

**HISTORIC PRESERVATION BOARD  
SUMMARY MINUTES  
September 1, 2009**

**MEMBERS PRESENT:**

**Emily Perkins-Sharp  
Rick Voakes  
Donna Wolbe  
Shawn Sinclair  
George Morris  
Eric Reed**

**STAFF PRESENT:**

**Sandy M. Clark, Administrative Secretary  
Miranda Clements, HP Planner  
Hon. Hamp Moore, Attorney  
Steve Hunter, Executive Director  
Jonathan Britt, Planner**

**Absent:**

**Mark Hood**

Vice-Chair Emily Sharp called the meeting to order at 5:16 p.m. Ms. Sharp asked for roll call of the members present.

**I. DETERMINATION OF QUORUM**

Sandy Clark, Administrative Secretary, conducted roll call and five (5) board members were present at the time of roll call, with two absent. The quorum was determined to be present with five of seven members in attendance at the time of roll call.

**II. APPROVAL OF MINUTES**

Vice-Chair Sharp stated that the next order of business was to approve the Summary Minutes of the Historic Preservation Board meeting of August 4, 2009. After discussion about the Minutes, Vice-Chair Sharp asked for a Motion.

**ACTION: Dr. Voakes moved to approve the Minutes of the August 4, 2009 meeting and Ms. Wolbe seconded the motion. All members agreed (5 yeas).**

**III STAFF APPROVED COAs:**

Vice-Chair Sharp noted that the first items on the agenda were the staff approved COAs. Ms. Clements noted that she reviewed two COAs over the past month which were shown in packet given to the Board. Ms. Clements said that the Staff Approved COAs are as follows:

2009-20: 422 East Main Street - sign - metal bracket placed at side entrance which met Design Guidelines

2009-21: 914-916 State Street - Repairs and remodeling to the building which met Design Guidelines

#### **IV. DEMOLITION REVIEWS:**

Ms. Clements included photos of the structures with the meeting packet of the demolition permits she reviewed over the past month that included:

DM2009-33: 1329 Center Street  
DM2009-34: 1327 Kentucky Street  
DM2009-35: 1339 Kentucky Street  
DM2009-36: 1325 Kentucky Street  
DM2009-37: 1343 Kentucky Street  
DM2009-38: 1321 Kentucky Street  
DM2009-39: 1347 Kentucky Street  
DM2009-40: 1317 Kentucky Street  
DM2009-41: 1399 Kentucky Street  
DM2009-42: 1303 Kentucky Street  
DM2009-43: 106 14<sup>th</sup> Avenue  
DM2009-44: 108 14<sup>th</sup> Avenue

Ms. Clements reported that the Habitat Restore will be available tomorrow to salvage if any of the Board is available to help salvage.

#### **V. OLD BUSINESS:**

Ms. Clements announced that the next item was the discussion of the Demolition Delay Ordinance. One member asked if the Board needed to review the permits. It was determined that the staff is the reviewer of each permit to see if the structure is over 50 years old and if the structure has any historical significance. Once the staff has performed its review within five (5) days, then staff could document the structure, and once completed, staff could release the permit. The Ordinance allows for up to thirty (30) days to complete the documentation. A couple of the Board members said sometimes it is hard to contact the owners for salvage. Mr. Hunter explained that the owner could allow for salvage, but not all owners want properties salvaged and some may not even want someone in the property if it is going to be demolished. Staff usually completes the documentation and does not take thirty (30) days. A lot of times the developer or demo requestor begins calling and wanting to know when the documentation will be completed. Mr. Moore explained that the property owner does not have an obligation to contact the Board, nor does the owner have to work with the Board. It is hoped that the property owner would cooperate with the staff and allow the documentation of the structure.

***Eric Reed came into the meeting at 6:10 p.m.***

One of the Board members asked if the Ordinance could be amended to allow for moving the structure. There was a subcommittee set up, consisting of George Morris, Donna Wolbe and Rick Voakes to meet and discuss an option of amending the Demolition Ordinance.

There was then a discussion of property rights and allowing someone to come on to property even if the property owner does not want anyone on his property. The owner has the right to refuse to allow someone to enter onto his property and then try to delay once the owner decides to demolish his property. There is certainly a liability issue if the property is old and decrepit in allowing someone to come onto property who could be hurt. Can a delay be extended even more than is already allowed? A fifty (50) year old structure can be historic and can be documented, but the owner does not have to let this happen. Ms. Clements said she does contact the property owner to advise of tax credits, salvage, or other options with saving the structure.

Could the City add a fee for advertising in addition to the permit fee? This is another matter the subcommittee could discuss. There was next discussion about a demolition by neglect situation and if this is allowed. With Code Enforcement in the City, this should not be allowed and should be cleaned up and kept up due to Codes established by the City.

**ACTION: Upon Motion of George Morris, seconded by Dr. Rick Voakes to form a subcommittee to study the Demolition Ordinance and possibly propose an Amendment to the Demolition Ordinance. All members agreed (6 yeas).**

There was discussion about the Chapter 99 area, WKU area, College Hill Historic District and Chapter 58 Organization and the TIF area. There was discussion about budgeting with the City of Bowling Green. Also, that the Historic Preservation Board wants to be pro-active and not a problem organization for the City.

Ms. Clements then reported on the old Sigma Nu house located at 1311 College Street and if the fraternity is leaving or has left, would it automatically convert to being in the historic district. The Carmichael house (1303 College Street) is in the District. Ms. Clements and Attorney Moore said they have found the agreement concerning the Sigma Nu house and stated that representatives agreed that if the house is no longer a fraternity house, then it would go into the College Hill Local Historic District. Ms. Clements will send information to Tom Hart on behalf of the Sigma Nu organization.

***Dr. Rick Voakes left the meeting at 6:16 p.m.***

Ms. Clements announced that the National Trust Conference will be held in Nashville, Tennessee on October 13 – 17, 2009. This is probably one of the closest places the conference will be if anyone is interested in going. Ms. Clements said she would be going each day if anyone is interested in paying the registration and riding down with her.

***Hon. Hamp Moore left the meeting at 6:23 p.m.***

**VI. NEW BUSINESS:**

Ms. Sharp asked for any new business. Mr. Hunter reported on the Comprehensive Plan draft that is being presented. There is a section for Cultural and Natural Resources and he noted that Emily Perkins-Sharp is serving on the Comp Plan Task Force. The public meetings will probably begin October 1 after staff and the task force meet with the Mayor, Judge and elected officials, being the Magistrates and City Commissioners. The Land Use Map is the tool for the new Comprehensive Plan to protect the community. The Comp Plan will have to be approved by all six governmental bodies in Warren County.

There was a discussion about Focal Point plans and it was noted that this information is in the Land Use Map, but does not include all the policies in the new comp plan. The draft of the new Comp Plan is located on the website: [warrenpc.org](http://warrenpc.org) if the Board is interested in reviewing same.

When the discussion began about Block 12, Mr. Hunter noted that if the hotel, etc., comes to Block 12, then the City-County Planning Commission will have to conduct a public meeting for a zone change and then a public meeting for a Detailed Development Plan. Therefore, the staff cannot really comment on the proposal as it would have to come to the staff for a pre-application and then to the Planning Commission for a public hearing.

With no further business to come before the Board, the meeting was adjourned at 6:40 p.m., by a Motion of Mr. Reed, seconded by Mr. Morris. All members concurred.

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Emily Perkins-Sharp, Vice-Chair

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Sandy Clark, Administrative Secretary