

**HATTIESBURG HISTORIC COMMISSION  
PUBLIC HEARING MEETING SCHEDULE  
2018-2019 CALENDAR\***

**2018**

January 10, 2018  
February 14, 2018  
March 14, 2018  
April 11, 2018  
May 9, 2018  
June 13, 2018  
July 11, 2018  
August 8, 2018  
September 12, 2018  
October 10, 2018  
November 14, 2018  
December 12, 2018

**2019**

January 9, 2019  
February 13, 2019  
March 13, 2019  
April 10, 2019  
May 8, 2019  
June 12, 2019  
July 10, 2019  
August 14, 2019  
September 11, 2019  
October 9, 2019  
November 13, 2019  
December 11, 2019

**\*Application deadlines are ten (10)  
days prior to each meeting**

**Historic Commissioners**

Tom S. Ramirez Boldo, Chair  
Margaret Dwight Shelton, Vice-Chair  
Sarah A.M. Newton  
Michael Anderson  
Michelle Heidelberg  
Glenn Nees  
Mary Halliwell  
Cory Ferraez  
Miranda A. Grieder

**City Council**

Carter Carroll, President  
Mary Dryden, Vice-President  
Deborah D. Delgado  
Jeffrey George  
Nicholas R. Brown

**Mayor**

Toby Barker

**Historic Preservation Planner**

Russell Archer  
[rarcher@hattiesburgms.com](mailto:rarcher@hattiesburgms.com)  
601-554-1031

# Historic Conservation & Preservation

~

**Hattiesburg, Mississippi**



**Department of Urban Development  
Planning Division  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
601.545-4599  
Fax: 601.545-1962**

## The Hattiesburg Historic Conservation Ordinance

was passed in June 1985, declaring that:

**“the protection, enhancement and perpetuation of properties of cultural, architectural, archaeological or historic merit is a public necessity and is required in the interest of the health, prosperity and welfare of the people.”**

The Historic Conservation Ordinance\*:

- Creates the Hattiesburg Historic Conservation Commission (HHCC) to guide the protection and development of the historic resources of the community.
- Provides for the establishment of historic conservation districts and other historical, cultural and architectural landmarks and sites.

\*The ordinance applies to the following districts:

- **Hattiesburg Historic Neighborhood District**
- **North Main Historic District**
- **Oaks Historic District**
- **Newman-Buschman Historic District**
- **Parkhaven Historic District**
- **Others as designated by City Council.**
- Requires that a *Certificate of Appropriateness* (COA) be issued for **exterior** alterations to properties within the designated districts.
- Exterior alterations include, but are not limited to repairs, remodeling, demolition, new construction, tree removal, and alteration or addition of fences, walks, driveways or other major landscaping elements.

## Hattiesburg Historic Conservation Commission

The Hattiesburg Historic Conservation Commission (HHCC) is a nine-member board of volunteer citizens who often live in historic neighborhoods and are appointed by the Mayor and ratified by the City Council, for the purpose of guiding and protecting the City’s historic resources.

Historic Conservation Commission members meet monthly to review Applications for Certificates of Appropriateness. The review process is guided by the Historic Conservation Ordinance and the *Hattiesburg Design Guidelines Manual*, adopted by the City and based on the U.S. Secretary of the Interior’s *Standards for Rehabilitation*.

Hattiesburg’s Design Guidelines include but are not limited to the following criteria:

**Exterior alterations** should be compatible with the building itself; original design and style must be considered.

**Signs** should be compatible with the building with which it is related; the materials, style, size and patterns used should be compatible with the building and environment.

**New construction** should be visually compatible with the buildings and environment to which it is related, maintaining the rhythm created by building masses, relationships between windows and door, materials and texture, and other factors.

**Demolition** in locally designated historic districts is not appropriate, although it may be considered under extenuating conditions. If, for example, the structural stability of a building poses a hazard to public health and safety, or if the conditions of the building are such that rehabilitation is not feasible.

## CERTIFICATE OF APPROPRIATENESS Application Process\*

Applicants are encouraged to call & schedule an appointment with the Historic Preservation Planner at 601-554-1031, to obtain information and guidelines prior to planning their projects.

To apply for a *Certificate of Appropriateness* (COA):

1. Obtain an “Application for a Certificate of Appropriateness” from the Planning Division or from [www.hattiesburgms.com](http://www.hattiesburgms.com).
2. Complete form and attach all pertinent information such as drawings, descriptions, and specified materials.
3. Return form and supplemental materials to the Historic Preservation Planner.
4. If a complete application is submitted with all required information prior to the agenda cutoff date, the request will be placed on the agenda for the next monthly meeting of the HHCC.  
\*Regular meetings are held at noon on the second Wednesday of the month. **The agenda cutoff is generally 14 days prior to the Commission meeting to allow for notification and posting.**
5. Meetings of the HHCC are public hearings. Consequently, notice of the meeting is posted on a sign on the applicant’s property at least five days prior to the commission meeting.
6. Applicants or their representative are required to attend the hearing in order to answer questions about the application
7. Following presentation of the applications for COA, members of the HHCC discuss and vote on each application.
8. Once a COA is approved and signed, applicants may obtain any necessary permits for their project.

\*Painting, interior alterations, and routine repairs or maintenance that do not change appearance do not require a COA; however, Letters of Compliance and Building Permits may be required for such work.