

Historical Preservation Commission

September 8, 2014

5:00 p.m.

Community Development Office

Minutes recorded by Kelly Hall, Administrative Assistant.

Commission members present: Tara Lytal, Bettye King, Tim McCartney, Brian Hudson and Mike Ballard (late)

City Officials: Roy Edwards

Guests: Mr. & Mrs. Jerrell Hutson, Barry White of Mississippi Department of Archives and History

The meeting was called to order at 5:00 p.m. by Roy Edwards.

The review of the minutes of the August 11, 2014 Historic Preservation Commission meeting were reviewed. There being no corrections or changes noted, Bettye King moved, seconded by Brian Hudson, to accept the minutes from August 11, 2014 as written. The vote was unanimous in favor and the motion carried.

New Considerations:

417-A East College Street

Jerrell Hutson was added to the agenda and on hand to present the latest drawings of the house moved onto 417-A East College Street for the Commission to review. The new drawing shows the main door on the side closest to East College Street flanked by a window on either side. There will be an awning above the door (larger than pictured in the drawing) supported by two decorative brackets. Mr. Hutson noted that the second door on the east side of the house was incorrectly shown facing south; this door will face east. The small window shown beside the second door will be either octagonal or round instead of square as shown on the drawing. Mr. Hutson plans to appeal to the Mayor & Board for an exception to the requirement for a carport over the parking area as it will not be possible to put one on the east side of the house due to the limited space available and the fact that venting for the HVAC will be on that side of the house. Since the house is a moved-in construction rather than new construction and there are other properties on East College Street without covered parking he would like an exception to be made. He also noted that there is room for parking at the rear of the house. Mrs. King asked if the two windows shown on the east side of the house in the drawing were decorative or actual windows; Mr. Hutson said there is actually one large window in that location that will remain. Mr. McCartney noted that if the windows are lowered to the same height as the doors instead of being right under the eaves, the addition of a frieze board beneath the eaves would be in keeping with the houses of a similar age in this neighborhood. Mr. Hutson noted that the meter base has been

moved off the new front of the house. Tara Lytal made a motion, seconded by Tim McCartney, to forward drawings of 417-A East College Street to the Planning and Zoning Committee with two recommendations for changes, as follows:

1. Move the parking area to the rear of the house; and
2. Lower the windows (already planned) and add a frieze board beneath the eaves.

The vote was unanimous in favor and the motion to forward the drawings for 417-A East College Street to the Planning & Zoning Committee with our recommendations carried.

Other Business:

Barry White from the Mississippi Department of Archives and History was present to review the questions and comments submitted in relation to the model ordinance for a Historic Preservation Commission (HPC). Mr. White is the coordinator for the Certified Local Government program. Comments made by George Ewing and Mark Vaughan were submitted in writing since they could not attend our meeting.

Mr. White strongly advises that the HPC have the authority to grant Certificates of Appropriateness. Mr. Edwards noted that we can ask the Mayor & Board of Aldermen if they would be willing to allow the HPC to have this authority. If the Mayor and Board of Aldermen do not want the HPC to approve CAs it will not be in violation. Section XI – Appeals outlines the appeals process if the Mayor and Board of Aldermen do not approve a CA. The applicant has 30 days to file an appeal with the chancery clerk of Hinds County if desired; giving the Commission authority to approve/disapprove CAs will streamline the appeals process.

The HPC will review all projects located in a historic district while the Architectural Review Committee (ARC) will review projects in other, non-historic areas of the city. Since the same members are on each committee, the ARC and HPC can meet on the same date, provided separate minutes are kept (hold HPC meeting immediately followed by the ARC).

Section IV – Powers of the Commission: a resolution should be adopted which sets the boundaries of each historic district and offers a definition as to why the district has been established. It is also possible to have sub-districts within a historic district. The HPC will have authority over all historic districts in Clinton, not just Olde Towne Clinton (OTC). Since we have already established OTC as a historic district no public hearing will be needed. Mr. McCartney asked if boundaries are easily changed under this ordinance. Mr. White said it would be fairly easy and would be handled through our local government.

On Page 1 of the model ordinance under Statement of Purpose, Mr. Ewing has asked if the blank should be filled in as follows: “urban groupings of historic, public, commercial and residential buildings.” Mr. White agreed that this would be perfectly acceptable.

On Page 2 under the definition of “construction” Mr. Ewing suggested adding “and/or improvement” after the word “structure” is used. Mr. White said we could add it, but it is already pretty well covered by the model ordinance.

Section VI, Item C: The HPC nominates and recommends to the City a landmark or district to the Mayor and Board of Aldermen who then designate the properties. Historical landmarks can be proposed by the property owner or the HPC can make the recommendation. Public notice is required to designate a historic landmark.

Under landscape definition: “fill deposition” is the removal or deposit of fill material.

Mr. Ewing asked if the HPC would be restricted to OTC; if so, there are significant structures and neighborhoods that would be out of our jurisdiction. Mr. White said we would be restricted to Olde Towne Clinton until another historic district is created. The ARC will review projects in other parts of the city which are not in a historic district.

Section IV, Item J states that paint colors are outside the HPC’s jurisdiction. We feel that paint colors should be approved by the HPC so that an approved historic building does not use an inappropriate paint color at a later date.

Section V, Item A addresses HPC membership and processes. Mr. White recommended the HPC have between five to ten members (we currently have eight). The number of members should be spelled out in the ordinance we adopt. He will check to see if we are required to put out a public notice when we need to fill vacant positions. The chairman and vice-chairman are selected from among the HPC members. We can set term limits but we can also reappoint the same members if they are willing to serve another term. We can continue as we do now with the secretary position being the secretary from Community Development. Roberts Rules of Order will continue to be the way we conduct our meetings.

We will need to conduct a study and survey of resources in Clinton. We can file a letter of intent to become a Certified Local Government and once it is approved we can apply for grant money to perform the survey. One of the areas suggested for survey as a potential historic district is Monroe Street past the boundary of OTC.

Mr. Ewing asked if tree removal should be a part of the decision process when considering CAs. In certain areas it is the trees which contribute greatly to the nature of the district. Wording to address this can be added to our ordinance if we so desire.

Mr. Ewing asked if there was an emergency process to bypass the CA process. Mr. White noted that health, welfare and safety issues are addressed in this ordinance. If needed, a special meeting of the HPC can be called to address the emergency situation.

With regards to design guidelines, Mr. White stated that the National Park Service wants you to have design guidelines in place. We may want to look at other cities' guidelines or check into guidelines from the Secretary of the Interior.

Mr. Ewing also asked about the legal ramifications of serving on the HPC. Mr. White said commission members will not have any more legal risk than they currently have while they are on this committee.

Regarding the placement of signs on sites that are of historical significance and value to the community, Mr. White noted that you can put up a historical marker.

Demolition by neglect should be addressed by the City's property maintenance ordinance enforcement. If the owner is absentee and letting it go with no maintenance the owner should be contacted and given thirty days to begin corrective efforts. Mr. White will have to review the section of the Mississippi Code that refers to requiring property owners to make repairs on historical properties. He noted that the HPC's powers are limited to the exteriors of building and would most likely address emergency repairs.

Mr. Edwards asked if Mr. White would be available to attend the Mayor and Board of Aldermen meeting to help educate them on this process and he said he would as long as we let him know the meeting date a little in advance.

Mr. Edwards noted that the next regular meeting would be scheduled for Monday, October 13, 2014, at 5:00 p.m.

There being no further business to come before the committee, Mike Ballard moved to adjourn and was seconded by Tim McCartney. The vote was unanimous in favor and the motion carried to adjourn at 6:25 p.m.