

The City of Holly Springs
Historic Preservation Commission
Holly Springs, Mississippi

CERTIFICATE OF APPROPRIATENESS (COA)
Procedures and Application Forms

Commission Approval
October 24, 2014

City of Holly Springs, MS
Public Works & Zoning Department

1050 E. Salem Ave.
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CERTIFICATE OF APPROPRIATENESS

The historic resource overlay districts were created for the purpose of providing protective measures against destruction or encroachment of significant historic resources and preventing adverse influences to those special properties. Projects that may change the exterior appearance of a building, structure, or site located within any historic resource overlay district (see attached National Register Listings for Marshall County Districts) - including, but not limited to, projects that involve restoration, rehabilitation, additions to existing buildings or structures, new construction, demolition, or alteration of existing landscape - require a Certificate of Appropriateness (COA).

Each COA application is forwarded to the Historic Preservation Commission for consideration. The Holly Springs Historic Preservation Commission (HPC) reviews each application and makes a decision based on regulations presented in the *City of Holly Springs Architectural Guidelines*, the *City of Holly Springs Preservation Ordinance**, and the *Secretary of the Interior Standards for Rehabilitation* (copy attached), which take into account the following:

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.

*See Section VIII "Criteria for Issuance of Certificates of Appropriateness," Holly Springs Preservation Ordinance.

A COA application must be approved before a building permit is issued.

The HPC meets the fourth Tuesday of each month at the Holly Springs City Hall at 6:00 p.m. A COA application should be submitted to the Public Works & Zoning Office at least 14 days prior to the next HPC meeting. An applicant, owner or agent is required to attend the HPC meeting for consideration of the application.

The HPC, on the basis of the application, will approve, approve with conditions that mitigate adverse impacts, or deny the application. If the HPC approves the application, it shall authorize the issuance of a COA. If the HPC denies an application, it shall so notify the applicant in writing. If an application is denied, the applicant may resubmit a revised application.

Any owner/owners of real property within Holly Springs, who are jointly or severally aggrieved by a decision of the HPC, may appeal the decision to the Board of Aldermen (Board) by filing a written petition with the Director of Public Works & Zoning Department within thirty (30) days of that

decision. The Board, after consultation with the HPC, may reverse the decision of the HPC, in whole or in part, or may affirm the decision of the HPC. An applicant who is severally aggrieved by a final decision of the Board may file an appeal to the Circuit Clerk of Marshall County for review of that decision by filing a petition within thirty (30) days of the final decision of the Board.

Minor work or actions, deemed by the Director of Public Works & Zoning Department, or designee, not having a permanent effect upon the character of the historic property or district, will be exempt from full review by the HPC. Such minor work or actions shall be reviewed and approved or disapproved by the Director or designee. The term "minor work" shall include, but not be limited to, the repair or replacement of existing materials on exterior surfaces or appurtenances, such as steps, gutters, chimneys, or exterior painting.

APPLICATION INSTRUCTIONS

1. Contact the Director of Public Works & Zoning to discuss proposed changes to the property, building or historic feature.
 2. Complete the attached application form, including the project description.
 3. If the applicant is not the property owner, provide a signed and notarized statement from the owner that the applicant has permission to apply for a Certificate of Appropriateness.
 4. Provide at least five current color photographs of the property showing existing conditions. Digital images may be submitted on a CD.
 5. For projects involving building or landscape changes, provide six (6) copies of a site plan*, drawn to scale, and elevation views that include the following information for both existing and proposed improvements:
 - (a) location and dimensions of improvements.
 - (b) existing and proposed grades.
 - (c) exterior materials and colors on elevation views.
 - (d) exterior lighting (location and style).
 - (e) landscaping (including species to be planted).
 - (f) fences, sidewalks, & parking areas.
 - (g) signs.
- *Note: the site plan and elevation views do not have to be prepared by a licensed professional. Simple sketches that give an accurate and clear representation of the property and the proposed improvements are sufficient, as long as the sketches are to scale.
6. Pay the \$25.00 application fee, payable to City of Holly Springs.
 7. City staff will advise you of the date and time of the Holly Springs Historic Preservation Commission (HPC) meeting during which your application will be reviewed.

HOLLY SPRINGS PRESERVATION COMMISSION
NATIONAL REGISTER LISTINGS FOR MARSHALL COUNTY (Districts)
[found on the Mississippi Department of Archives and History Inventory Database]

Depot-Compress (District)

Listing Date: 20 Apr 1983

East Holly Springs

(District) Listing Date: 20 Apr
1983

Holly Springs Courthouse Square (District)

Listing Date: 20 Jan 1980

Mississippi Industrial College

(District) Listing Date: 20 Jan 1980

Southwest Holly Springs (District)

Listing Date: 20 Apr 1983

North Memphis Street (District)

Listing Date: 20 Apr 1983

THE SECRETARY OF THE INTERIOR'S 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.**

Holly Springs Historic Preservation Commission