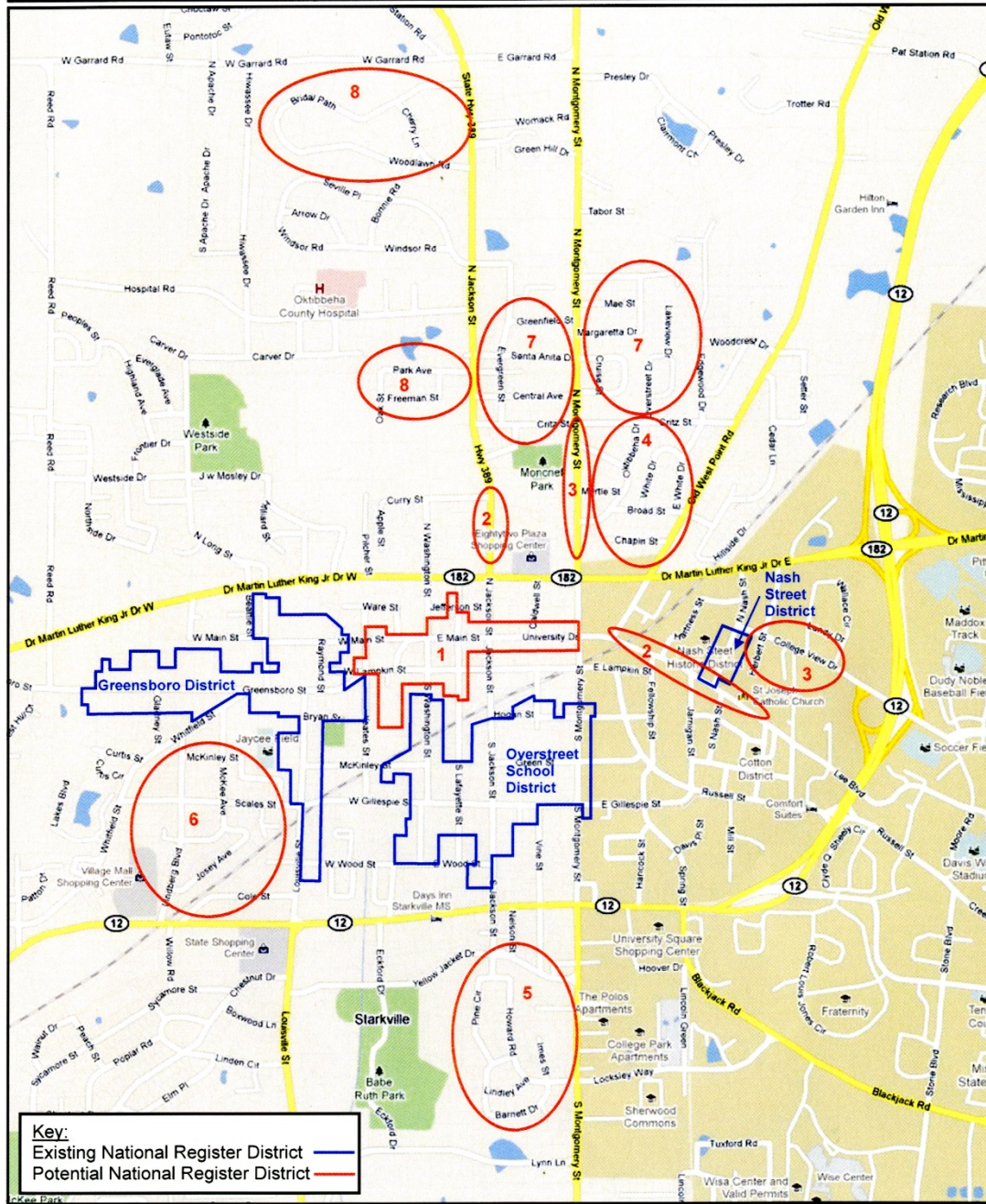
Public Meeting: The HPD requires that the consultant meet with interested citizens and local officials at the beginning of any survey project to explain the purpose of the survey. A representative of the HPD, either the Survey Manager or Regional CLG Coordinator, may also be present and available to handle questions and comments. If the project includes a National Register phase, HPD **requires** at least one public meeting during the nomination phase of the project, but this meeting will be set up by MDAH's National Register coordinator. Consultants are also required to present completed National Register nominations to the scheduled meeting of the Mississippi National Register Board and include a prepared PowerPoint presentation of about 10 minutes summarizing the significance and character of the proposed district.

Attachment A: Incorporated boundaries of the City of Starkville

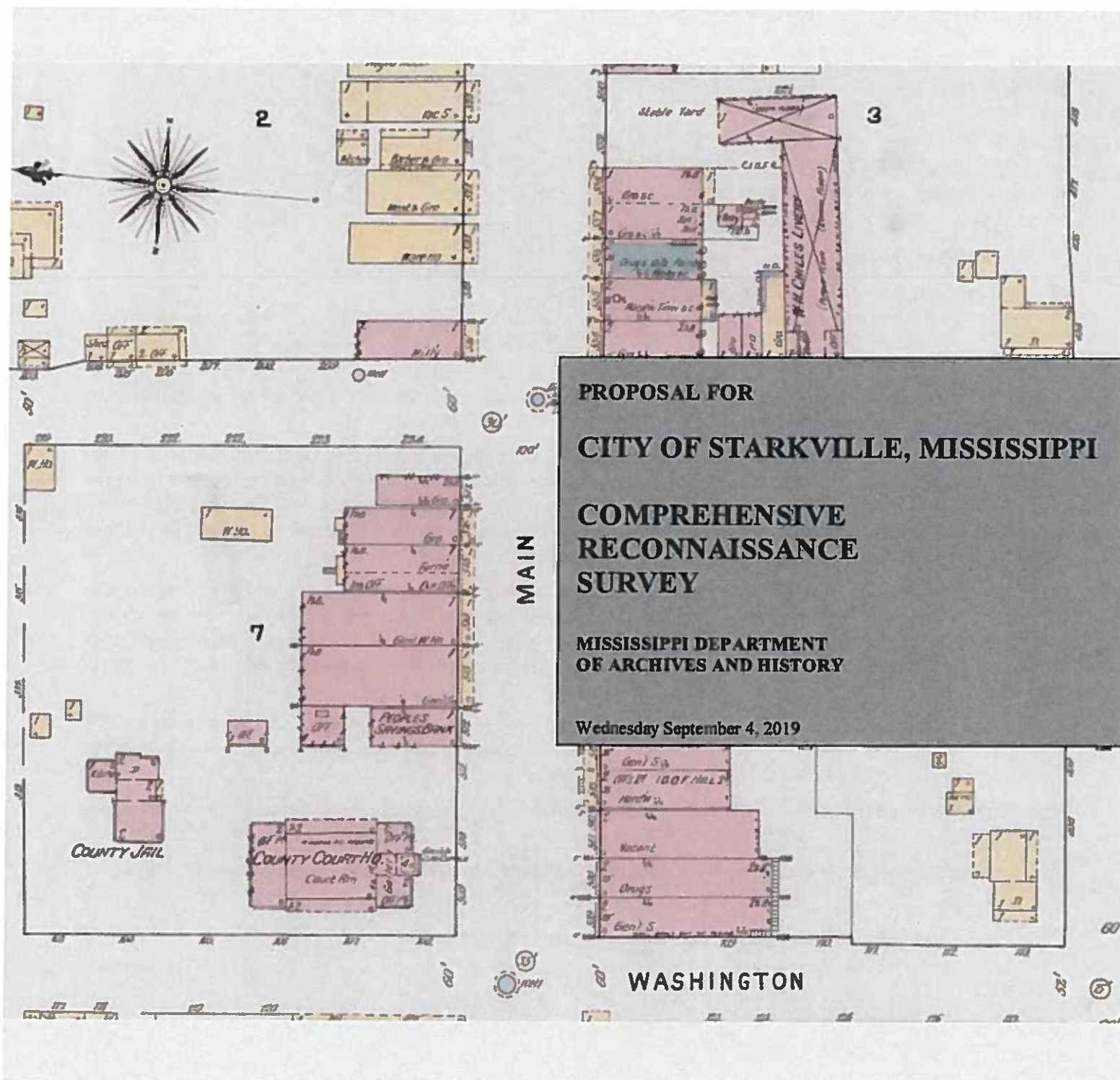


Attachment B: Aras previously identified for historic potential

Existing and Potential National Register of Historic Places Historic Districts Starkville, Mississippi



JEFF R. ROSENBERG, CONSULTANT



REVIEW OF THE 2019-2020 STARKVILLE SURVEY PROPOSALS:

1. Jeff R. Rosenberg
2. JLD Preservation Consulting, LLC

JEFF R. ROSENBERG, CONSULTANT

September 4, 2019

Mr. Eric Reisman
Survey Manager, Historic Preservation Division
Mississippi Department of Archives and History
P.O. Box 571
Jackson, Mississippi 39205-0571

RE: COMPREHENSIVE SURVEY OF STARKVILLE, MISSISSIPPI

Dear Mr. Reisman,

Thank you for your letter requesting a proposal for a Comprehensive Reconnaissance Survey of Starkville. I am very eager to provide the following proposal.

The preservation of historic fabric of the built environment is crucial to ensure the continued existence of the individual sense of place that makes Starkville unique. The identification and survey of historic resources and the listing of eligible on the National Register is a vital component of this preservation and the Mississippi Department of Archives and History (MDAH) is to be commended for its aggressive approach to surveying Mississippi's cultural resources in the pursuit of nominations. I appreciate the opportunity to propose my services to this cause.

Each survey project will have its own nuances. Having previously completed surveys and National Register Nominations on behalf of MDAH, I have a thorough understanding of the survey process. Additionally, the working relationships that I continue to maintain with MDAH will help ensure that all work performed is consistent with their expectations. If awarded this project, I personally will be leading the efforts in completing the architectural survey of Starkville.

I understand that time is of the essence for this project and I am committed to meeting all deadlines in the RFP package, providing regular progress updates to the MDAH. Any problems encountered will be pointed out early in the process to minimize risk to the overall project delivery schedule.

I exceed the General Requirements as stated in the RFP. I understand the survey requirements and agree to adhere to all standards.

Please review the attached proposal. I would be happy to discuss the proposal further at your convenience.

Thank you for reviewing my qualifications and considering the proposal for this project.

Sincerely,

Jeff R. Rosenberg
Jeff.R.Rosenberg@gmail.com
phone (228) 233-8044 | mobile (401) 440-4491

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Project Approach and Methodology	2
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Jeffrey R. Rosenberg

ROLE ON PROJECT: PRINCIPLE INVESTIGATOR

PHONE: (228) 233-8044 **MOBILE:** (401) 440-4491

1164 Lafayette Street, Biloxi, Mississippi | Jeff.R.Rosenberg@gmail.com

Jeff Rosenberg has over 10 years of expertise in the field of historic preservation. His experience working with State Historic Preservation Offices includes survey assessments, the National Register of Historic Places, Certified Local Government grants, and disaster recovery efforts for cultural resources.

Mr. Rosenberg has completed several architectural surveys, working with various Mississippi municipalities to conduct surveys in accordance with MDAH guidelines.

RELEVANT AND RELATED EXPERIENCE

Surveys & National Register Nominations

- Mount Olive Historic District. Mount Olive, MS
- Quitman Downtown & Mill Historic District. Quitman, MS
- Shaw Homestead. Pearl River County, MS
- South East Midtown Historic District. Jackson, MS
- Upper Midtown Historic District. Jackson, MS

Principle Investigator & Author - Mr. Rosenberg's responsibilities included the successful completion of intensive-level, comprehensive survey of all resources within the defined boundaries, followed by the creation of a district National Register nomination. The Phase I survey consisted of three major activities: Archival Research, Field Work, and Compilation of Data. Phase II of the project included the creation of a National Register District Nomination to all Mississippi Department of Archives and History (MDAH) and National Park Service standards and requirements which included the creation of an original, fully completed district nomination and a presentation and successful defense of the nomination before Mississippi's National Register Review Board.

EDUCATION

- B.S., Historic Preservation, Roger Williams University, 2006
- A.S., Building Preservation and Restoration Technologies, Belmont College, 2004

LICENSES & CERTIFICATIONS

- Meets National Park Service Standards 36 CFR Part 61 for professional qualifications in Architectural History.
- Certified Interpretive Guide National Association of Interpreters.

YEARS OF EXPERIENCE

- Total: 10 Years+

RECOGNITION

- Mississippi Heritage Trust 2010 Trustees' Award for Outstanding Leadership and distinguished service.

MEMBERSHIPS

- Mississippi Heritage Trust
- National Association of Interpreters
- Society for Commercial Archaeology
- Southeastern Society of Architectural Historians
- Vernacular Architecture Forum

RECONNAISSANCE SURVEY

Consultant will conduct a comprehensive survey of Starkville, Mississippi. The project will meet the requirements of the Mississippi Department of Archives and History (MDAH), and the Secretary of the Interior's Standards for Identification.

Areas identified in Attachment B of the RFP will be surveyed first with the purpose to establish recommended boundaries. Additionally, potential historic districts and Individual historic landmarks, located within the area outlined in the RFP, but outside the areas identified in Attachment B will be reviewed for landmark. For each site digital photographs will be taken, and the site will be indicated on an appropriate map.

SURVEY MATERIALS

- **Photographs:** High resolution digital photographs representative of each potential district or landmark will be taken. Each photograph will be clearly labeled. All digital photos will be provided on CD or USB flash drive.
- **Maps:** Prepare appropriate survey maps in accordance with the requirements of the RFP. It is anticipated that the survey maps will be produced using a Google Earth map as the base.
- **Digital Products:** Digital versions of all final survey products will be provided on DVDs or USB flash drive. Maps will be created as Google Earth .KMZ files. Reports will be provided in Adobe Acrobat .PDF format. Photographs will be provided in .JPEG or .TIFF format.



MEETING

Along with a representative of the MDAH HPD, and the consultant will participate in one public meeting in order to present information about the survey project. The meeting will be scheduled at the beginning of the project to inform the public about the upcoming project and to request information from the public about the history of the community and its resources.

SURVEY REPORT

Once the survey field work is completed, a report summarizing the project objectives, methodology, scope of research, area covered, and recommendations for additional research or preservation activity as appropriate will be compiled. Potential historic districts will be analyzed for further National Register eligibility. This report will be prepared per the requirements of the August 2016 revised MDAH Survey Standards.



SURVEY LABOR

TASK/DELIVERABLE	# OF HOURS	HOURLY RATE	TOTAL
Field Documentation/Photographs	72	\$55.00	\$3,960.00
Research/History	60	\$55.00	\$3,300.00
Determining District Boundaries	30	\$55.00	\$1,650.00
Creating Boundary Maps	30	\$55.00	\$1,650.00
Writing Survey Report	60	\$55.00	\$3,000.00
Public Meeting	1	\$55.00	\$50.00
SUBTOTAL	253		\$13,615.00

SURVEY EXPENSES

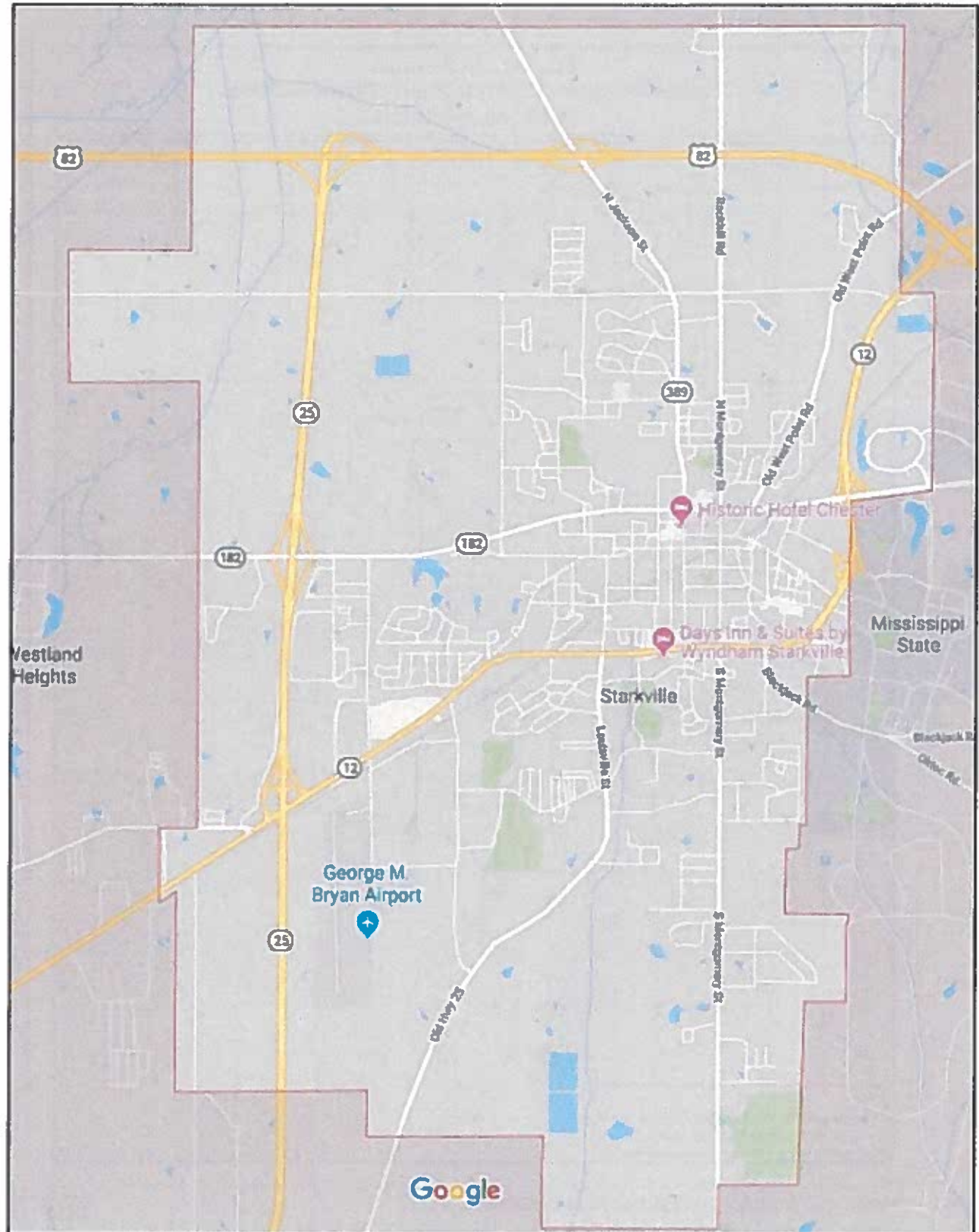
TASK/DELIVERABLE	UNITS	UNIT RATE	TOTAL
Mileage*	1,700	\$ 0.58	\$986.00
Hotel	10	\$100.00	\$1,000.00
Flash Drive for Digital Content	2	\$ 20.00	\$20.00
EXPENSE TOTAL			\$2,006.00

GRAND TOTAL

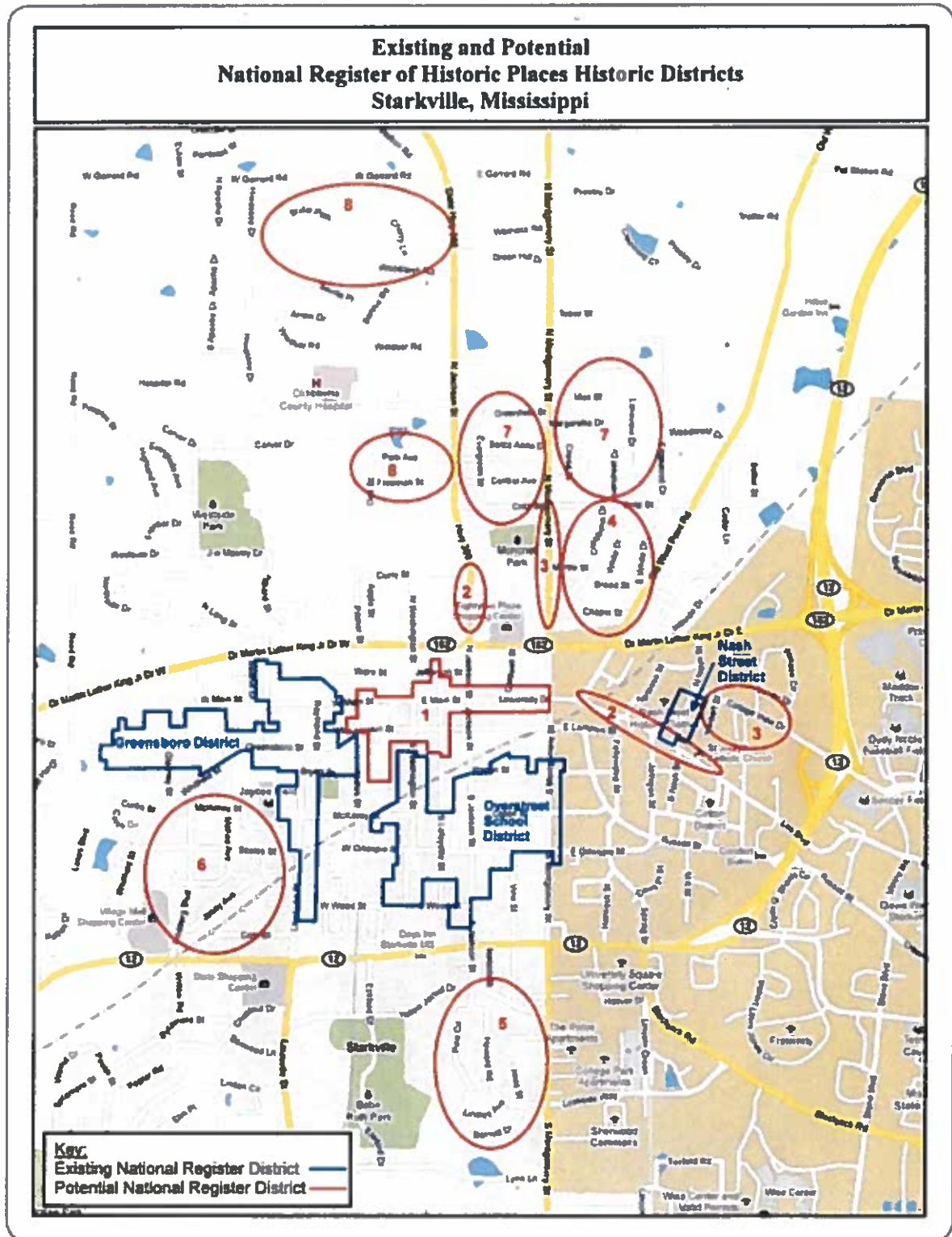
\$15,621.00

*Mileage to be charged at IRS reimbursable rate. All other expenses to be reimbursable based on actual cost.

Attachment A: Incorporated boundaries of the City of Starkville



Attachment B: Areas previously identified for historic potential



Jeff R. Rosenberg, Consultant responses to questions presented by Emily Corban, AICP Assistant City Planner regarding the Comprehensive Reconnaissance Survey for the City of Starkville, MS

Tuesday, September 10, 2019

1. Have you ever completed a comprehensive survey or a similar study for a city government before?

Yes. Since 2016, I have conducted historic resource surveys for the Mississippi cities of Jackson, Mount Olive, and Quitman, these completed for their respective city governments. All work was completed according to the MDAH Survey Standards and delivered on time. This work included evaluating resource integrity and determining boundaries.

2. How do you plan on starting the project?

The first step would be conducting a field survey of the areas previously identified in the *2011 Starkville Community Planning Charrette*. Followed by identifying potential districts and individual landmarks not outlined in the 2011 charrette based on research and completing field survey to determine if the areas retain historic integrity.

3. What resources do you plan to call upon to assist you with the survey?

As the primary goal of the project is to determine potential historic district boundaries, historic maps, plats, and aerial photographs, will play a critical roll in determining boundaries. This will include, but not be limited to, Sanborn Maps, and Official Maps of Starkville. Information gathered during field survey from the buildings themselves, will also be critical to completing the survey.

4. In general, what future efforts on historic preservation should you think follow after this survey?

Intensive Survey & Historic Districts

This project will identify areas that should receive intensive-level survey that would serve as the basis for future National Register nominations within the City of Starkville. It would be recommended that the City consider creating local historic districts based on the findings of intensive-level surveying as well.

Updating Standards

The *Standards for Starkville Historic Districts* is an excellent document, one the City and HPC can be proud of, that gives guidance to building owners about various dos and don'ts necessary to care for a historic property, focusing on buildings constructed prior to 1950. Neighborhoods such as Avondale, Pleasant

Acres and the R. E. Josey Subdivisions are all post-WWII developments, as are many of the other areas likely to be identified by this survey. An addendum to the existing *Standards* document should outline the preservation, and maintenance of mid-to-late-twentieth century materials such as plywood siding, Permastone, and aluminum windows that make up character defining feature of structures from this era. Such an addendum would be important if the City is to consider creating local historic districts for these areas and begin issuing Certificates of Appropriateness for work taking place on buildings that were originally constructed with such materials.

Public Outreach.

While Antebellum, Victorian, and Craftsman era houses have achieved the public's general appreciation as historic properties, mid-to-late twentieth century structures do not have such broad understanding. The creation of driving or walking tours to act as guides to highlight a district's place in Starkville history and help cultivate appreciation and understanding of the districts.



Preservation Consulting, LLC

August 19, 2019

Historic Preservation Division
ATTN: Eric Reisman
Mississippi Department of Archives and History
PO Box 571
Jackson, Mississippi 39205-0571

Subject: Bid on Starkville Comprehensive Reconnaissance Survey

Dear Mr. Reisman,

JLD Preservation Consulting, LLC ("JLD Consulting") is pleased to provide the following proposal for a comprehensive reconnaissance survey of historic resources within the City of Starkville, Mississippi. JLD Consulting is a woman-owned small business with more than 10 years of experience in historic preservation consulting.

This proposal includes all requested documentation as outlined in the RFP. I believe you will find that JLD Consulting's Principal Architectural Historian, Jaime L. Destefano, has considerable experience conducting intensive-level architectural surveys and National Register nominations throughout the southeastern United States, including Mississippi. Ms. Destefano possesses a thorough knowledge of American architectural history, and is recognized for her professional products, and well-researched, well-analyzed, and well-written reports. If you have any questions about this proposal or have additional needs please do not hesitate to contact me. Thank you for the opportunity to be of service. I look forward to working with you on this project.

Sincerely yours,
JLD Preservation Consulting, LLC

A handwritten signature in cursive script that reads 'Jaime L. Destefano'.

Jaime L. Destefano, MSHP
Principal Architectural Historian and Founder



Preservation Consulting, LLC

August 19, 2019

Historic Preservation Division
ATTN: Eric Reisman
Mississippi Department of Archives and History
PO Box 571
Jackson, Mississippi 39205-0571

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Sincerely yours,
JLD Preservation Consulting, LLC

Jaime L. Destefano, MSHP
Principal Architectural Historian and Founder

JLD Preservation Consulting, LLC
ATTN: Jaime Destefano
231 Riverside Drive
Nashville, TN 37206
JLD.PreservationConsulting@gmail.com

PROJECT UNDERSTANDING

JLD Consulting understands the Historic Preservation Division of the Mississippi Department of Archives and History ("MDAH") and the City of Starkville (the "City") are requesting proposals for the completion of a comprehensive reconnaissance survey of historic resources within the incorporated limits of the City of Starkville, Mississippi. We understand that the City is a Certified Local Government ("CLG") and that this project is partially funded through Federal grant funds from the National Park Service ("NPS"), U.S. Department of the Interior, and through the Historic Preservation Division of the Mississippi Department of Archives and History ("MDAH"). As such, compliance with applicable Federal and State laws, rules, and regulations is required. In addition, all materials produced as part of this project must meet guidelines established by both the NPS and MDAH.

We understand that the objective of the reconnaissance survey is to accomplish three goals including the following:

- Identify and delineate potential historic districts and individual landmarks within the City
- Provide more comprehensive boundaries and assess viability of eight (8) pre-defined areas identified in the 2011 Starkville Community Planning Charrette
- Develop recommendations for future planning preservation efforts. Specifically, the consultant shall develop a phased progression for future survey and National Register nominations based on historic significance, integrity, viability, and need.

In addition to these primary objectives, we understand that thorough photographic documentation of historic districts and individual buildings potentially eligible for listing in the National Register will be provided in digital format to the City and MDAH. Further, appropriate mapping with GIS shapefiles, or KMZ files, will also be provided that delineate boundaries of proposed historic districts and locations of individual landmark buildings. A final survey report will be prepared that addresses methodology, research, study areas, summary of findings, and recommendations for additional research and/or priorities for preservation.

We understand that monthly status reports must be submitted to MDAH's Historic Preservation Division Survey Manager and National Register Coordinator.

PROJECT APPROACH

The Project Coordinator, Jaime L. Destefano, MSHP is an interior-qualified professional Architectural Historian. She will conduct all scopes of work. JLD Consulting is prepared to provide all services and staffing for the timely completion of all scopes of work as outlined in the RFP.

Ms. Destefano will handle coordination of all correspondence and tasks, as well as conduct the necessary research and site visit, and author the final survey report. Ms. Destefano will maintain open communication with MDAH and the City.

JLD Consulting is prepared for and committed to the timely completion of accurate Historic Resources Inventory ("HRI") forms, a well-written report for which MDAH and the City are entirely satisfied. JLD Consulting is prepared to begin work on the project within two weeks of finalization of the contract. The Project Coordinator will coordinate with MDAH and the City regarding project goals and expectations, research appointments, and project deliverables. Monthly status updates will be provided throughout the contract term. Any unforeseen occurrences will be addressed as quickly as possible in order to remain on schedule for anticipated deadlines.

QUALIFICATIONS AND EXPERIENCE

JLD Preservation Consulting, LLC is a woman-owned and operated small business founded by Jaime L. Destefano, a Secretary of Interior-qualified Architectural Historian. Jaime has considerable experience completing National Register nominations, including individual, multiple property, and district nominations; architectural surveys; cemetery surveys; HABS documentation; and conditions assessments, among other preservation-related documentation projects. In addition, she has completed hundreds of Section 106 evaluations throughout the country. Her high-quality deliverables have received recognition from State Historic Preservation Offices for a number of preservation-related projects, including National Register nominations and large-scale architectural surveys conducted as mitigation measures subsequent to Section 106 adverse effect determinations. In recent years, Jaime successfully coordinated and completed four large-scale, intensive-level surveys, and three National Register District nominations in Mississippi that were funded, in part, by grants from the CLG program. These are on file at MDAH.

Jaime L. Destefano, Project Coordinator & Principal Architectural Historian

Ms. Destefano received a Bachelor of Science in Anthropology with a concentration in historic archaeology. Upon receipt of her Master of Science in Historic Preservation in 2008, Ms. Destefano served as a US/ICOMOS intern in Falmouth, Jamaica where she conducted a large-scale architectural survey of the late-18th to mid-20th century town. Ms. Destefano is particularly interested in the documentation and preservation of our historic built environment. As such, Ms. Destefano served as National Register Review Coordinator for the Tennessee Historical Commission (TnSHPO) where she developed close working relationships with CLGs, historical societies, and NPS staff. In addition to the numerous NR nominations completed and reviewed by Ms. Destefano while with the TnSHPO, the majority of her architectural history and historic documentation experience was acquired through her work as a preservation consultant. Ms. Destefano has coordinated and authored numerous historical investigations, contexts, and reports. She has conducted historic resource reports, architectural surveys, HABS documentation, and cemetery surveys, among others. She consistently produces high-quality and well-received products. Among Ms. Destefano's numerous preservation interests include the interpretation of Post-World War II-era residential construction. She has completed continuing education programs on the

identification and evaluation of Mid-20th Century Architecture and has conducted multiple architectural surveys of late-19th- to mid-20th century neighborhoods in both urban and suburban settings.

Ms. Destefano's resume is provided in Attachment A.

DETAILED WORK PLAN

JLD Preservation Consulting, LLC will conduct the following outlined scope of work for the completion of Intensive-level Re-Survey and National Register District nomination:

Project Initiation and Review of Existing Documentation

Within two weeks of finalization of the Contract with the City, JLD Consulting will begin a review of all existing documentation and background research related to the project area that is available online, or provided in digital format by MDAH and the City.

If necessary, we will coordinate with MDAH and the City to schedule appointments at each respective records office for review of existing documentation prior to the preparation of the nomination.

JLD Consulting will consult with MDAH and the City regarding the scheduling of a public meeting to be held concurrently with fieldwork and local research.

Reconnaissance Survey

- JLD Consulting will review city records, historic plat maps, Sanborn Fire Insurance Maps, and City Directories to obtain a greater understanding of the development of the various areas within the City in order to better assess and evaluate potential historic districts.
- Local research and interviews with local historians familiar with the area will be conducted in order to identify properties significant within the community prior to the fieldwork.
- Equipped with proper mapping, photograph logs, and a better understanding of the survey area, JLD Consulting will conduct a comprehensive reconnaissance survey of each area.
- The reconnaissance survey will include taking numerous digital photographs of representative streetscapes, building types and styles, and landmark buildings for each survey area. Photographs will be six megapixels or greater (2000 x 3000 pixel image at 300 dpi), and will be in compliance with NPS Photograph Policy standards for NR properties.
- For each survey area, observations will be noted during the field survey, including noting apparent degree of its overall historic integrity, building types and styles, streetscape observations, characteristic landscaping elements, and possible landmark buildings. Observations for each survey area will be described, in detail, in the final survey report.

Survey Analysis and Report

- JLD Consulting will prepare a survey report discussing the project objectives, historical research, methodology, and findings. The report will follow the outline provided in the "Survey Standards" in the RFP.
- A copy of the report will be submitted in draft form for review by the Survey Manager prior to finalization.
- Changes, if any, will be addressed within two weeks of receipt from the Survey Manager.
- Upon approval of the draft report, two archival copies will be prepared. The report, and all supporting documentation (maps and photographs) will be submitted to MDAH and the City.

SCHEDULE

JLD Consulting is prepared to begin work immediately upon execution of a contract with the City. We understand that all material, including maps, digital photographs, and survey report must be submitted for review and comment to the Survey Manager by May 29, 2020.

The following is an anticipated timeline for each scope of work and project milestone. The timeline is based on an anticipated contract execution date of September 15, 2019. The anticipated schedule will be adjusted accordingly should delays in contract execution occur. The anticipated timeline is dependent upon a variety of factors and is subject to change; however, JLD Consulting is fully prepared to meet the May 29, 2020 deadline.

SCOPE

ANTICIPATED COMPLETION

Project Initiation, Meeting, and Research Scheduling	September 30, 2019
MDAH Research, local research, and Reconnaissance Survey*	November 30, 2019
Organization of Digital Photography and Mapping	December 30, 2019
Submittal of Draft Report and Recommendations	March 28, 2020
Finalization of Survey Material**	Not to exceed May 29, 2020

*This date is dependent upon scheduling of the Public Meeting.

** JLD Consulting will commit to addressing all comments, if any, within ten working days of receipt.

PRICE PROPOSAL

JLD Consulting will perform the outlined scope of work for a lump sum fee of \$10,550.00. This fee includes all costs for labor, travel and expenses. No adjustments will apply unless we are asked to do work beyond the outlined scope of work. JLD Consulting understands that MDAH awarded Federal Preservation grants for three additional survey projects. In the event that we are awarded two of the contracts for consulting services, the cost for the Starkville reconnaissance survey will be reduced to \$10,150.00 as travel and research may coincide.

References are available upon request.

ATTACHMENT A

RESUME



Jaime L. Destefano, MSHP

231 Riverside Drive 
Nashville, TN 37206

404-694-2066 

jldestefano@gmail.com 

Linkedin.com/in/jaimedestefano 

Experience

JULY 2018-PRESENT

OWNER, PRINCIPAL ARCHITECTURAL HISTORIAN

JLD PRESERVATION CONSULTING, LLC, NASHVILLE, TN

- Coordinating and authoring historic preservation-related projects including National Register nominations, HABS documentation, archival photographic documentation, architectural surveys, cultural resource assessments, cemetery surveys and conservation plans, and design guidelines, among others
- Coordinating and authoring extensive historic-preservation projects for DOTs
- Authoring and reviewing Section 106 documentation
- Preparing of Cultural Resource Assessments, MOAs, and EAs.
- Conducting and reviewing NRHP eligibility determinations for historic structures, landscapes, and cemeteries
- Participating in and presenting at public meetings, conferences, and seminars related to Historic Preservation planning

AUGUST 2008-JULY 2018 (EMPLOYED ELSEWHERE 11/11 TO 2/13)

PRINCIPAL ARCHITECTURAL HISTORIAN / HISTORY,

**INC./ENVIRONMENTAL CORPORATION OF AMERICA, ALPHARETTA, GA
AND NASHVILLE, TN**

- Coordinating and authoring historic preservation-related projects including National Register nominations, HABS documentation, archival photographic documentation, architectural surveys, cultural resource assessments, cemetery surveys and conservation plans, and design guidelines, among others
- Managing and coordinating NEPA compliance for telecommunications facilities
- Coordinating and authoring extensive historic-preservation projects for DOTs
- Authoring and reviewing Section 106 documentation
- Preparing of Cultural Resource Assessments, MOAs, and EAs.
- Conducting archaeological site investigations
- Conducting and reviewing NRHP eligibility determinations for historic structures, landscapes, and cemeteries
- Participating in and presenting at public meetings, conferences, and seminars related to Historic Preservation planning

NOVEMBER 2011 – FEBRUARY 2013

National Register Reviewer / Tennessee Historical Commission, Nashville, TN

- Research and writing of National Register nominations
- Assisted the public in completing National Register nomination forms
- Processed all National Register nominations in accordance with applicable regulations (36CFR60)
- Advised agencies and staff members working with agencies (CLG, tax credit, 106) on the eligibility of properties to the National Register
- Prepared meetings for the State Review Board

- Presented National Register nominations and coordinated official business at the State Review Board
- Reviewed and administered Federal Preservation grants
- Participated in public meetings and conferences relative to the National Register
- Prepared and presented PowerPoint presentations on a multitude of topics including the National Register, how to evaluate historic resources, how to conduct research, and common residential architectural styles

JUNE 2008 – AUGUST 2008

**US/ICOMOS PRESERATION INTERNSHIP / Falmouth Heritage Renewal,
Falmouth, Jamaica**

- Completed an intensive-level architectural survey of approximately 1200 buildings within the proposed Historic District.
- Assisted in the development of an architectural inventory.
- Assisted in the establishment of a set of guidelines for preservation within the Historic District
- Assisted in the development of methods to determine preservation priorities within the Historic District

AUGUST 2006 – MAY 2008

**HISTORIC PRESERVATION GRADUATE STUDENT AND FELLOWSHIP
RECIPIENT / CLEMSON UNIVERSITY/COLLEGE OF CHARLESTON**

- Thesis: "Benefits of Three-Dimensional Digital Modeling: A Case Study of Charleston's Upper Commercial Corridor" – using 3D modeling to assist in historic district/city planning
- Conducting extensive property, deed, and archival research.
- HABS Documentation – Level I drawings
- Hands-on materials analysis, condition and conservation assessments
- Utilizing conservation/preservation techniques such as mixing lime mortar, brick repointing, paint consolidation, gravestone cleaning and conservation, etc.
- Contextual design, site analysis, and programming

Education

MAY 2008

**M.S. HISTORIC PRESERVATION/ CLEMSON UNIVERSITY AND COLLEGE OF
CHARLESTON, CHARLESTON, SC**

MAY 2002

B.S. ANTHROPOLOGY / COLLEGE OF CHARLESTON, CHARLESTON, SC

Representative Projects

National Register Nominations – Authored, Co-authored

- Downtown Greenwood Historic District, Greenwood, Leflore County, Mississippi (with NPS for Review)
- Mooresville Historic District (Boundary Increase), Mooresville, Iredell County, NC (in progress)
- Reid Memorial Presbyterian Church, Mooresville, Iredell County, NC (in progress)
- Isle of Wight County Courthouse Complex, Isle of Wight, Virginia (awaiting State Review)
- Nike Park ColdWar-Era, Smithfield, Virginia (awaiting state review)
- Dixville/Habersham Historic District, Brunswick, Georgia (Listed 2016)
- Kenner Manor Neighborhood Historic District, Nashville, TN (Listed 2016)
- Lincoln National Bank, West Virginia (Listed 2015)
- Bluefields Subdivisions Historic District (Listed 2016)
- Inglewood Place Historic District (Listed March 2016)

- Jackson Park Historic District (Listed March 2016)
- South Drummond Street Neighborhood Historic District, Vicksburg, Mississippi (Review Board scheduled for July 2015)
- American Legion Bohannon Post #4, Livingston, Overton County, Tennessee (Listed August 2012)
- Mollie and Neel Glenn House, Springfield, Robertson County, Tennessee (Listed August 2012)
- National Teacher's Normal & Business College Administration Building, Henderson, Chester County, Tennessee (Listed March 2012)
- Fruitvale Historic District, Fruitvale, Crockett County, Tennessee (Listed November 2012)
- Milan Masonic Lodge, Milan, Ripley County, Indiana (Listed January 2013)
- Krahwinkel Farmhouse, Owensboro, Daviess County, Kentucky (Listed July 2013)
- Bodenham Mill, Pulaski, Tennessee (Listed April 2013)
- Moye-Green House, Portland, Sumner County, Tennessee (Listed April 2013)

Professional Projects and Papers

Gritney Historic Resource Survey (2018-2019)

Greenwood, MS

NPS Grant-funded project. Principal Architectural Historian for a large-scale historic resources survey of a late-19 century to mid-20th century African American neighborhood in Greenwood, Mississippi. The survey included the preparation of archival-quality inventory forms for all surveyed resources (approximately 780 resources), the preparation of a survey report detailing our findings, and an evaluation of National Register eligibility.

Tennessee Town Historic Resource Survey (2018-2019)

Mooresville, NC

NPS Grant-funded project. Principal Architectural Historian for an intensive-level historic resources survey of a late-19 century to mid-20th century in-town residential neighborhood historically associated with the settlement of African American Exodusters. The survey included the data entry into KHRI for all surveyed resources (approximately 140 resources), the preparation of a survey report detailing our findings, and an evaluation of National Register eligibility.

Hill-Burton Statewide Historic Context and Survey (2018-2019)

Throughout Mississippi

NPS Grant-funded project. Principal Architectural Historian for an intensive-level historic resources survey of a late-19 century to mid-20th century in-town residential neighborhood historically associated with the settlement of African American Exodusters. The survey included the data entry into KHRI for all surveyed resources (approximately 140 resources), the preparation of a survey report detailing our findings, and an evaluation of National Register eligibility.

Downtown Kingsport Historic Resource Survey (2017-2018)

Kingsport, TN

Principal Architectural Historian for an intensive-level historic resources survey of a late-19 century to mid-20th century downtown district of Kingsport. The survey included the completion of survey forms for all surveyed resources (approximately 200 resources), the preparation of a survey report detailing our findings, and an evaluation of National Register eligibility.

Sylva, NC107, National Register Evaluations and Historic Context (2018)

Sylva, NC

Principal Architectural Historian and author of an intensive-level survey and formal National Register Eligibility Evaluation report six historic resources within the APE of a proposed North Carolina Department of Transportation project in Jackson County. The report included the development of a historic context, architectural description and integrity assessment, recommendations for National Register-eligibility, and high-quality photographic documentation.

Historic Resources Survey (2017)

Sylva, NC

Principal Architectural Historian and author of an intensive-level survey and historic resources assessment of approximately 90 resources along NC107 and within the APE of a proposed North Carolina Department of Transportation project in Jackson County. Report included architectural descriptions and National Register eligibility evaluations for all historic resources, as well as the preparation of shapefiles and a PowerPoint presentation to present findings to NCDOT.

Granite Falls Mill Village - National Register Evaluation and Historic Context (2017)

Granite Falls, NC

Principal Architectural Historian and author of an intensive-level survey and formal National Register Eligibility Evaluation report for the Granite Falls Mill Village. The report included the development of a historic context, architectural description and integrity assessment, recommendations for National Register-eligibility, and high-quality photographic documentation.

Stockton House, Historic Resource Report and National Register Evaluation (2017) **Macon County, NC**
Principal Architectural Historian and author of an intensive-level survey and formal National Register Eligibility Evaluation report for the Stockton House in Macon County, North Carolina, on behalf of North Carolina Department of Transportation. The report included the development of a historic context, architectural description and integrity assessment, recommendations for National Register-eligibility, and high-quality photographic documentation.

Hot Springs - National Register Evaluation for Six Properties (2017) **Hot Springs, NC**
Principal Architectural Historian and author of an intensive-level survey and formal National Register Eligibility Evaluation report for six early-20th century residences in Hot Springs. The report included the development of a historic context, architectural descriptions and integrity assessments, recommendations for National Register-eligibility, and high-quality photographic documentation.

Mt. Sinai Church National Register Eligibility Determination (2016) **Franklin, NC**
Principal Architectural Historian and co-author of an intensive-level survey and formal National Register Eligibility Evaluation report for the Mt. Sinai Church in Franklin, North Carolina, and on behalf of North Carolina Department of Transportation. The report included the development of a historic context, architectural description and integrity assessment, recommendations for National Register-eligibility, and high-quality photographic documentation.

Dysart-Martin House National Register Eligibility Determination (2016) **Marion, NC**
Principal Architectural Historian and co-author of an intensive-level survey and formal National Register Eligibility Evaluation report for the Dysart-Martin House, a mid-19th century brick I-House, in Marion, North Carolina on behalf of North Carolina Department of Transportation. The report included the development of a historic context, architectural description and integrity assessment, recommendations for National Register-eligibility, and high-quality photographic documentation.

NC DOT I-40 Historic Resources Survey (2016) **Candler, NC**
Principal Architectural Historian and co-author of an intensive-level survey and historic resource assessment of approximately 45 resources along I-40 and within the APE of a proposed North Carolina Department of Transportation project in Buncombe County. Report included architectural descriptions and National Register eligibility evaluations for all historic resources, as well as the preparation of shapefiles and a PowerPoint presentation to present findings to NCDOT.

Mt. Sinai Church National Register Eligibility Determination (2016) **Franklin, NC**
Principal Architectural Historian and author of an intensive-level survey and formal National Register Eligibility Evaluation report for the Mt. Sinai Church in Franklin, North Carolina, and on behalf of North Carolina Department of Transportation. The report included the development of a historic context, architectural description and integrity assessment, recommendations for National Register-eligibility, and high-quality photographic documentation.

Dysart-Martin House National Register Eligibility Determination (2016) **Marion, NC**
Principal Architectural Historian and author of an intensive-level survey and formal National Register Eligibility Evaluation report for the Dysart-Martin House, a mid-19th century brick I-House, in Marion, North Carolina on behalf of North Carolina Department of Transportation. The report included the development of a historic context, architectural description and integrity assessment, recommendations for National Register-eligibility, and high-quality photographic documentation.

NC DOT I-40 Historic Resources Survey (2016) **Candler, NC**
Principal Architectural Historian and co-author of an intensive-level survey and historic resource assessment of approximately 45 resources along I-40 and within the APE of a proposed North Carolina Department of Transportation project in Buncombe County. Report included architectural descriptions and National Register eligibility evaluations for all historic resources, as well as the preparation of shapefiles and a PowerPoint presentation to present findings to NCDOT.

Talladega Historic Resources Survey (2015-2016) **Talladega, AL**
NPS Grant-funded project. Principal Architectural Historian for a large-scale historic resources survey of the Courthouse Square and Silk Stocking Historic Districts, both are listed on the National Register. The project includes the re-evaluation of contributing versus non-contributing status of historic resources, as well as recommendations for updating the Period of Significance and expanding boundaries. Based on the survey, National Register nomination updates will be prepared.

Albany Phase II Historic Resources Survey (2015-2016)**Albany, GA**

NPS Grant-funded project. Principal Architectural Historian for a large-scale historic resources survey of an late-19th to mid-20th century commercial and residential urban area in Albany, Dougherty County, Georgia. The survey included entering data into NAHRGIS for all surveyed resources (total of 640 resources), the preparation of a survey report detailing our findings, and an evaluation of National Register eligibility.

Carrollton Historic Resources Survey (2015-2016)**Carrollton, GA**

NPS Grant-funded project. Principal Architectural Historian for a large-scale historic resources survey of a mid-19th to early-20th century residential neighborhood, and the downtown commercial district in Carrollton, Carroll County, Georgia. Both survey areas are located within existing National Register historic districts. The project included recommendations for Design Guidelines for the South Carrollton In-Town Residential District. The survey included entering data into NAHRGIS for all surveyed resources (total of 350 resources), the preparation of a survey report detailing our findings, and recommendations of National Register eligibility, among other project objectives.

Rawson Circle/Park Historic Resource Survey and Historic District Expansion Report (2015)**Albany, GA**

NPS Grant-funded project. Principal Architectural Historian for a large-scale historic resources survey of an early- to mid-20th century residential neighborhood in Albany, Dougherty County, Georgia. The survey included entering data into NAHRGIS for all surveyed resources (total of 841 resources), the preparation of a survey report detailing our findings, and an evaluation of National Register eligibility. The project also included a separate report assessing the potential expansion of a locally-designated historic district.

City of McComb Historic Resource Survey of the States Area Neighborhood (2015)**McComb, MS**

NPS Grant-funded project. Principal Architectural Historian for a large-scale historic resources survey of a late-19th century to mid-20th century residential neighborhood in McComb, Mississippi. The survey included the preparation of archival-quality inventory forms for all surveyed resources (approximately 250 resources), the preparation of a survey report detailing our findings, and an evaluation of National Register eligibility.

South Central Aberdeen Historic District Re-Survey (2015)**Aberdeen, MS**

NPS Grant-funded project. Principal Architectural Historian for a large-scale historic resources survey of a mid-19th century to mid-20th century residential area in Aberdeen, Mississippi. The survey was a re-evaluation of an existing National Register Historic District listed in 1988. The project included the preparation of archival-quality inventory forms for all surveyed resources (approximately 250 resources), the preparation of a survey report detailing our findings, and a re-evaluation of contributing/non-contributing status.

South Drummond Street Neighborhoods Survey and NR Nomination (2015)**Vicksburg, MS**

NPS Grant-funded project. Principal Architectural Historian for a large-scale historic resources survey of late-19th century to mid-20th century residential neighborhoods in Vicksburg, Mississippi. The earlier neighborhoods began as streetcar suburbs. As the city continued to expand, evolving trends in residential planning and design are represented within the survey area and proposed NR district. The survey included the preparation of archival-quality inventory forms for all surveyed resources (approximately 250 resources), the preparation of a survey report detailing our findings, and an evaluation of National Register eligibility. In addition, a National Register nomination was prepared based on the findings of the survey.

Kelly Mill Historic District Architectural Survey and National Register Evaluation**Cumming, GA**

Principal Architectural Historian for a historic resources survey of the late-19th to mid-20th century residential historic district in Cumming, Forsyth County, Georgia. The survey included entering data into the Georgia NAHRGIS for all surveyed resources, the preparation of a survey report detailing our findings, and an evaluation of National Register eligibility.

Beaver Run Farm: Mid-20th Century Progressive Farming in Middle Georgia**Gray, GA**

Principal Architectural Historian for a cultural resource assessment of an early- to mid-20th century farmstead located in Gray, Jones County, Georgia. The assessment focuses on the farmstead within the agricultural context of Jones County, particularly during the progressive era. Archival Photographic Documentation in accordance with GA SHPO "Guidelines for Establishing a Photographic Archival Record" supplements the report.

Cedar Bluff, Cherokee County, Alabama Historic Resources Architectural Survey**Cedar Bluff, AL**

Principal Architectural Historian for the completion of an intensive-level architectural survey and historic resource assessment for approximately 150 properties within the town of Cedar Bluff. The majority of the resources ranged in date from the early-20th century to present-day, with a particular focus on the development surge in mid-20th century development observed. The project included the completion of an individual survey form for each resource 50-years

or older and the preparation of an approximate 50-page survey report. The survey report included methodology, a historic context, architectural assessment, and recommendations.

Centre, Cherokee County, Alabama Historic Resources Architectural Survey and Report Centre, AL
Principal Architectural Historian for the completion of an intensive-level architectural survey and historic resource assessment for approximately 250 properties within the town of Centre. The majority of the resources ranged in date from the mid-19th century to present-day, with a particular focus on the development surge in mid-20th century development observed. The project included the completion of an individual survey form for each resource 50-years or older and the preparation of a 50-page survey report. The survey report included methodology, a historic context, architectural assessment, and recommendations.

"Women's Clubhouses in Tennessee: Analysis of Four National Register-Listed Sites" (2012)
Conference Paper Presented at the Southeast Chapter of Architectural Historians Annual Conference in Athens, GA
Recipient of the *Emerging Professionals Scholarship*.

Wagner Heights Subdivision, Architectural Survey (2012) Savannah, GA
Principal Architectural Historian for the completion of an architectural survey and historic resource assessment for the early-20th century Wagner Heights Subdivision in East Savannah, Chatham County. The project included the completion of an individual survey form for each resource 50-years or older entered into Georgia's NAHRGIS.

Acworth Mill & Mill Village, GA HDIF Form (2011) Acworth, GA
Principal Architectural Historian for the completion of a Georgia Historic District Information Form which contains all information, maps, and photographs necessary for the completion of a National Register nomination. The Acworth Mill and Mill Village is an excellent surviving example of the paternalistic southern mill village of the early to mid-20th century. The historic district encompasses the mill facility, ball fields, schoolhouse, and approximately 50 worker's cottages.

Turpin Farmstead: An Agricultural History and Cultural Resource Report (2011) Stockbridge, GA
Principal Architectural Historian for a cultural resource assessment of an early- to mid-20th century farmstead located in Stockbridge, Henry County, Georgia. The assessment focuses on the farmstead in the agricultural context of Henry County. Archival Photographic Documentation in accordance with GA SHPO "Guidelines for Establishing a Photographic Archival Record" supplements the report.

Abbeville Commercial District, NR Draft Nomination (2011) Abbeville, AL
Principal Architectural Historian for the Abbeville Commercial District NR nomination for Section 106 Compliance. The historic district contains approximately 100, early-20th century commercial resources.

Stage Coach Inn and Methodist Church (c.1830), Level II HABS, and NR Draft Nominations(2011)
Pickensville, AL
Principal Architectural Historian for the completion of NR draft nominations for each structure and Level II HABS documentation for each. Photographic documentation of the Upper Pickensville Cemetery was also completed.

Holland Homestead and Slay Farm, Cultural Resources Report and Eligibility Determination (2010)
White Plains, AL
Principal Architectural Historian for the completion of archival quality photographic documentation of two early-20th century farmsteads in White Plains, Chambers County, Alabama. A detailed cultural resource report of each farmstead was completed which provided an evaluation of each resource on the property and eligibility determinations and recommendations.

Little Five Points Commercial District, Historic Resource Report and Survey (2009-2010) Atlanta, GA
Principal Architectural Historian for the completion of archival quality photodocumentation and a detailed cultural resource report of Atlanta's Little Five Points Commercial District as the city's first regional shopping center. The report included the development of a historic context, map study, and a description and assessment of existing historic resources.

North Milledgeville Historic Resource Survey and Report (2009-2010) Milledgeville, GA
Principal Architectural Historian for an intensive architectural survey of a late 19th to early 20th century portion of historic Milledgeville, Georgia. The project included the survey of over 200 structures, the entry of each into the Georgia NAHRGIS online database, and the completion of a cultural resource report and analysis of the structures.

Pineville Methodist Cemetery Survey (2009)

Pineville, AL

Principal Architectural Historian for included the completion of a cemetery survey and photodocumentation of a rural, mid-19th century cemetery in Monroe County, Alabama.

Professional Certifications/Honors

Tennessee Preservation Trust, Board of Directors Member, January 2016 – 2017

Secretary of the Interior's 36CFR61 Professional Qualification Standards for Architectural History, History & Historic Preservation

Nashville Historic Preservation Awards, Selected as Judge: 2014

Traditional Cultural Places, NPI Certification: March 2014

NEPA Compliance and Cultural Resources, NPI Certification: December 2013

Section 4(f) Compliance for Historic Properties, NPI Certification: December 2013

Section 106: A Review for Experienced Practitioners, NPI Certification: April 2013

A Model for Identifying and Evaluating Historical Significance of Post-WWII Housing Certification: Transportation Research Board, December 18, 2012

2012 Emerging Professional Scholarship Recipient – Southeast Chapter of the Society of Architectural Historians: Women's Clubhouses of Tennessee

Introduction to NEPA and Transportation Decisionmaking: NHI training March 2013

NEPA Cumulative Effects Analysis and Documentation, GA DOT Certification Training: September 21-22, 2011

Identification and Evaluation of Mid-20th Century Architecture, NPI Certification: April 10 and 11, 2011

2009 Peterson Prize: Member of Fourth Place Winning Team for HABS Level Drawings – Magnolia Cemetery

2007 Peterson Prize: Member of the Second Place Winning Team for HABS Level Drawings – Othniel Beale House



September 10, 2019

**Bid on Starkville Comprehensive Reconnaissance Survey
Response to Interview Questionnaire**

Dear Ms. Corban,

Thank you for your consideration for the completion of this survey project. I am please to provide you with the responses to your interview questions sent via email earlier this week. My responses are below. Should you, or the Commission, have additional questions, please do not hesitate to contact me.

1) Have you ever completed a comprehensive survey or a similar study for a city government before?

I have completed multiple large-scale, intensive-level surveys for multiple CLGs and city governments in recent years. Among those include survey and National Register nomination projects in Albany, GA; Kingsport, TN; Mooresville, NC; Topeka, KS; and multiple CLGs throughout the state of Mississippi, among others.

With exception to a downtown survey of historic Kingsport, TN, all others were projects funded through the Historic Preservation Grant fund and administered by respective SHPO offices. I successfully completed all projects within the assigned deadlines and the final products were well-received by both the SHPO and city governments.

In some instances, the larg-scale survey projects included a preliminary windshield survey to determine appropriate survey boundaries based on a general historic context and apparent degree of historic integrity. Others were conducted within pre-defined survey boundaries.

Having formerly been employed as a National Register reviewer with the Tennessee State Historic Preservation Office, numerous windshield surveys and preliminary evaluations were conducted throughout the State to identify potential survey and/or National Register district candidates.

2) How do you plan on starting the project?

Should JLD Consulting be awarded the contract, we are prepared to begin consultation with the Starkville historic commission, local historians, and the



MDAH immediately upon finalization of the contract. JLD Consulting will immediately review any electronic materials pertaining to the history and development of specific buildings within the project area and the eight (8) pre-defined boundaries identified by the 2011 Starkville Community Planning Charette.

Meetings to review additional material at MDAH, the City, and local historical societies/museum will be scheduled as soon as possible. The meetings and local research would be scheduled to coincide with fieldwork.

3) **What resources do you plan to call upon to assist you with the survey?**

A variety of primary and secondary resources will be consulted to obtain a greater understanding of the development history of the City and the various pre-defined project areas. In addition, we encourage the local community, particularly knowledgeable local historians, to speak with us and provide beneficial information pertaining to each project area and/or significant individual properties.

Mississippi Department of Archives and History - Existing records and/or documentation of properties within the survey area will be reviewed at MDAH.

Suggestions for contacting **local historians** familiar with the various project areas are welcome. We encourage communicating directly with those that are most familiar with the area and who might provide additional information that might be helpful towards the identification of individual landmark properties and formally delineating boundaries for potential historic districts.

Historic **Sanborn maps, plat maps, and city directories** will be reviewed to obtain a greater understanding of development patterns of each of the pre-defined project areas.

Local libraries and/or museums will be visited to obtain general information for the development of historic contexts of each of the project areas.

4) **In general, what future efforts on historic preservation should you think follow after this survey?**

A significant portion of our final survey report will include recommendations for future preservation planning. Initial focus will be in developing a list of "priorities of preservation" based on degree of historic significance and integrity of potential landmark buildings, as well as their current physical



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condition. In some cases, potential landmark buildings that are threatened by abandonment or neglect might benefit from listing on the National Register in order to qualify for rehabilitation tax credits that might save the building.

Based on the results of the windshield surveys, we would recommend which neighborhood, or project area, would best benefit from a large-scale architectural survey and/or National Register evaluation.

Ultimately, the preservation goals for each project area will differ based on surviving integrity, encroaching modern development, and overall level of historic significance. Suggestions for National Register listing, further survey work, establishment of zoning overlays, and design guidelines will all be taken into consideration. Detailed recommendations will be presented in the final report.

Sincerely yours,

JLD Preservation Consulting, LLC

A handwritten signature in black ink that reads 'Jaime L. Destefano'.

Jaime L. Destefano, MSHP

Principal Architectural Historian and Founder



September 10, 2019

**Bid on Starkville Comprehensive Reconnaissance Survey
Response to Interview Questionnaire**

Dear Ms. Corban,

Thank you for your consideration for the completion of this survey project. I am please to provide you with the responses to your interview questions sent via email earlier this week. My responses are below. Should you, or the Commission, have additional questions, please do not hesitate to contact me.

1) Have you ever completed a comprehensive survey or a similar study for a city government before?

I have completed multiple large-scale, intensive-level surveys for multiple CLGs and city governments in recent years. Among those include survey and National Register nomination projects in Albany, GA; Kingsport, TN; Mooresville, NC; Topeka, KS; and multiple CLGs throughout the state of Mississippi, among others.

With exception to a downtown survey of historic Kingsport, TN, all others were projects funded through the Historic Preservation Grant fund and administered by respective SHPO offices. I successfully completed all projects within the assigned deadlines and the final products were well-received by both the SHPO and city governments.

In some instances, the larg-scale survey projects included a preliminary windshield survey to determine appropriate survey boundaries based on a general historic context and apparent degree of historic integrity. Others were conducted within pre-defined survey boundaries.

Having formerly been employed as a National Register reviewer with the Tennessee State Historic Preservation Office, numerous windshield surveys and preliminary evaluations were conducted throughout the State to identify potential survey and/or National Register district candidates.

2) How do you plan on starting the project?

Should JLD Consulting be awarded the contract, we are prepared to begin consultation with the Starkville historic commission, local historians, and the



MDAH immediately upon finalization of the contract. JLD Consulting will immediately review any electronic materials pertaining to the history and development of specific buildings within the project area and the eight (8) pre-defined boundaries identified by the 2011 Starkville Community Planning Charette.

Meetings to review additional material at MDAH, the City, and local historical societies/museum will be scheduled as soon as possible. The meetings and local research would be scheduled to coincide with fieldwork.

3) **What resources do you plan to call upon to assist you with the survey?**

A variety of primary and secondary resources will be consulted to obtain a greater understanding of the development history of the City and the various pre-defined project areas. In addition, we encourage the local community, particularly knowledgeable local historians, to speak with us and provide beneficial information pertaining to each project area and/or significant individual properties.

Mississippi Department of Archives and History - Existing records and/or documentation of properties within the survey area will be reviewed at MDAH.

Suggestions for contacting **local historians** familiar with the various project areas are welcome. We encourage communicating directly with those that are most familiar with the area and who might provide additional information that might be helpful towards the identification of individual landmark properties and formally delineating boundaries for potential historic districts.

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condition. In some cases, potential landmark buildings that are threatened by abandonment or neglect might benefit from listing on the National Register in order to qualify for rehabilitation tax credits that might save the building.

Based on the results of the windshield surveys, we would recommend which neighborhood, or project area, would best benefit from a large-scale architectural survey and/or National Register evaluation.

Ultimately, the preservation goals for each project area will differ based on surviving integrity, encroaching modern development, and overall level of historic significance. Suggestions for National Register listing, further survey work, establishment of zoning overlays, and design guidelines will all be taken into consideration. Detailed recommendations will be presented in the final report.

Sincerely yours,

JLD Preservation Consulting, LLC

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Jaime L. Destefano, MSHP

Principal Architectural Historian and Founder

2019 CLG

Biloxi - Regional Certified Local Government Training

Join MDAH in Biloxi for Certified Local Government Regional Training on Tuesday, September from 10 am-1 pm at the Biloxi Visitors' Center at 1050 Beach Blvd, Biloxi, MS 39530.

Historic Preservation Commissions work closely with the local aspect of local survey, designation, and design review, but communities can be a strong partner with the Mississippi Department of Archives and History and the National Park Service if they understand the tools at their disposal. James Bridgforth (National Register Coordinator), Meredith Massey (Certified Local Government Coordinator) and Barry White (Deputy Director) will impart practical steps and methods for preserving some of your communities most valuable resources.

This unique training opportunity will provide a discussion-based atmosphere to delve into topics that HPC face in their work to preserve their communities, particularly in the areas of the National Register of Historic Places, preserving the recent past, and the economics of historic preservation.

Although there is no fee, we do ask that you register in order to know how many people to expect.

This is the last chance for HPC members to receive training from MDAH in this fiscal year. remember at least 1 commissioner has to attend a training session each year for your CLG to remain in good standing.

Date: 09/24/2019 (Tue.)

Time: 10:00am - 1:00pm CDT

Location: 1050 Beach Blvd, Biloxi, MS 39530

Created by: MC MDAH CLG 

Already signed up? You can [change your sign up](#).

Available Slot

Submit and Sign Up

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Emily Corban <e.corban@cityofstarkville.org>

General information for shpc members

1 message

Fazio, Michael <MFazio@caad.msstate.edu>
To: Emily Corban <e.corban@cityofstarkville.org>

Tue, Sep 10, 2019 at 9:31 AM

Emily,

Please forward this email to all the SHPC members.

Because the commission now has few members of long standing, it seems prudent to remind you where you can examine the important documents.

1. Ordinance

This is the ordinance that created the commission. It can be found on-line and Emily Corban can direct you to it.

It is not fascinating reading, but plowing through it and marking it up would be a good idea.

Most importantly, the Ordinance directs the commission to carry out surveys of historic properties and to create local districts. The broader implication is that the commission should work to intelligently protect historic buildings and I would say devise plans for doing so while working with the city's Community Development Division.

2. Standards for Starkville's Historic Districts

This is the document that covers our local residential districts. Again Emily can tell you where to find it on-line.

It is old enough that I imagine that it would be a good idea for all commission members to review it.

My suggestion would be that the city have enough new hard copies printed to give one to all commission members and have a few in a secure location at city hall so that citizens could review a hard copy if they wished.

3. Advisory Standards for the Downtown Historic District

These are brand new and you will see hard copies for the first time tonight.

This is not really a city document, though done with city funds, but was done at the request of the Starkville Main Street Association. The downtown area is a National Register District but not a local district and so is not subject to the ordinance. The document was always intended to be advisory, unless the downtown merchants decide at some point that they want to be part of a local district.

Brian Kelley, the Main Street chair, wants to see some preservation progress downtown. However, the Starkville Downtown Partnership, where the Main Street program resides, is understaffed and still lacks a full-time director.

Deb Shafer has completed the facade color studies and has delivered them to Main Street, so they are ready to be tried out. I am sure that she would be glad to come to an SHPC meeting and show them to you. As I expected, she did a superb job.

4. Universal Survey

This is the order of business tonight.

My thought has always been that the results of this survey would suggest rank-order priorities for forthcoming preservation projects, so that those areas where historic properties are most threatened or are likely to be in the near future can be addressed in a timely fashion. A National Register district on the campus is surely a good idea, but ideally involves matching funds from the university, which, last year turned us down. However, we do not need the university's approval in order to conduct such a survey if the funds can be found elsewhere or if MDAH would take it on themselves, as they did at USM. I also feel strongly that the universal survey and any subsequent projects be done in close coordination with the city, particularly the Community Development Division, Dr. Sungan Kim, Director. Dr. Kim has CLG experience and is an advocate of historic preservation.

5. Cooperation among the SHPC, Main Street, and the Downtown Neighborhood Association. I believe that the time is right, and I have spoken to Michelle Jones about this on a number of occasions, for these three groups to meet and establish a short list of preservation priorities for the city.

I have said nothing to Michelle Jones about this idea and we have no right to claim any of her time, but if she could be convinced to organize a workshop on the role of a local historic preservation commission, then this would be ideal.