

**HISTORIC PRESERVATION BOARD  
SUMMARY MINUTES  
October 6, 2009**

**MEMBERS PRESENT:**

**Emily Perkins-Sharp  
Eric Reed  
Donna Wolbe  
George Morris**

**STAFF PRESENT:**

**Sandy M. Clark, Administrative Secretary  
Miranda Clements, HP Planner  
Steve Hunter, Executive Director**

**Absent:**

**Mark Hood  
Rick Voakes  
Shawn Sinclair**

Chairman Eric Reed called the meeting to order at 5:04 p.m. Mr. Reed asked for roll call of the members present.

**I. DETERMINATION OF QUORUM**

Sandy Clark, Administrative Secretary, conducted roll call and four (4) board members were present at the time of roll call, with three absent. The quorum was determined to be present with four of seven members in attendance at the time of roll call.

**II. APPROVAL OF MINUTES**

Chairman Reed stated that the next order of business was to approve the Summary Minutes of the Historic Preservation Board meeting of September 1, 2009. Being no discussion about the Minutes, Chairman Reed asked for a Motion.

**ACTION: Ms. Sharp moved to approve the Minutes of the September 1, 2009 meeting and Ms. Wolbe seconded the motion. All members agreed (4 yeas).**

**III. OLD BUSINESS:**

Chairman Reed announced that the next item on the agenda was the discussion of the Demolition Delay Ordinance. The sub-committee (now consisting of Eric Reed, George Morris and Rick Voakes) gave a report on their research and review of the Ordinance. There was a review of the Powers of the Historic Preservation Board; the mission statement of the Board; Local Historic sites vs. Conservation District vs. National Register designations.

Powers of the Board: The primary mission of the Bowling Green-Warren County Historic Preservation Board is to preserve, protect, and maintain the architectural, cultural, and archaeological resources within the City of Bowling Green and Warren County, Kentucky.

Conservation District: An area, designated by Ordinance, which contains within definable geographic boundaries - properties or building which may or may not contain Local Historic Sites which contribute to overall historic character of the designated area. The Conservation District differs from a Historic District in the types of action that triggers a Certificate of Appropriateness (COA). Properties within a Conservation District must apply for a COA for new construction, demolition or relocation. (Warren County Zoning Ordinance, Article 8 - Definitions). After a Conservation District has been in affect for 3 years, the District shall be considered for conversion to Local Historic District status. Such conversion shall occur under the same designation procedure as set forth in the Zoning Ordinance.

In regard to the discussion of the properties near the TIF District, it was noted that the National Register of Historic Places – Adams-Kentucky Historic District listed on 10/6/07, included the 900 - 1200 blocks of Adams Street and the 1000 – 1300 blocks of Kentucky Street and intersecting blocks of 10<sup>th</sup> & 13<sup>th</sup> Streets.

After much discussion about the three options, Mr. Hunter advised of the procedure for application and Planning Commission public hearing and then recommendation to City or County for the designation. He explained the procedure for an Overlay District versus a Local Historic District. Mr. Hunter also explained that a neighborhood could come together and make a request for either a Local Historic District or a Conservation District. Mr. Hunter then went on to explain that the City, WKU and any State owned properties have sovereign immunity and there is no jurisdiction of the Historic Preservation Board for oversight on any of their properties. There was discussion about the Chapter 99 area, WKU area, College Hill Historic District and Chapter 58 Organization and the TIF area.

Once again, Mr. Morris member asked if the Board needed to review the demo permits. It was explained that staff has five (5) days to perform an initial examination to determine if the structure is at least 50 years old and has any historic significance. If yes, a demolition permit will not be issued until HP staff has completed documentation of the structure. This review period must not exceed 30 calendar days in length. Staff may suggest that a portion of the structure be sold, donated or saved for future use. Mr. Hunter stated that it is advisable to complete the documentation in less than thirty (30) days. Documentation involves photographing the exterior of the structure and creating a demo file and noting demo in the historical survey files. Usually, Staff contacts the property owner to advise of tax credits, salvage, or other options with saving the structure.

For next month's meeting, Staff will get the map of the TIF District; Map of National Register designated properties in the City and the County; and Local Historic sites, as well as Local Historic Districts. Also, a map of demolitions performed in the City of Bowling Green in 2009.

There was discussion that there are currently no Conservation Districts in the city limits of the City of Bowling Green. Board members discussed talking with neighborhoods about establishing Conservation Districts or Local Historic Districts.

Mr. Morris asked about having the City Code Enforcement official come to a meeting and talk about Code Enforcement in the City of Bowling Green and how to prevent *demolition by neglect* and how to work with property owners to get the property repaired and preserved rather than just letting it go and then tearing it down. The subcommittee will meet again and perform additional research and then have additional discussion next month about the demolition delay ordinance and demolition by neglect.

Chairman Reed said the next item to discuss with the Board is the City Commission meeting this evening and if the Historic Preservation Board will make a statement in regard to the garage being moved from downtown to WKU. The Board discussed options presented by Mr. Reed and decided that the Board shall proceed with the following:

*The Historic Preservation Board is charged with preserving, protecting, and maintaining the architectural, cultural, and archaeological resources within the City of Bowling Green and Warren County, Kentucky. The Historic Preservation Board advises the City to protect historic and architecturally significant structures in our community. The Historic Preservation Board urges the City/County to work with the Historic Preservation Board to find a way to make redevelopment plans compliment and preserve our community's structures and neighborhoods.*

**ACTION: Upon Motion of Ms. Wolbe, seconded by Ms. Sharp to present a statement from the HPB to the City Commission at its meeting tonight encouraging preservation, protection and maintenance of architectural, cultural and archaeological resources within the City of Bowling Green. All members agreed (4 yeas).**

#### **IV STAFF UPDATES**

Ms. Clements announced that with the help of the Staff Engineer, Mac Yowell, the Preserve America Grant is back on tract and three historians have been lined up to write histories for the locations listed in the Grant. She presented a list of places where the signs will be placed.

The next item noted is that WKU has two classes now working with Ms. Clements to perform historic resource surveys which will identify and document historic properties. Ms. Clements reported that the newspaper will be running an article in regards to this joint project. Jonathan Britt, Senior Planner, contacted WKU Planning and GIS classes for participation.

Also, in regard the BGMU pump house on Reservoir Hill, it will be saved and will possibly be remodeled and used as Landmark's office.

Ms. Clements announced that the National Trust Conference will be held next week 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.

#### **V. NEW BUSINESS:**

Chairman Reed asked for any new business. Mr. Hunter reported on the Comprehensive Plan draft that is being presented. Ms. Clements presented the Board members with copies of the Cultural and National Resources section of the Comp Plan for the member's review. Mr. Hunter noted there is a section for Cultural and Natural Resources and he noted that Emily Perkins-Sharp is serving on the Comp Plan Task Force. Currently, staff and Task Force members are meeting with elected officials and the public meetings will probably begin in November. 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. 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.

#### **VI. ANNOUNCEMENTS**

Landmark Association Events:

Cemetery Tour - Fairview Avenue - 11/1/09 2:00, 2:30 & 3:00 p.m.

Christmas Historic House Tour 12/05/09 @ 1:00-5:00 p.m.; and

With no further business to come before the Board, the meeting was adjourned at 6:55 p.m., by a Motion of Mr. Morris, seconded by Ms. Sharp. All members concurred.

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Eric Reed, Chairman

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Sandy Clark, Administrative Secretary