



TUPELO HISTORIC PRESERVATION COMMISSION

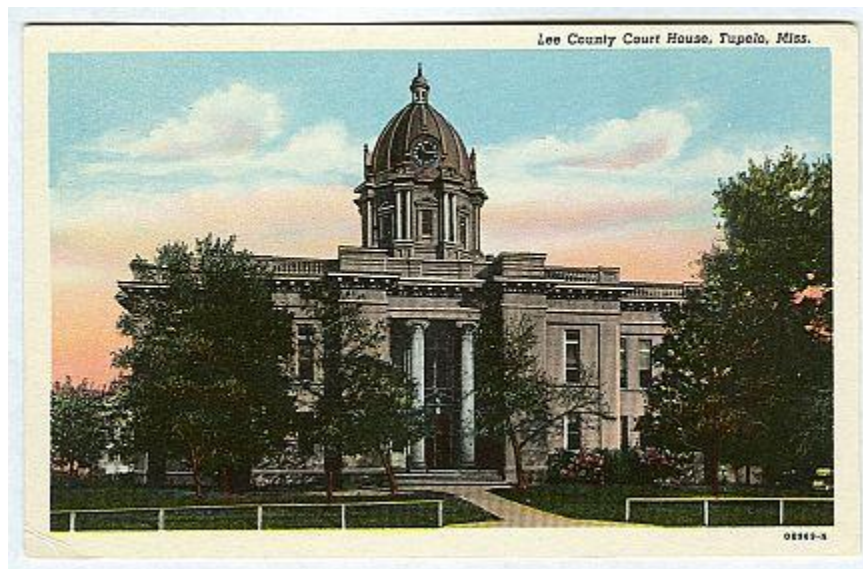
Design Guidelines

for Local Historic Districts

Prepared by the

Historic Preservation Commission

Revised February 2010



City of Tupelo

County of Lee

State of Mississippi

Table of Contents

Goals of City Preservation Commission.....	9
• General Purpose of City Preservation Commission.....	9
• The Concept of Historic Significance.....	10
 Preservation Practices.....	 13
Secretary of Interior’s Standards.....	14
• Guidelines for Preserving Historic Buildings	14
• Guidelines for Rehabilitating Historic Buildings	17
• How to Use the Guidelines	19
• Design for Missing Historic Features	22
• Alterations/Additions to Historic Buildings	22
• Energy Efficiency/Accessibility/Health and Safety	23
 Important note on Accessibility.....	 24
Applying the Standards Introduction and Use of Design Guidelines.....	25
• Certificate of Appropriateness Process	25
• Application and Review Procedures	26
• Application Checklist	30
 Determination of the Commission.....	 31
Maintenance or Repair.....	34
General Maintenance.....	35
• Introduction to Maintenance	
• Maintenance and Inspection Checklist	
 Design Review General Standards.....	 47
• General Design Guidelines	37
• Façade Treatments	45
• New Constructions/Additions	47
• Site Improvements	51
○ Accessory Building	
○ Signage	
○ Landscape and Plant Materials	
○ Fences and Walls	
○ Sidewalks, Drives, Parking, and Paving	
○ Exterior Lighting	
• Rehabilitations/Alterations.....	55
○ Primary Objectives	
○ General Standards	
○ Replacing Original Features	
○ Existing Alterations	
○ Materials	

○ Trim and Ornament	
○ Roofs	
○ Windows	
▪ Appropriate/Inappropriate	
▪ Storm Windows	
○ Entrances and Doorways	
○ Porches	
○ Signage	
○ Foundations	
○ Surface Cleaning	
• Additions.....	61
○ Standards	
○ Original Design Character	
• New Construction.....	64
• Public and Common Areas.....	66
• Demolition of Structures.....	69
• Storefronts.....	70
 Acknowledgments.....	 77
 Appendix A.....	 79
 Copy of City of Tupelo Preservation Ordinance	
 Appendix B Glossaries.....	 94
• B 1 Glossary of Architectural Terms	
• B 2 Glossary of Preservation Terms	
 Appendix C.....	 107
 Sample Documents	
 Appendix D.....	 115
 Resources	
 Appendix E	 121
 History of City of Tupelo	
Timeline of Tupelo History	
Local Historic Districts	
 Mill Village	
Location/Verbal Description	
Map of Mill Village Historic District	
History and Architecture	

Joyner Historic District
Location/Verbal Description
Map of Joyner Historic District
History and Architecture

Future Districts



UPELO HISTORIC PRESERVATION COMMISSION

Goals of the Historic Preservation Commission

General Purpose of City Preservation Commission

Preservation is saving for future generations what is unique about our community; therefore the purpose of the Tupelo Historic Preservation Commission is to acknowledge the historic significance of local resources and to:

- Protect, enhance, and perpetuate resources that represent distinctive and significant elements of the city's historical, cultural, social, economic, political, archaeological, and architectural identity;
- Insure the harmonious, orderly, and efficient growth and development of the City
- Strengthen civic pride and cultural stability through neighborhood conservation;
- Stabilize the economy of the City through the continued use, preservation, and revitalization of its resources;
- Protect and enhance the city's attractions to tourists and visitors and the support and stimulus to business and industry thereby provided;
- Promote the use of resources for the education, pleasure and welfare of the people of the City of Tupelo
- Provide a review process for the preservation and appropriate development of City resources.

The Concept of Historic Significance

What makes a property historically significant?

In general, properties must be at least 50 years old before they can be evaluated for potential historic significance, although exceptions do exist when a more recent property clearly has historical value. A property may be significant for one or more of the following reasons:

- **Association with events that contributed to the broad patterns of history, the lives of significant people or the understanding of a community's prehistory or history**
- **Construction and design associated with distinctive characteristics of a building type, period or construction method**
- **An example of an architect or master craftsman or an expression of particularly high artistic values**
- **Integrity of location, design, setting, materials, workmanship, feeling and association that form a district**
- **An established and familiar natural setting or visual feature of the community**

Period of Significance

In most cases, a property is significant because it represents or is associated with a particular period in its history. Frequently, this begins with the construction and continues through the peak of its early occupation. Building fabric and features that date from the period of significance typically contribute to the defining character of the structure.

Historic districts also have a period of significance. Specifically to each district, there is a more concise "period of significance" noted in the development. Throughout each of these periods the historic districts have been witness to a countless number of buildings and additions, which have become an integral part of the neighborhood. Conversely, several structures have been built or alterations have been made after this period, which are generally considered non-contributing and may be considered for removal or replacement. In general keep this in mind.

Introduction and Use of the Design Guidelines

Interest in historic preservation and rehabilitation of historic structures has widely increased in past fifty years. Historic structures and districts contribute to the character of a city not only economically and aesthetically, but provide a sense of pride for the past endeavors of area citizens as well as provide knowledge of surroundings to current citizens. Historic structures represent a visual record of the architectural, economic, and social history of our area.

As part of the projected program for the use and protection of historic resources, a preservation ordinance was enacted by the City Council in June 2005. By November of the same year, the Tupelo Historic Preservation Commission had been formed to provide guidance and assistance to individuals and groups in protecting our cultural heritage in historic structures. [See Ordinance, Appendix A]

Working along with the Mississippi Department of Archives and History, the city became a Certified Local Government (CLG) in March 2006.

In part, the Historic Preservation Commission plans to use the CLG program and Local Historic Districts (LHD) as marketing tools to revive and protect historic areas of our city.

Why Guidelines? And How to Use Them!

Guidelines are meant to serve as encouragement for preservation, to protect, and promote. Guidelines offer general recommendations for preservation, rehabilitation, alteration, and new construction in local historic districts.

Guidelines address the restoration/rehabilitation of existing buildings such as additions and accessory structures. All exterior work, including maintenance, which affects the historic character of the building, must be submitted to the respective Review Board in order to receive a building permit in the form of a Certificate of Appropriateness (COA). Broad measures of landscaping, parking, and signage are also reviewed.

Property owners, architects, contractors, public officials, and other members of the community will experience benefits for use of design guidelines. The guidelines will affect only the exterior of historic buildings. Principles of use are consistent with those of the United States Department of the Interior and are compiled for use in the *Secretary of the Interior's Standards for the Preservation Historic Structures and the Rehabilitation of Historic Structures*.

These guidelines are tailored to the community. They are based on a study of the older and historic areas of the city; the types of buildings found the districts, preservation uses and challenges, and the current policies and goals of the City of Tupelo. The town is divided into sub-areas or local districts, and the district character of each of these smaller segments is described.

All tenants, property owners, design professionals, and contractors within the district boundaries should use guidelines.

Preservation Practices

Introduction to Preservation Practices

Restoration, Renovation, and Rehabilitation

Restoration is the process of returning a property to either the original or to a specific timeframe in the history of the structure. Use of period materials and removal of any improper materials or alterations are required.

Renovation is the process of repairing the historic property not necessarily to the exact original but often to an upgraded version using easily obtained contemporary materials and plans.

Rehabilitation or Adaptive Reuse as is often referred to is the “process of returning a property to a state of utility, through repair or alteration which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values,” as stated by the federal government guidelines.

Respecting the historic character of structures and preserving as many of the original historic materials and details as possible will make for a successful rehabilitation. The ability to return the structure to its original configuration should be a high consideration in the rehabilitation of historic properties.

The Preservation Commission of Tupelo will use the Secretary of the Interior’s Standards for the basic and broader preservation tool with expanded suggestions and examples of preservation practices suitable for the local area and for the specific historic significance of the city’s resources.

Secretary of Interior's Standards

Standards for Preserving Historic Buildings

Preservation: The Approach

When the property's distinctive materials, features, and spaces are essentially intact and thus convey the historic significance without extensive repair or replacement; when depiction at a particular period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations, Preservation may be considered as a treatment. Prior to undertaking work, a documentation plan for Preservation should be developed.

Choosing Preservation as a Treatment

In Preservation, the options for replacement are less extensive than in the treatment, Rehabilitation. This is because it is assumed at the outset that building materials and character-defining features are essentially intact, i.e., that more historic fabric has survived, unchanged over time. The expressed goal of the **Standards for Preservation and Guidelines for Preserving Historic Buildings** is retention of the building's existing form, features and detailing. This may be as simple as basic maintenance of existing materials and features or may involve preparing a historic structure report, undertaking laboratory testing such as paint and mortar analysis, and hiring conservators to perform sensitive work such as reconstituting interior finishes. Protection, maintenance, and repair are emphasized while replacement is minimized.

Identify, Retain, and Preserve Historic Materials and Features

The guidance for the treatment **Preservation** begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained in order to preserve that character. Therefore, guidance on ***identifying, retaining, and preserving*** character-defining features is always given first. The character of a historic building may be defined by the form and detailing of exterior materials, such as masonry, wood, and metal; exterior features, such as roofs, porches, and windows; interior materials, such as plaster and paint; and interior features, such as moldings and stairways, room configuration and spatial relationships, as well as structural and mechanical systems; and the building's site and setting.

Stabilize Deteriorated Historic Materials and Features as a Preliminary Measure

Deteriorated portions of a historic building may need to be protected through preliminary stabilization measures until additional work can be undertaken. ***Stabilizing*** may include structural reinforcement, weatherization, or correcting unsafe conditions. Temporary

stabilization should always be carried out in such a manner that it detracts as little as possible from the historic building's appearance. Although it may not be necessary in every preservation project, stabilization is nonetheless an integral part of the treatment Preservation; it is equally applicable, if circumstances warrant, for the other treatments.

Protect and Maintain Historic Materials and Features



Preservation of the exterior of the Hale House, Los Angeles, California, involved repainting the exterior walls and decorative features in historically appropriate colors. An excellent example of the Preservation treatment focused upon the ongoing maintenance of historic materials and features. Photo: Before, NPS files; After: Bruce Boehner.

After identifying those materials and features that are important and must be retained in the process of **Preservation** work, then *protecting and maintaining* them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic materials through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coatings; the cyclical cleaning of roof gutter systems; or installation of fencing, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

Repair (Stabilize, Consolidate, and Conserve) Historic Materials and Features

Next, when the physical condition of character-defining materials and features requires additional work, *repairing by stabilizing, consolidating, and conserving* is recommended. **Preservation** strives to retain existing materials and features while employing as little new material as possible. Consequently, guidance for repairing a historic material, such as masonry, again begins with the least degree of intervention possible such as strengthening fragile materials through consolidation, when appropriate, and repointing with mortar of an appropriate strength. Repairing masonry as well as wood and architectural metal features

may also include patching, splicing, or otherwise reinforcing them using recognized preservation methods. Similarly, within the treatment **Preservation**, portions of a historic structural system could be reinforced using contemporary materials such as steel rods. All work should be physically and visually compatible, identifiable upon close inspection and documented for future research.

Limited Replacement In Kind of Extensively Deteriorated Portions of Historic Features

If repair by stabilization, consolidation, and conservation proves inadequate, the next level of intervention involves the ***limited replacement in kind*** of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). The replacement material needs to match the old both physically and visually, i.e., wood with wood, etc. Thus, with the exception of hidden structural reinforcement and new mechanical system components, substitute materials are not appropriate in the treatment **Preservation**. Again, it is important that all new material be identified and properly documented for future research. If prominent features are missing, such as an interior staircase, exterior cornice, or a roof dormer, then a Rehabilitation or Restoration treatment may be more appropriate.

Energy Efficiency/Accessibility Considerations/Health and Safety Code Considerations

These sections of the **Preservation** guidance address work done to meet accessibility requirements and health and safety code requirements; or limited retrofitting measures to improve energy efficiency. Although this work is quite often an important aspect of preservation projects, it is usually not part of the overall process of protecting, stabilizing, conserving, or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to obscure, damage, or destroy character-defining materials or features in the process of undertaking work to meet code and energy requirements.

Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**
- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**
- 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.**
- 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.**
- 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**
- 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.**

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Guidelines for Rehabilitating Historic Buildings

Introduction to the Guidelines

The **Guidelines for Rehabilitating Historic Buildings** were initially developed in 1977 to help property owners, developers, and Federal managers apply the Secretary of the Interior's **Standards for Rehabilitation** during the project planning stage by providing general design and technical recommendations. Unlike the Standards, the Guidelines are not codified as program requirements.

Together with the Standards for Rehabilitation they provide a model process for owners, developers, and Federal agency managers to follow.

The Guidelines are intended to assist in applying the Standards to projects generally; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell owners or developers which features of their own historic building are important in defining the historic character and must be preserved—although examples are provided in each section—or which features could be altered, if necessary, for the new use. This kind of careful case-by-case decision-making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of the historic properties.

The Guidelines pertain to historic buildings of all sizes, materials, occupancy, and construction types; and apply to interior and exterior work as well as new exterior additions. Those approaches, treatments, and techniques that are consistent with the Secretary of the Interior's "Standards for Rehabilitation" are listed in **bold-face type** under the "**Recommended or Acceptable**" section in each topic area; those approaches, treatments, and techniques which could adversely affect a building's historic character are listed in the "**Not Recommended or Not Acceptable**" section in each topic area.

To provide clear and consistent guidance for owners, developers, and Federal agency managers to follow, the "Recommended" courses of

action in each section are listed in order of historic preservation concerns so that a rehabilitation project may be successfully planned and completed—one that, first, assures the preservation of a building's important or "character-defining" architectural materials and features and, second, makes possible an efficient contemporary use.

- A. Rehabilitation guidance in each section begins with **protection and maintenance**, that work which should be maximized in every project to enhance overall preservation goals.
- B. Next, where some deterioration is present, **repair** of the building's historic materials and features is recommended.
- C. Finally, when deterioration is so extensive that repair is not possible, the most problematic area of work is considered: **replacement** of historic materials and features with new materials.

To further guide the owner and developer in planning a successful rehabilitation project, those complex design issues dealing with new use requirements such as alterations and additions are highlighted at the end of each section to underscore the need for particular sensitivity in these areas.

How to Use The Guidelines

Identify, Retain, and Preserve

The guidance that is basic to the treatment of all historic buildings—*identifying, retaining, and preserving* the form and detailing of those architectural materials and features that are important in defining the historic character—is always listed first in the "Recommended" area. The parallel "Not Recommended" area lists the types of actions that are most apt to cause the diminution or even loss of the building's historic character. It should be remembered, however, that such loss of character is just as often caused by the cumulative effect of a series of actions that would seem to be minor interventions. Thus, the guidance in *all* of the "Not Recommended" areas must be viewed in that larger context, e.g., for the total impact on a historic building.

Protect and Maintain

After identifying those materials and features that are important and must be retained in the process of rehabilitation work, then ***protecting and maintaining*** them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coating; the cyclical cleaning of roof gutter systems; or installation of fencing, protective plywood, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

Repair

Next, when the physical condition of character-defining materials and features warrants additional work ***repairing*** is recommended. Guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind—or with compatible substitute material—of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

Replace

Following repair in the hierarchy, guidance is provided for ***replacing*** an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation project, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the

entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature under certain well-defined circumstances, they never recommend removal and replacement with new material of a feature that—although damaged or deteriorated—could reasonably be repaired and thus preserved.

Design for Missing Historic Features

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Where an important architectural feature is missing, its recovery is always recommended in the guidelines as the *first* or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a second acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

Alterations/Additions to Historic Buildings

Some exterior and interior alterations to historic building are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes.

Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.

The construction of an exterior addition to a historic building may seem to be essential for the new use, but it is emphasized in the guidelines that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, i.e., non character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed.

Additions to historic buildings are referenced within specific sections of the guidelines such as Site, Roof, Structural Systems, etc., but are also considered in more detail in a separate section, New Additions to Historic Buildings.

Energy Efficiency/Accessibility Considerations/Health and Safety Considerations

These sections of the rehabilitation guidance address work done to meet accessibility requirements and health and safety code requirements; or retrofitting measures to conserve energy. Although this work is quite often an important aspect of rehabilitation projects, it is usually not a part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of rehabilitation work to meet code and energy requirements.

**IMPORTANT NOTE on ACCESSIBILITY:
SECRETARY OF THE INTERIOR'S STANDARDS—ACCESSIBILITY**

Recommended:

Identifying the historic building's character-defining spaces, features, and finishes so that accessibility code-required work will not result in their damage or loss.

Not Recommended:

Undertaking code-required alterations before identifying those spaces, features or finishes that are character-defining and must therefore be preserved.

Recommended:

Complying with barrier-free access requirements, in such a manner that character-defining spaces, features, and finishes are preserved.

Not Recommended:

Altering, damaging, or destroying character-defining features in attempting to comply with accessibility requirements.

Recommended:

Working with local disability groups, access specialists, and historic preservation specialists to determine the most appropriate solution to access problems.

Not Recommended:

Making changes to buildings without first seeking expert advice from access specialists and historic preservationists, to determine solutions.

Recommended:

Providing barrier-free access that promotes independence for the disabled person to the highest degree practicable, while preserving significant historic features.

Not Recommended:

Providing access modifications that do not provide a reasonable balance between independent, safe access and preservation of historic features.

Recommended:

Designing new or additional means of access that are compatible with the historic property and its setting.

Not Recommended:

Designing new or additional means of access without considering the impact on the historic property and its setting.

For more information check website:
<http://www.cr.nps.gov/hps/tps/tax/rhb/index.htm>

Applying the Standards

Certificate of Appropriateness Process Authority of the Commission

The Local Preservation Ordinance was established along with the Tupelo Historic Preservation Commission and provided that, for private and public properties alike:

- The Commission may recommend buildings, structures, sites and districts to the Tupelo City Council for designation as historic properties or districts.
- No historic property may be demolished without first having received a Certificate of Appropriateness from the Commission.
- No building or structure in a historic district may be erected, demolished or moved, and no material change in the exterior appearance of such historic property (including signs) shall be made or permitted to be made without first having received a Certificate of Appropriateness from the Commission.
- Demolition by neglect and the failure to maintain an historic property or a structure in an historic district shall constitute a change for which a Certificate of Appropriateness is necessary.
- No new construction within a historic district shall commence without first having received a Certificate of Appropriateness from the Commission.

The Commission shall issue a Certificate of Appropriateness if it determines the proposed changes would not have a substantial adverse effect on the aesthetic, historic or architectural significance and value of the property or historic district. In making this determination, the Commission shall consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, general design arrangement, texture and materials of the architectural features involved and their relationship to the exterior

architectural style and pertinent features of the other structures in the immediate neighborhood.

The Commission shall deny a Certificate of Appropriateness if it finds that the proposed changes would have a substantial adverse effect on the aesthetic, historic or architectural significance and value of the property or historic district.

The Commission shall not grant a Certificate of Appropriateness for demolition or relocation without reviewing at the same time specific post-demolition and/or post-relocation plans for the site.

Application and Review Procedures:

Applications for Certificates of Appropriateness shall be reviewed by the Commission and afforded a public hearing, with notice given as provided in the Commission's rules and procedures. The Commission shall approve or reject the application at the hearing and shall notify by mail the applicant, the chief building official of the City of Tupelo and all other persons having requested notice in writing. Such notification shall include any conditions agreed to by the applicant or, in the case of denial, reasons for same. The application and all supporting information provided to the Commission shall be maintained in the files of the Commission as a public record.

The following are the steps in the Certificate of Appropriateness application and review process:

1. Determine if the Project Requires Commission Approval

Other permitting agencies require a Certificate of Appropriateness from the Commission before they will act on any permit application in a designated local historic district. Therefore an applicant should contact the Commission as early as possible in the planning of the project.

2. Meet with the Commission staff before filing an Application

The Commission staff may arrange a pre-application meeting, to include staff representatives from other affected boards, agencies, departments and commissions. This should be accomplished prior to design of any proposed changes to the exterior of a property to assist the applicant to determine what

coordination with other agencies may be necessary. The meeting also will help determine the appropriate level of detail for the attachments to the application form—and information and material from other permitting agencies.

3. File an Application

If a Certificate of Appropriateness is required, the Commission staff will advise regarding completion of an application and in determining what documentation will be needed for the project to be evaluated. Because the circumstances of each application and each property are different, the necessary documentation can vary considerably. All proposed projects require a completed application form. Most proposals will require some form of drawings, the detail determined by the scope of the project. A checklist is attached to the application, which the applicant and Commission shall use to determine what will be required to adequately document and support the project application. For major work, as defined in the Appendix, involving new construction, additions, and significant exterior alterations, the application should include at least the following drawings:

a. **Dimensioned site plans**—one with existing site conditions, one with proposed site conditions—at a scale not less than 1"=10' showing the location of all buildings, additions, drives, sidewalks, fences, exterior lighting, large trees, landscaping, and other site work in context with the same information (except lighting) on adjoining properties within fifty feet of the subject property.

b. **Dimensioned exterior elevations of all sides of new buildings.** For additions and other significant alterations, elevations should be provided of all sides of the building from which new work. Drawings for additions and alterations should include elevations of both existing and proposed construction ("before and after" elevations), with each condition labeled appropriately. All elevations should be at a scale not less than ¼"=1'-0", and all should be of sufficient detail, both graphic and written, to describe all exterior design features and materials to the satisfaction of the Commission. Note that the Commission may require exterior elevations to include elevations of adjacent

buildings if, for example, there is concern the scale or massing of a proposed new building or alteration might adversely affect other nearby properties or the street or district as a whole.

The Commission may require other drawings, illustrations, descriptions, and/or specifications, as required on a case-by-case basis, when the Commission considers such additional information necessary to make informed decisions. *For example, three-dimensional drawings (perspectives or isometrics), though not generally required, are recommended for additional clarity and may be required by the Commission as necessary on a case-by-case basis.* Submit electronic files of required exhibits when available.

4. Review by Commission

Upon receiving an application for a Certificate of Appropriateness, the Commission will review the application material to ensure there is adequate information available to evaluate the proposal. Complete applications will be placed on the agenda of the next available monthly Commission meeting. **These meetings are held on the second Thursday of each month, and application deadlines for each monthly meeting are 10 business days** prior to each meeting. A report is prepared for each project, an outline of which is provided to Commission members and to the applicant prior to the meeting at which the application is to be reviewed. The staff is charged with documentation of the applications to be reviewed, reviewing the subject site and surroundings, obtaining opinions of the members of the Commission, notifying owners of property likely to be affected and consulting with relevant public officials.

5. Meet with the Commission

The Commission has prescribed the following typical project presentation format for public hearings to assure adequate information is available to the Commission and to the public:

1. Applicant (and company or representative, if applicable) introduction.
2. General overview of the proposed action.
3. Location of the project:
 - a) Address (and property name, if any);
 - b) Indication on the historic district map.

4. Introduction by staff of site and situation, to include an overview of:
 - a) Style of existing structure(s) and those adjacent;
 - b) Nature and significant aspects of the surrounding neighborhood;
 - c) Contribution of the property to the historic district.
5. Presentation by applicant or representative of proposed plans to materially change in appearance the subject property.
6. Report of staff regarding conformity of proposed action to the Design Review Standards.
7. Comments by other interested parties.
8. Consideration by the Commission:
 - a) Questions by the Commission to applicant and others
 - b) Discussion by the Commission
 - c) Adoption of a Finding of Fact by the Commission
 - d) Commission review and discussion of the appropriateness of the proposed project.
9. Commission determination (motion, second, vote) regarding the application.

A copy of the application checklist on the following page will be in the application packet.

Application Checklist

**A complete application requires support materials.
Please check the list below for required materials.**

New Building and New Additions

- Site plan
- Architectural elevations
- Floor plan
- Landscape plan
- Description of materials
- Photographs of proposed site

Major Restoration, Rehabilitation or Remodeling

- Architectural elevations or sketches
- Description of proposed changes
- Description of materials
- Photographs of existing building
- Documentation of earlier historic appearance (restoration only)

Minor Exterior Changes

- Description of proposed changes
- Description of materials
- Photographs of existing building

Site Changes-trees, walks, drives, parking

- Site plan or sketch of site
- Description of materials
- Photographs of site

Site changes-fences and walls

- Site plan or sketch of site
- Architectural elevations or sketches
- Description of materials
- Photographs of site

Site Changes-signs

- Site plan or sketch of site
- Description of materials and illumination
- Sketch or sign, dimensions

Determination of the Commission

Approval or Approval with Conditions Accepted by the Applicants

Once the Commission grants approval, the Commission will issue a Certificate of Appropriateness, and a building permit, if necessary, may be obtained by the applicant. It should be noted that approval with conditions might require submittal and Commission checking of a revised set of plans prior to issuance of a Certificate of Appropriateness. It is important to remember also that any changes to the plans approved by the Commission must be referred anew to the Commission. Should the Commission determine that change to the plans constitutes a substantive difference from the approved plans, the project must go back before the Commission as a new application.

Denial. Should the Commission find that there is no way to accommodate a project proposal within the guidelines contained in state and local law or within the Design Review Standards, there may be no choice but to deny the application and to report the reasons for such denial on the application form. A denial by the Commission means that the proposed project cannot be undertaken.

Reconsideration of Applications

The following is the order of business for reconsideration of applications that previously have been denied:

1. The Commission staff shall first have ascertained whether there has been a substantial change in the facts, evidence or conditions relating to the application in order for the application to be placed on the agenda for reconsideration.
2. The Commission shall deliberate whether there has been a substantial change in the facts, evidence or conditions relating to the application that would warrant reconsideration. If the Commission finds there has been a substantial change, it shall thereupon treat the request as a new application received at that time for consideration at the next meeting of the Commission. If the Commission finds there has not been a substantial change, then no application for the subject property shall be accepted by the Commission for a period of six months from the date of such decision.

Expedited Review Procedures

Routine Maintenance.

The Commission staff may receive applications for expedited approval of a Certificate of Appropriateness for routine maintenance and shall be entitled to grant such certificate upon ascertaining that the proposed work includes only ordinary maintenance or repair to exterior, architectural or environmental features to correct deterioration, decay or damage and does not involve a material change in design, material or outer appearance. Such expedited review shall not require an application for a Certificate of Appropriateness, a public hearing or notice to adjoining owners.

Minor Work.

The Commission, on a case-by-case basis, may approve those projects listed Minor Work category, provided that a complete application for a Certificate of Appropriateness, including exhibits and any applicable fees, is submitted, and that the proposal also meets all relevant current policies and standards adopted by the Commission. Such review and approval shall not require a public hearing or notice to adjoining owners.

Matters Affecting Immediate Safety or Welfare.

In instances where there is demonstrated a clear present and imminent danger to the public by the existence of any set of facts pertaining to a historic district, which shall be certified by the chief building official of the city, the Chairman and the Secretary *ex officio* may, upon their joint concurrence, grant an expedited Certificate of Appropriateness only to the extent necessary to remove the imminent danger. Such expedited review shall not require an application for a Certificate of Appropriateness, a public hearing or notice to adjoining owners.

VariANCES

The Commission may authorize, an application in specific cases, a variance from the design standards such as will not be contrary to the public interest, where owing to special conditions applying to the property in question and not applicable generally to other buildings, structures or properties, a literal enforcement of the standard would result in unnecessary hardship, but where the spirit of the policies, guidelines and standards of the Commission shall be observed and substantial justice done. Such special conditions shall be limited to those which the Commission finds that the granting of the application for a variance is necessary, does not merely serve as a convenience to the applicant, and that the standard from which variance is sought would:

1. Result in peculiar, extraordinary or practical difficulties to the subject property (as opposed to the applicant); or
2. As applied to an existing building, structure or other condition on the property, serve to decrease the historic or aesthetic value or condition of the district in which the property is located.

Appeals of Decisions of the Commission

Any person having a request for a Certificate of Appropriateness denied by the Commission may appeal such denial to the Tupelo City Council.

All work performed pursuant to an issued Certificate of Appropriateness shall conform to requirements of such certificate.

In the event work is performed not in accordance with such certificate, the Director of City Planning shall investigate and take appropriate action. The City Council or the Commission shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated historic property or historic district, except those changes made in compliance with the provisions of this ordinance or to prevent any illegal act or conduct with respect of such historic property.

Failure to Provide Ordinary Maintenance or Repair:

The Commission shall monitor the condition of historic properties and existing buildings in historic districts. The City Community Planning and Development Department Director or designated person shall investigate maintenance complaints. Property owners in violation will be notified in writing by the Director and will have thirty (30) days, in which to take the necessary measures required. In any event that the condition is not met in thirty (30) days, the owners shall be punished as provided in **Section XV of the Tupelo Preservation Ordinance of 2005** and, or either the Commission or the City of Tupelo may institute a legal action or proceeding in a court of competent jurisdiction to prevent deterioration and/or require maintenance. In the event the Director does not find any violation, any person logging the complaint may appeal this decision to the Historic Preservation Commission within fifteen days from receiving written notice. The Commission decisions are final and no complaint will be revisited before 6 months unless circumstances change in a drastic way. Immediate attention will be given to emergency cases.

General Maintenance

Introduction

Historic buildings generally require more maintenance than modern commercial or residential structures. Yet a bonus in historic buildings is rich detailing and materials rendered unaffordable in new construction. The key to maintaining a historic building is regular inspection and immediate correction of problems. Deferred maintenance can only lead greater and more costly repairs at some point in the future.

Commonly recognized as the main destructive force in any building is moisture and water damage.

Maintenance and Inspection Checklist:

1. Roof- Inspect every 6 months, check for loose, broken, torn, or missing shingles and ridge caps, and check flashing for valleys, chimneys, dormers and vents
2. Gutters & Downspouts- Inspect every 3 months for sagging, bent or loose, deteriorated, or clogged gutters
3. Siding-Inspect every 6 months for cracking blistering, or peeling paint, loose cracked boards or bricks, deteriorated mortar, and excessive buildup of mold and mildew on surface areas
4. Doors & Windows-Inspect every 6 months for missing loose caulking, missing panes or deteriorated glazing, cracked or loose glass
5. Porches-Inspect every 6 months for rotting beams or joists, rotted fascia boards, rotting, loose or warped floorboards, water stains; rotting or infested columns or posts
6. Foundation- Inspect every 12 months for signs of water damage at bases of piers or foundation walls; shifting or Tilting; cracks in mortar joints of brick, concrete or concrete blocks; growth or green staining indicating possible moisture retention

Design Review Standards

To provide specific guidance regarding practical review and approval of applications for a Certificate of Appropriateness, the Commission has prepared and adopted design review standards. The Commission strives to apply these standards, tempered by their underlying philosophy, to each application for a Certificate of Appropriateness application, **evaluating each application on a case-by-case basis, giving full consideration to the unique circumstances and characteristics presented.**

The standards are organized into several sections, beginning with those pertaining to site design (which the Commission shall apply in its review of all applications). Sections following deal with rehabilitation and alterations, additions, new construction, and elements of public streets and common open spaces. If a contributing structure is relocated within the district, all design review standards for rehabilitation, alterations and additions shall apply. If a non-contributing structure is relocated within the district, all design review standards for new construction shall apply. It should be noted that the standards are necessarily general so they may be used by the Commission as a guide to decisions in a variety of circumstances. In this way, each application for a Certificate of Appropriateness may be considered on its own merits, fully aware of the individual nature of each property and its context within the historic district.

General Design Guidelines

The design of buildings is determined by the way in which various basic design concepts and elements are utilized: **building orientation and setback, shape, proportion, scale/height, directional emphasis, massing, rhythm, architectural and site elements**. These concepts form the basis for visual relationships among buildings, which in turn influence the ways in which the public perceives buildings.

When new work is added or a new structure is built among existing buildings, the level of success with which it relates to those existing buildings—and whether it contributes to or detracts from the area in which it is to be located—will be determined by the ways in which its design recognizes the prevailing design expression in the area of

influence. The following identify and define several principal concepts of design and offer guidelines for referencing predominant design characteristics in evaluating the appropriateness of a proposed new building or addition. The *illustrations* are intended only to point out the types of relationships between new buildings and existing buildings of importance and are not meant to serve as specific design solutions. The Commission reserves the right to amend or append these guidelines at any time. Accompanying the illustrations are written *guidelines*, such as the following:



Guideline: Identify and respect the prevailing character of adjacent buildings and surrounding development.

Building Orientation and Setback

Building orientation refers to the directional placement of the building on the site, while setback refers to how far back the building is from the street and side lots lines.

Guideline: The orientation of a new building and its site placement shall appear consistent with dominant patterns within the area of influence, if such patterns are apparent.

Directional Emphasis

Most buildings are either vertical or horizontal in their directional emphasis, which is determined by the size and placement of elements and openings on a building's front façade as well as by the building's overall shape. Surface materials and architectural detailing may also influence directional emphasis.



This building has a vertical emphasis.



This building has a horizontal emphasis.

Guideline: *A new building's directional emphasis should be consistent with dominant patterns of directional emphasis within the area of influence, if such patterns are present.*

Directional Emphasis—Consistent:



Shape

A building's surfaces and edges define its overall shape. This overall shape, in concert with the shapes of individual elements (such as roof pitch, porch form, and window and door openings), is important in establishing rhythms in a streetscape. Shape can also be an important element of style.

Guideline. Roof Pitch: *The roof pitch of a new building should be consistent with those of existing buildings within the area of influence, if dominant patterns are apparent.*



The new construction on the right is inconsistent and unacceptable with the existing structures on the left.

Shape—Roof Pitch—Inappropriate/Appropriate **Examples:** see inappropriate examples above

Guideline. Porch Form: *The shape and size of a new porch should be consistent with those of existing buildings within the area of influence, if dominant patterns are apparent.*

Guideline. Building Elements: *The principal elements and shapes used on the front facade of a new building should be compatible with those of existing buildings in the area of influence, if dominant patterns are apparent.*



New construction on left is incompatible with existing dwelling on right

Massing

Massing has to do with the way in which a building's volumetric components (i.e., main body, roof, bays, overhangs, and porches) are arranged and with the relationship between solid wall surfaces and openings.

Guideline. Building Elements: *The principal elements and shapes used on the front facade of a new building should be compatible with those of existing buildings in the area of influence, if dominant patterns are apparent. (see images for massing, building elements are consistent)*



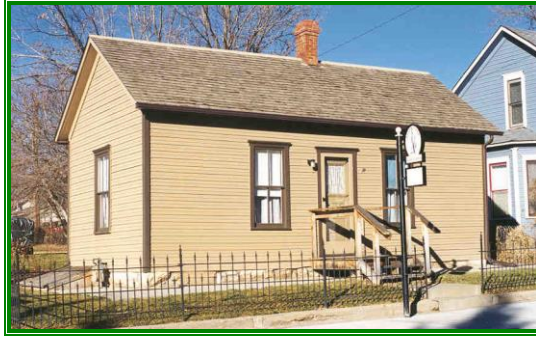
Guideline: *The massing of a new building should be consistent with dominant massing patterns of existing buildings in the area of influence, if such patterns are apparent.*

Proportion

Shape—Porch Form—Inappropriate/Appropriate Examples:



Appropriate Examples:



Inappropriate Example:

Massing—Incompatible New Development:



Proportion is the relationship of one dimension to another; for example, the relationship of the height to the width of a building, or the height and width of windows and doors. Individual elements of a building should be proportional to each other and the building.

Guideline. The proportions of a new building should be consistent with dominant patterns of proportion of existing buildings in the area of influence, if such patterns are apparent.

Rhythm

Rhythm is the recurring patterns of lines, shapes, forms, or colors (materials) on a building or along a streetscape. For example, the rhythm of openings on a house refers to the number and placement of windows and doors on a façade. Rhythm also occurs on the larger scale of streetscapes as created by development patterns (orientation and setback) and details of individual buildings (directional emphasis, scale, height, massing, etc.)

Guideline. *New construction should respect and not disrupt existing rhythmic patterns set in the area of influence, if such patterns are apparent.*

Note existing rhythmic pattern on this street

One story dwellings, same setbacks, brick, front entries, side carports



Rhythm—Symmetrical/Asymmetrical:

These two houses illustrate different asymmetrical rhythms created by individual building elements (entry steps, porch, gable roof, bay window).



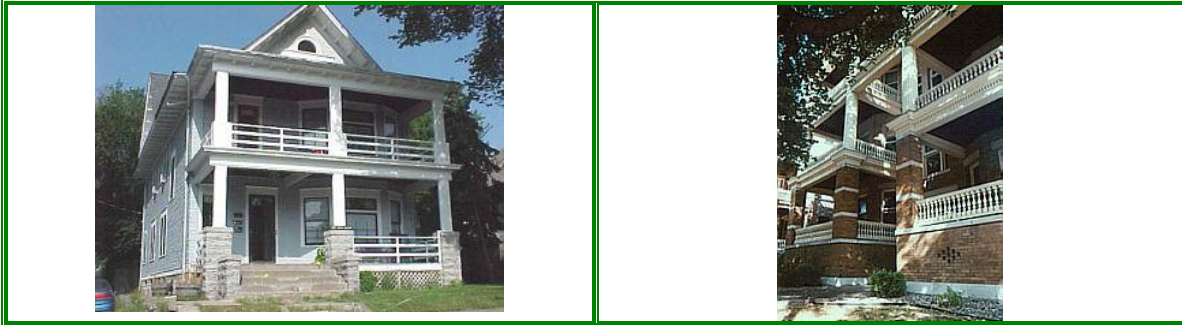
Scale and Height

Scale refers to the apparent relationship between two entities, such as the relationship of a building's height to human height, the relationship between different buildings' heights and sizes, or the relationship between the size of an addition and the building to which it is attached. In the Historic Districts the two most important issues are:

- (1) the relationship of new construction to structures in the area of influence, and

(2) the relationship of additions to the building to which they are being added.

Guideline: A proposed new building should appear to conform to the floor-to-floor heights of existing structures if there is a dominant pattern within the established area of influence.



Guideline: New construction should be consistent with dominant patterns of scale within the area of influence, if such patterns are present. Additions should not appear to overwhelm the existing building.

Rhythm—Established Setback Rhythm

Ex:



Façade Treatments

Materials

Original Materials

- Brick or stone that was originally unpainted should remain so, since irreversible damage can result from attempts to remove paint by methods such as sandblasting. Painting or covering original brick or stone is discouraged.



Example: Picture shows dwelling returned to original materials carefully duplicating siding.

- Retain significant character defining wooden or metal façade elements. Examples include cornice brackets, gingerbread, decorative trim elements, ornamental barge/fascia board, and soffit.



Example: Protect and retain stylistic features and proportions of historic facades.

Maintenance

- Advisable to use The United State's Department of the Interior's publication Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.
- Avoid sandblasting or other methods that use abrasives/chemicals.
- Masonry should be repointed to duplicate the original strength and color so as not to damage the brick or stone face.

Roofs

- Existing roofs that are visible from public view should retain their profile as it relates to shape and slope. Use of suitable shingles, shakes or standing seam metal should be approved.
- Historic systems (flashing leader/conductor boxes, built-in gutters, downspouts) should be retained and maintained.
- Any decorative elements to roof that feature cresting, ridge caps, chimney caps, finials or other incorporated design elements should be retained.

Doors

- Replacement doors should be sized to fit the existing opening and the opening should not be altered so as to accept either a smaller door or to facilitate a larger door or doors.

Windows

- Window opening should not be altered to accommodate windows not in keeping with the original design elements.
- Replacement windows should relate to and be appropriate for the age and architectural style of the structure.
- Every effort should be made to repair windows, rather than replace them.
- Storm windows are allowed to help insulate the original, single-paned windows.

Porches

- Character defining details should be retained. Careful repair should be used to retain original elements.
- Porch roofs and their original character defining features, such as shed roofs or gables roofs should be retained
- Original porch flooring or ceiling materials should be preserved and retained wherever possible or replaced in kind.

New Construction/Additions

Materials to be used for repairs to, or new additions to, existing buildings should harmonize with existing materials. Appropriate wall material shall include, but not be limited to brick, stone, stucco, natural wood or cementitious siding. Any side, front or rear addition that is visible from the primary street, and which increases the footprint of the main building, should be reviewed for suitability.

New Construction

After identifying the area of influence and assessing the prevailing character of the development within that area, the next step is to begin the design of the project. Each project is unique and needs to be taken on a case-by-case basis to meet the needs of the owner while at the same time protecting the character of the property and area. There are some general concepts, however, that can assist with the design of the new development.

Scale/Height—Inappropriate Addition: PICTURE



Guideline. New construction should reference and not conflict with the predominant site and architectural elements of existing properties in the area of influence.



Compatible new construction



Incompatible new construction

To be compatible with its context, new construction should respect established design patterns within the area of influence. Following are some additional guidelines for new construction.

Guideline: New construction should reference predominant design characteristics that make an area distinctive in order to achieve creative and compatible design solutions that are more than just mere imitations of existing buildings.* However, new construction is not limited to historical styles, and new buildings should not be imitations of earlier styles.

***The imitation of older historic styles is discouraged for newer structures.** One should not replicate historic styles, because this blurs the distinction between old and new buildings, as well as making it more difficult to visually interpret the architectural evolution of the district.

****Contemporary interpretations of traditional details are encouraged.** Interpretations of historic styles may be considered, if they are subtly distinguishable as being new. New designs for window moldings and door surrounds, for example, can provide visual interest while helping to convey the fact that the building is new. Contemporary details for porch railings and columns are other examples. New soffit details and dormer designs also could be used to create interest while expressing a new, compatible style.

Additions to Existing Buildings

New additions to existing buildings are common, but there are certain guidelines that should be followed in order to respect the architectural integrity of the individual building and the district as a whole. Property owners considering making an addition to an existing building, should ask themselves three questions:

- Does the proposed addition preserve significant existing materials and features?
- Does the proposed addition preserve the character of the building and the surrounding context?
- Does the proposed addition protect the significance of the building by making a visual distinction between old and new?

Guideline: *In most cases, additions to existing buildings should not be placed on the main façade(s) of a building. Locate the proposed addition away from the principal public view, ideally to the rear or side of the building. Additions that are flush with the front façade of the building are highly discouraged. Respect the proportions of the building to which it is being added so the addition does not dominate its environment. Whenever possible, an addition should be made so that at a later date it could be removed without compromising the character of the building.*

Guideline: *Additions should respect the design characteristics and architectural integrity of original buildings. However, the design of the addition should be clearly differentiated so that the addition is not mistaken for part of the original building. While the addition should be compatible, it is acceptable and appropriate for the addition to be clearly discernible as an addition rather than appearing to be an original part of the building. Consider providing some differentiation in material, color, and/or detailing and setting additions back from the existing building's wall plane. The new addition should be designed so that a minimum of existing materials and character-defining elements are obscured, damaged, or destroyed.*

Guideline: *In most cases, an added structure should be located to the rear of the existing building, where it will have little or no impact on the streetscape. If the new building will be visible from the street, respect the established setbacks and orientations of the buildings in the area. Landscaping is also an important component.*

Site Improvements

Site improvements are critical to the character of the district, regardless of the contributing or noncontributing nature of the structures in any particular part of the district. Much of the character of an historic district is attributable to the continuity of its open space, distinctive tall shade trees and richly textured lawns and landscape planting. Outbuildings, walks, driveways, and parking areas also play an important part in defining not only the setting for individual structures, but also the district as a whole.

Standards for Site Improvements

The following standards for site improvements shall be applied to all construction in the district, including rehabilitation, alterations, additions, or new construction.

Overall Continuity

- Maintain the overall continuity of the district and its aspect and character, especially as viewed from public rights-of-way.

Building Orientation and Setbacks

- Maintain the pattern and orientation of building entrances in the district.
- Maintain the pattern and alignment of buildings established by setbacks of nearby contributing buildings.

Accessory Buildings, Structures and Appurtenances

- Locate garages and other accessory structures to the rear of the main building, and behind the side yard setback of any structure adjacent to a side street or common alleyway.
- Place site and building appurtenances to the side and rear of the main building, and screen service and mechanical and electrical equipment and trash containers and permanent dumpsters from public view with walls, fences, or plant materials.
- Locate handicapped ramps to the side or rear of the main building, insofar as practicable and in conformance with the Americans with Disabilities Act, designed and constructed so the required slope is confined to as small an area as practicable and installed so as to be removed without damage to the structure.

Signage

- Design and install all signs to a size and scale and of types that conform to the historic context of the district and its structures and in a manner to focus only on the intended audience.

Landscape and Plant Materials

- Design and install landscape plantings to maintain the overall continuity and aspect of the district. Look at patterns that exist and work with those patterns.
- Maintain and/or enhance the historic plant materials, mindful of the differences in scale and types of landscaping relative to the size, age and use of the buildings, insofar as practicable.
- Specify and locate trees to avoid conflict with or damage to buildings, sidewalks and driveways.
- When appropriate, retain and preserve the building and landscape features that contributes to the overall historic character of the district, including trees, gardens, yards, arbors, groundcovers, fences, accessory buildings, patios, terraces and fountains, fish ponds, and significant vistas or views.
- Retain and preserve the historic relationship between buildings and landscape features on the site. It is not recommended to alter the topography of substantially through grading, filling or excavation.
- Replace seriously diseased or severely damaged trees or hedges with new tree or hedge of equal or similar species.

Fences and Walls

- Design fences and walls to maintain the overall continuity of the district as viewed from public rights-of-way.
- Complement the buildings and do not detract from their character and relation to their neighbors with the design, scale, placement, and materials of fences, walls, and gates.
- Locate fences and walls no closer to the street than the side yard setback of any structure adjacent to a side street.
- Do not exceed the average height of fences and walls of comparable type and location found on adjacent properties, generally not to exceed six feet.
- Present the finished side of all fences to the exterior of the property being fenced.
- Relate scale, height, materials and level of ornateness of the design of new fences and walls to that of the existing structure and/or its neighbors.

Examples of Appropriate Fence Materials and Styles:

- Wood picket
- Wood slat
- Wood lattice
- Iron
- Brick
- Stone
- Stucco over masonry
- Historically appropriate wire
- Aluminum that appears to be iron

Examples of Inappropriate Fence Materials and Styles:

- Chain link
- Stockade
- Post and rail
- Unstuccoed concrete block
- Masonite
- Plastic
- Plywood or asbestos panels

Sidewalks, Drives, Parking and Paving

- Use only materials that have historic precedent in the district, taking care to preserve historic paving materials by saw cutting when inserting new materials or repairing damaged areas.
- Situate, design and install paving materials of a color and texture and in a manner to be compatible with the historic character of the property and its neighbors.
- Screen new parking areas through use of low walls, iron fences or landscape plantings, mindful of the need to maintain the overall continuity of the district as viewed from public rights-of-way.
- Locate driveways to the side and rear of the main building.
- Extend all driveways at least to the rear of the main building.
- Install residential driveways in a manner and width compatible with those historically installed, and generally not wider than ten feet.
- Install no parking between the front face of the primary structure and the front right of way line of the property.
- Set back from the front property line all parking a distance that will maintain the pattern and alignment of primary building setbacks in the neighborhood.
- Minimize the presence and appearance of all parking areas visible from a public street through site planning and design.
 - A parking area should be located to the rear of a site.
 - Do not use a front yard for parking. Instead, use a long driveway, or alley access, that leads to parking located behind a building.

Exterior Lighting

- Design, install, and maintain exterior lighting to focus only on intended areas within the property, and to avoid invading surrounding areas.

Rehabilitation and Alteration

The **primary objectives** of rehabilitation in the district should be to **preserve** all important, character-defining architectural materials and features of the structure, designed and executed in a manner that provides for a safe and efficient contemporary use compatible with the particular location within the district. To assure these objectives are met, there should be prepared for any rehabilitation effort an *overall plan for rehabilitation* that contains strategies for:

- **Protection and maintenance** of historic features that survive in generally good condition.
- **Repair** of historic materials and features that may be deteriorated.
- **Replacement** of historic materials and features with new materials where deterioration is so extensive that repair is not possible

To provide overall guidance to property owners, the Commission has adopted the *Secretary of the Interior's Standards for Rehabilitation* as general guidelines for planning, design, and execution of all rehabilitation projects, taking into reasonable consideration economic and technical feasibility.

Standards for Rehabilitation and Alteration

The following standards shall be applied to all rehabilitation or alteration of contributing buildings and structures in the district.

Design Character

- **Respect the original design** character of the structure.
- **Express the character of the structure**—do not attempt to make it appear older or younger than it is.
- **Do not obscure or confuse the essential form** and character of the original structure.
- **Do not allow alterations to hinder** the ability to interpret the design character of the historic period of the district.

Repairing Original Features

- **Avoid removing or altering any historic material** or significant architectural features.

- **Preserve original materials** and details that contribute to the historic significance of the structure.
- **Do not harm the historic character** of the property or district.
- **Protect and maintain** existing significant stylistic elements.
- **Minimize intervention** with historic elements.
- **Repair, rather than replace**, deteriorated architectural features.
- **Use like-kind materials**, and utilize a substitute material only if its form and design conveys the visual appearance of the original.
- **Disassemble historic elements only as necessary for rehabilitation**, using methods that minimize damage to original materials, and use only methods of reassembly that assure a return to the original configuration.

Replacing Original Features

- Base replacement of missing architectural elements on accurate duplications of original features, substantiated by physical or pictorial evidence.
- Use materials similar to those employed historically, taking care to match design, color, texture, and other visual qualities.
- Employ new design that relates in style, size, scale and material wherever reconstruction of an element is not possible due to lack of historical evidence.

Existing Alterations

- Preserve older alterations that have achieved historic significance in themselves in the same manner as if they were an integral part of the original structure.

Materials

- Maintain original materials and finishes.
- Retain and repair original siding, generally avoiding the use of synthetic siding. When replacement is required, use like-kind materials that conform to the original in profile and dimension, unless such materials are not available.

Trim and Ornament

- Maintain historic trim and ornament in place.
- Replace missing original trim and ornament with like-kind materials whose designs, proportions and finishes match those of the original.

Roofs

- Preserve the original roof form, pitch and overhang of all structures, and use roof materials appropriate to the form and pitch of the roof.
- Preserve the character of the original roofing materials and details.
- Retain elements such as chimneys, skylights, and light wells that contribute to the style and character of the structure.
- Place appurtenances such as antennae, satellite dishes, and solar collectors only on roof surfaces that are not visible from public rights-of-way.

Examples of Appropriate Roof Materials:

- Slate
- Tile
- Metal
- Wood shingle
- Cement fiber shingle
- Asphalt or fiberglass shingle
- Built-up or membrane on slopes greater than 3-and-12 where hidden by parapets

Examples of Inappropriate Roof Materials:

- Corrugated fiberglass
- Asphalt roll roofing
- Build-up or membrane on slopes greater than 3-and-12

Windows

- Maintain the original number, location, size, and glazing pattern of windows on primary building elevations.
- Maintain historic window openings and proportions.

Appropriate:

Wood sash windows in double-hung, single-hung and casement styles
Steel, if original to structure

Inappropriate:

Aluminum or vinyl
Snap-in or artificial muntins
Reflective or tinted glass

Storm Windows

- Permit storm windows and screens so long as they do not obscure windows with inappropriate materials, finishes, colors or other elements.

Appropriate:

- Wood
- Metal with baked enamel or anodized finish to sash colors

Inappropriate:

- Mill finish aluminum
- Vinyl

Exterior Blinds and Shutters

- Use exterior blinds and shutters only as appropriate to the style, proportion and character of the structure, and sized to cover the window.

Appropriate:

- Wood: louvered or solid panel
- Fabric awnings

Inappropriate:

- Plastic blinds, shutters, awnings
- Metal awnings (unless original)

Entrances and Doorways

- Maintain the historic character of the building entrance.
- Retain historic doors and openings, together with any moldings, transoms or sidelights.

Appropriate:

- Wood panel
- Wood panel with glass lights
- Leaded glass with lead cams

Inappropriate:

- Metal

Storm Doors

- Permit storm doors and screens so long as they do not obscure doors with inappropriate materials, finishes, colors or other elements.

Appropriate:

- Wood

- Metal with baked enamel or anodized finish to match frame color

Inappropriate:

- Mill finish aluminum
- Vinyl

Porches

- Maintain and repair historic porches to reflect their historic period and the relationship to the structure.
- Use materials that blend with the style of the structure. Balustrades of stairs should match the design and materials of the porch.
- Do not permit enclosure of front porches. Where rear or side porches are to be enclosed, the enclosure shall preserve the original configuration of columns, handrails and other important architectural elements.

Signage

- Design and install all signs to a size and scale and of types that conform to the historic context of the district and its structures.

Foundations

- Keep cellar and crawl space vents open so that air may flow freely, being sure to retain any vents that are original to the building.
- Ensure that land is graded so that water flows away from the foundation and, if necessary, install drains around the foundation.

Examples of Appropriate Foundations:

- Stucco piers or infill
- Brick piers or infill
- Wood lattice

Examples of Inappropriate Foundations:

- Metal infill
- Plywood panels
- Mineral board panels
- Vertical picket infill
- Plastic or vinyl sheeting
- Unfinished concrete block
- Imitation brick or stone
- Vinyl lattice

Surface Cleaning

- Use no abrasive cleaning methods on exterior surfaces, such as those involving grit, sand, high-pressure water blasting, or mechanical sanding.
- Use only those cleaning techniques that have proved effective while having little or no adverse impact on the underlying materials (these include low-pressure water cleaning and gentle chemical washes, scrubbing with a brush and detergent, and hand sanding and scraping to remove paint).

Additions

An exterior addition to a historic building can significantly alter its appearance and thereby adversely affect both adjacent properties and the character of the entire district. Additions to existing structures in the district have a responsibility to complement and reflect the design, scale and architectural type of the original structure. Before an addition is planned, every effort should be made to accommodate the new use within the existing structure. When an addition is necessary, it should be designed and constructed so that it will complement the original and not confuse the viewer or detract from the character-defining features of the building. *It should be noted* that all additions shall be designed and constructed in accord with the following standards *and* with the standards for new construction that follow.

Standards for Additions

The following standards shall be applied to all construction in the district that involves additions to existing buildings and structures.

Original Design Character

- Maintain the size, scale, materials, and character of additions, including their foundations, in a manner compatible with the main building and its context.
- Design and construct additions in such a manner that, if the change were to be removed in the future, the essential form and integrity of the original structure would not be impaired.
- Limit the size of additions to those that do not visually overpower the existing structure.
- Do not allow additions to hinder the ability to interpret the historic character of the structure or district.

Location

- Maintain the pattern created by the repetition of building fronts, bays and sections in the particular area of the district.
- Locate additions so they will not obscure or damage significant architectural features, ornament or detail.
- Place additions to the side or rear, or set back slightly from the building front.

Materials

- Use materials that are inspired by and compatible with those of the general character of the original structure.

- Do not obscure window proportions with inappropriate storm windows.



Many visible mistakes were made with inappropriate alterations to these vernacular dwellings.



Inappropriate additions to this vernacular dwelling.



Inappropriate changes were made to the facade of this craftsman style dwelling now a commercial office.



This renovation/addition of this dwelling for commercial use was done appropriately maintaining the historic character of the district.



The addition maintained the character and details of this dwelling.

New Construction

New construction has an obligation to harmonize with the historic character and scale of the district. Designs for infill and other new construction must be designed with the surroundings in mind. The setback, scale, mass, and size of a structure are as important as the style or decorative details. However, style, decoration, building materials and landscape treatment and planting shall be utilized in the design to provide the attributes necessary for new construction to be compatible with the district, while creating a distinctive character for the new structure.

Standards for New Construction

The following standards shall be applied to all new construction, *including additions*, in the district.

Massing and Orientation

- Respect the site planning, massing and building orientation precedents set by nearby similar-size contributing buildings of the district.
- Align the facade of the new building with the predominant setbacks of nearby buildings within the district.
- Orient the main entrance of the building in a manner similar to established patterns in the particular part of the district.

Form and Scale

- Design new buildings to be compatible with and appear similar to contributing buildings in that particular part of the district, yet retain enough of the individuality in form, scale, or level of complexity to avoid confusing the viewer as regard to the age of the new structure.
- Design new buildings to respect the overall relationship of height to width of surrounding contributing structures.
- Proportion new construction to the size of the lot in a manner similar to typical examples of contributing structures within the particular part of the district.
- Provide features on new construction that reinforce the scale and character of the surrounding area by including elements such as porches, porticos, and decorative features, as appropriate.

Use roof forms and pitches appropriate for and that harmonize with those used historically in the particular part of the district.

- Design all new garage(s) and outbuilding(s) to be compatible with the style of the major buildings on the property and scaled to be subordinate to the main building and the lot.

Foundations

- Use foundations that harmonize with those in the surrounding part of the district.

Signage

- Design and install all signs to a size and scale and of types that conform to the historic context of the district and its structures and in a manner to focus only on the intended audience.

Materials

- Use materials and finishes for all major building surfaces, including roofs, that are similar to those employed historically in the particular location in the district and appropriate to their form and location.

Color: Suggestion

- Choose colors that blend with and complement the overall color schemes of the district, keeping the number of colors appropriate to the style of the architecture.

Doors and Windows

- Design new construction so that the rhythm, patterns, and ratio of solid to void (walls to windows and doors) on public facades are compatible with those of adjacent contributing buildings.
- Design new construction so that the size and proportion (ratio of width to height) of window and door openings of primary facades are similar to and compatible with those on facades of adjacent contributing buildings.
- Use doors and windows whose size, proportions and degree of setback from the exterior wall are similar to those of historic designs used in the district.

Public and Common Areas and Facilities

The public rights-of-way and other parts of the public realm are critically important in helping to define the unique character of an historic district. The following standards are aimed at retaining important character-defining features, expanding their use as the opportunity arises, and making additional improvements to open space and streetscape trees and landscape planting that will complement the historic character of the district.

Standards for Public and Common Areas and Facilities

The following standards shall be applied to all installation, maintenance or modification of streetscapes, street furnishings, signage, trees and landscape planting within the public rights-of-way and properties owned or maintained by the City of Tupelo.

- Maintain the overall continuity of the district and its character.
- Maintain and enhance over time the canopy effect of mature deciduous shade trees, and replace damaged or missing trees with appropriate species, especially indigenous, hardy species that require minimal maintenance.
- Retain and enhance historic plant materials, mindful of the differences in scale and types of landscaping relative to various parts of the district and to the size, age and use of the buildings, insofar as practicable.
- Design fences and walls to maintain the overall continuity of the district as viewed from public rights-of-way and properties owned or maintained by the City of Tupelo.
- Do not exceed the average height of fences and walls of comparable type and location found on adjacent properties.
- Use only materials that have historic precedent in the district, taking care to preserve historic paving materials by saw cutting when inserting new materials or repairing damaged areas.
- Situate and design paving in a manner and of material, color and texture to be compatible with the historic character of the property and its neighbors.
- Screen new parking areas through use of low walls, iron fences or landscape plantings, mindful of the need to maintain the overall continuity of the district, and especially as it may be viewed from public rights-of-way and properties owned or maintained by the City of Tupelo.

- Design, install, and maintain exterior lighting to maintain the character of the district and to direct light only on intended areas.
- Design and install all signs to a size and scale and of types that conform to the historic context of the district and its structures and in a manner to focus only on the intended audience.
- Screen service, mechanical, and electrical equipment and trash containers and permanent dumpsters from public view with walls, fences, or plant materials that conform to all pertinent provisions set forth elsewhere in these standards.

Approval of Signs within a designated Historic District

- Retain and preserve original signs that contribute to the overall historic character of the building or district.
- Introduce new signage that is compatible in material, size, scale and character with the building or the district. Design signage to enhance the architectural character of a building.
- If desired install small identification signs and historic plaques for residential buildings so that no architectural features or details are obscured or damaged.
- Construct new signs of traditional sign materials, such as wood, stone, and metal. Avoid introducing incompatible sign material such as plastic, in the historic districts.
- Mount flush signboards in appropriate locations on facades so that no architectural details or features are obscured or damaged. On masonry buildings, holes for fasteners should be placed in the mortar joints, not the masonry units
- Install freestanding signs in appropriate locations on low standards or grown bases. Consider screening the base of ground signs with plantings to enhance its appearance.
- Light signs in a manner compatible within the historic character and the pedestrian scale of the historic district. Internally illuminated awnings and signs are not appropriate in the historic districts.
- For commercial and institutional buildings, design signs to be integral to the overall building façade. Avoid covering a large portion of the façade, or front yard or any significant architectural features with signage.
- Temporary signs, including sales advertising, banners, and real estate signs should be located so as not to damage or obscure

significant architectural features, and shall be removed upon completion of work, sale, campaign etc. The maximum number of allowable signs shall be one per street frontage.

- Signs directing users to an accessible entrance or parking space should be installed to avoid damaging or obscuring significant architectural features, while conforming to Accessibility Standards (ADAAG).

Demolition of Structures

Proposed demolition of a building must be brought before the Board for consideration. The Board may deny a demolition request if the building's loss will impair the historic integrity of the district. This denial results in a stay of demolition for up to six months.

Storefronts

The storefront is usually the most prominent feature of a historic commercial building, playing a crucial role in a store's advertising and merchandising strategy. Although a storefront normally does not extend beyond the first story, the rest of the building is often related to it visually through a unity of form and detail. Planning should always consider the entire building; window patterns on the upper floors, cornice elements, and other decorative features should be carefully retained, in addition to the storefront itself.

The earliest extant storefronts in the U.S., dating from the late 18th and early 19th centuries, had bay or oriel windows and provided limited display space. The 19th century witnessed the progressive enlargement of display windows as plate glass became available in increasingly larger units. The use of cast iron columns and lintels at ground floor level permitted structural members to be reduced in size. Recessed entrances provided shelter for sidewalk patrons and further enlarged display areas.

In the 1920s and 1930s, aluminum, colored structural glass, stainless steel, glass block, neon, and other new materials were introduced to create Art Deco storefronts.

According to the Secretary of the Interior Recommendations:

Storefronts Identify, retain, and preserve

Recommended:

Identifying, retaining, and preserving storefronts—and their functional and decorative features—that are important in defining the overall historic character of the building such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures.

The removal of inappropriate, non-historic cladding, false mansard roofs, and other later alterations can help reveal the historic character of a storefront.

Not Recommended:

- Removing or radically changing storefronts—and their features—which are important in defining the overall historic character of the building so that, as a result, the character is diminished.
- Changing the storefront so that it appears residential rather than commercial in character.
- Removing historic material from the storefront to create a recessed arcade.
- Introducing coach lanterns, mansard designs, wood shakes, nonoperable shutters, and small-paned windows if they cannot be documented historically.
- Changing the location of a storefront's main entrance.

Storefronts Protect and Maintain

Recommended

- Protecting and maintaining masonry, wood, and architectural metals which comprise storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.
- Protecting storefronts against arson and vandalism before work begins by boarding up windows and installing alarm systems that are keyed into local protection agencies.

- Evaluating the overall condition of storefront materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

Not Recommended

- Failing to provide adequate protection of materials on a cyclical basis so that deterioration of storefront features results.
- Permitting entry into the building through unsecured or broken windows and doors so that interior features and finishes are damaged through exposure to weather or through vandalism.
- Stripping storefront of historic material such as wood, cast iron, terra cotta, carrara glass, and brick.
- Failing to undertake adequate measures to assure the preservation of the historic storefront.

Storefronts Repair

Recommended:

Repairing storefronts by reinforcing the historic materials.



Repairs will also generally include the limited replacement in kind—or with compatible substitute materials—of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates pilasters, or signs.

Not Recommended:

- Replacing an entire storefront when repair or materials and limited replacement of its parts are appropriate.
- Using substitute material for the replacement parts that does not convey the same visual appearance as the surviving parts of the storefront or that is physically or chemically incompatible.



Example of Inappropriate Renovation

Storefronts

Replace

Recommended:

Replacing in kind an entire storefront that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.



Appropriate Storefront Preservation



Inappropriate

Not Recommended:

Removing a storefront that is unrepairable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance

Design for Missing Historic Features

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended:

Designing and constructing a new storefront when the historic storefront is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Not Recommended:

- Creating a false historical appearance because the replaced storefront is based on insufficient historical, pictorial, and physical documentation.



- Using inappropriately scaled signs and logos or other types of signs that obscure, damage, or destroy remaining character-defining features of the historic building.

Similar Specific suggestions for Masonry, Wood, Metals, Roofs, Windows, Entrances and Porches, Structural Systems, Spaces, and Finishes may be found on the following website:

<http://www.cr.nps.gov/hps/tps/tax/rhb/index.htm>

Acknowledgments

Todd Sanders, Mississippi Department of Archives and History

Tupelo Apartment Finders Guide

Create, Inc.

Tupelo Planning Department

City of Hattiesburg, Design Guidelines

National Trust for Historic Preservation

National Park Service, Department of Interior

Secretary of Interior's Standards

City of Bozeman, Montana

City of Frederick Town, Maryland

City of Arroyo Grand, California

City of Oxford, Ohio

City of Chesapeake, Virginia

City of Hillsborough, North Carolina

University of Georgia

Appendix A

Preservation Ordinance, Tupelo, Mississippi

AN ORDINANCE TO CREATE A PRESERVATION COMMISSION: TO ESTABLISH THE MEMBERSHIP, OFFICERS, TERMS OF OFFICE OF ITS MEMBERS AND DUTIES OF SUCH COMMISSION; PROVIDING A PROCEDURE FOR ADOPTION OF ORDINANCES TO ESTABLISH HISTORIC DISTRICTS AND TO DESIGNATE ARCHAEOLOGICAL, ARCHITECTURAL, CULTURAL, AND HISTORICAL LANDMARKS AND LANDMARK SITES; PROVIDING THAT THE PRESERVATION COMMISSION SHALL SERVE AS A REVIEW BODY TO REVIEW PROPOSED WORK IN HISTORIC DISTRICTS AND ON LANDMARKS AND LANDMARK SITES; PROVIDING THE CRITERIA FOR EVALUATING A PROPOSED ACTIVITY; PROVIDING STANDARDS AND A PROCEDURE TO PREVENT DEMOLITION OF LANDMARKS BY INTENT OR NEGLIGENCE; PROVIDING A PROCEDURE FOR THE ISSUANCE OF CERTIFICATES OF APPROPRIATENESS AND RELATED PURPOSES.

SECTION I STATEMENT OF PURPOSE

The city/town/county hereby recognizes that the City of **TUPELO** is known for its extensive and concentrated collection of *vernacular houses, as well as urban groupings of historic public, commercial, and residential buildings*, whose unique qualities have proven increasingly attractive to residents, business interests, and tourists.

As a matter of public policy the city/town/county aims to preserve, enhance, and perpetuate those aspects of the city/town/county 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 **TUPELO**.

More specifically, this historic preservation ordinance is designed to achieve the following goals:

- A. Protect, enhance and perpetuate resources, which represent distinctive and significant elements of the city/town/county's historical, cultural, social, economic, political, archaeological, and architectural identity;
- B. Insure the harmonious, orderly, and efficient growth and development of the city/town/county;
- C. Strengthen civic pride and cultural stability through neighborhood conservation;
- D. Stabilize the economy of the city/town/county through the continued use, preservation, and revitalization of its resources;
- E. Protect and enhance the City/town/county's attractions to tourists and visitors and the support and stimulus to business and industry thereby provided;
- F. Promote the use of resources for the education, pleasure, and welfare of the people of the city of **TUPELO**.
- G. Provide a review process for the preservation and appropriate development of the city/town/county's resources.

SECTION II DEFINITIONS

Unless specifically noted otherwise, the following definitions are standard throughout this ordinance:

Alteration: Any change in the exterior appearance or materials of a landmark or a structure within a historic district or on a landmark site.

Applicant: The owner of record of a resource; the lessee thereof with the approval of the owner of record in notarized form; or a person holding a "bona fide" contract to purchase a resource.

Appurtenance: An accessory to a building, structure, object, or site, including, but not limited to, landscaping features, walls, fences, light fixtures, steps, paving, sidewalks, shutters, awnings, solar panels, satellite dishes, and signs.

Building: A structure created to shelter any form of human activity, such as a house, garage, barn, church, hotel, or similar structure.

Certificate of appropriateness: An official signed and dated governmental document issued by either a local historic preservation commission or a governing authority to permit specific work in a historic district or at a landmark site or landmark which has been reviewed and approved.

Certified Local Government (CLG): A federal program authorized by the National Historic Preservation Act 16 U.S.C. 470 et seq., that provides for the participation of local governments in a federal/state/local government preservation partnership. The federal law directs the State Historic Preservation Officer of Mississippi and the Secretary of the Interior to certify local governments to participate in this partnership. Specific Mississippi requirements for the program are published in "State of Mississippi, Procedures for the Certified Local Government Program."

City/town/county: The City of **Tupelo** as represented by the Mayor and City Council.

Construction: Work which is neither alteration nor demolition. Essentially, it is the erection of a new structure, which did not previously exist, even if such a structure is partially joined to an existing structure.

Demolition: The intentional removal of a structure within a local historic district or on a landmark site or which has been designated as a landmark.

Demolition by neglect: Substantial deterioration of a historic structure that results from improper maintenance or a lack of maintenance.

Design review guidelines: As adopted by the local historic preservation commission, shall be in a written form designed to inform local property owners about historical architectural styles prevalent in a community and to recommend preferred treatments and discourage treatments that would compromise the architectural integrity of structures in a historic district or on a landmark site or individually designated as landmarks.

Exterior Features: Exterior features or resources shall include, but not be limited to, the color, kind, and texture of the building material and the type and style of all windows, doors, and appurtenances.

Historic district: A group of two (2) or more tax parcels and their structures, and may be an entire neighborhood of structures linked by historical association or historical development. It is not necessary that all structures within a historic district share the same primary architectural style or be from the same primary historical period. A historic district may also include both commercial and residential structures, and may include structures covered by two (2) or more zoning classifications. A historic district may include both contributing and noncontributing structures. A historic district is designated by the commission and approved by the city/town/county through an ordinance.

Historic landmark: A structure of exceptional individual significance, and its historically associated land, which typically could not be included within a local historic district or other appropriate setting. A historic landmark is designated by the commission and approved by the city/town/county through an ordinance.

Historic preservation commission: The **Tupelo Historic Preservation Commission**, is a local historic preservation commission established to advise the local government on matters relating to historic preservation, including the designation of historic districts, landmarks and landmark sites, and which may be empowered to review applications for permits for alteration, construction, demolition,

relocation or subdivision for structures in historic districts or on landmark sites or designated as landmarks.

Improvement: Additions to or new construction on landmarks or landmark sites, including, but not limited to, buildings, structures, objects, landscape features, and manufactured units, like mobile homes, carports, and storage buildings.

Landmark site: A location where a primary architectural or historical resource formerly stood or a significant historic event took place or an important archeological resource remains. For the purposes of this ordinance, a landmark site encompasses prehistoric or historic sites on unimproved or improved land. A historic landmark is designated by the commission and approved by the city/town/county through an ordinance

Landscape: Any improvement or vegetation including, but not limited to: Shrubbery, trees, plantings, outbuildings, walls, courtyards, fences, swimming pools, planters, gates, street furniture, exterior lighting, and site improvements, including but not limited to, subsurface alterations, site regarding, fill deposition, and paving.

National Historic Landmark: A district, site, building, structure, and/or object that has been formally designated as a National Historic Landmark by the Secretary of the Interior and possesses exceptional value or quality in illustrating or interpreting the heritage of the United States in history, architecture, archaeology, engineering, and culture and that possesses a high degree of integrity of location, design, setting, materials, workmanship, feeling, and association. National Historic Landmarks are automatically listed in the National Register.

National Register of Historic Places: A federal list of cultural resources worthy of preservation, authorized under the National Historic Preservation Act of 1966 as part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect the nation's historic and archaeological resources. The National Register Program is administered by the Commission, by the State Historic Preservation Office, and by the National Park Service under the Department of the Interior. Significant federal benefits may accrue to owners of properties listed or determined eligible for listing in the National Register.

Object: A material thing of functional, cultural, historical, or scientific value that may be, by nature or design, movable, yet related to a specific setting or environment.

Ordinary Repair or Maintenance: Work done to prevent deterioration of a resource or any part thereof by returning the resource as nearly as practical to its condition prior to such deterioration, decay, or damage.

Owner of Record: The owner of a parcel of land, improved or unimproved, reflected on the city/town/county tax roll and in county deed records.

Period of greatest historic significance for a landmark: The time period during which the landmark had been essentially completed but not yet altered. It is also the period during which the style of architecture of the landmark was commonplace or typical. If a landmark also achieved historical importance in part because of designed landscape features, the period of greatest historic significance includes the time period during which such landscape features were maintained.

Relocation: The moving of a structure to a new location on its tax parcel or the relocation of such a structure to a new tax parcel.

Resource: Parcels located within historic districts, individual landmarks, and landmark sites, regardless of whether such sites are presently improved or unimproved. Resources can be separate buildings, districts, structures, sites, and objects and related groups thereof.

Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings: A federal document stating standards and guidelines for the appropriate rehabilitation and preservation of historic buildings.

Site: The location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archaeological value regardless of the value of any existing buildings, or objects.

State Historic Preservation Office: The Historic Preservation Division of the Mississippi Department of Archives and History.

State Historic Preservation officer: The director of the Mississippi Department of Archives and History.

Structure: A man-made object and typically will be visible because of portions which exist above grade. Structures built during the historic period, 1700 forward, may in some instances not be visible above grade if they are cellars, cisterns, icehouses or similar objects which by their nature are intended to be built into the ground. A structure includes both interior components and visible exterior surfaces, as well as attached elements such as signs and related features such as walks, walls, fences and other nearby secondary structures or landmark features.

Sub districts: Discrete areas within a larger historic district within which separate design guidelines are appropriate and that may be created to recognize different zoning classifications or historic development patterns which have caused adjacent historic areas to develop at different times.

Subdivision: Any change in the boundaries of a single tax parcel, whether the change results in expansion or reduction or a boundary relocation.

Substantial deterioration: Structural degradation of such a nature that water penetration into a historic structure can no longer be prevented, or structural degradation that causes stress or strain on structural members when supports collapse or warp, evidence of which includes defective roofing materials, broken window coverings and visible interior decay.

Survey of resources: The documentation, by historical research or a photographic record, of structures of historical interest within a specified area or jurisdiction or of existing structures within a proposed historic district.

Unauthorized demolition: The deliberate demolition of a historic structure without prior review and approval by a local historic preservation commission or a governing authority to which such a commission has made a recommendation.

Unreasonable economic hardship: The definition under constitutional standards used to determine whether a "taking" exists.

SECTION III TUPELO PRESERVATION COMMISSION, COMPOSITION, AND TERMS

By virtue of Miss. Code Ann. 1972, Sec. 39-13-5, 39-15-7 AND 39-13-9 as amended, the city/town/county is authorized to establish a preservation commission to preserve, promote, and develop the city/town/county's historical resources and to advise the city/town/county on the designation of historic districts, landmarks, and landmark sites and perform such other functions as may be provided by law.

All members of the commission are appointed by the city/town/county and shall serve at the will and pleasure of the city/town/county and shall serve staggered terms. The commission shall consist of ____ members (*not fewer than five (5) nor more than nine (9); see Section 39-13-5, Mississippi Code of 1972, as amended*) resident in the City of **TUPELO**. All members of the commission shall serve for terms established by the city and shall be eligible for reappointment. 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 primary historic preservation-related disciplines such as urban planning, American studies, American civilization, cultural geography, cultural anthropology, interior design, law, and related fields. The city shall document a good faith effort to locate professionals to serve on the commission before appointing lay members. Also the city shall document a good faith effort to locate residents of the municipality (*or county or both*) to serve on the commission before appointing individuals who own property within the boundary of the municipality (*or county or both*) or are in the service of an employer located within the boundary of the municipality (*or county or both*) (*see Section 39-13-5, Mississippi Code of 1972, as amended*).

- A. The city/town/county shall publish at least one notice in a newspaper in its jurisdiction to solicit responses from citizens who are professionals in the related fields of historic preservation and who are interested in serving on the commission. The city/town/county may contact known professionals and interested laypersons and invite submission of their qualifications in written resume form.
- B. The city/town/county shall provide three (3) weeks (15 working days) for responses. 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 appropriate preservation organizations, subscriptions to suitable professional publications, volunteer work, attendance at workshops and seminars, and other relevant experience
- C. When the city/town/county has collected adequate information concerning the potential appointees to the commission, it shall decide, with the assistance of the State Historic Preservation Office, if desired, which candidates are qualified for appointment to the commission.

SECTION IV POWERS OF THE COMMISSION

In order to preserve, promote, and develop the distinctive appearance and the historic resources of **TUPELO** and to accomplish the purposes set forth in Miss. Code Ann. 1972, Sec. 39-13-5 as amended, and in this ordinance:

- A. The commission shall conduct or cause to be conducted a continuing study and survey of resources within the City/town/county of **TUPELO**.
- B. The commission shall recommend to the city of **TUPELO**, the adoption of ordinances designating historic districts, landmarks, and landmark sites.
- C. The Commission may recommend that the city of **TUPELO**, recognize sub- districts within any historic district, in order that the commission may adopt specific guidelines for the regulation of properties within such a sub-district.
- D. The commission shall review applications proposing construction, alteration, demolition, or relocation of any resource as defined in Section II above.
- E. The Commission shall grant or deny certificates of appropriateness, and may grant certificates of appropriateness contingent upon the acceptance by the applicant of specified conditions.
- F. 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 resources.
- G. The commission, subject to the requirements of the city of **TUPELO**, is authorized to apply for, receive, hold and spend funds from private and public sources, in addition to appropriations made by the city of **TUPELO**, for the purpose for carrying out the provisions of this ordinance.

- H. The commission is authorized to employ such 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.
- I. 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 any private dwelling or structure without the express consent of the owner of record or occupant thereof.
- J. Paint color changes are outside the jurisdiction of the commission.

SECTION V RULES OF PROCEDURE

To fulfill the purposes of this ordinance and carry out the provisions contained therein:

- A. The commission annually shall elect from its membership a chairman and vice-chairman. It shall select a secretary from its membership or its staff. If neither the chairman nor the vice-chairman attends a particular meeting, the remaining members shall select an acting chairman from the members in attendance at such meeting.
- B. The commission shall develop and adopt rules of procedure, which shall govern the conduct of its business, subject to the approval of the city/town/county. Such rules of procedure shall be a matter of public record.
- C. The commission shall develop design review guidelines for determining appropriateness as generally set forth in Section VII of this ordinance. 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.
- D. The commission 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.
- E. The commission shall establish its own regular meeting time; however, the first meeting shall be held within thirty (30) days of the establishment of the commission by the local government and regular meetings shall be scheduled at least once every three (3) months. The chairman or any two (2) members may call a special meeting to consider an urgent matter.

SECTION VI DESIGNATION OF LANDMARKS, LANDMARK SITES, AND HISTORIC DISTRICTS

By ordinance, the city/town/county may establish landmarks, landmark sites, and historic districts within the area of its jurisdiction. Such landmarks, landmark sites, or historic districts shall be designated following the criteria as specified in Section II.

- A. The commission shall initiate a continuing and thorough investigation of the archaeological, architectural, cultural, and historic significance of the city/town/county's resources. The findings shall be collected in a cohesive format, made a matter of public record, and made available for public inspection. The commission shall work toward providing complete documentation for locally designated historic districts, which would include:
 - 1. An inventory of all property within the boundary of the district, with photographs of each building and an evaluation of its significance to the district. Building evaluations are to be used only as a reference or guide and shall not be used as the determining factor for issuing or denying a certificate or appropriateness.
 - 2. An inventory, which would be in format consistent with the statewide inventory format of the Historic Preservation Division of the Mississippi Department of Archives and History (SHPO).

- B. The commission shall advise the city/town/county on the designation of historic districts, landmarks, or landmark sites and submit or cause to be prepared ordinances to make such designation.
- C. A resource or resources may be nominated for designation upon motion of three members of the commission or by an organization interested in historic preservation or by an owner of the property being nominated. A nomination shall contain information as specified by the commission. The commission must reach a decision on whether to recommend a proposed nomination to the city/town/county within six months in the case of a historic district and two months in the case of either a landmark or landmark site.
- D. If the commission votes to recommend to the city/town/county the designation of a proposed resource, it promptly forwards to the city/town/county its recommendation, in writing, together with an accompanying file.
- E. The commission's recommendations to the city/town/county for the designation of a historic district shall be accompanied by:
 - 1. A map of the historic district that clearly delineates the boundaries.
 - 2. A verbal boundary description and justification.
 - 3. A written statement of significance for the proposed historic district.
- F. After the nomination of a resource to the city/town/county for possible local designation, the resource shall be fully protected by the provisions of this ordinance for a period of six months, as if it were already designated.
- G. Any property designated under a previous city/town/county ordinance shall remain designated.
- H. No historic district or districts shall be designated until the Mississippi Department of Archives and History has been notified by certified letter by the city/town/county and invited to make recommendations concerning the proposed district boundaries. The Mississippi Department of Archives and History may comment by letter, telephone, e-mail or in person through designated staff. The city/town/county shall provide to the Mississippi Department of Archives and History the dates of the next two (2) public meetings at which action on the designation of such a district might be taken so that the Mississippi Department of Archives and History may comment in a timely manner. Failure of the Mississippi Department of Archives and History to comment by the date of the second such meeting shall relieve the city/town/county of any responsibility for awaiting and responding to such analysis, and the city/town/county may at any time thereafter take any necessary action to create the proposed historic district.
- I. If a proposed ordinance is to designate a landmark or landmark site, it may be presented to the city/town/county with a recommendation that it be adopted without submission to the Mississippi Department of Archives and History.
- J. The city/town/county shall conduct a public hearing, after notice, to discuss the proposed designation and boundaries thereof. A notice of the hearing shall be published once a week for at least three (3) consecutive weeks in at least one (1) newspaper published in the city/town/county. If a newspaper is not published in the city/town/county, then the notice shall be published in a paper published in the county. The first publication of such notice shall be made not less than twenty-one (21) days prior to the date fixed in the resolution for the public hearing and the last publication shall be made not more than seven (7) days prior to such date.
- K. Within sixty (60) calendar days after the public hearing held in connection herewith, the city/town/county shall adopt the ordinance as proposed, reject it entirely, or adopt the ordinance with modifications.

- L. Furthermore, the commission shall notify, as soon as is reasonably possible, the appropriate state, county, and municipal agencies of the official designation of all landmarks, landmark sites, and historic districts. An updated list and map shall be maintained by such agencies and made available to the public.

SECTION VII CERTIFICATES OF APPROPRIATENESS

No exterior feature of any resource shall be altered, relocated, or demolished until after an application for a certificate of appropriateness of such work has been approved by the commission. Likewise, no construction, which affects a resource, shall be undertaken without a certificate of appropriateness. Therefore,

- A. The commission shall serve as a review body with the power to approve and deny applications for certificates of appropriateness.
- B. In approving and denying applications for certificates of appropriateness, the commission shall seek to accomplish the purposes of this ordinance.
- C. A certification of appropriateness shall not be required for work deemed by the commission to be ordinary maintenance or repair of any resource.
- D. All decisions of the commission shall be in writing and shall state the findings of the commission, its recommendations, and the reasons therefore.

SECTION VIII CRITERIA FOR ISSUANCE OF CERTIFICATES OF APPROPRIATENESS

The commission and the city/town/county shall use the following criteria in granting or denying certificates of appropriateness:

- A. General Factors:
 - 1. Architectural design of existing building, structure, or appurtenance and proposed alteration;
 - 2. Historical significance of the resource;
 - 3. General appearance of the resource;
 - 4. Condition of the resource;
 - 5. Materials composing the resource;
 - 6. Size of the resource;
 - 7. The relationship of the above factors to, and their effect upon the immediate surroundings and, if within a historic district, upon the district as a whole and its architectural and historical character and integrity.
- B. New construction:
 - 1. In advance of new construction, steps shall be taken to insure evaluation of possible archaeological resources, as set forth in the Mississippi Antiquities Act.
 - 2. The following aspects of new construction shall be visually compatible with the buildings and environment with which the new construction is visually related, including but not limited to: the height, the gross volume, the proportion between width and height of the facade (s), the proportions and relationship between doors and windows, the rhythm of solids to voids created by openings in the facade, the materials, the textures, the colors, the patterns, the trims, and the design of the roof.
 - 3. Existing rhythm created by existing building masses and spaces between them shall be preserved.

4. The landscape plan shall be compatible with the resource, and it shall be visually compatible with the environment with which it is visually related. Landscaping shall also not prove detrimental to the fabric of a resource, or adjacent public or private improvements like sidewalks and walls.

5. No specific architectural style shall be required.

C. Exterior alteration:

1. All exterior alterations to a building, structure, object, site, or landscape feature shall be compatible with the resource itself and other resources with which it is related, as is provided in Section VIII A and B, and the original design of a building, structure, object, or landscape feature shall be considered in applying these standards.

2. Exterior alterations shall not affect the architectural character or historic quality of a landmark and shall not destroy the significance of landmark sites.

D. In considering an application for the demolition of a landmark or a resource within a historic district, the following shall be considered:

1. The commission shall consider the individual architectural, cultural, and/or historical significance of the resource.

2. The commission shall consider the importance or contribution of the resource to the architectural character of the district.

3. The commission shall consider the importance or contribution of the resource to neighboring property values.

4. The commission shall consider the difficulty or impossibility of reproducing such a resource because of its texture, design, material, or detail.

5. Following recommendation for approval of demolition, the applicant must seek approval of replacement plans, set forth in Section VIII, B, prior to receiving a demolition permit and other permits. Replacement plans for this purpose shall include, but shall not be restricted to, project concept, preliminary elevations and site plans, and completed working drawings for at least the foundation plan which will enable the applicant to receive a permit for foundation construction.

6. Applicants that have received a recommendation for demolition shall be permitted to receive such demolition permit without additional commission action on demolition, following the commission's recommendation of a permit for new construction. Permits for demolition and construction shall be issued simultaneously if requirements of Section VIII B, are met, and the applicant provides financial proof of his ability to complete the project.

7. When the commission recommends approval of demolition of a resource, a permit shall not be issued until all plans for the site have received approval from all appropriate city/town/county boards, commissions, departments and agencies.

SECTION IX PROCEDURES FOR ISSUANCE OF CERTIFICATES OF APPROPRIATENESS

Anyone desiring to take action requiring a certificate of appropriateness concerning a resource for which a permit, variance, or other authorization from either the city/town/county building official or the city/town/county is also required, shall make application therefore in the form and manner required by the applicable code section or ordinance. Any such application shall also be considered an application for a certificate of appropriateness and shall include such additional information as may be required by the commission. After receipt of any such application, the city/town/county building official shall be assured that the application is proper and complete. No building permit shall be issued by the city/town/county building official, which affects a resource without a certificate of appropriateness. In the event that a building permit need not be obtained for a building, structure, or object to be erected within a historic district or on a landmark or landmark site, a certificate of appropriateness is still required before such

building, structure, or object may be erected. Thereafter such application shall be reviewed in accordance with the following procedure:

A. When any such application is filed, the city/town/county building official shall immediately notify the commission chairman or vice-chairman, if the chairman is unavailable, of the application having been filed.

B. If at the time of filing of an application, there is not a commission meeting already scheduled within thirty (30) days of this filing, the chairman or vice-chairman shall set a time and date, which shall be not later than fifteen (15) days after the filing of the application for a hearing by the commission, and the city/town/county building official shall be so informed.

C. The applicant shall, upon request, have the right to a preliminary conference with commission staff for the purpose of making any changes or adjustments to the application, which might be more consistent with the commission's standards.

D. Not later than eight (8) days before the date set for the said hearing, the city/town/county building official shall mail notice thereof to the applicant at the address in the application and to all members of the commission.

E. Notice of the time and place of said hearing shall be given by publication in a newspaper having general circulation in the community at least ten (10) days before such hearing and/or by posting such notice on the bulletin board in the lobby of city/town/county hall.

F. At such hearing, the applicant for a certificate of appropriateness shall have the right to present any relevant evidence in support of the application. Likewise, the governing body shall have the right to present any additional relevant evidence in support of the application.

G. The commission shall have the right to recommend changes and modifications to enable the applicant to meet the requirements of the commission.

H. Within not more than twenty-one (21) days after the hearing on an application, the commission shall act upon it, either approving, denying, or deferring action until the next meeting of the commission, giving consideration to the factors set forth in section VIII hereof. Evidence of approval of the application shall be by certificate of appropriateness issued by the commission and, whatever its decision, notice in writing shall be given to the applicant and the city/town/county building official. Whenever a local historic preservation commission shall deny or recommend denial of a certificate of appropriateness, the commission must state the reasons for such denial in writing. Thereafter, an applicant may resubmit a new application at any time, except that an applicant must wait six (6) months whenever an application for a certificate of appropriateness is denied for a landmark property of statewide or national significance and notice of any second or subsequent application must be sent to the Mississippi Department of Archives and History as well as to the local historic preservation commission.

I. In all cases of applications affecting National Historic Landmarks, at least two-thirds of the members of the commission must approve a certificate of appropriateness in order for it to be granted.

J. The issuance of a certificate of appropriateness shall not relieve an applicant for a building permit, special use permit, variance, or other authorization from compliance with any other requirement or provision of the laws of the city/town/county concerning zoning, construction, repair, or demolition.

K. Denial of a certificate of appropriateness shall be binding upon the city/town/county building inspector or the agency responsible for issuing building permits and shall prevent the issuance of other building permits for the same parcel until a certificate of appropriateness is approved. A certificate of appropriateness may be required for work, which does not require a building permit. A certificate of appropriateness may be evidenced by either a written and dated letter to an owner or applicant or such a letter accompanied by a signed and dated stamp on the face of any and all architectural or project drawings prepared for a project.

L. A certificate of appropriateness shall expire after six (6) months if work has not begun.

SECTION X UNREASONABLE ECONOMIC HARDSHIP

When a claim of unreasonable economic hardship is made due to the effect of this ordinance, the owner of record must present evidence sufficient to prove that as a result of the preservation commission's action he is unable to obtain a reasonable return or a reasonable beneficial use. The owner of record shall submit by affidavit to the commission for its review at least the following information:

- A. Date the property was acquired by its current owner;
- B. Price paid for the property (if acquired by purchase) and the relationship (if any) between the buyer and the seller of the property;
- C. Mortgage history of the property, including current mortgage;
- D. Current market value of the property;
- E. Equity in current use and in alternative uses;
- F. Past and current income and expense statements for a two-year period;
- G. Past capital expenditures during ownership of current owner;
- H. Appraisals of the property obtained within the previous two years; and
- I. Income and property tax factors affecting the property.

The preservation commission may require that an applicant furnish additional information relevant to its determination of unreasonable economic hardship.

The preservation commission may receive and consider studies and economic analyses from other city/town/county agencies and from private organizations relating to the property in question.

Should the commission determine that the owner's present return is not reasonable, it must consider whether there are other uses currently allowed that would provide a reasonable return and whether such a return could be obtained through investment in the property for rehabilitation purposes.

Should the applicant satisfy the commission that he will suffer an unreasonable economic hardship if a certificate of appropriateness is not approved, such certificate must be approved.

SECTION XI APPEALS

The applicant who desires to appeal a decision by the commission shall file an appeal to the Tupelo City Council within thirty (30) days after the determination of the issue by the commission in the manner provided by law. Any such appeal shall be reviewed upon the record established before the local historic preservation commission. Any local property owner or organization aggrieved or damaged by such a decision may appeal in the same manner.

SECTION XII MINIMUM MAINTENANCE REQUIREMENTS

In order to insure the protective maintenance of resources, the exterior features of such properties shall be maintained to meet the requirements of the city/town/county's minimum housing code and the city/town/county's building code.

SECTION XIII DEMOLITION BY NEGLECT

A. Any resource which is a landmark and all resources within a historic district shall be preserved by the owner or such other person or persons as may have the legal custody or control thereof against decay and deterioration and free from unreasonable structural defects. The owner or other person having legal

custody and control thereof shall repair such resource if it is found to have one or more of the following defects:

1. Deterioration to the extent that it creates or permits a hazardous or unsafe condition as determined by the city/town/county's building inspector.
2. Deterioration, as determined by the building inspector, of a building characterized by one or more of the following:
 - a. Those buildings, which have parts thereof, which are so attached that they may fall and injure persons or property;
 - b. Deteriorated or inadequate foundations;
 - c. Defective or deteriorated floor supports or floor supports inefficient to carry imposed loads with safety;
 - d. Members of walls or other vertical supports that split, lean, list, or buckle due to defective material, workmanship, or deterioration.
 - e. Members of walls or other vertical supports that are insufficient to carry imposed loads with safety;
 - f. Members of ceilings, roofs, ceiling and roof supports, or other horizontal members, which sag, split, or buckle due to defective material, workmanship, or deterioration.
 - g. Members of ceilings, roofs, ceiling and roof supports, or other horizontal members that are insufficient to carry imposed loads with safety;
 - h. Fireplaces or chimneys which list, bulge, or settle due to defective material, workmanship, or deterioration; or
 - i. Any fault, defect, or condition in the building, which renders the same structurally unsafe or not properly watertight.

B. If the commission makes a preliminary determination that a resource is being demolished by neglect, it shall direct the city/town/county building official to notify the owner or owners of the resource of this preliminary determination, stating the reasons therefore, and shall give the owner of record thirty (30) days from the date of mailing of such notice or the posting thereof on the property, whichever comes later, to commence work to correct the specific defects as determined by the commission. Said notice shall be given as follows:

1. By certified mail, restricted delivery, mailed to the last known address of the record owner or owners as listed on the city/town/county and/or county tax rolls; or
2. If the above mailing procedure is not successful, notice shall be posted in a conspicuous, protected place on the resource.

C. If the owner or owners fail to commence work within the time allotted as evidenced by a building permit, the commission shall notify the owner or owners in the manner provided above to appear at a public hearing before the commission at a date, time, and place to be specified in said notice, which shall be mailed or posted at least thirty (30) days before said hearing. For the purpose of insuring lawful notice, a hearing may be continued to a new date and time. The commission shall receive evidence on the issue of whether the subject resource should be repaired and the owner or owners may present evidence in rebuttal thereto. If, after such hearing, the commission shall determine that the resource is being demolished by neglect, it may direct the city/town/county building official to bring misdemeanor charges against the owner or owners if the necessary repairs are not completed within ninety (90) days of the determination by the commission that the subject building or structure is being demolished by neglect.

D. The City/town/county, in addition to the powers specified in Section 21-19-11(1) of the Mississippi State Code of 1972, as amended, if the Historic Preservation Division of the Department of Archives and History concurs, may make repairs necessary to correct demolition by

neglect, and the cost of such repairs shall become a lien against the property in accordance with the Mississippi State Code of 1972 as amended.

SECTION XIV PUBLIC SAFETY EXCLUSION

None of the provisions of this ordinance shall be construed to prevent any action of construction, alteration, or demolition necessary to correct or abate the unsafe or dangerous condition of any resource, or part thereof, where such condition has been declared unsafe or dangerous by the city/town/county building official or the fire department and where the proposed actions have been declared necessary by such authorities to correct the said condition; provided, however, that only such work as is necessary to correct the unsafe or dangerous condition may be performed pursuant to this section. In the event any resource designated as a landmark or located within a historic district, shall be damaged by fire or other calamity to such an extent that it cannot be repaired and restored, it may be removed in conformity with normal permit procedures and applicable laws, provided that:

- A. The city/town/county building official concurs with the property owner that the resource cannot be repaired and restored and so notifies the commission in writing.
- B. The preservation commission, if in doubt after receiving such notification from the city/town/county building official, shall be allowed time to seek outside professional expertise from the State Historic Preservation Office and/or an independent structural engineer before issuing a certificate of appropriateness for the demolition. The commission may indicate in writing by letter to the city/town/county building official that it will require a time period of up to thirty days for this purpose, and, upon such notification to the city/town/county building official, this section shall be suspended until the expiration of such a delay period.

SECTION XV ENFORCEMENT AND PENALTIES

The following civil and criminal penalties may be imposed upon those persons, firms, or corporations found to have violated requirements or prohibitions contained within this ordinance.

- A. Civil Penalty:
 1. Any person who constructs, alters, relocates, or demolishes any resource in violation of this ordinance shall be required to restore the resource to its appearance or setting prior to the violation. Any action to enforce this provision shall be brought by the City of **TUPELO**. This civil remedy shall be in addition to, and not in lieu of, any criminal prosecution and penalty.
 2. If construction, alteration, or relocation of any resource occurs without a certificate of appropriateness, then the license of the company, individual, principal owner, or its or his successor in interest performing such construction, alteration, or relocation shall be revoked for a period of three (3) years.
 3. If demolition of a resource occurs without a certificate of appropriateness, then any permits on subject property will be denied for a period of three (3) years. No permit will be issued for any structure or structures proposed for the same parcel which would require a footprint larger than the footprint of the demolished structure or structures. In addition, the owner must rebuild on the site using as much of the original building material as possible, and in general following the same form. In addition, unauthorized demolition of a portion of a structure shall not serve as justification for a demolition permit whenever it can be shown that restoration or rehabilitation would still be feasible. In addition, the applicant shall not be entitled to have issued to him by any city/town/county office a permit allowing any curb cuts on subject property for a period of three (3) years from and after the date of such demolition.
 4. If a historic landmark or landmark site of statewide or national significance is demolished without review and approval by a local historic preservation commission, no

permit for any construction on the parcel from which the landmark or landmark site has been removed may be issued for a period of up to twenty-four (24) months.

5. If demolition of a resource occurs without a certificate of appropriateness, then the license of the company, individual, principal owner, or its or his successor in interest performing such demolition shall be revoked for a period of five (5) years.

B. Criminal Penalty:

Any persons, firm or corporation violating any provision of this ordinance shall be guilty of a misdemeanor, and each shall be deemed guilty of a separate violation for each day during which any violation hereof is committed. Upon conviction, each violation shall be fined not less than Ten Dollars (\$10.00) nor more than Five Hundred Dollars (\$500.00). Each day that a violation continues to exist shall constitute a separate offense.

SECTION XVI APPROPRIATIONS

The city/town/county 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.

SECTION XVII TITLE TO PROPERTY ACQUIRED

All property acquired by funds appropriated by the city/town/county shall be acquired in the name of the city/town/county unless otherwise provided by the city/town/county. So long as owned by the city/town/county, properties may be maintained by or under the supervision and control of the city/town/county. However, all property acquired by the commission from funds other than those appropriated by the city/town/county may be acquired and held in the name of the commission, the city/town/county, or both. Whenever the commission shall hold title to properties in its own name, such properties shall be administered in accordance with this and other city/town/county ordinances.

SECTION XVIII NON RESTRICTIVE CLAUSE

Nothing in this ordinance 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.

Furthermore, the City of **TUPELO** hereby acknowledges that the Mississippi State Antiquities Law (39-7-1 et. seq. of the Mississippi Code of 1972, 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/town/county proposes to rehabilitate, alter, or enlarge a Mississippi Landmark (or proposes similar actions which would affect a Mississippi Landmark), the city/town/county shall submit its plans to the Mississippi Department of Archives and History for review and compliance.

SECTION XIX DISQUALIFICATION OF MEMBERS BY CONFLICT OF INTERESTS

Because the city/town/county may possess few residents with experience in the individual fields of history, architecture, architectural history, archaeology, urban planning, law, or real estate, and in order not to 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, and, when doing so, must expressly disqualify themselves from the commission during all discussions for that application. In such cases, the city/town/county shall, upon the request of the chairman of the commission or the vice-chairman in his stead, appoint a substitute member who is qualified in the same field as the disqualified member, and who will serve for that particular case only. If no qualified resident of the city/town/county is able to substitute for the disqualified member, the city/town/county may appoint, in this case only, a qualified

substitute who is a resident of Mississippi but not a resident City of **TUPELO**. 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 stead, shall encourage the member to resign his commission seat. Failing this resignation, and, if the commission member continues to enter into conflict of interest situations with the commission, the chairman or vice-chairman of the commission shall encourage the city/town/county to replace the member. Likewise, any member of the commission who has an interest in the property in question or in property within three hundred 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. In such cases, a qualified substitute shall be appointed as provided above.

SECTION XX SEVERABILITY

The requirements and provisions of this ordinance are separable. If any article, section, paragraph, sentence, or portion thereof, be declared by any court of competent jurisdiction to be void, invalid, or inoperative, the decision of the court shall not affect the validity or applicability of the ordinance as a whole or of any part thereof other than the part held void, invalid, or otherwise inoperative.

SECTION XXI CONFLICTING ORDINANCES

All ordinances and parts of ordinances in conflict herewith are hereby repealed.

SECTION XXII CONFLICT WITH THE MISSISSIPPI ANTIQUITIES ACT

Likewise, all ordinances and part of ordinances in conflict with the Mississippi Antiquities Act (39-7-1 et. seq. of the Mississippi Code of 1972, as amended in 1983) are hereby repealed.

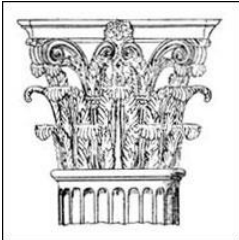
SECTION XXIII EFFECTIVE DATE

This ordinance shall become effective one month after its passage.

Appendix B1

Glossary

Architectural Terms



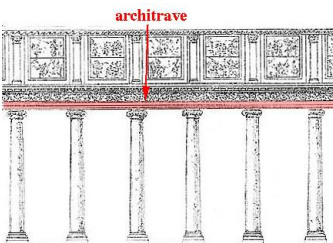
Acanthus a plant of the Mediterranean region characterized by thick, fleshy, scalloped leaves; used as a decorative element on Corinthian and composite capitals as well as on moldings.



Arcade a series of arches supported by columns or pillars; a covered passageway.



Arch a curved and sometimes pointed structural member used to span an opening. Arches are usually classified according to historical criteria (e.g. Tudor arch, Moorish arch, Gothic arch, etc.) or according to the curve of the underside of the arch.



Architrave in classical architecture, the lowest of the three main parts of the entablature. Also, the ornamental moldings around doors, windows, or other openings.



Art Deco (1920-1940) an architectural style characterized by an overall linear, angular, vertical appearance, stepped façade, extensive use of zig-zags, chevrons, lozenges, and volutes as decorative elements, and vertical projections above the roofline.



Art Moderne (1930-1945) an architectural style characterized by an overall streamlined appearance, asymmetrical façade, smooth wall surfaces with rounded corners, sparse ornamentation, flat roof, windows that frequently wrap around corners, and a curved canopy over the front door.



Ashlar squared building stone characterized by a high quality of finish and thin mortar joints.



Awning usually a movable canvas sunscreen over a window or doorway; affixed cover, typically comprised of cloth over a metal armature, that is placed over windows or building openings as protection from the sun and rain

(hopper type).



Awning window one or more sash hinged horizontally; the bottom swings outward (awning type), or the top swings outward



Balcony a railed projecting platform found above ground level on a building.

in the early 1830s.

Balloon Framing a building system featuring studs that extend in one piece from the top of the foundation sill plate to the top plate; floor joists are nailed to studs and are supported by ledger (horizontal) boards. Introduced



Baluster, balustrade (pl.) a shaped vertical member (usually wooden) or series of members supporting a railing.



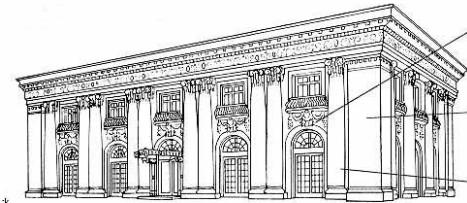
Bargeboard a board, typically decorated, on the projecting edge of an overhanging gable roof, used to conceal the ends of rafters

Batten a narrow board used to cover gaps between siding boards or sheathing (see *Board & Batten* for image)

Bay a regularly repeated main division of a building design



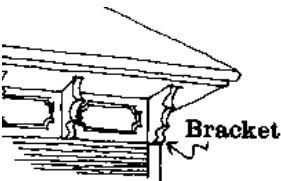
Bay window a window structure projecting beyond the main wall plane; if attached to the building above ground level, properly called an oriel



Beaux Arts (1885-1925) an architectural style characterized by monumental and imposing appearance, symmetrical façade, floral patterns on wall surfaces, quoins, pilasters, paired colossal columns, and flat or low-pitched (often Mansard) roofs



Board and Batten vertical siding composed of wide boards that do not overlap and narrow strips, or battens, nailed over the spaces between the boards



Bracket the plain or decorative supports under a roof eave or bay window

Bracketed cornice with paneled frieze

Brick Bonding the repeated arrangement of bricks into various patterns

Bridging a brace, or series of braces, placed between joists, studs, or other structural members

Building elements the parts of a building such as windows, doors, trim, dormers, etc



Bungalow (1890-1940) an architectural style characterized by small size, overall simplicity, broad gables, dormers, porches with large square piers, and exposed structural members

Canopy a projecting cover protecting a doorway or entrance

Cantilever a projecting over hang or beam supported only at one end



Capital the decorative top portion of a column

Casement a window sash that swings open along its entire length; usually hinged on the side of the window opening

Casing the exposed architectural framework or trim around a wall opening

Casement window a window with hinges to the side and a vertical opening either on the side or in the center

Clapboards narrow, overlapping boards applied horizontally to an exterior wall

Clearstory an upward extends of a single storied space used to provide windows for lighting and ventilation

Column a long vertical structural member that supports a load; in classical terms, a cylindrical support having a base, shaft, and capital; also see *orders*

Coping the flashing or cap, usually metal or tile, on top of an exterior wall

Course a single line of bricks in masonry

Cornice decorative trim at a wall and roof junction; the uppermost part of a classical entablature



Cupola a small surmounting structure mounted on a roof; a common feature of Italianate Style dwellings

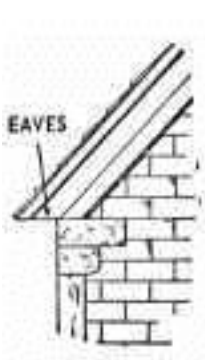
Deck an outdoor platform and its supporting members; may be attached or unattached to a building

Dentil one of a series of small rectangular blocks on architectural molding; commonly used on Greek Revival or Colonial Revival architecture



Dormer a roofed structure with a vertical window that projects from a pitched roof and has a roof of its own

Double-hung sash a window consisting of two vertical sliding sash, each comprising half of the window opening



Eave the lower part of a roof that projects beyond the wall

Elevation a scale drawing of the side, front, or rear of a building; the perpendicular view of a particular side

Ell A wing or addition at right angles to the main building or structure.

Entablature the upper part of a classical architectural order including the architrave, frieze, and cornice

Façade the face of a building; generally the most ornate side facing the street

Fascia a flat horizontal band or member such as the face of a cornice

Fenestration the arrangement and design of windows in a building

Flashing sheet metal, copper, lead or tin used to cover joints of exterior construction such as roof-valley joints or roof parapet joints to make them waterproof



Gable the triangular wall sections at the ends of a pitched roof formed by the two sloping roof planes

Gambrel a double-pitched gable roof usually associated with Dutch Colonial architecture

Glazing fitting the glass in windows and doors



Hip the external angle at the intersection of two roof planes; a hip roof has sides that slope upward toward the center from all sides

Hood a projecting cover located over a wall opening such as a door.

Leader a rainwater downspout

Light a pane of glass installed in a window; or the window itself.

Lintel a horizontal structural member that bridges an opening; generally used to describe the top of a window

Lot a platted parcel of land intended to be separately owned, developed, and otherwise used as a unit



Mansard a flat roof with steeply sloping sidewalls that can be concave or convex; the sidewalls are often pierced by dormer openings; usually associated with Second Empire buildings

Masonry wall construction of such material as stone, brick, and adobe

Massing the collective visual form created by a group of buildings

Molding a decorative band or strip of material with a profile generally used on cornices and as trim around window & door openings. Also used to delineate the wall and ceiling juncture in interior spaces

Mullion a vertical member separating window lights (for multi-paned windows)

Orders different styles of classical architecture, each based on a particular design of column and entablature; the Greek orders are Doric, Ionic, and Corinthian; the later Roman orders are Tuscan, Roman Doric and Composite

Parapet the portion of a wall extending above the roof

Parge to coat masonry with cement mortar or stucco, usually containing damp-proofing ingredients

Pavers solid brick, stone or concrete units used for sidewalks or driveways, usually thinner than a standard brick and without core holes



Pediment In classical architecture, the triangular gable end above a horizontal cornice

Pendant a hanging ornament usually found projecting from the bottom of a bargeboard or wall overhang



Pilaster a rectangular decorative column or shallow pier attached to a wall

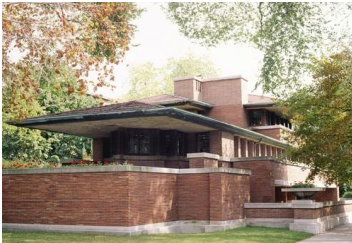
Pitch slope of a roof expressed in terms of a ration of height to span

Pointing the repair of masonry joints by filling with a high quality mortar

Porte-Cochere a covered porch projecting far enough across a driveway so that automobiles or other wheeled vehicles may easily pass through



Portico a covered walk or porch supported by columns or pillars



Prairie Style (1900-1920) an architectural style characterized by its overall horizontal appearance which is accomplished through the use of bands of casement windows, long terraces or balconies, flanking wings, low-pitched roofs with wide overhangs, and darkly colored strips or bands on exterior walls

Pueblo Revival (1905-present) a predominantly southwestern architectural style characterized by flat roofs with projecting rounded roof beams, stucco walls with rounded corners, windows set deeply into walls, and stepped or terraced upper stories

Queen Anne (1880-1910) an architectural style characterized by irregularity of plan and massing, variety of color and texture, and multiple window treatments. Walls are characterized by the use of different materials

Quoins large stones, or rectangular pieces of wood or brick, used to decorate and accentuate the corners of buildings.

Rafters the sloping members of a roof upon which the roof covering is placed

Rake the slope of a gable, pediment, stair string, etc

Retaining Wall a braced or freestanding wall that bears against an earthen backing

Return the continuation of a molding from one surface onto an adjacent surface

Reveal the vertical retreating surface of a window or door between the frame and the front of the wall

Ridge the horizontal line formed when two roof surfaces meet

Ridge Board the topmost horizontal member of a roof frame into which rafters are connected

Saltbox a house design characterized by a roof with a short front slope and a longer rear slope

Sash the framework into which windowpanes are set

Scrollwork any kind of ornamental work that is scroll-like in character

Second Empire (1855-1890) an architectural style characterized by multiple stories, mansard, with multicolored slate or metal shingles, bracketed windows, ornate moldings, and arched double doors

Segmental Arch an arch formed by an arc or segment of a circle; often forms the top of a window

Setback the minimum horizontal distance between the lot or property line and the nearest front, side or rear line of the building (as the case be), including terraces or any covered projection thereof, excluding steps

Setting the physical environment in which a historic property is located

Shakes split wood shingles

Shed Roof a sloping, single planed roof as seen on a lean-top

Shiplap Siding early siding consisting of wide horizontal boards with “U” or “V” shaped grooves

Side Light a long fixed sash flanking a door or window

Sill the horizontal lower member of a window or other frame

Site Plan an accurate scaled drawing of a site as if seen from above

Stoop an uncovered platform with steps at an entrance

Stringcourse a continuous horizontal band of brick, stone or wood on the exterior wall of a building

Terra Cotta a fine-grained fired clay product used ornamentally on the exterior of buildings

Texture the appearance and feel of a material's surface

Threshold a wood, stone or metal strip under a door

Tile a piece of fired clay that is thinner than a brick

Tongue and Groove a joint composed of a rib (tongue) received by a groove

Tracery the ornamental work in the upper part of an arched Gothic window consisting of interlacing lines

Transom Window a small window or series of panes above a door

Truss a rigid, structural triangle formed to span between two load bearing walls; generally supports the roof



Tudor Style (1890-1940) an architectural style characterized by steeply pitched gable roofs, gabled entryway, narrow windows, tall chimneys, and decorative half timbering

Valley the depressed angle formed at the meeting of two roof slopes

Veranda a roofed space attached to the exterior wall of a house supported by columns, pillars, or posts; sometimes called a *piazza*

Vernacular Architecture local building practices derived from adaptation to functional needs; utilizes materials and methods available to local artisans without precise regard for stylistic nuances

Voussoir a wedge-shaped stone or brick used in forming an arch

Water Table a plain or molded ledge that protects a foundation from water running down the side of a building

Weather Stripping material installed around door and window openings to prevent air and moisture infiltration

Wheel Window a round window with glazing bars radiating from its center

Appendix B2

Preservation Terms

Alteration - Any permanent exterior change in a historic resource

Certificate of Appropriateness - A permit to proceed with new construction or alterations to a designated historic property after the Historic Preservation Commission has reviewed the proposed changes

Contributing Building - A building within in a Historic District that is significant within the defined historic context and period of significance

Historic Context Statement - A narrative description of the broad patterns of historical development in a community or its region that is represented by historic resources. A historic context statement is organized by themes such as economic, residential and commercial development

Historic District - A significant neighborhood containing a collection of historical buildings, the majority of which are 50 years old or older, that may have been part of one settlement, architectural period, or era of development

Historic Preservation Board A seven-nine member citizen board of the City of Tupelo appointed by the Mayor and approved by the City Council to assist in administering the City's historic preservation program.

Historic Resource - A general term that refers to buildings, areas, districts, streets, places, structures, outdoor works of art, natural or agricultural features and other objects having a special historical, cultural, archaeological, architectural, community or aesthetic value, and are usually 50 years old or older

Infill - Descriptive of buildings that have been designed and built to replace missing buildings or otherwise fill gaps in the streetscape

In-kind Replacement - To replace a feature of a building with materials of the same materials, texture, color and other characteristics

Integrity - Integrity means that a building retains the physical characteristics it possessed during the period of significance. Integrity generally includes location, design, setting, materials, workmanship, feeling, and association. Properties that do not retain sufficient integrity are considered non-contributors to a district

National Register of Historic Places - The nation's official inventory of districts, sites, buildings, structures and objects significant in national, regional or local American history, architecture, archaeology and culture, maintained by the U.S. Secretary of the Interior.

Non-Contributing Building - A building within a Historic District that does not contribute to the significance of the district because it has been extensively altered or it outside the defined period of significance or historic context

Period of Significance - Span of time in which a property has attained significance

Preservation - The act of saving from destruction or deterioration old and historic buildings, sites, structures and objects without changing or adversely affecting their fabric or appearance

Reconstruction - The process of reproducing by new construction the exact form and detail of a vanished building as it appeared at a specific period of time, based upon archaeological, historical, documentary and physical evidence

Rehabilitation - The process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values

Remodeling - Any change or alteration to a building which substantially alters its original state

Renovation - Modernization of an old or historic building that may produce inappropriate alterations or elimination of important features and details

Restoration - The careful and meticulous return of a building to its appearance at a particular time period, usually on its original site, by removal of later work and/or replacement of missing earlier work

Style - A type of architecture distinguished by special characteristics of structure and ornament and often related in time

Architrave in classical architecture, the lowest of the three main parts of the entablature. Also, the ornamental moldings around doors, windows, or other openings.

Art Deco (1920-1940) an architectural style characterized by an overall linear, angular, vertical appearance, stepped façade, extensive use of zig-zags, chevrons, lozenges, and volutes as decorative elements, and vertical projections above the roofline.

Art Moderne (1930-1945) an architectural style characterized by an overall streamlined appearance, asymmetrical façade, smooth wall surfaces with rounded corners, sparse ornamentation, flat roof, windows that frequently wrap around corners, and a curved canopy over the front door.

Ashlar squared building stone characterized by a high quality of finish and thin mortar joints.

Awning usually a movable canvas sunscreen over a window or doorway; affixed cover, typically comprised of cloth over a metal armature, that is placed over windows or building openings as protection from the sun and rain

Awning window one or more sash hinged horizontally; the bottom swings outward (awning type), or the top swings outward (hopper type).

Balcony a railed projecting platform found above ground level on a building.

Pendant a hanging ornament usually found projecting from the bottom of a bargeboard or wall overhang

Appendix C

Sample Documents

Application for Proposed Work

City Ordinance requires that all applications for proposed work in historic districts include the following information:

Date of Application: _____
Date Received _____
Address of Property: _____
Name of Owner: _____
Owner's Address: _____
Name of Applicant: _____
____ Owner ____ Owner Representative
Applicant's Address: _____
Applicant's Phone Number: _____

Refer to the Checklist on the back of this application for requirements for specific work items to be performed.

Refer to the Review Board Guidelines for assistance with appropriate treatment for structures in Tupelo's Historic Districts. Members are available to assist with application preparation. For large projects, such as new construction or substantial additions or renovations, consultation with Board is strongly encouraged.

NOTE: Incomplete applications will not be placed on the Review Board Agenda.

Describe the Proposed Work:

If major, attach description on separate sheet of paper.

Does the proposed work involve demolition? ___ Yes ___ No

If Yes, attach a completed Demolition Application.

Does the proposed work involve signage? ___ Yes ___ No

If Yes, attach a completed Sign Application.

Will the proposed work require the removal of any trees from the site? ___ Yes ___ No

A sign will be placed on the exterior of the property prior to the Review Board meeting to notify surrounding property owners of a pending application. Attendance at the meeting is strongly advised in order for the applicant to respond to any questions.

Circle the Categories (A-E) Below Which Best Represent Your Request

Use the Following Checklist to Ensure a Complete Application

A. FOR NEW CONSTRUCTION, ADDITIONS, OR FOR EXTENSIVE RENOVATION OR REPAIR TO EXISTING STRUCTURES

1. Two sets of scaled drawings that shall include:

- a. ___ A site plan illustrating location, with dimensions, required setbacks, landscaping and other site facilities;
- b. ___ A floor plan, with dimensions, as it impacts the exterior of the building;
- c. ___ A drawing, with dimensions, of all affected exterior elevations;

- d. ___ Notes describing materials to be used on the exterior (i.e. walls, roof, trim, cornice, windows, etc.) In some cases, sample materials may be required.
- e. ___ Detailed drawings or photographs of any decorative architectural details (i.e. columns, balustrades, modillions, etc.)
- f. ___ Paint samples and plan keyed to location of each color.

2. Photographs of the subject property to be worked on and surrounding buildings are required.

- ___ Subject Property photographs
- ___ Surrounding Buildings photographs

B. FOR MINOR RENOVATION OR REPAIR TO EXISTING BUILDINGS

For work that includes changes to the exterior of existing buildings, the following is required:

- a. ___ Elevations
- b. ___ Floor plans
- c. ___ Photographs of each face of the building to be renovated with details of the areas of work.

C. EXTERIOR PAINTING

Period color schemes are encouraged. However, other colors may be acceptable. Submit color samples for:

- ___ main body color
- ___ trim or decorative features
- ___ accent areas, such as lattice shutters, porch deck, etc.

D. FENCES, DRIVES AND GATES

- a. ___ A drawing or photograph of the type of fence, wall or gate with the height and scale noted.
- b. ___ A site plan, with dimensions, showing the placement of any proposed change to the property as it relates to property boundaries and all other building or site facilities.
- c. ___ A description of the materials to be used.
- d. ___ Paint samples, if the fence, wall or gate is to be painted.

For demolition of existing structures, either historic or non-historic, submit a Demolition Application.

For Signage Requests, submit a Sign Application.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

HISTORIC COMMISSION
LETTER OF COMPLIANCE

Historic District:

Address of Property:

Property Owner:

Mailing Address:

City:

State:

Zip:

A Certificate of Appropriateness is not required for the following items of work. I understand that the repairs listed below are intended to maintain the original historic architectural features with no changes to design or materials.

- Painting exterior or remodeling interior
- Routine maintenance – no changes to design or materials
- Re-roofing – no change to design or materials
- Other _____

It is the responsibility of the property owner to obtain other permits and variances as required by the City.

Property Owner/Contractor

Date

Preservation Commission Representative

Date

Building Inspector

Date



UPELO HISTORIC PRESERVATION COMMISSION

HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS

Date

Mr. John Smith
121 Main Street
Wherever, MS 12345

Dear Mr. Smith:

On behalf of the *(name of municipality)* Historic Preservation Commission, I am pleased to inform you that the following was approved for work at *(address of property affected by the COA)* on *(date of the commission meeting when work was approved)*:

(State the scope of the work approved by the commission and any conditions added by the commission).

(If the project requires a building permit, state so in this letter here.)

Attached is the Certificate of Appropriateness as required by the Historic Preservation Ordinance of the *(name of municipality)*. If you have any questions, you may contact me at ***-****. Please be advised that this Certificate of Appropriateness expires six months from date of issuance if work has not begun *(check local ordinance)*.

Please sign the copy of this letter stating that you have received it and understand the approved action and return to me at the following address:

(name and address of historic preservation commission representative)

You must post the attached Certificate of Appropriateness on the location of the work along with your building permit, if one is required.

PERMISSION IS HEREBY GRANTED TO TAKE THE ACTION DESCRIBED IN YOUR APPLICATION, ON FILE WITH THE CITY, SUBJECT TO ANY QUALIFICATIONS OR LIMITATIONS SET FORTH ABOVE. PLEASE BE ADVISED THAT ANY DEVIATION FROM THE PLANS, SPECIFICATIONS, AND/OR INFORMATION CONTAINED IN, OR ATTACHED TO, YOUR APPLICATION, OR LIMITATIONS SET FORTH ABOVE, WILL BE IN VIOLATION OF THE HISTORIC PRESERVATION ORDINANCE OF THE CITY. NO CHANGES FROM THE APPROVED PLAN OF WORK WILL BE ACCEPTED BY THE HISTORIC PRESERVATION COMMISSION IF THE WORK IS PERFORMED BEFORE THE CHANGES ARE DISCUSSED WITH THE COMMISSION AND ANY CHANGES MADE WITHOUT PRIOR APPROVAL OF THE COMMISSION WILL HAVE TO BE REVERSED AND PERFORMED ACCORDING TO THE SPECIFICATIONS OF THE APPROVED CERTIFICATE OF APPROPRIATENESS.

Sincerely,

(Historic Preservation Commission Representative)

C: Building Inspector

I, (applicant), have read this letter and understand the approved actions of the Historic Preservation Commission. Upon the receipt by the (municipality) of the signed letter, I will receive the Certificate of Appropriateness.

(Name of Applicant)

Appendix D

Resources:

- HISTORIC PROPERTIES RESOURCES

With the passage of the 1990 Americans with Disabilities Act (ADA), access for people with disabilities to all public spaces is now a civil right. For over the last decade there has been a focus on preserving historically significant properties and on making their buildings and activities more accessible to people with disabilities. Historic property owners, design professionals and administrators should evaluate properties thoroughly, to identify the applicable federal and state accessibility requirements, to explore alternatives and to implement solutions that provide independent access and are consistent with accepted historic preservation standards. According to the Department of Justice's Title III Technical Assistance Manual, p. 32 and following:

[The ADA requires barrier removal in historic buildings] if it is readily achievable. However, the ADA takes into account the national interest in preserving significant historic structures. Barrier removal would not be considered "readily achievable" if it would threaten or destroy the historic significance of a building or facility that is eligible for listing in the National Register of Historic Places under the National Historic Preservation Act (16 U.S.C. 470, et seq.), or is designated as historic under State or local law.

Establishing a written record of planning and evaluation will be a good beginning and serve as a good faith effort to comply with the spirit of the ADA, thus reducing the risk of complaints. If, during the process, an owner believes that it is necessary to use either the alternative minimum requirements, or the alternative methods to achieve accessibility because full compliance with accessibility requirements would "threaten or destroy" a building's significance, then the State Historic Preservation Officer (<http://www.achp.gov/shpo.html>) (SHPO) should be consulted. However, before consultation, specific information should be gathered to enable the SHPO to determine whether a proposal would threaten or destroy a property's historic significance. Owners should be prepared to submit: interior and exterior photographs; architectural plans and elevations for both existing and proposed conditions; explanations of all alternatives considered; and documentation of consultation with local preservation and accessibility officials and any interested persons, including individuals with disabilities and organizations representing such individuals. It is important to follow the required consultation process and not proceed without written documentation. Alterations made for accessibility should conform to requirements in ADAAG to ensure compliance. Finally, owners should plan carefully and consider accessibility solutions that provide the highest level of accessibility and preserve the features and materials that convey a property's historic significance. For example, a lift should only be used as a last resort, as lifts require frequent maintenance and are awkward to use.

There is a wealth of guidance available on making historic properties accessible while preserving their historic character. Access can be achieved in most all instances with careful planning, consultation and sensitive design.

The Making Historic Properties Accessible Preservation Brief produced by the U.S. Department of the Interior National Park Service Preservation Assistance Division is a valuable resource concerning accessibility and historical properties and is available at: <http://www2.cr.nps.gov/tps/briefs/brief32.htm> This Brief introduces the complex issue of

providing accessibility at historic properties, and underscores the need to balance accessibility and historic preservation. It provides guidance on making historic properties accessible while preserving their historic character; the Brief also provides examples to show that independent physical accessibility at historic properties can be achieved with careful planning, consultation, and sensitive design.

- ***Historic Properties Resource Directory***

Access Board

1331 F Street, N.W. Ste. 1000

Washington, DC 20004-1111

Phone: (800) USA-ABLE

(202) 272-0080

TDD: (202) 272-0082

Internet: <http://access-board.gov>

Description: The Access Board is an independent federal agency devoted to accessibility for people with disabilities. Key responsibilities of the Access Board include:

1. Developing and maintaining accessibility requirement for the built environment, transit vehicles, telecommunications equipment, and for electronic and information technology
2. Providing technical assistance and training on these guidelines and standards
3. Enforcing accessibility standards for federally funded facilities.

- **Adaptive Environments Center**

374 Congress Street, Ste. 301

Boston, MA 02210

Phone: (617) 695-1225

Fax: (617) 482-8099

Email: info@adaptiveenvironments.org

Internet: <http://www.adaptiveenvironments.org>

Description: Adaptive Environments Center provides architectural consulting services, conducts educational seminars, and produces publications on accessibility, including award-winning design guidelines. Publications list available.

- **Advisory Council on Historic Preservation**

1100 Pennsylvania Ave., N.W., Ste. 809

Washington, DC 20004

Phone: (202) 606-8503

Fax: (202) 606-8672

Email: achp@achp.gov

Internet: <http://www.achp.gov>

Description: The Advisory Council on Historic Preservation is an independent federal agency that promotes historic preservation nationally by providing a forum for influencing Federal activities, programs, and policies that impact historic properties. It provides directory of State Historic Preservation Officers and Deputies. It lists all 50 State Historic Preservation Officers, which administer the national historic preservation program at the state level and can provide guidance on accessibility issues. An independent Federal agency, the ACHP promotes historic preservation nationally by providing a forum for influencing Federal activities, programs, and policies that impact historic properties.

- **American Cultural Resources Association (ACRA)**

6150 East Ponce De Leon Ave.

Stone Mountain, GA 30083

Phone: (520) 721-4309

Fax: (520) 298-7044

Email: cdore@srcrm.com

Internet: <http://www.acra-crm.org>

Description: ACRA's mission is to promote the professional, ethical and business practices of the cultural resources industry, including all of its affiliated disciplines, for the benefit of the resources, the public, and the members of the association by:

- Supporting the business needs of cultural resources practitioners
- Promoting professionalism in the cultural resources industry
- Providing educational and training opportunities for the cultural resources industry
- Influencing public policy
- Promoting public awareness of cultural resources consulting and its diverse fields

- American Institute of Architects

1735 New York Ave., N.W.

Washington, DC 20006-5292

Phone: (202) 626-7300

Fax: (202) 626-7547

Email: infocentral@aia.org

Internet: <http://www.aia.org>

Description: The American Institute of Architects is the voice of the architecture profession dedicated to serving members, advancing their value, and improving the quality of the built environment.

- Government Printing Office

Superintendent of Documents

732 North Capitol Street, N.W.

Washington, DC 20401

Email: admin@gpo.gov

Internet: <http://bookstore.gpo.gov>

Description: The Government Printing Office sells Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and Preservation Brief 32: Making Historic Properties Accessible by Thomas C. Jester and Sharon C. Park of the National Park Service, which introduces the complex issue of providing accessibility at historic properties. It provides guidance on making historic properties accessible while preserving their historic character.

- Historic Windsor, Inc.

P.O. Box 1777

Windsor, VT 05089-0021

Phone: (802) 674-6752

Fax: (802) 267-6179

Email: histwininc@vallie.net

Internet: <http://www.preservationworks.org>

Description: Historic Windsor, Inc., distributed, "Entrances to the Past," a U.S. Park Service video produced on accessibility and historic preservation that focuses on the dual need to achieve reasonable access solutions for disabled people and the need to preserve historic buildings for future generations.

- **National Center on Accessibility (NCA)**

501 North Morton Street Ste. 109

Bloomington, IN 47404

Phone: (812) 856-4422

TTY: (812) 856-4421

Fax: (812) 856-4480

Email: nca@indiana.edu

Internet: <http://www.indiana.edu/~nca/>

Description: The NCA provides training, technical assistance, and research on the inclusion of people with disabilities in parks, recreation and tourism.

- **National Conference of State Historic Preservation Officers**

Halls of the States

444 North Capitol Street, N.W., Ste. 342

Washington, DC 20001

Phone: (202) 624-5465

Fax: (202) 624-5419

Internet: <http://www.ncshpo.org>

Description: The National Conference of State Historic Preservation Officers is the professional association of the state government officials—called State Historic Preservation Officers or SHPOs—who carry out the national historic preservation program as delegates of the Secretary of the Interior, pursuant to the National Historic Preservation Act. SHPOs have a statutory responsibility to foster the enactment and enforcement of historic preservation ordinances by local government.

***National Park Service
Preservation Assistance Division***

1849 C. Street N.W.

Washington, DC 20240

Phone: (202) 354-2054

TTY: (202) 343-3679

Internet: <http://www.nps.gov>

Description: The National Park Service publishes, *Preserving the Past and Making it Accessible for People with Disabilities*, *Preservation: Tax Incentives for Historic Buildings*, and *Accessibility Checklist for Historic Properties*.

- ***National Trust for Historic Preservation***

1785 Massachusetts Ave., N.W.

Washington, DC 20036-2117

Phone: (202) 588-6000

Fax: (202) 588-6038

Internet: <http://www.nationaltrust.org>

Description: The National Trust for Historic Preservation publishes, *The Impact of the Americans with Disabilities Act on Historic Structures* by David Battaglia. This is a guide that reviews how a number of organizations have taken innovative approaches to preserving the past while making it accessible to everyone.

- ***Preservation Action***

1054 31st Street N.W., Ste. 526

Washington, DC 20007

Phone: (202) 298-6180

Fax: (202) 298-6182

Email: mail@preservationaction.org

Internet: <http://www.preservationaction.org>

Description: Preservation Action advocates federal legislation to further the impact of historic preservation at the local, state, and national level.

- **Sachs Morgan Studio**

224 West 30th Street, Ste. 1400

New York, NY 10001

Phone: (212) 765-4144

Fax: (212) 765-4142

Email: info@sachsmorganstudio.com

Internet: <http://www.sachsmorganstudio.com/>

Description: Sachs Morgan Studio (SMS), Theatre Design Specialists provides comprehensive services for the planning and design of theatres, including space planning and programming, conceptual design and specification of theatre equipment, and stage technology and interior design. SMS has specific expertise in developing solutions to the problems of poor access. Experts in historic properties, SMS renovated the historic Opera House at the Kennedy Center for the Performing Arts, receiving the 1997 American Institute of Architects Award.

- The Association for Preservation Technology International (APT)

4513 Lincoln Ave., Ste. 213

Lisle, IL 60532-1290

Phone: (630) 968-6400

Fax: (888) 723-4242

Email: info@apti.org

Internet: <http://www.apti.org/indexmain.htm>

Description: APT is the premier cross-disciplinary organization dedicated to promoting the best technology for conserving historic structures and their settings. APT connects a network of architects, conservators, trades people, consultants, planners, curators, landscape architects, engineers, developers, educators, and students.

- The Preservation Trades Network, Inc. (PTN)

P.O. Box 10236

Rockville, MD 20849-0236

Phone: (866) 853-9335

Fax: (866) 853-9336

Email: info@ptn.org

Internet: <http://www.ptn.org>

Description: PTN is a non-profit organization that brings together the building trades in the field of historic preservation, restoration and conservation of heritage, buildings, architecture, engineering and historic structures.

See also: The following resource directories are from the National Arts and Disability Center at UCLA.

- [Assistive Devices, Services and Products for Physical and Program Accessibility](http://www.nadc.ucla.edu/ACCESSIBLESERVICES.cfm)

- [Americans with Disabilities Act and the Arts](http://www.nadc.ucla.edu/ADAArts.html)

Appendix E

History of Tupelo and Local Historic Districts

History of Tupelo

History of Tupelo, Mississippi:

The Tupelo Story Written in the 1970's by Elizabeth Holcomb, Lee County Librarian

Long ago the Chickasaw Indians began their migration from the far West, carrying with them a long pole-so Indian tradition goes. Each night the pole was stuck in the ground erect. The next day the Chickasaws traveled in the same position they had placed it, their leader proclaimed this place their home. The spot where they built one of their chief villages was known first as the Chickasaw Old Fields. Later it became Pontotoc County. Today it is Tupelo, in Lee County.

The Indians remained until 1832, when the government obtained the land by the Treaty of Pontotoc. During this time DeSoto spent a winter in the area; Bienville led the French in a battle against the Chickasaws at Ackia; and the Natchez Trace, at first an old Indian trail, was opened as a military road by the government to become Mississippi's first historic road.

The Chickasaw exodus was followed by a land sale. Settlers from eastern seaboard states moved in. Itawamba and Pontotoc counties were formed in 1836. By the end of a decade these settlers had established themselves as well-to-do farmers. A store was built on land owned by Judge Harris and the site was named Harrisburg. Other stores followed and the village continued to grow until 1859.

When the Mobile and Ohio Railroad wanted a right-of-way through the aristocratic town of Verona, some five miles south the Veronans refused. When the tracks were laid two miles east of Harrisburg, the people of Harrisburg moved over, and gradually the families of Verona moved up to this marshy land covered with Tupelo gum trees. There Tupelo, named for the gum trees, had its beginning with a store, two saloons and a temporary railroad station.

The War Between the States interrupted the progress of the area, an area important because of the railroad and of the supply of grain. General Nathan Bedford Forrest made his headquarters in the Tupelo area for a while, during which he achieved a brilliant victory in the battle of Brice's Crossroads. In the last major battle at Harrisburg, Stephen D. Lee was defeated, and Harrisburg was burned.

The year 1866 brought a new day for Tupelo, when Lee County was formed from portions of Itawamba and Pontotoc Counties and named in honor of General Robert E. Lee with Tupelo selected as the county seat. In 1870, the town was incorporated; a free school system was adopted and cultural progress was manifested.

A quarter of century of rapid progress followed: a second railroad; a second railroad; electric lights; and a city charter. By 1891 King Cotton was in full reign. By then Tupelo had two newspapers, two schools, three hotels, seven churches, five factories, thirty business houses, an icehouse, a tin shop, six brickyards, an opera house, a cotton compress, and cotton warehouses. Included in its population of 1525 were five doctors, twelve lawyers, twenty-five brick masons, fifty mechanics, a number of wealthy merchants and two firms of cotton buyers. Also, Tupelo boasted cash cotton buyers from Liverpool and Manchester, England.

In the early days much of Tupelo was a boggy swamp. In 1886 the first drainage laws in the nation were passed in the Lee County courthouse in Tupelo. Drainage bonds were issued and subscribed to, resulting in thousands of acres of bottomland being reclaimed. Citizens helped to cut expenses by pushing wheelbarrows themselves.

When the growing town needed jobs in 1899, businessmen subscribed \$150,000 to open the first cotton mill in the area, one of the first the state. Other industries followed. First there were the "homegrown" ones that had a special significance: an oil mill, a fertilizer factory, a work shirt factory, a dress factory, and a baby clothes factory. Later industries were started with outside capital. In 1936 Tupelo pioneered in the state-sponsored Balance Agriculture With industry program, which encouraged special bond issues for desirable industries. Daybrite and Rockwell, the first to come in under this program, were soon followed by scores of others.

Tupelo received national recognition in 1901-the first of three times-when it was chosen as the location for the first U.S. Fish Hatchery. Private John Allen, congressman who became known for his humor, focused attention on his hometown when he made his famous Fish Hatchery speech in which he described Tupelo as the garden spot of the world, very nearly in the center of the universe; and he made his plea in behalf of millions of little fish who were clamoring for an opportunity to be born in Tupelo.

In 1914 Lee County had the distinction of having a stretch of forty-nine miles of paved highway, the first concrete road south of the Mason-Dixon line.

When the boll weevil wiped out the cotton fields in 1916, economic disaster struck. Farmers and merchants were hard hit. A banker named S. J. High met with a group of bankers. He had a motto: "The Cow, the Sow, and the arm". Together these men worked out a plan, which was to revolutionize the farm, to bring "the Hen-A Factory on Every Farm." Together these men worked out a plan, which was to revolutionize the farm, to bring diversification and balance. These bankers arranged to take the \$5000 spent annually for calendars to underwrite a livestock program. A dairying expert was hired, and there was a concerted effort to introduce dairying to the cotton belt. As a result, a Carnation milk plant was located in Tupelo in 1926-the first in the south-to provide and outlet for the large supply of milk produced in the

area. In 1927 Tupelo imported the south's first pure bread heifer from the Isle of Jersey to improve the area's herds.

More than 2000 citizens contributed at least one dollar each in 1921 to build with the aid of the Commonwealth Fund, the North Mississippi Community Hospital.

The spotlight was turned Tupelo again in 1933 when Tupelo became the first city in the U. S. to purchase TVA power. John Rankin, Congressman from Tupelo, had co-authored the bill.

Among the many difficulties that had to be faced during the years the violent tornado in 1936 remains indelible in the memories of Tupeloans. With courage undaunted the citizens banded themselves together with a determination to build an even better city.

It was through the efforts of Mrs. Helen Foster that the Lee County Library bookmobile—the first countywide bookmobile in Mississippi—began service in 1941.

When the Community Development Council was organized in 1948, attention was turned to the area a third time. Credit goes to George McLean, publisher of the Tupelo Daily Journal, who conceived the idea and carried out plans designed to bring betterment not only in Tupelo but throughout the smaller communities and rural areas. This program, which emphasizes community effort rather than individual effort, is used as a pattern throughout the United States and in many foreign countries. The best-known agency operating under this program is the Rural Community Development council, whereby the communities are organized and sponsored by area civic clubs. The keynote is cooperation between town and rural people.

In 1967 Tupelo was one of the first cities in the Deep South to be named an "All American City."

Timeline of Tupelo History

1540: Spanish explorer Hernando De Soto passes through this area and encounters an established Chickasaw Indian civilization nestled in the wooded hills and valleys. The Chickasaws, fierce fighters, drive De Soto westward to his discovery of the Mississippi River.

1736: At the height of the French and Indian War, a bloody battle erupts near what will become Tupelo between the British-armed Chickasaws and the combined invading forces of the French and the Choctaw Indians. Known as the Battle of Ackia, the engagement leaves the area in firm British control and contributes to the Crown's eventual domination of North America.

1864: The Battle of Tupelo takes place, pitting Union troops against Confederate cavalry intent on controlling railroad traffic supplying the Union campaign against Atlanta.

July 20, 1870: Tupelo is incorporated, four years after Lee County was carved out of Itawamba and Pontotoc counties. The town's population is 618. Henry Clay Medford is the first mayor.

1870: Lee County Journal is established. George Herndon is the first owner-editor. The present-day Northeast Mississippi Daily Journal is a direct descendant of this newspaper.

Sept. 1, 1871: Tupelo Male Academy opens its doors for both public and private school students.

Sept. 11, 1871: Tupelo Female Seminary is founded.

1872: S.J. High is born. High will become one of Tupelo's most influential civic and business leaders.

Feb. 6, 1873: Lee County Courthouse burns down.

1874: New Lee County Courthouse is erected.

1885: Private John Allen is first elected to Congress.

Oct. 7, 1886: Private John Allen drives the last spike in the Kansas City, Memphis and Birmingham Railroad near Guin, Ala. The railroad becomes the second to serve Tupelo.

1887: The 900-seat Tupelo Opera House opens. It lasts 25 years.

1887: First train on the Kansas City, Memphis and Birmingham Railroad passes through Tupelo. Banks and other business begin to relocate to Tupelo from nearby communities

Sept. 1891: Tupelo's first public school, Tupelo Graded School, opens on property previously known as Freeman's Grove on Jefferson and Gloster streets

December 1892: Board of Trade, Tupelo's first economic development group, is formed.

1902: The Lee County Courthouse burns. It is replaced in 1904 by the structure still in use today.

1914: Lee County builds the first concrete road south of the Mason-Dixon Line. The road still exists and is traveled upon.

1920: Tupelo's population is listed at 5,055; Lee County's at 29,618.

1925: The Library Association establishes a small library on the second floor at Tupelo City Hall. The library is launched with 300 donated books.

1933: Tupelo signs the contract for electricity to become the first TVA City.

1934: George McLean buys the bankrupt Tupelo Journal.

January 8, 1935: Elvis Presley is born in a small house in East Tupelo.



The devastating tornado of 1936 wiped much of then Tupelo off the map. This view of the destruction is looking southeast from the corner of Church and Walnut streets.

April 5, 1936: A massive tornado rips through Tupelo, killing more than 200 people and injuring thousands. Much of Tupelo's landscape is destroyed.

1937: Construction officially begins on the Natchez Trace Parkway.

1948: The Community Development Foundation is incorporated in Tupelo.

July 6, 1948: Tupelo is divided into six wards.

1949: Tupelo purchases the former home of Pvt. John Allen at corner of Madison and Jefferson streets and converts it to use as the county's first freestanding library.

1950: At the North Mississippi Community Hospital, a three-story wing that increases the bed capacity to 95 is constructed and joined to the south side of the original building.

June 21, 1951: The first commercial passenger plane, a Southern Airways flight, lands in Tupelo.

1954: Tupelo native Elvis Presley cuts his first record for Sam Phillips of Sun Records Studio in Memphis. "That's All Right (Mama)" was on the A-side of the single and "Blue Moon of Kentucky" was on the flip side.

1956: New rock 'n' roll sensation Elvis Presley agrees to perform at the Mississippi Alabama



Elvis Presley performs at the 1956 Mississippi-Alabama Fair and Livestock Show at the Tupelo Fairgrounds in 1956.

Fair and Livestock Show on the Tupelo fairgrounds.

1957: Elvis Presley, legendary status in music history confirmed, returns to the fair and donates his \$10,000 in earnings to the city for the founding of a public park in East Tupelo.

1961: A new Tupelo High School is built and dedicated on Varsity Drive.

1961: Natchez Trace Visitors Center is built in Tupelo.

1964: Itawamba Junior College offers classes in Tupelo for the first time. Warehouse space is used for classrooms until a campus is established on Eason Boulevard in 1966.

1965: Tupelo Public Schools are peacefully integrated for the first time under the "freedom of choice" plan. Two black students from Carver High School volunteer to attend Tupelo High School for their senior year. Black teachers from Carver also "switch" places with white educators.

1966: A joint venture between the schools and the city results in the construction of the Tupelo Civic Auditorium on the site of the new Tupelo High School.

1967: North Mississippi Community Hospital's name is changed to North Mississippi Medical Center.

April 5, 1968: Official announcement is made that Tupelo has been named an All America City, one of 10 in the nation.

1969: Tupelo Community Theater is organized.

1970: Tupelo Mall on South Gloster and Downtown Mall on East Main Street open.

1971: Elvis Presley's Birthplace in East Tupelo is opened to the public.

1971: The present Lee County Library is constructed and opened at the corner of Madison and Jefferson streets.

1971: Tupelo Symphony Orchestra premieres in concert at Civic Auditorium.

1974: CREATE (Christian Research Education Action Technical Enterprises, Inc.) is founded.

1975: University of Mississippi branch opens on the Itawamba Junior College Tupelo campus.

1976: North Mississippi Medical Center increases its capacity to 550 beds and the hospital's medical staff grows to 76 physicians.

Aug. 16, 1977: Elvis Presley is found dead in his Memphis mansion, Graceland.

1978: The Elvis Presley Birthplace is designated as a Mississippi Historical site by the state Department of Archives and History.

Aug. 17, 1979: Elvis Presley Memorial Chapel is opened to the public.

1980: NMMC grows to 600 beds and earns the distinction of being the largest hospital in the state, both in facilities and services.

1980: Tupelo's population is listed at 23,905.

February 1984: The first commercial jet, a Southern Airways DC9, lands in Tupelo.

1985: Tupelo Art Gallery opens.

1987: The 1987 AHEAD Highway Construction program overrides a gubernatorial veto, paving the way for the quicker completion of U.S. Highway 78 and U.S. Highway 45.

1987: The first Tupelo Furniture Market is held in 30,000 square feet of rented space and draws 77 exhibitors.

1988: Tupelo voters, with 96 percent approval, pass a \$21 million bond issue to finance construction of a system to pump water from the Tombigbee River, treat it, and move it 18 miles to the city. This ends the city's reliance upon a rapidly depleting groundwater supply.

May 16, 1989: Tupelo is named an All America City for the second time.

1990: The Mall at Barnes Crossing opens. The \$65 million, 700,000-square-foot building houses some 80 stores.

1990: Tupelo purchases the Downtown Mall property for \$2.9 million for the purpose of constructing a 9,000-seat coliseum and convention center.

1991: Phase I of the Tupelo Major Thoroughfare Program is approved by city voters. This first phase calls for improvements to various intersections in town, and the widening of Gloster Street to five lanes.

Aug. 8, 1992: The Elvis Presley Museum is opened on the park site.

1992: The new Tupelo High School campus off Cliff Gookin Boulevard is completed and opened for classes.

1992: Last Mississippi/Alabama Fair and Livestock Show is held on the Tupelo fairgrounds. Tupelo officially re-acquires the property.

1994: Major ice storm hits Tupelo and Northeast Mississippi. Power to more than 180,000 people in the state is knocked out for days.

August 1994: A four-lane U.S. Highway 78 is completed and opened from the Alabama state line to the Tennessee state line.

1994: The Lee County Agri-Center fairgrounds in Verona is completed and plays host to the first Lee County-sponsored regional fair.

1995: NMMC, the largest rural hospital in the nation, is now licensed for 647 beds. About 200 physicians representing more than 40 medical specialties are on staff.

1999: Bond sales begin for the redevelopment of the old fairgrounds.

June 1999: Tupelo is named an All America City for the third time.

November 1999: Tupelo Mayor Glenn McCullough Jr. is appointed to the TVA board of directors.

2000: First Baptist Church, Tupelo's oldest church, celebrates its 150th anniversary.

2000: Tupelo Mayor Glenn McCullough Jr. is named the director of the Tennessee Valley Authority.

August 2001: Lee County Sheriff Harold Ray Presley is killed in the line of duty.

February 2002: City leaders celebrate the opening of the new City Hall building in the old fairgrounds.



June 2002: The Tupelo Fairgrounds redevelopment area is officially renamed Fairpark District.

December 2002: The Tupelo Automobile Museum opens. It houses more than 120 antique and collectors cars owned by Tupelo broadcasting businessman Frank Spain.

The new City Hall building in Fairpark District in Tupelo opened in 2002. It heralded a new era of development and life for the Downtown Tupelo area.

March 2003: Delta International, one of the first major industries lured by the Community Development Foundation, announces it plans to close its facility on South Gloster Street and move production to its Jackson, Tenn., plant.

November 2004: Officials break ground on a new facility in the Tupelo-Lee Industrial Park South for San Diego-based General Atomics. The company

will build Electromagnetic Aircraft Launch System, or EMALS, for the Navy's next generation of aircraft carriers at the Tupelo location.

May 2005: Area leaders attend an auto industry show in Barcelona, Spain, to tout the newly developed Wellspring Project near Blue Springs, about 10 miles west of Tupelo. Leaders hope the 1,000-acre megasite will become home in the future to an automobile manufacturer.

March 2007: The announcement of a new Toyota assembly plant to be built about ten miles from Tupelo. Anticipation of many ancillary businesses and additional jobs for the broader area surrounding Tupelo promises to keep the economy growing.

Mill Village Historic District

Location/Verbal Description

Mill Village Historic District is comprised of two distinct types of residential neighborhoods and incorporates an additional industrial section of the city. The northern boundary of the district begins on the west end of Magazine Street at South Madison extending to the eastern boundary of south Front Street and Magazine. The east boundary is delineated by the KCS Railroad running south to King's Creek then following King's Creek west to an area in line with South Madison Street. The district encompasses areas of South Church Street, South Green Street, South Broadway, South Spring Street, Maple Street, and Malone Street from the west to east in a north to south pattern. East to west streets include Carnation, Elliot, Elm Street and Chestnut Street from the north to the south, with the BNSF Railroad dissecting the upper third of the district in a west to east pattern. Other smaller streets or alleys also make up the area of the district. The district encompasses the existing buildings of the Tupelo Cotton Mills and the core of the mill worker's housing known as either Mill Town or Mill Village. The local district also includes the middle class neighborhood of South Church. Bordering the district on the north is Historic Main Street, the new city government area known as the Fair Park District to the east, industrial facilities and businesses to the south, and a mixture of business, industrial, and residential sites to the west.

[See Map of area within Appendix E]

Period of Significance: 1900-1940



District Character:

Residential neighborhood
Similar front yard setbacks
Sidewalks and trees

Simple one-story to 1 ½ story wood frame, vernacular, residential buildings
Porches address the street
Original secondary structures to rear of property



Industrial sites and railway structures

Guidelines:



Maintain original period and character and structures by using compatible design features. This duplex displays well maintained structure and yard.



Doors, windows, porch columns, railing are all compatible to original design

Avoid additions and materials not in keeping with the original form and character.



Design elements on this renovation are incompatible with the original structure.



Retain the character of the district when adding new construction.

This apartment complex does not follow the general shapes or materials consistent with the Mill Village Historic District.



This vernacular dwelling could easily be returned to the original design by replacing 6/6 aluminum windows with 1/1 double hung sash in the correct size openings, using a suitable period door and adding fresh paint with a contrasting trim color.

History of Mill Village

Development of Mill Village began around the turn of the century with the establishment of the first mills in the city. Situated along the relatively new rail tracks facilitating wide spread distribution, the mills grew to become known as “one of the largest cotton producing units in the South.”

Housing for the mill workers known as Mill Village sprang up in a former cotton field on the Black Prairie just a few blocks to the south of the main commercial area of the city. Laid out in elongated city blocks without sidewalks or public landscaping, housing lots are irregularly shaped and vary in size, and are considered rather small. Residents informally landscaped the lots, adding lawns, flowers, and occasionally shrubs and trees.

Most of the village houses were sited close to the front of the lots with uniform setbacks. Few had driveways at the time since the automobile was still in development and tended to be a luxury of the time.

Designed very conservatively as were most mill town’s three primary streets developed for mill worker housing by 1909 were, Elliot Elm and Chestnut. Infill housing continues to be built into the 1930’s. Most of the house designs were the same and drab colors were the norm, with shades of dark gray, brown, slate and dull red used as the preferred colors. Occasionally houses were painted yellow with white trim breaking up the monotony.

The Tupelo Cotton Mills also provide its workers with educational, religious, social and recreational advantages through the construction of a church, a school, at least one clubhouse and a playground. Mill Village was a distinct neighborhood within the larger context of Tupelo. Setting the area apart from the other neighborhoods in the city was the association with the mill and the socioeconomic status for its residents. The Mill Village district is an example of the contemporary ideas of the period and effects of industrialization in the New South.

Almost all of the houses were single story and of wood frame construction. Styles for housing varied little in the mill housing with southern vernacular house forms such as shotgun and eave-oriented, L-shaped cottages along with the addition of a few square hip-roofed bungalows added in the 1920’s.

South Church Street on the western boundary of the district was distinctly more middle class with predominantly single family houses, larger story and half Craftsman style bungalows and several four square two storied residences. Others had Colonial and Queen Anne influences relegating the houses to more elevated styles in terms of social opinions. Quite a number of city officials and prominent families occupied the South Church Street neighborhood.

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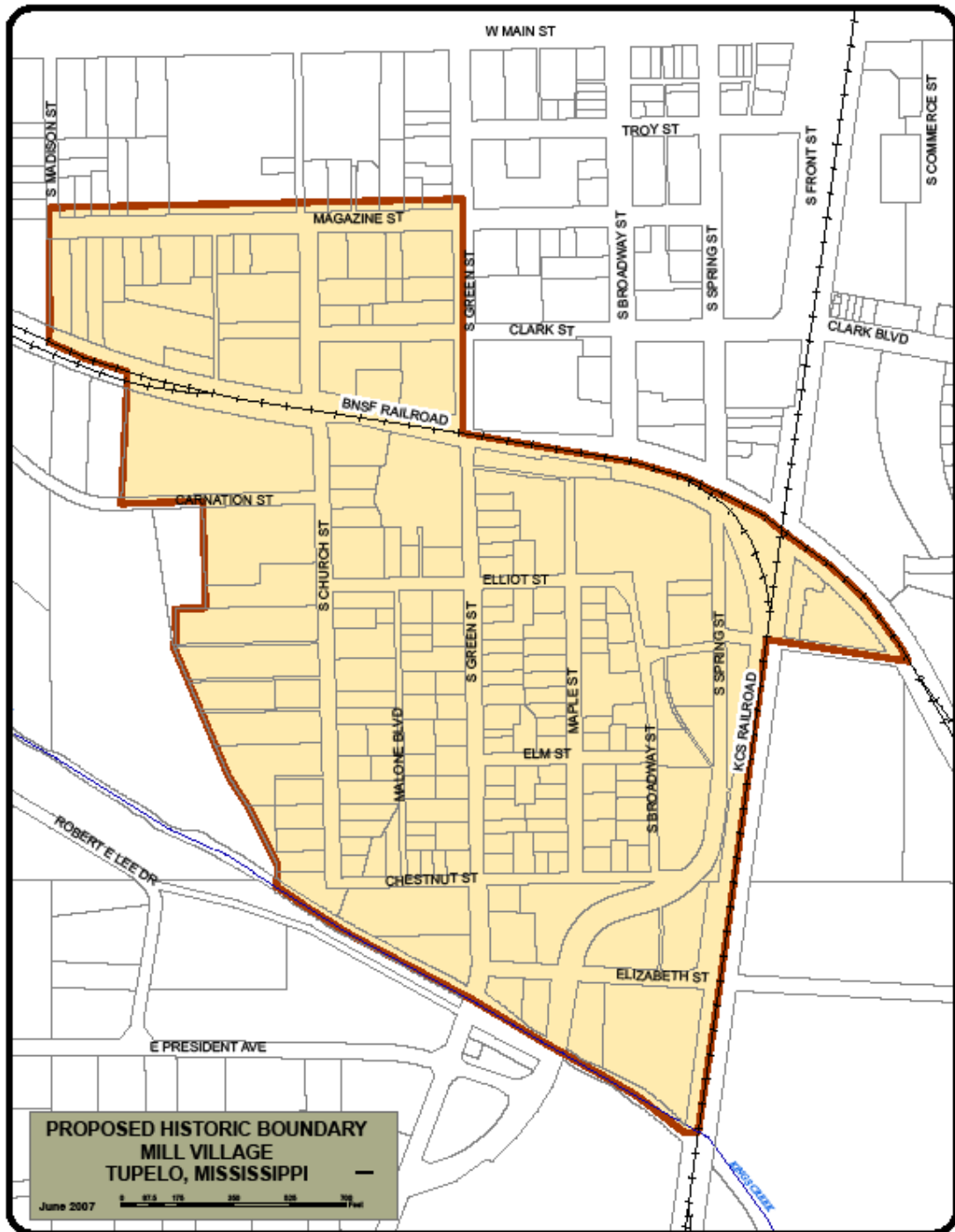
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See Ordinance

Map of Mill Village Historic District



**History of Joyner Neighborhood
Ordinance
Map of Joyner Historic Neighborhood District**

*Prepared by
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City of Tupelo
2007*

