

WOODVILLE ZONING AND HISTORIC PRESERVATION GUIDELINES

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ADAPTED FROM

Standards for Starkville's Historic Districts

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INTRODUCTION

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INTRODUCTION

Woodville is a Town of about 1100 residents covering approximately one square mile. Its footprint includes the town center and Courthouse Square, other historic, residential and commercial sections and modern, highway-oriented places of business. Of particular importance is its significant number of historic structures dating from the first half of the 19th C. through the second quarter of the 20th C. These structures provide a visual record of the architectural and social history of the town. They serve as links to the past and as tangible reminders of the people and events that shaped the development of Woodville.

These historic resources of Woodville are important for the future of the community. Heritage tourism is one of the fastest growing industries in the country, and Woodville benefits from that industry. The Town's historic resources also play an important role in attracting new industry and residents.

In recent years, interest in historic preservation and rehabilitation of historic structures has increased throughout the United States. Increasingly, people are appreciating the value of historic structures and their contribution to a community, both aesthetically and economically. Woodville is no exception.

Woodville's built environment is now subject to two ordinances: the **Woodville Planning and Preservation Code (Zoning Ordinance)**, **WPPO** which establishes and regulates zoning; and the **Woodville Historic Preservation Commission Ordinance (WHPO)**. Both were adopted by the Board of Aldermen and became effective on August 9, 2013, after a Land Use Study performed under contract by the Orion Planning Group. That study is available for review on the Town website. Also available for review on the website is a Map of the Town showing the boundaries of the Woodville Historic District (**WHD**), the various zoning districts of permitted uses into which the Town has been divided; and the Table of Permitted Uses and Dimensional Requirements.

Each ordinance **requires** the filing of an Application for work affecting any property within its area of jurisdiction. The Zoning Ordinance (**WPPO**) divides the Town into zoning districts of "permitted uses," provides criteria for the construction, use and occupancy of structures throughout the Town, and establishes the **Woodville Planning and Preservation Commission (WPPC)** to review applications for that work. The Historic Preservation Ordinance (**WHPO**) applies only to structures within the **Woodville Historic District (WHD)**, and creates the **Woodville Historic Preservation Commission (WHPC)** to review new construction and exterior modification of structures within the **WHD**. An earlier version of the Historic Preservation Ordinance was adopted in 1993, and was replaced by the current ordinance.

ZONING AND HISTORIC PRESERVATION

All demolition, new construction, signage size and sign dimensions, and changes in the use of properties throughout the Town require an application and permit under the **WPPO**. All demolition, exterior modification, new construction and certain repairs to properties located in the **WHD** require a Certificate of Appropriateness (**COA**) (discussed below).

Examples of applicable evaluation criteria are:

New structure on a vacant lot in the WHD -both zoning and historic preservation;

New addition to a single-family dwelling in the WHD – historic preservation only.

New use and signage for an existing building in the WHD – both zoning and historic preservation.

New construction and/or change of use (including signage) along Highway 61 – zoning.

The zoning and historic preservation aspects of a project may be combined in one application.

Owners and lessees of properties for which any change is planned are advised to discuss their plans in advance with our Zoning Administrator/Building Official and to file any appropriate permit Applications before starting work.

Compliance with the **WPPO** (Zoning) should begin by reference to the Zoning Map of Woodville for a determination of the Zoning District in which the planned project is located. Once the Zoning District is determined, reference should then be made to the Table of Permitted Uses. See also Section 4 of the **WPPO** for a better understanding of what is included in each use in each district. A searchable **WPPO**. Zoning Map and Table of Permitted Uses may be found on the Town website.

A use not specifically permitted is prohibited. Some uses in certain districts are permitted outright, while other uses in the same district may be permitted “On Appeal,” and/or may be subject to Supplementary Regulations.

For example, Mobile Homes are not permitted in any district in Woodville. On the other hand, a single family Manufactured Home, while not permitted in either of the Low Density Residential Districts (R-10, R-12), is permitted on appeal, subject to supplementary regulations in the Agricultural (A) District and the Medium Density (R-5) Residential District.

The signage provisions of the **WPPO** are found in Section 6.

The Table of Permitted Uses also includes Dimensional Requirements: lot sizes, density, height, and setback.

TWO COMMISSIONS

The two Commissions function with the same membership and Rules of Procedure, and at their meetings, which occur monthly, consider both the zoning and the historic preservation aspects of any given project simultaneously. Meeting Agendas and Minutes of past meetings are posted to the Town website.

STANDARDS

Zoning classifies property by location and use, and legislates requirements for design. Those requirements are concisely and mathematically expressed: e.g., district names, permitted uses, lot sizes, setback, height limits, number of dwelling units per lot, etc.

Historic Preservation, on the other hand, involves criteria of a much more subjective nature: architectural style, compatibility of the new with the old, massing, window and doorway design and placement, and roof style and materials, to name just a few.

The **Standards** expressed here are intended to provide guidance, both to the Commission and the public, by promoting a better understanding of the characteristics that make up the architectural fabric of Woodville; and by fostering consistency and predictability in the workings of the Commission.

BACKGROUND

The **WHD** boundaries are co-extensive with those of the Woodville National Historic District (**WNHD**), a district created by and listed in the National Register of Historic Places, as maintained by the U. S. Department of the Interior.

The purpose of the *Standards for Woodville's Historic District* is to encourage historic preservation and excellence in design, in order to protect and promote the town's architectural heritage and unique character. The **Standards** provide general recommendations for preservation, rehabilitation, alteration, and new construction. The **Standards** should benefit property owners, architects, contractors, and public officials and are used by the **WHPC**, which has the primary responsibility for managing change in the local historic district.

The *Standards* are consistent with preservation principles established by the United States Department of the Interior and expressed in the *Secretary of the Interior's Standards for Rehabilitation*. The **Standards** address only the exterior features of historic buildings, along with walls and fences seen from the public right-of-way, which add to the unique character of Woodville.

The **WHPC** will use the *Standards for Woodville's Historic District* and the *Secretary of the Interior's Standards for Rehabilitation* in making decisions about the appropriateness of work on historic buildings. Any property owner contemplating changes to the exterior of an historic resource or planning to construct a new building in the **WHD** is subject to review by the **WHPC**. A **Certificate of Appropriateness (COA)** from the **WHPC** must be obtained before work can begin on any changes to an existing building or on new construction. If the proposed physical changes are consistent with the *Standards for Woodville's Historic District* and the *Standards for Rehabilitation*, the applicant will receive a Certificate of Appropriateness and **WORK CAN BEGIN ONCE THE CERTIFICATE IS RECEIVED.**

These *Standards for Woodville's Historic District*, used in harmony with the **WHPO**, will assist the **WHPC** in protecting and preserving local historic resources. The Standards do not provide case-specific advice or address exceptions; they are only a general guide for changes to historic structures and the design of new construction. The conditions and characteristics of each structure and the

appropriateness of proposed alterations will be examined on a case-by-case basis. Ultimately, the preservation of Woodville's historic resources does not depend solely on ordinances or standards, but on decisions made by the community and its citizens.

HOW TO USE THE STANDARDS

These *Standards for Woodville's Historic District*, are intended to be easy to use and to allow for quick location of specific information. The **Standards** are divided into topical sections with section headings at the top of every other page for easy reference. Each section is divided into subsections to enable the quick and easy location of specific information.

The *Secretary of the Interior's Standards for Rehabilitation* are incorporated in the Woodville *Standards* to insure consistency with federal standards. The *Standards for Rehabilitation* appear as shaded text within the applicable sections. Boxed within the text of the *Standards for Woodville's Historic District* are titles of applicable National Park Service *Preservation Briefs* that offer additional technical information. Copies of all *Preservation Briefs* are available on-line at www.nps.gov, with a summary appearing in the appendix listing all of the *Preservation Briefs*.

Also included in the appendix is a glossary of preservation related terms, resources for additional information, and a list of pertinent professional organizations for consultation.

USE OF THE STANDARDS BY THE WOODVILLE HISTORIC PRESERVATION COMMISSION

The **WHPC** will use these **Standards for Woodville's Historic District** as a guide for making decisions on Certificate of Appropriateness applications submitted to the commission. Use of the **Standards** will assist the commission in making consistent and fair decisions that are compatible with the **Secretary of the Interior's Standards for Rehabilitation** and sound preservation practices. Property owners, architects, and contractors can use the *Standards* to plan their projects with reasonable assurance that their applications will be approved if the Standards are followed. Since the commission reviews each application on a case-by-case basis, variances from the *Standards* and omissions within the *Standards* will be addressed by the **WHPC**.

PRESERVATION PRACTICES

Introduction to Historic Preservation and Rehabilitation

- Incentives for the Rehabilitation of Historic Structures
- *Secretary of Interior's Standards for Rehabilitation*
- Applying the Standards
- Woodville's Preservation Goals

INTRODUCTION TO HISTORIC PRESERVATION AND REHABILITATION

Architecture is an art form; however, it cannot be preserved in a climate-controlled, museum environment like fine or decorative art. Some historic buildings are preserved in a museum-like setting, such as those at Colonial Williamsburg, Virginia, or Drayton Hall outside of Charleston, South Carolina. Other historic buildings, used daily for various purposes, have to evolve to survive. Historic structures that are not adapted become empty buildings that deteriorate over time. Eventually they collapse or have to be removed for reasons of safety. Consequently, most historic buildings are rehabilitated with changes for a new use, rather than being restored to their original condition.

The federal government defines rehabilitation as 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.”

Owning an historic building or structure is a privilege and a responsibility. Owners of historic properties should view themselves as temporary caretakers of the community's architectural heritage. The key to a successful rehabilitation is respecting the historic character of the building and thus preserving as much of the original historic material and detail as possible. Alterations should be designed to be easily reversible, so that a future owner may return the building to its former configuration.

After rehabilitation, many historic buildings enjoy a new use. The process of rehabilitating an historic building for such a new use is termed *adaptive reuse*. For example, in other communities, many historic railroad depots have become homes to restaurants, shops, museums and visitors centers. Abandoned historic school buildings may become affordable apartments, museums, conference and performing arts centers. Historic houses in commercial areas are often converted to small shops or office space.

INCENTIVES FOR THE REHABILITATION OF HISTORIC STRUCTURES

Special incentives in the form of tax credits are available for the restoration or rehabilitation of historic properties listed in or eligible for listing in the National Register of Historic Places. In Woodville, our entire Historic District is so listed. Buildings listed as “Contributing” within that district qualify for tax credits. A map of the **Woodville National Register Historic District** is available at Town Hall, from the **Woodville Historic Preservation Commission** and on the Town website.

If a building is outside the **Woodville National Register Historic District**, but is listed individually on the National Register, it would also qualify for tax credits. Other buildings neither in the Woodville National Register District nor individually listed in the National Register may also qualify for listing, and may therefore be eligible for tax credits. Questions about the eligibility of a structure for the National Register of Historic Places should be directed to the Historic Preservation Division of the Mississippi Department of Archives and History at 601-576-6940.

Tax credits for the rehabilitation of historic structures are available both on the federal and state levels. A tax credit reduces the amount of tax owed. In general, for each dollar of tax credit earned, the amount of income tax owed will be reduced by one dollar.

Federal Tax Credits - Federal tax credits for the rehabilitation of historic structures are only available for buildings that are income-producing (office, retail, restaurant, residential rental, apartments, bed and breakfast, etc.). To qualify, the rehabilitation must also be substantial, i. e. exceed the current value of the building (exclusive of the value of the land). For example, if an entire property is valued at \$100,000, of which the land is \$25,000, the amount spent on rehabilitation must exceed \$75,000 to qualify for the federal tax credits. The federal tax credit is 20% of the total qualified rehabilitation expenses.

State Tax Credits - To qualify for the state tax credit the rehabilitation expenditures must exceed \$5,000 in the case of an owner-occupied dwelling, or 50% of the total basis in the property in non-owner-occupied buildings. Generally, “basis” is the purchase price, minus the cost of the land, plus any improvements already made to the property, minus the depreciation taken on the property. Buildings need not be income-producing to qualify. Hence, state credits are available for work on owner-occupied dwellings. The state tax credit is 25% of the total qualified rehabilitation expenses.

The state and federal tax credits can also be combined for income-producing properties. To take advantage of either or both of the credits the rehabilitation work must follow the *Secretary of Interior's Standards for Rehabilitation*. A tax credit application form must be completed and approved before any work begins to make sure that the project will qualify for the credits. The Mississippi Department of Archives and History administers both the state tax credit program and the federal tax credit program. For any federal credits, the National Park Service makes the final determination.

Application forms and information on the state and federal tax credits are available from the Historic Preservation Division of the Mississippi Department of Archives and History online at www.mdah.state.ms.us or by calling 601-576-6940.

Secretary of the Interior's Standards for Rehabilitation

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. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize an historic property shall be preserved.
5. 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.
6. 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.

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

8. 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 integrity of the property and its environment.

9. 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.

10. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

APPLYING THE SECRETARY'S STANDARDS

When applying the *Standards for Rehabilitation*, include the following basic steps in the planning process to ensure a successful rehabilitation project and a successful review process for the intended work.

1. Identify, Retain and Preserve the form, materials, and detailing of the property that defines the character of the historic property.
2. Protect and Maintain the character-defining aspects of the historic property with the least intervention possible and before undertaking other work. Protection includes regular maintenance.
3. Repair is the step beyond protect and maintain. It includes patching, piecing-in, splicing, and consolidating. Repairing also includes limited in-kind replacement.
4. Replacement is the last resort in the preservation process and is appropriate only if the missing feature cannot reasonably be repaired. Replace with the same material if possible, but a substitute material may be necessary.

5. Designs for Missing Features should be based on the documented historic appearance of the property. If no documentation exists, a new design is appropriate if it respects the size, scale, and material of the property.
6. Alterations/Additions to Historic Buildings are sometimes needed to insure continued use, but they should not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes.

WOODVILLE'S PRESERVATION GOALS

Woodville's preservation goals are outlined in the Statement of Purpose and Intent of the Woodville Historic Preservation Ordinance (**WHPO**), which was adopted by the Mayor and Board of Aldermen on August 6, 2013. The goals in the ordinance are similar to the goals outlined in the ordinances of many historic communities in Mississippi and across the nation. More specifically, the Woodville ordinance is designed to achieve the following goals:

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

These *Standards for Woodville's Historic District* will assist the city in fulfilling the goals outlined in the **WHPO** by providing written and illustrated guidelines for historic property owners, design professionals, and members of the **WHPC**. Having guidelines and standards facilitates the work of the **WHPC**, whose members can make consistent and defensible decisions based on recognized preservation and design standards. The public benefits, because property owners and building professionals can follow the *Standards* during the planning process with some assurance that their projects will receive approval and help preserve the historic character of Woodville.

In adopting a Historic Preservation Ordinance, the Town of Woodville has recognized the importance of Woodville's historic resources and that these resources are worthy of protection from changes that may disrupt their historic character.

The general purpose of the Woodville ordinance is to preserve, enhance, and perpetuate buildings having historical, cultural, architectural, and archaeological merit. Such activities will, in turn, promote and protect the health, safety, prosperity, education, and general welfare of the people living in and visiting Woodville.

THE CERTIFICATE OF APPROPRIATENESS AND BUILDING PERMIT PROCESS

- Review Procedure
- Required Supporting Materials
- Criteria for Issuance
- Procedures for Issuance

PERMIT REVIEW PROCEDURE

A Certificate of Appropriateness, hereafter referred to as COA, is required from the **Woodville Historic Preservation Commission (WHPC)** for any action affecting historic resources in the Historic District as follows:

1. New Construction (freestanding or addition) and including fences and walls visible from the street.
2. Substantial rehabilitation of a building's exterior.
3. Changes to exterior building components such as siding, windows, doors, porches, etc.
4. Demolition of existing structures.
5. Relocation of existing structures.

Anyone desiring to undertake work in the historic district must submit a COA application (combined with a building permit application). Once a COA application is received and verified for all required information, the application will be forwarded to the Commissions for review.

The **WHPC** will review the **COA** application at one of its regularly scheduled public hearings to determine if the requested work meets the requirements set forth in the *Standards for Woodville's Historic District* and the *Secretary of Interior's Standards for Rehabilitation*. If the applicant's plans meet with Commission approval, a signed COA will be returned to the applicant, and work may

begin. If, during construction, the scope of work changes from what was originally approved, the new work must be submitted to the **WHPC** for review.

The applicant and/or the applicant's authorized representative must attend the Commission meeting to present the application.

CERTIFICATE OF APPROPRIATENESS, REQUIRED SUPPORTING MATERIALS

All **COA** applications must be complete and include the required supporting materials listed below before consideration. **Three (3) collated copies of the notarized application and all supporting materials** must be submitted to the Town Clerk at Town Hall for review.

Incomplete COA applications will not be forwarded to the WHPC for consideration.

New Construction or Substantial Rehabilitation

- Description of design and materials to be used
- Site plan (new buildings and additions only)
- Architectural elevations
- Comprehensive photographs
- Documentation of earlier historic appearance if available
(rehabilitation only)

Minor Exterior Changes

- Description of design and materials to be used
- Photographs of the existing building

Outbuildings, Fences, and Walls

- Description of design and materials to be used
- Site plan
- Architectural elevations
- Site photographs

Demolition and Relocation Photographs of existing building(s).

For relevant **WHPC** criteria, see the section on Building Site and Setting in the *Standards*.

NOTE: Relocation and Demolition require a Certificate of Appropriateness.

Application Deadlines

In order to be considered at a regular meeting of the **WHPC**, applications and supporting materials must be submitted at least thirty (30) days prior to the date of the meeting. The **WHPC** meets on the second Tuesday of each month at 5:30 PM in the Woodville Municipal Building. Meeting Agendas are available on the Town beginning on the Friday prior to the meeting.

CRITERIA FOR ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS

The Commission shall use the following criteria in granting or denying certificates of appropriateness:

GENERAL FACTORS

1. Architectural design of the 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 preservation district, upon the district as a whole and its architectural and historical character and integrity.

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 the 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 façade(s), the proportions and relationship between doors and windows, the rhythm of solids to voids created by openings in the façade, 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 shall be visually compatible with the environment with which it is visually related.
In addition, landscaping shall also not be detrimental to the fabric of a resource, or to adjacent public or private improvements like sidewalks and walls.
5. No specific architectural style shall be required.

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. 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.

DEMOLITION

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

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

2. The importance or contribution of the resource to the architectural character of the district.
3. The importance or contribution of the resource to neighboring property values.
4. 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 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 who 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 new construction in the historic district are met, and the applicant provides financial proof of his ability to complete the project.

PROCEDURES FOR ISSUANCE OF A BUILDING PERMIT AND/OR CERTIFICATE OF APPROPRIATENESS

Except as set forth to the contrary in the **Quick Reference Section**, below, no sign shall be erected nor shall other work occur in the Town of Woodville, without a Building Permit and/or Certificate of Appropriateness.

Anyone desiring to take action requiring a permit (including one for construction, sign installation or change in use) shall file application therefore at the office of the Town Clerk, on the form(s) prescribed by the Commissions, and shall pay a fee therefor when doing so. Such fees shall be set by the Commissions subject to approval by the Board of Aldermen. The forms and schedule of fees are posted on the Town website.

Each Applicant is encouraged to provide his/her email address in the application. If an email address has been provided, all notices and other communications by and among the Applicant, Commissions Staff and Chairman pursuant to this procedure shall be by email, to the address so provided. If no email address has been provided, all notices and other communications shall be via U. S. Mail, in care of the Applicant's mailing address.

Each Application shall contain the names, phone numbers, mailing addresses and email addresses of all owners of neighboring properties: those situated within a radius of one-hundred sixty (160') feet from the property on which the work is proposed to be located.

After filing, the Commission Staff shall determine if the application is proper and complete. If it is not, the Commissions Staff shall reject the Application and require that it be revised and/or supplemented accordingly.

Once a complete Application in proper form is filed, it shall be processed and reviewed in accordance with the following procedure:

1. The Town Clerk shall notify the Commissions Staff and Commissions Chairman of the filing, and provide each with a complete copy of the Application;
2. If filed at least thirty (30) days prior to the next regularly-scheduled meeting of the Commissions, the Application shall be placed on the Commissions Agenda for that meeting. Otherwise, the matter shall be placed on the Agenda of the second meeting scheduled to occur after the filing;
3. The Commissions Chairman shall notify the Applicant, Commissions Members and neighboring property owners of that scheduling, and shall forward a copy of the Application to all Commissions members, and to each owner of neighboring property;
4. Within ten (10) days of the filing, the Commissions Staff shall schedule a site visit and conference with the Applicant, in order to discuss the extent to which the Application complies with the requirements of the **WPPO**, the **WHPO** and these **Standards**; and if necessary and appropriate, how the Application may be modified in order for it to do so.
5. The Commissions Staff shall review and evaluate the Application for its compliance with **WPPO**, the **WHPO** and these **Standards**;
6. Not later than seven (7) days before the date set for the said hearing, the Commissions Staff shall furnish to the Commissions Chairman a written report setting forth that review and evaluation.
7. In consultation with the Commissions Staff, the Commissions Chairman shall review the report and place it in final form;

8. Not later than the fifth (5th) day prior to the hearing, the Chairman shall place the matter on the hearing Agenda, post the Agenda on the Town website and refer the Agenda to the Town Clerk who shall post it in the Clerk's Office.
9. By email or (as appropriate) mail, not later than the fifth (5th) day prior to the hearing, the Commissions Chairman shall send copies of the meeting Agenda and Staff Report to the Applicant:
10. All Commissions meetings shall be conducted pursuant to the Rules of Procedure established by the Commissions;
11. At such hearing, the applicant shall have the right to present any relevant evidence in support of the application. All interested parties shall also have the right to attend and be heard.
12. The Commission shall have the right to recommend changes and modifications to enable the applicant to meet the requirements of the Commission.
13. At the hearing, Commissions shall act upon the Application, either approving, denying, or deferring action until the next meeting. Action shall consist of a Certificate of Appropriateness and/or Building Permit, or Order of denial, signed by the Commissions Chairman and issued within five (5) days of the hearing.
14. Following denial, an Applicant may at any time submit a new application; for which a new application fee will be required.
15. A certificate of appropriateness shall expire after six (6) months if work has not begun.

APPEALS

The applicant who desires to appeal a decision by the Commissions shall file a written appeal in writing to the Town Clerk within thirty (30) calendar days after the determination of the issue by the Commission. The appeal shall comply with the requirements therefor as contained in the **WPPO** and **WHPO**, and contain such information and materials as may be required therein. The appeal shall be reviewed by the Board of Aldermen at their next regularly scheduled meeting, and shall be based upon the record established before

the Commission and the minutes of the meeting the Commission at which the matter was decided. Any interested party may likewise appeal the decision in the same manner.

QUICK REFERENCE SECTION

How to Use the Quick Reference Section:

The following table can be used as a quick reference for exterior work on buildings in the Woodville Historic District. Proposed work is separated by building component. The proposed change is outlined with the action required for approval, or if is not recommended, and where additional information can be found herein, in the *Standards for Woodville’s Historic District* regarding the building component.

Under the Woodville Historic Preservation Ordinance (**WHPO**) all exterior changes within the **WHD** must be approved by the Woodville Historic Preservation Commission (**WHPC**) through the Certificate of Appropriateness (COA) process. An Application must be completed and filed at the office of the Town Clerk. As set forth herein, repair, painting and other work of a relatively minor and inconsequential nature and scope may be undertaken without a COA; and with respect to other types of work of a more consequential nature, approval may be granted by the Commission Staff (Commission Staff). Any proposed work not listed in this section should be discussed with the Commission Staff to determine what type of approval is necessary.

PROPOSED WORK	ACTION REQUIRED	MORE INFORMATION ON PAGES
SIDING		
Repair of existing siding, including replacing damaged portions, with the same material	Staff approval required using a COA form.	

Installation of vinyl or aluminum siding over original siding	Not allowed under the Woodville Standards	
Replacement or covering of original siding with cement fiber board siding (“Hardie Plank”)	Requires approval of the WHPC through the COA process	
Change of siding material from wood to brick veneer or stucco	Requires approval of the WHPC through the COA process	
Painting of siding	No COA approval required	

ROOFING		
Repair or replacement of existing roofing shingles	No COA approval required	
Change in roofing material, i.e. from shingles to metal, tile, etc. on an existing building	Requires approval of the WHPC through the COA process	
WINDOWS		
Repair of existing windows (including frame, sash, mullions, glazing, and window panes) with in-kind materials	No COA approval required	
Painting of windows	No COA approval required	

Replacement of existing windows	Rehabilitation of existing windows is strongly encouraged. Any replacement of existing windows requires approval by the WHPC	
Installation of exterior storm windows	No COA approval required	
Installation of exterior security bars on windows	Not encouraged by the WHPC	

DOORS		
Repair or existing exterior doors with in-kind materials	No COA approval required	
Painting of existing doors	No COA approval required.	
Replacement of existing doors	Rehabilitation of existing doors is strongly encouraged. Any replacement of existing doors requires approval by the WHPC .	
Installation of an exterior storm door	No COA approval required	
Installation of an exterior metal security door	Not encouraged by the WHPC	
SHUTTERS		

Installation of replacement shutters	Staff approval required using a COA form. Those structures that had shutters historically may have replacement shutters installed if the original ones are too deteriorated to repair. Replacements should be of the same material, a similar size and configuration, and be mounted in the same location.	
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Installation of shutters on a building that does not currently have shutters	Requires approval of the WHPC through the COA process	
Installation of vinyl or aluminum shutters	Not recommended under the Woodville Standards	
AWNINGS		
Installation of awnings over doors or windows	Requires approval of the WHPC through the COA process. No metal awnings allowed	
PORCHES		
Repair of existing porches, including replacing damaged components, with the same material	No COA approval required	
Addition of a porch to a building or replacement of an existing porch	Requires approval of the WHPC through the COA process	
SIGNS		

Installation of a new sign	Requires approval of the WHPC through the COA process	
ADDITIONS		
Addition to an existing building	Requires approval of the WHPC through the COA process. The Standards should be consulted for information on compatible additions to an existing building.	
NEW CONSTRUCTION		
Construction of a new primary building or outbuilding on a site	Requires approval of the WHPC through the COA process. The Standards should be consulted for information on compatible new construction for the historic district.	
FENCES AND WALLS		
Repair of an existing fence or wall with in-kind materials	No COA approval required	
Installation of a new fence or wall where visible from the street	Requires approval of the WHPC through the COA process. The Standards should be consulted for information on compatible fences or walls for the historic district.	

GENERAL MAINTENANCE

- Introduction to Maintenance
- Maintenance and Inspection Checklist

INTRODUCTION TO MAINTENANCE:

Historic buildings generally require more monitoring and maintenance than newer construction. However, historic buildings offer rich detailing and character that is rarely affordable in new construction. Regular inspection and prompt maintenance will preserve original building components and avoid expensive replacement costs.

The following maintenance and inspection checklist identifies components of historic buildings that should be checked regularly and items to look for that could cause problems or be signs of potential problems.

MAINTENANCE AND INSPECTION CHECKLIST:

ROOF

Inspect: Once a year

Check For: Roof shingles and ridge caps that are loose, broken, torn, or missing and so can allow water infiltration
Problems with flashing along valleys and parapets or around chimneys, dormers, and vents, which may allow water infiltration

Water infiltration visible in interior attic spaces, which can be indicative of the problems described above

GUTTERS AND DOWNSPOUTS

Inspect: Every 6 months

Check For: Sagging, bent, or loose gutters

Deteriorated gutters that leak when it rains or those that drip when it is no longer raining, usually indicating debris or holes in gutters

Gutters coming loose from fascia boards and downspouts coming loose from gutters or walls

Gutters coming loose from fascia boards and downspouts coming loose from gutters or walls

SIDING

Inspect: Once a year

Check For: Cracking, blistering, or peeling paint, which may indicate moisture problems

Loose, cracked, or damaged siding boards or bricks, which could allow water infiltration

Deteriorated mortar in masonry walls, which may indicate rising or falling damp

Excessive buildup of mold and mildew on the surface of siding, which may indicate moisture retention underneath the siding

DOORS AND WINDOWS

Inspect: Every 6 months

Check For: Missing or loose caulking around door and window openings, which could allow water infiltration

Glass panes with missing or deteriorated glazing, which could lead to glass falling out and allow water to seep into the window sash and so cause deterioration

Cracked or loose glass

PORCHES

Inspect: Every 6 months

Check For: Signs of compression beneath posts or columns, which may indicate rotted beams and joists
Rotted fascia boards, which could allow water infiltration

Loose or warped porch floor boards, which may indicate moisture problems below them

Rotted or damaged floor boards, which could allow water infiltration

Water stains on the porch ceiling, which may indicate problems with the roofing or flashing

Damage to columns and/or posts from rot or insect infestation, which could allow water infiltration or cause structural failure

FOUNDATION

Inspect: Once a year

Check For: Recent tilting or shifting of piers, new cracks in mortar joints or masonry, which may indicate foundation movement

Growth of moss or the appearance of green staining which may indicate moisture retention at the foundation possibly due to water pooling