



OFFICIAL AGENDA
HISTORIC PRESERVATION COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
SPECIAL CALL MEETING OF WEDNESDAY, APRIL 26, 2022
2ND FLOOR CITY HALL – COMMUNITY DEVELOPMENT,
110 WEST MAIN STREET, 5:30 PM

- I. CALL TO ORDER
- II. ROLL CALL
- III. CONSIDERATION OF THE OFFICIAL AGENDA
- IV. CONSIDERATION OF THE MINUTES
 - A. CONSIDERATION OF THE UNAPPROVED MINUTES FOR 3/30/2022
 - B. CONSIDERATION OF THE UNAPPROVED MINUTES FOR 11/23/2021
- V. NEW BUSINESS
 - A. DISCUSSION OF APPOINTING CHAIR AND VICE-CHAIR TO THE HISTORIC PRESERVATION COMMISSION.
 - B. DISCUSSION AND UPDATE REGARDING THE 2022 CERTIFIED LOCAL GOVERNMENT GRANT THROUGH MDAH.
 - C. DISCUSSION AND REVIEW OF HISTORIC PRESERVATION COMMISSION DUTIES, RULES, AND PROCEDURES.
 - D. CONSIDERATION OF ADOPTING THE 2022 HPC MEETING SCHEDULE.
- VI. ADJOURN

**MINUTES OF THE HISTORIC PRESERVATION COMMISSION MEETING OF WEDNESDAY,
MARCH 30, 2022
THE CITY OF STARKVILLE, MISSISSIPPI**

Be it remembered that the members of the Historic Preservation Commission of the City of Starkville, Mississippi held a special meeting on March 30, 2022, in the Large Conference Room on the 2nd floor of City Hall, located at 110 West Main Street, Starkville MS.

There being physically present was Commissioner Debbie Nettles. Attending the meeting on the google meets platform were Commissioners Emily Camp and Robert McMillian. Commissioner Shawn Lambert joined via phone. Physically present attending the Commissioners was Assistant City Planner Odie Avery.

III. CONSIDERATION OF THE OFFICIAL AGENDA

There came for consideration the matter of the approval of the Official Agenda of the Historic Preservation Commission on March 30, 2022.

**OFFICIAL AGENDA
HISTORIC PRESERVATION COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF WEDNESDAY, MARCH 30, 2022
2ND FLOOR CITY HALL – COMMUNITY DEVELOPMENT,
WEST MAIN STREET, 12:00 PM**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. CONSIDERATION OF THE OFFICIAL AGENDA**
- IV. NEW BUSINESS**
 - A.** DISCUSSION AND CONSIDERATION OF COA 22-01 A REQUEST FOR A CERTIFICATE OF APPROPRIATNESS 500 GREENSBORO STREET ON A PARCEL THAT IS CURRENTLY ZONED TN-E WITH THE PROPERTY NYMBER #1180-00-297.00.
 - B.** DISCUSSION AND CONSIDERATION OF COA 22-02 A REQUEST FOR A CERTIFICATE OF APPROPRIATNESS 603 GREENSBORO STREET ON A PARCEL THAT IS CURRENTLY ZONED TN-E WITH THE PROPERTY NUMBER #102C-00-002.00.
- V. ADJOURN**

After a discussion and upon the motion of Commissioner Camp, duly seconded by Commissioner McMillen, the motion to approve official agenda of the Historic Preservation Commission for March 30. 2022 received unanimously approval.

IV. NEW BUSINESS

- A. DISCUSSION AND CONSIDERATION OF COA 22-01 A REQUEST FOR A CERTIFICATE OF APPROPRIATENESS 500 GREENSBORO STREET ON A PARCEL THAT IS CURRENTLY ZONED TN-E WITH THE PROPERTY NYMBER #1180-00-297.00.**

Odie Avery introduced the Certificate of Appropriateness Request by Lucas White for exterior renovations of the residence at 500 Greensboro Street.

The applicant is requesting a Certificate of Appropriateness to:

1. Addition of a covered porch over an existing deck on the back (North side) of the residence.
2. Closing (removing) side entrance door.

After discussion amongst the Commissioners, Commissioner Camp made the motion to approve COA 22-01, which was seconded by Commissioner McMillen and unanimously approved.

- B. DISCUSSION AND CONSIDERATION OF COA 22-02 A REQUEST FOR A CERTIFICATE OF APPROPRIATENESS 603 GREENSBORO STREET ON A PARCEL THAT IS CURRENTLY ZONED TN-E WITH THE PROPERTY NUMBER #102C-00-002.00.**

Odie Avery introduced the Certificate of Appropriateness Request by Gary Shafer for exterior renovations of the residence at 603 Greensboro Street.

The applicant is requesting a Certificate of Appropriateness to:

Demolish the 1980 addition and return the Greensboro Street elevation back to a single-family house with the original porch on the east. An addition will be added to the back of the house but this would not be seen from Greensboro Street.

1. Exterior Siding/Finishes/Masonry
 - a. Remove existing aluminum siding
 - b. Remove existing ¼" insulation board
 - c. Remove existing asbestos siding
 - d. Install Water Resistive Wrap
 - e. Install Fiber Cement Lap Siding
2. Windows and Dormers

- a. Remove center portion (fixed glass) of living room window and maintain the (2) operable side windows
3. Porches/Decks/Balconies
 - a. Remove 1980 carport and utility room addition
 - b. Construct one-car carport on the addition to the back of the house
 - c. Construct a covered entry porch on the front gable of the house
4. Exterior Doors
 - a. Install a front door that can be seen as entry from Greensboro Street
5. Roofs
 - a. Install a new asphalt shingle roof
6. Foundations
 - a. Maintain existing foundation design and construction for the new addition on the back

After discussion amongst the Commissioners, Commissioner Camp made the motion to approve COA 22-02, which was seconded by Commissioner Nettles and unanimously approved.

VI. ADJOURN

There came for consideration, the matter of the approval of the motion to adjourn until 5:30 p.m. on April 26, 2022, in the Courtroom of City Hall located at 110 West Main Street, Starkville MS if needed.

After discussion and upon the motion to adjourn by Commissioner Camp, duly seconded by Commissioner Lambert, the motion was unanimously approved.

, Chairman

Daniel Havelin, City Planner

**MINUTES OF THE HISTORIC PRESERVATION COMMISSION MEETING OF TUESDAY,
NOVEMBER 23, 2021
THE CITY OF STARKVILLE, MISSISSIPPI**

Be it remembered that the members of the Historic Preservation Commission of the City of Starkville, Mississippi held their regularly scheduled meeting on November 23, 2021, in the Large Conference Room on the 2nd floor of City Hall, located at 110 West Main Street, Starkville MS.

There being physically present were Chairman Evan Peacock and Robert McMillen. Attending the meeting on the google meets platform was Commissioners Ryan Ashford and Christopher Hunter. Commissioner Emily Corban Camp joined via phone. Physically present attending the Commissioners was City Planner Daniel Havelin and Assistant City Planner Odie Avery.

III. CONSIDERATION OF THE OFFICIAL AGENDA

There came for consideration the matter of the approval of the Official Agenda of the Historic Preservation Commission on November 23, 2021.

**OFFICIAL AGENDA
HISTORIC PRESERVATION COMMISSION
CITY OF STARKVILLE, MISSISSIPPI
MEETING OF TUESDAY, NOVEMBER 23, 2021
2ND FLOOR CITY HALL – COMMUNITY DEVELOPMENT,
WEST MAIN STREET, 5:30 PM**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. CONSIDERATION OF THE OFFICIAL AGENDA**
- IV. CONSIDERATION OF THE MINUTES:**
 - A. CONSIDERATION OF THE UNAPPROVED MINUTES FOR JULY 27, 2021
- V. NEW BUSINESS**
 - A. REVIEW OF THE FFY 2021 CLG ANNUAL REPORT
 - B. DISCUSSION AND UPDATE – FY21 CLG GRANT AND CONSULTANT AGREEMENT
 - C. DISCUSSION OF THE APPLICATION FOR CLG FUNDS FOR 2022 – PUBLICATION OF THE STARKVILLE AFRICAN AMERICAN HISTORIC RESOURCES SURVEY
 - D. DISCUSSION OF FUTURE GRANT OPPORTUNITIES AND POTENTIAL HISTORIC PROPERTIES
- VI. ADJOURN**

After a discussion and upon the motion of Commissioner McMillen, duly seconded by Commissioner Ashford, the motion to approve official agenda of the Historic Preservation Commission for November 23, 2021 received unanimously approval.

IV. CONSIDERATION OF THE MINUTES

A. CONSIDERATION OF THE UNAPPROVED MINUTES FOR JULY 27, 2021

After discussion and upon the motion of Commissioner Hunter, duly seconded by Commissioner McMillen, the motion to approve the minutes of the Historic Preservation Commission for July 27, 2021 received unanimous approval.

V. NEW BUSINESS

A. DISCUSSION REVIEW OF THE FFY 2021 ANNUAL REPORT

Odie Avery presented the submitted CLG Annual Report to the commission for update and discussion.

B. DISCUSSION AND UPDATE – FY21 CLG GRANT AND CONSULTANT AGREEMENT

Odie Avery presented recent correspondence and agreements concerning selection of the consultant for the next phase of the Starkville Civil Right Survey. The proposal from Jeff Rosenberg for an intensive-level survey was accepted and signatures from the Mayor were submitted to the MDAH.

C. DISCUSSION OF THE APPLICATION FOR CLG FUNDS FOR 2022 – PUBLICATION OF THE STARKVILLE AFRICAN AMERICAN RESOURCES SURVEY

Odie Avery updated the commission on the recently submitted Intent to apply for the 2022 CLG Grant and the feedback from Lydia Charles at MDAH stating that our intent was sound and encouraging the City to apply in February.

D. DISCUSSION OF FUTRUE GRANT OPPORTUNITIES AND POTENTIAL HISTORIC PROPERTIES

Odie Avery shared and discussed upcoming grant opportunities specific to Civil Rights era sites/locations that the commission may consider for future opportunities.

VI. ADJOURN

There came for consideration, the matter of the approval of the motion to adjourn until 5:30 p.m. on December 28, 2021, in the Courtroom of City Hall located at 110 West Main Street, Starkville MS if needed.

After discussion and upon the motion to adjourn by Commissioner Ashford, duly seconded by Commissioner Nettles, the motion was unanimously approved.

Dr. Evan Peacock, Chairman

Daniel Havelin, City Planner

2.4. Historic Preservation Commission

- a. By virtue of MCA 1972, §§ 39-13-5, 39-13-7, and 39-13-9 as amended, the City is authorized to establish a Historic Preservation Commission to preserve, promote, and develop the City's historical resources and to advise the City on the designation of historic districts, landmarks, and landmark sites, and perform such other functions as may be provided by law.

2.4.2. Statement of purpose and intent

- A. The City hereby recognizes that the City of Starkville is known for unique qualities that have proven increasingly attractive to residents, business interests, and tourists. As a matter of public policy, the City aims to preserve, enhance, and perpetuate those aspects of the City having historical, cultural, architectural, and archaeological merit. Such historic activities will promote and protect the health, safety, prosperity, education, and general welfare of the people living in, and visiting the City of Starkville.
- B. More specifically, the City's Historic Preservation Code provisions and the establishment of the Commission are designed to achieve the following goals:
 1. Protect, enhance, and perpetuate historic resources that represent distinctive and significant elements of the City's historical, cultural, social, economic, political, archaeological, and architectural identity.
 2. Insure the harmonious, orderly, and efficient growth and development of the City.
 3. Strengthen civic pride and cultural stability through neighborhood conservation.
 4. Stabilize the economy of the City through the continued use, preservation, and revitalization of its historic resources.
 5. Protect and enhance the City's attractions to tourists and visitors, and the support and stimulus to business and industry thereby provided.

6. Promote the use of historic resources for the education, pleasure, and welfare of the people of the City of Starkville.
7. Provide a review process for the preservation and appropriate development of the City's historic resources.

2.4.3. Composition

- A. The Historic Preservation Commission shall consist of seven (7) members appointed by the Board of Aldermen. Each member shall be a qualified elector and resident of the City at the time of appointment and during incumbency.
- B. All Commission members shall have a demonstrated knowledge of, or interest, competence, or expertise in historic preservation. To the extent available in the community, the City shall appoint professional members from the historic preservation discipline and related disciplines, such as architecture, landscape architecture, urban design, construction, urban planning, history, architectural history, cultural geography, archeology, anthropology, law, real estate, and related fields.

2.4.4. **Appointments.** The members of the Historic Preservation Commission shall be appointed by a simple majority vote of the Board of Alderman.

2.4.5. **Terms of office.** All appointments shall be for a period of three (3) years. All members are eligible for re-appointment.

2.4.6. **Removal of members.** The Mayor and Board of Aldermen, by a two-thirds ($\frac{2}{3}$) super majority vote, shall have the authority to remove any member of the Historic Preservation Commission whenever, in the opinion of the Board of Aldermen, the best interest of the City shall be served thereby. Any member of the Commission who is absent from any four (4) of the regular meetings of the Commission in any fiscal year (October 1 through September 30) for any reason other than illness, shall automatically vacate his/her seat on the Commission. Additionally, any member of the Commission who moves

outside of the city limits, automatically vacates this seat and membership on the Commission.

2.4.7.

Disqualification of members by conflict of interest

A.

Because the City may possess limited residents with experience in the fields of historic preservation, architecture, landscape architecture, urban design, construction, urban planning, history, architectural history, cultural geography, archeology, anthropology, law, real estate and related fields, and to not impair such residents from practicing their trade for hire, members of the Commission are allowed to contract their services to an applicant for a Certificate of Appropriateness prior to an application being submitted for review. Any member of the Historic Preservation Commission, wishing to represent an applicant must recuse themselves from the commission during any meeting on the request. The solicitation and/or acceptance of contractual services by a Commissioner from an applicant based on the Commissioner's status as a member of the Historic Preservation Commission is prohibited and shall be grounds for removal of the commissioner.

B.

If any member of the Commission must be disqualified due to a conflict of interest on a regular and continuing basis, the Chairman or the Vice-Chairman, in his/her stead, shall encourage the member to resign their Commission seat. If the conflict remains ongoing and the subject of the conflict is unable to perform the tasks to which he/she was appointed, they will upon the fourth (4th) instance in any one (1) calendar year automatically be removed from the position and such vacancy will be brought to the attention of the Mayor and Board of Aldermen for action in advertising for interest in such position. The replacement of such a member shall be guided by this article and by the current policies of the Board of Aldermen in their appointment process.

C.

Likewise, any member of the Commission who has an interest in the property in question or in property within three hundred (300) feet of such a property, or who is employed with a firm that has been hired to aid the applicant in any matter whatsoever, or who has any proprietary, tenancy, or personal interest in a matter to be considered by the Commission, shall be disqualified from participating in the consideration of any request for a Certificate of Appropriateness involving such a property.

2.4.8.

Vacancies and compensation

A.

Vacancies occurring in the membership of the Historic Preservation Commission shall be filled as soon as possible. The City shall publish at least one (1) notice in a newspaper in its jurisdiction to solicit responses from citizens who are professionals in the field of historic preservation and related fields, and who are interested in serving on the Commission. The City may contact known professionals and interested laypersons and invite submission of their qualifications in written resume form.

B.

The City shall establish a date for receipt that is a minimum of a two (2) weeks or fourteen (14) calendar day period for the receipt of applications and nominations, with said date for receipt included in the advertisement and authorization by the Mayor and Board of Aldermen. If applications or nominations are not received during the specified two (2) week period, then the position will remain open until filled. Respondents shall submit, in written resume form, information concerning their demonstrated interest, competence, knowledge, or expertise. Such information should include but is not limited to: educational and professional background, membership in historic preservation organizations, subscriptions to relevant professional publications, volunteer work, attendance at workshops and seminars, and other relevant experience. The members of the Board shall serve without compensation.

C.

When the City has collected adequate information concerning the potential appointees to the Commission, it

Section 2. Administrative & Governing Bodies

shall decide, with the assistance of the State Historic Preservation Office (Mississippi Department of Archives and History), if desired, which candidates are qualified for appointment to the Commission. The appointments shall be made by the Mayor and Board of Aldermen at a regular, recess, or special call Board meeting as determined by the Mayor and Board of Aldermen.

- 2.4.9. Officers.** The Commission shall biennially elect from its membership a Chairman and Vice-Chairman. The Chairman and Vice-Chairman shall be voting members of the Board. All officers shall serve two (2)-year terms. A recording Secretary shall be appointed from City staff. If neither the Chairman nor the Vice-Chairman attends a particular meeting, the City Planner shall act as procedural Chair to initiate the meeting. Upon a motion from a present member, the remaining members shall select an Acting Chairman from the members in attendance at such meeting.

2.4.10. Rules and procedures

- A.** The Commission shall adopt a set of rules to expedite business at its meetings and shall establish a set of procedures for handling historic preservation matters. The rules and procedures established may be amended from time to time. A two-thirds ($\frac{2}{3}$) super majority vote of the Commission shall be required for the approval of any amendment to the established rules and procedures. All rules and procedures shall be in compliance with the requirements of MCA 1972, title 17, chapter 1, as amended.
- B.** The Commission shall develop design review guidelines for determining appropriateness as generally set forth in this article. Such criteria shall insofar as possible be consistent with local, state, and federal guidelines and regulations; including, but not limited to: building safety and fire codes and the Secretary of the Interior's Standards for Rehabilitation.
- C.** The Planning Department shall keep minutes and records of all meetings and proceedings, including voting records, attendance, resolutions, findings, determinations, and

decisions. All such material shall be a matter of public record.

- 2.4.11. Powers and duties.** To preserve, promote, and develop the distinctive appearance of the historic resources of Starkville, MS and to accomplish the purposes set forth in MCA 1972, § 39-13-5 as amended, the Historic Preservation Commission shall have the following powers:

- A.** The Commission shall develop Design Review Guidelines for determining the appropriateness of applications for Certificates of Appropriateness as generally set forth in this Code. Such criteria shall, insofar as possible, be consistent with local, state, and federal guidelines and regulations, including, but not limited to, building safety and fire codes and the Secretary of the Interior's Standards for Rehabilitation.
- B.** The Commission shall conduct, or cause to be conducted, a continuing study and survey of historic resources within the City of Starkville.
- C.** With the concurrence of the Mayor and Board of Aldermen, the Commission shall hold public hearings and recommend to the City the adoption of ordinances designating historic districts, landmarks, and landmark sites. All properties presently listed in the National Register of Historic Places and located within the City of Starkville, whether publicly or privately owned, will be considered for designation as landmarks, landmark sites, and historic preservation districts, whichever category is appropriate, with appropriate public notice, hearings, and recommendations.
- D.** The Commission may recommend that the City recognize sub-districts within any historic district, so that the Commission may adopt specific guidelines for the regulation of properties within such a sub-district.
- E.** The Commission shall review applications proposing construction, alteration, demolition, or relocation of any historic resource as defined above. A COA shall not be required for work deemed by the Commission to be ordinary maintenance or repair of any historic resource.

- F. The Commission shall recommend that the Mayor and Board of Aldermen grant or deny Certificates of Appropriateness (within the rules and regulations of the City zoning and building codes, and within the guidelines established by the Commission), and may recommend granting Certificates of Appropriateness contingent upon the acceptance by the applicant of specified conditions.
 - G. The Commission shall not consider interior arrangements of buildings and structures, except that it shall advise the Mississippi Department of Archives and History on questions relating to the interiors of publicly-owned historic resources.
 - H. The Commission, subject to the requirements and approval of the Mayor and Board of Aldermen, is authorized to apply for, receive, and spend funds from private and public sources, in addition to appropriations made by the City for the purpose of carrying out the provisions of this article.
 - I. The Commission is authorized to request City staff, or contract with technical experts or other persons as may be required for the performance of its duties and to obtain the equipment, supplies, and other materials necessary for its effective operation with the approval of the Mayor and Board of Aldermen.
 - J. The Commission is authorized, solely in the performance of its official duties and only at reasonable times, to enter upon private land for the examination or survey thereof. No member, employee, or agent of the Commission shall enter upon any private land or any private dwelling or structure without the consent of the owner of record or occupant thereof. Application for a Certificate of Appropriateness by property owners or authorized applicant shall serve as authorization for right of entry.
 - K. The City Planner shall be responsible for signing of the building department's "Building Permit Routing Form" for the issuance of a Building Permit for all applicable structures.
 - L. Paint color changes shall not be within the jurisdiction of the Commission.
- 2.4.12. Advisory capacity.** The powers and duties of the Commission are of an advisory nature and the Commission shall not have any powers or duties which conflict with or supersede the powers and duties of the Mayor and Board of Aldermen.
- 2.4.13. Interdepartmental cooperation.** All officers and department heads of the City shall cooperate with the Historic Preservation Commission and render all reasonable assistance. The City Planner shall attend all meetings of the Commission for the purpose of advising and assisting the Commission. The City Attorney shall attend meetings as needed to provide legal counsel to the Commission.
- 2.4.14. Regular meetings and quorum.** The Commission shall establish its own regular meeting time. However, a regular meeting shall be scheduled monthly unless no applications are brought before the Commission. A regular monthly meeting may be cancelled by the Chairman. The Commission must conduct a regular meeting at least once every three (3) months. A Special Call meeting can be initiated by the Mayor, Board of Aldermen, or Chairman of the Historic Preservation Commission with a minimum of a three (3) hour notice. A simple majority of the members of the Commission shall constitute a quorum for the transaction of business.

Section 2. Administrative & Governing Bodies

2.4.15. **Appropriations and title to property acquired**

- A. Appropriations. The City is authorized to make appropriations to the Commission necessary for the expenses of the operation of the Commission and may make additional amounts available as necessary for the acquisition, restoration, preservation, operation, and management of historic properties.
- B. Title to Property Acquired. All property acquired by funds appropriated by the City shall be acquired in the name of the City unless otherwise provided by the City. So long as owned by the City, properties may be maintained by or under the supervision and control of the City. However, all property acquired by the Commission from funds other than those appropriated by the City may be acquired and held in the name of the Commission, the City, or both.

2.4.16. **Nonrestrictive clause**

- A. Regulation and Acquisition of Property. Nothing in this article shall be construed to prevent the regulation or acquisition of property, improved or unimproved, by the State of Mississippi or any of its political subdivisions, agencies, or instrumentalities or by the United States of America or any of its political subdivisions, agencies, or instrumentalities.
- B. Mississippi State Antiquities Law. The City of Starkville hereby acknowledges that the Mississippi State Antiquities Law (MCA 1972 § 39-7-1 et. seq. as amended in 1983) provides for the sensitive treatment of publicly-owned property, improved or unimproved, shown to possess certain architectural, historical, or archaeological significance, which are designed by the Board of Trustees of the Mississippi Department of Archives and History as Mississippi Landmarks. Whenever the City proposes to rehabilitate, alter, or enlarge a Mississippi Landmark, or proposes similar actions which would affect a Mississippi Landmark, the City shall submit its plans to the Mississippi Department of Archives and History for review and compliance.

- C. Likewise, all Codes and parts of Codes in conflict with the Mississippi Antiquities Act (MCA 1972 § 39-7-1 et. seq., as amended in 1983) are hereby repealed.

Historic Preservation Commission CLG Annual Report
Fiscal Year 2021 (October 1, 2020-September 30, 2021)

*Each year, per the Certified Local Government agreement, each CLG is to complete an Annual Report to help MDAH and NPS evaluate if the community is meeting the requirements for the CLG Program as outlined in the State Procedures. Please fill out the form **completely** – even if the information is the same as last year. For any non-Yes/No question that does not apply to your communities activities for the past year, please fill in “N/A.”*

Annual Report for:

Section I: Community Contact Information

While MDAH’s main contact with each CLG is typically the Local CLG Coordinator and/or the Chief Elected Official, having information for the members of the Commission, Main Street and any additional community staff working with the Commission helps us when they contact us with questions and/or when we see them at training workshops.

Chief Elected Official

Title:

Mailing Address:

Email:

Phone:

Is this a change since the last Annual Report? Yes No

Local CLG Coordinator

Name:

Role:

Mailing Address:

Email:

Phone:

Is this a change since the last Annual Report? Yes No

Historic Preservation Commission

Per your ordinance, how many **total** members should your commission have?

How many members **currently** serve on your commission?

If there are vacancies on the commission, please explain what has been done to fill them and when you expect to have them filled.

HPC Members: Please list the ***Chair of the Commission first.***

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Main Street

Is the CLG also a Main Street Community? Yes No

If Yes, please provide contact information for the Main Street Manager – skip if Main Street Manager is also the CLG Coordinator:

Name:

Mailing Address:

City: Zip:

Phone: Email:

If there is any additional HPC staff support not already named above, please list them here:

Name: Support Role:

Phone: Email:

If there any additional staff and/or preservation organizations in your community that you feel MDAH should have contact information for, please submit the information as an attachment to the Annual Report form.

Section II: Local Laws & Procedures

Information in this section provides MDAH information about the ordinances, procedures and guidelines that the commission follows. Changes made to these documents during a given year should be done in consultation with MDAH to ensure that they continue to meet all established state and federal laws and CLG program standards.

Local Preservation Ordinance(s)

Did your community amend your Historic Preservation Ordinance this year? Yes No

Do you have any **Locally** designated Historic Districts and/or Landmarks? Yes No

If yes, please list all local districts.

Were any Districts or Landmarks designated **this year**? Yes No

If yes, please list the new designations here and attach maps and district ordinance – **include the total number of resources in the districts.**

If you amended your ordinance and/or designated new Local Landmarks/District **this year**, was MDAH consulted for comment during the process? Yes No N/A

HPC By-Laws

Does the HPC have By-Laws? Yes No

If yes, when were they adopted OR last updated?

Preservation Commission Meetings

How often are your regular Preservation Commission Meetings **scheduled**?

Quarterly Every other month Once a Month Twice a Month Other

If “Other” – Please Explain:

When and where are your regularly scheduled Preservation Commission Meetings held?

1st 2nd 3rd 4th Last

Monday Tuesday Wednesday Thursday Friday

Time:

Location:

Please **list the dates** of your historic preservation commission meetings from Oct. 1, 2020 to Sept. 30, 2021

In the past year, did you have to cancel any meetings due to lack of a quorum? Yes No

Are agendas and minutes sent to MDAH at the same time they are sent to the HPC? Yes No

Since the COVID-19 Pandemic, some commissions have met virtually while others continued to meet in-person. Please explain how your commission was able to hold regular meetings. (virtual, in-person, hybrid, etc.)

Design Review

Does your Community have Design Guidelines? Yes No

When were the current Design Guidelines adopted?

Who created/developed the current Design Guidelines?

What is the fee for filing a COA application?

How many **total** COAs did the HPC review this year?

Number of COAs approved

Number of COAs denied

Number of COAs appealed

Number of COAs overturned

Number of COAs pending action

Per your local ordinance, is the HPC's decision regarding CoAs binding, barring that there is no appeal, or does the HPC make a recommendation to the Board of Aldermen/City Council, which then reviews and acts upon?

Is there a fine for COA violations? Yes No If yes, how much:

Are there other penalties for COA violations? Yes No

If yes, what are they (attach additional pages if needed)?

Section III: National Park Service Questions

Since the CLG Program is a Local, State and Federal Partnerships, there are certain activities that the National Park Service asks CLGs to report on each year. MDAH reports this information directly to NPS on behalf of the CLGs.

Was an **Historic Resources Survey** completed in your community **this year**? Yes No

If yes, how many **total** number of resources were included?

Does your community have a Local Tax Incentive Program for Historic Preservation Yes

If yes, how many properties took advantage of it this year?

Does your community have a **Local Grant / Loan Program** for Historic Preservation? Yes No

If yes, what group administers it? Local Government Main Street Other Group

If yes, how many properties took advantage of it this year?

Does your community have a **Property Acquisition Program** for Historic properties? Yes No

If yes, what group administers it? Local Government Main Street Other Group

If yes, how many properties took advantage of it this year?

Section IV: Preservation Training

*Per the CLG Program requirements, at least one member of the **Commission** must attend a preservation training each year. MDAH is also interested in finding out if non-Commission members attended training as well – although their attendance does **not** count for the CLG Training requirement. Due to COVID-19 we offered virtual training this year - at least one commission member was required to attend 3 of the 4 sessions to receive training credit.*

Which training(s) did at least one member of the **Commission** attend in the past year?

MDAH Regional Training - Virtual Sessions:

Session 1

Session 2

Session 3

Session 4

MHT Listen UP!

Other MDAH Approved Training

If a member of the Commission attended preservation related training other than the ones listed above, please submit information on that program and who attended as part of the Annual Report.

Which training(s) did an **Elected Official and/or City/County Staff** attend in the past year?

MDAH Regional Training - Virtual Sessions:

Session 1

Session 2

Session 3

Session 4

MHT Listen UP!

Other MDAH Approved Training

Section V: Other Local Preservation Activities

This section asks about other preservation related activities that are on-going in your community. For some of the activities, we ask that you attach some information as part of the Annual Report, such as news clipping and brochures.

Were there any new **National Register** listings (districts or individual listings) added this year?

Yes No Unknown

Were there any new **Mississippi Landmark** designations added this year?

Yes No Unknown

Does the Historic Preservation Commission have a website (either on its own or through the local government)? Yes No

If yes, what is the address?

If no, would your community be interested in the development of a historic preservation website?

Does your local Main Street and/or any other local preservation partner organization have a website?

Yes No

If yes, what is the address?

If no, would your community be interested in the development of a preservation website?

In the past year, which of the following preservation programs / activities did the **Local Government and/or Historic Preservation Commission** conduct (check all that apply)

Informational brochures

Walking/Driving Tours

Signs/Marker Programs

Heritage Ed. K-12

News Articles / Letters to the Editor

Presentations / Workshops to various groups

Events/Festivals in the Historic District

Awards of Recognition Program

In the past year, which of the following preservation programs / activities did **Main Street and/or Other Local Group** conduct (check all that apply):

Informational brochures

Walking/Driving Tours

Signs/Marker Programs

Heritage Ed. K-12

News Articles / Letters to the Editor

Presentations / Workshops to various groups

Events/Festivals in the Historic District

Awards of Recognition Program

Section VI: Preservation Planning

This section is about the long and short-term preservation goals in your community. If you answer "Yes" to any of the questions below, please attach additional information for our records (such as a copy of the preservation plan or information on the areas considered for future designation).

Is Historic Preservation part of a long-term community plan (i.e. 5 or 10 year plan)?

Yes No

If yes, please explain.

Are there plans to conduct any historic resources surveys (or re-surveys) within the next (2) years?

Yes No

Are there plans to list additional district / sites on the **National Register** within the next two (2) years?

Yes No

Are there plans to add any **Mississippi Landmarks** within the next two (2) years? Yes No

Are there plans to add any **Local Historic Districts** within the next two (2) years? Yes No

Are there plans for other preservation related projects within the next two (2) years? Yes No

MDAH USE ONLY

Date Received: _____ *Date Reviewed:* _____ *Review By:* _____

CLG Standing: *Good Fair Poor*

Standing letter sent? _____ *Contacts updated?* _____ *Data submitted to NPS?* _____



Historic Preservation Commission

2022 Meeting Schedule

Submittal Type Deadline	Meeting Date
Public Meeting: Certificates of Appropriateness (Sec. 3.16)	
Tuesday, January 11, 2022	Tuesday, January 25, 2022
Tuesday, February 8, 2022	Tuesday, February 22, 2022
Tuesday, March 8, 2022	Tuesday, March 22, 2022
Tuesday, April 12, 2022	Tuesday, April 26, 2022
Tuesday, May 10, 2022	Tuesday, May 24, 2022
Tuesday, June 14, 2022	Tuesday, June 28, 2022
Tuesday, July 12, 2022	Tuesday, July 26, 2022
Tuesday, August 9, 2022	Tuesday, August 23, 2022
Tuesday, September 13, 2022	Tuesday, September 27, 2022
Tuesday, October 11, 2022	Tuesday, October 25, 2022
Tuesday, November 8, 2022	Tuesday, November 22, 2022
Tuesday, December 13, 2022	Tuesday, December 27, 2022
Tuesday, January 10, 2023	Tuesday, January 24, 2023

Meetings begin at 5:30 pm at City Hall on the second floor in Rm 211 at 110 West Main Street as needed