

**HISTORIC PRESERVATION BOARD
SUMMARY MINUTES
May 27, 2010**

MEMBERS PRESENT:

**Dr. Rick Voakes
Eric Reed, Chairman
Donna Wolbe
George Morris
Shawn Sinclair
Todd Shomo**

STAFF PRESENT:

**Sandy M. Clark, Adm. Exe. Secretary
Miranda Clements, HP Planner
Jonathan Britt, CCPC Planner**

Absent: Emily Perkins Sharp

Chairman Eric Reed called the meeting to order at 5:01 p.m. He asked for roll call of the members present.

II. DETERMINATION OF QUORUM

Secretary Sandy Clark conducted roll call and found five (5) board members 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.

III. 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 April 22, 2010. Being discussion about the Minutes, and it was determined to be okay, Chairman Reed asked for a Motion.

ACTION: Mr. Sinclair moved to approve the Minutes of April 22, 2010 Board meeting, Ms. Wolbe seconded the motion. All members agreed.

Jonathan Britt, Planner with the City-County Planning Commission came to the podium to announce that one item on the agenda, being the Local Historic Site Designation for 1311 College Street, Bowling Green, KY, has been postponed to another date and time to be determined. With the criteria for advertising for proper notification and a completed application, this case has been postponed until all the criteria can be met.

Dr. Rick Voakes came into the meeting at 5:06 p.m.

IV. STAFF APPROVED COAs

Ms. Clements stated she receive a request for Certificate of Appropriateness, being for: 2010-5 - 918 State Street – Sign. Ms. Clements noted that the applicant is not present here at the meeting this evening, however, the Board can choose to go on with the COA.

The building at 918 State Street, known as the Garvin Building, was built in 1888 as a three story, four bay commercial building with limestone facing, ornamental hoodmolds and a metal cornice. This building was purchased by Mr. E. Norman in the early 1930s for a clothing store, which remained in the building until 1991. An art deco storefront, designed by local architect, James Maurice Ingram, was added in the 1930s by Mr. Norman but was removed in later years. A simple, contemporary storefront exists today. The applicant proposed the following work: A new sign with 18 inch tall, plastic molded letters with reverse stud mounts to be attached to the building as shown in the photograph submitted.

Ms. Clements noted that the ***Language from Warren County/Joint Zoning Ordinance Article 4, 7-C; page 4-52: Historic District.*** *Signs in any Local Historic District shall require a Certificate of Appropriateness approved by the Historic Preservation Board. All on-premise signs shall conform to the sign standards provided in the Sign Standards Summary Table unless otherwise excepted in this Section. One identification sign per frontage is permitted and may be wall or canopy. One bulletin board is permitted per lot. Identification signs which are wall signs may be located in historically traditional locations, (i.e. on storefront belt-courses or on flat surfaces of the building); painted on glass elements; or hanging or mounted inside windows or door. Signs should be constructed of historic sign materials such as: finished, carved or sandblasted wood; glass; gold leaf; brass and/or copper letters; plastic or unfinished wood (not plywood). Signs should be limited to no more than 2 or 3 colors coordinating with the overall building colors. Signs should be of a style appropriate to the period of the building. Signs should utilize lettering not exceeding 18 inches in height or covering more than 60 % of the total sign area. The canopy sign shall not project above the roof line, nor above the vertical canopy face. The more restrictive of the Historic District Overlay or the underlying district shall apply.*

Ms. Clements said that Staff recommends approval of the proposed sign. The size of the letters meet the 18 inch size requirement, placement on the building is appropriate and the lettering is of a traditional font. The proposed material for the sign is plastic, which is allowed by the Warren County Joint Zoning Ordinance and although the design guidelines state that plastic is inappropriate, plastic signs similar to the proposed sign have been approved for other buildings around the square.

Discussion of the Board consisted of how the Board handles a conflict in that that Zoning Ordinance allows plastic signage, when the Design Guidelines for the Historic Preservation Board do not allow same. It was noted that the Zoning is not just for Historic, but for all of the City and Warren County. Ms. Clements said that this sign does meet the criteria for the Zoning Ordinance, so the only question for the Board is the material approvable for the Guidelines in this case when there are so many other signs around the downtown square are made of similar materials.

Chairman Reed said that plastic is really not in our *Design Guidelines*, but perhaps the Board could suggest that the applicant use another material. If there is an approval, then a statement could be added to the Motion suggesting other materials, but not requiring a change in material. Board members asked if *Design Guidelines* could possibly be changed.

ACTION: Todd Shomo made the Motion, seconded by Mr. Sinclair, to approve the application as proposed. Applicant complies with the *Design Guidelines* for commercial property. The motion is based on the findings of fact as presented in the Staff Report and testimony presented in this public hearing and because the proposed work agrees with the adopted *Design Guidelines* and proposed work will not adversely affect the structure or other properties within the Downtown Commercial Local Historic District. Historic Preservation Board suggests, but does not require, that the applicant use materials that comply with *Design Guidelines*, rather than use plastic materials. All members concurred.

VI. HISTRIC PRESERVATION MONTH

Ms. Clements announced that in conjunction with Historic Preservation Month, there is an activity scheduled, known as the “*Night of Historic Dining*” in which three winners will be drawn (each being able to bring one guest) to a dinner prepared and sponsored by Verdi’s Restaurant and Vette City Liquors at Mayor’s Walker’s house on State Street served by the Mayor and Judge Executive Michael Buchanon. Board members will come in and help set up, decorate, work in the kitchen and then clean up afterwards. The date will determined upon schedules in June of 2010.

VII. UPDATE ON CURRENT STAFF PROJECTS:

Ms. Clements said she would like to start with the Lead Paint Issue – Spoke with the representative of the Builders Association, Anita Napier who stated that all contractors or persons working on pre-1978 homes must be certified: 8 hour course/2 hours hands-on; then testing. It was noted that the Builders Association not advising for fear of \$37,000 daily fine, if wrong. There is an EPA website which has information as to how to get Certified. There is also information on [NAHB.org](#) website also. Ask Trainers to come to HPB meeting and found that following:

- Costs added – test kits, certification is \$500 for firms; \$300 for individuals; Equipment costs; clean up costs; anything disturbing more than 6 square feet required;
- Next Class – **June 14** at Builder’s Association Office, 859 Lovers Lane @ cost of \$225. Includes lecture; hands-on training; and 50 question multiple choice exam. If you pass, in 60 days the EPA sends a photo card and 2 weeks after that, you receive a Certificate from the training company.
- EPA has list of Certified Contractors
- Volunteers will have to be certified – could hire firm to do test;
- Enforcement?? May be EPA – State office overloaded already
- NAHB opposed to this due to increased costs
- Possible scholarship for training from Contractors Licensing Board.

COA ENFORCEMENT

- Sent letter to 1302 College Street applicants requesting to attend June HPB meeting to explain why conditions have not been met as set out in COA issued by the Historic Preservation Board. There were conditions set out in the Certificate of Appropriateness which have not yet been complied with, such as the landscaping; flashing; etc.

HISTORIC PRESERVATION MONTH

- Heritage Walk Unveiling at Warren County Court House - May
- Middle School Tour of several Historic Districts – thanks to Donna Wolbe
- Landmark Association Annual Dinner & Awards – HPB awards
- Sidewalk Saturday HPB Booth – thanks to Eric Reed, Donna Wolbe & George Morris
- Night of Historic Dining Contest – thanks to Donna Wolbe

HPB STRATEGIC REPORT

Decide on publication options:

- paper can do in-house;
- cost associated with heavy paper; and
- set up meeting schedule with elected officials and neighborhoods.

RESERVOIR HILL PUMP HOUSE – working with Landmark Association still to try to save it.

PRESERVE AMERICA GRANT PROGRAM - Issuing an RFP for installation contractors.

- City approved Purchase Order to hire Pannier Corporation to manufacturer signs.
- Will issue an RFP for assembly and installation in the next couple of weeks. Should be able to determine remainder of Grant funds available for benches.
- Submittals from Historians should have been in by April 30 but we still need graphics and some text.
- Mudpuppy & Waterdog planning to submit drafts of markers to us by June 30.
- Pannier to receive all files from Mudpuppy & Waterdog by July 30.

HERITAGE WALK

- Finishing text for Getty Building
- Negotiating final sign prices with Signature Signs
- Researching, interviewing and writing for 440 Main (Getty Bldg.); 408 Main – Morris; 422 Main – front and rear building – Nahm Bldg., Milliken Building, X.K. Jones Building.

Historic Preservation Board

May 27, 2010

Page 5 of 6

SURVEY

- 2009-2010 grant approved for \$9,968
- Eileen's Class completed work on non-surveyed portions of State Street
- Explore hiring a consultant to finish survey work (RFPs out to determine funding needed.)
- 2010-2011 Grant Application approved for full amount of \$10,000

PROPERTIES WORTHY OF PRESERVATION

- Bob Polsgrove of the Kentucky Trust for Historic Preservation is visiting us in June to visit '*endangered*' properties to see if they qualify for the Trust's assistance with marketing and selling.

OTHER ANNOUCEMENTS

- KHC will be scheduling a series of workshops throughout the year on historic preservation topics
- October 21-23 – 2010 Statewide Preservation Conference and 14th Annual IPT Workshop, Frankfort.

Chairman Reed asked for any additional Old Business. Being none, he asked for New Business.

Chairman Reed said that last week he met Senator Mike Reynolds, who is our local State Senator who was a past-chairman of this Board. He indicated he would help and assist us with anything we might need assistance with. Chairman Reed asked the Board if there were any properties or issues that we might need to ask Senator Reynolds for assistance. Ms. Clements and Board members noted that FEMA has flooding moneys available and FEMA is assisting property owners with flood damage.

Chairman Reed asked about *Design Guidelines* and if Ms. Clements wanted to research this information and prepare a draft before the next meeting. The National Trust would have information and check with the Secretary of Interior Standards for information. She said she would research other cities *Guidelines* and bring back information to the Board as to items and time wise for change.

At this point in the meeting, it was time to draw for the winners for the "*Night of Historic Dining*", being:

- 1) *Karen Hume - and one guest*
- 2) *Ward Coleman - and one guest*
- 3) *Mike Barron - and one guest.*

Historic Preservation Board
May 27, 2010
Page 6 of 6

With no further business to come before the Board, the meeting was adjourned by a Motion of Mr. Morris, seconded by Mr. Shomo. All members concurred.

Eric Reed, Chairman

Sandy Clark, Administrative Secretary