



# The Network an E-Newsletter for Ohio's Certified Local Governments

Ohio Historic  
Preservation Office  
Ohio Historical Society

The Network  
October/November 2009

## North Olmsted: Ohio's 49th Certified Local Government

**R**egionally known as a major retail destination on Cleveland's west side, the City of North Olmsted is also rich in history. Originally called Lenox Township, the area was first settled in 1815. Lenox Township was renamed Olmsted Township in 1829 in recognition of the Olmsted



*Completed in 1914 the Town Hall (Municipal Building) has served as a community center; hosted school events, Grange meetings, church choir performances, graduations, theater productions, and dances.*

family's donation of the first community library. Believed to be the first public library in the Western Reserve, the books were brought from Connecticut by oxcart and stored in settlers' cabins. A farming community throughout the 19th century, the area was connected to Cleveland by the interurban railway in 1895, which provided connections and opportunities for education and commerce. The Village of North Olmsted was formed in 1909 and remained an agricultural community until after World War II. The Village became the City of North Olmsted in 1951. Development boomed including new housing subdivisions and shopping centers, which was further encouraged by the construction of I-480 through the City.

The one and a half mile long Butternut Ridge Historic District is a reminder of both the origins of old Olmsted and how it has changed over time. The central thread of this district is the prehistoric ridge left by receding Lake Erie. It was used by Native Americans as a trail west, widened by settlers, and paved with early experimental concrete. Today it is a busy tree lined residential street. Butternut Ridge Road was the first east-west road in Olmsted, surveyed in 1816.

The district was settled in stages, as evidenced by the wide range of architecture styles present today. The district represents the largest concentration of pre-1920 homes in the City and retains a handful of residences that predate the Civil War. The district was an early corridor of learning;

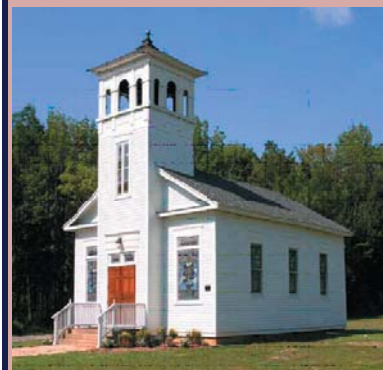
schools and libraries have been located along the Ridge throughout its history.

The City's historic preservation efforts are led by the Landmarks Commission. Its goals are broadly defined as preservation, regulation, documentation and education. The Commission's initiatives include the Historical Recognition Program that recognizes buildings of historical value, and the Living History Project, an ongoing effort to record personal histories of past and current North Olmsted residents in order to capture their stories and accounts of the community and its change over time. Other recent initiatives include a Cemetery Improvement Plan for the two city cemeteries and community outreach through a speaker series and efforts to bring local history into the classroom.

The Landmarks Commission is able to carry out its mission, in great part, due to the strength of its community partnerships. Its greatest partnership is with the Olmsted Historical Society, which has the ability to fundraise and solicit donations for preservation activities mutually supported by the Landmarks Commission. Additionally, the Cleveland Metroparks, North Olmsted City Schools, area civic

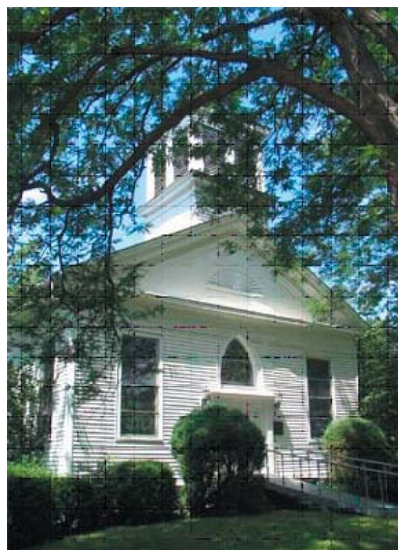
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*The Frostville Outdoor Museum is a restored, 19th century community within the Rocky River Reservation of the Cleveland Metroparks. While the Frostville Museum is not a designated landmark district, it is home to many of the City's most significant historic properties, which have been moved to the site. Maintained and improved by the Olmsted Historical Society, the museum consists of eight buildings. Most recently the former Barton Road Church was relocated, restored and ultimately renamed Frostville Village Church.*

organizations and the business community have generously provided funds, materials and volunteers to support local preservation efforts.



*Constructed in 1847, the First Universalist Church is the oldest surviving church in North Olmsted and one of the first Universalist churches in Ohio. The building has hosted meetings, gatherings, and celebrations of all kinds. The bell, installed in the 1851, has been used as a fire alarm and to toll the death of residents as well as announcing Sunday worship services. The belfry may have been used as a station in the Underground Railway, to hide escaping slaves before the Civil War.*



*The Springvale Ballroom was built by Fred Biddulph. The first dance was held May 23rd, 19, 1923. Over time an 18-hole golf course and clubhouse was added. During World War II, servicemen on leave paid a nickel a dance and couples danced to the music of Guy Lombardo's Royal Canadians and other fine bands. Springvale is one of the oldest continuing ballrooms in Ohio.*

## Schedule for Federal Fiscal Year 2010 CLG Subgrants Announced

The Ohio Historic Preservation Office has announced the schedule for the next funding round for Certified Local Government Grants. Current CLG communities and those certified by March 22, 2010 will be eligible to apply for CLG grants.

The grants will be awarded on a 60:40 basis; that is, up to 60% of the total project cost can be paid by the CLG grant, 40% funded with local match. Local match can be any combination of cash, in-kind or volunteer time, or donated materials. CDBG funds are an allowable match.

Although the National Park Service has not released state funding targets for federal fiscal year 2010, we anticipate approximately \$100,000 will be available.

The project period will be May 15, 2010 through September 30, 2011.

Eligible projects include survey of historic resources, development or update of community historic preservation plans, nominations to the National Register of Historic Places or local designation of historic properties, feasibility study or historic structure reports on a National Register listed or eligible property, restoration or rehabilitation of a National Register listed property, or education projects on historic preservation topics, including the development of design guidelines.

The schedule is:

October 1, 2009 – CLG FFY 2010 grant cycle schedule sent to CLG contacts and available on line

December 1, 2009 – Official CLG Grant announcement to CLG contacts, mayors of CLGs, and previous third party administrators; updated materials are also available online and are sent to CLGs without online access.

February 1, 2010 – Reminder email/letter to CLG contacts regarding FFY 2010 grant application deadline and encourage the submission of draft proposals for review and assistance

February 8, 2010 – National Register questionnaire due at OHPO for any proposed registration project

March 1, 2010 – CLG grant applications due at OHPO by 5 p.m.

March 16, 2010 – CLG Grant selection committee meeting

March 26, 2010 (tentative) – OHSPAB Meeting to review grant committee recommendations

April 19, 2010 – CLG Grant Award Notification

May 15, 2010 – Project start date for FFY 2010 funded CLG grants

May 15, 2010 – September 30, 2011 - Grant period for FFY 2010 funded projects

Contact Judy Krasniewski, Grants Manager with any questions. (614) 298-2000 or [jkrasniewski@ohiohistory.org](mailto:jkrasniewski@ohiohistory.org)  
Remember, OHPO encourages applicants to submit a draft application for review and assistance prior to the grant application due date.

## Taking Stock – Developing and Using Annual Work Plans

Many historic preservation programs conduct business in a reactive mode. They may have been formed in reaction to the demolition of a beloved local landmark, or more recently to teardowns within a historic district. The difficulty with a reactive historic preservation program is that it perpetuates the image of 11th hour “hysterical” preservationists, bent on stifling progress.

Design review boards and commissions are also reactive. However, their reaction is driven by the need to respond to proposed changes to designated historic buildings and structures and to process Certificates of Appropriateness. Obviously, a certain amount of reaction is a natural part of the design review process. Boards and commissions must react to a variety of design issues, including rehab projects, proposed demolitions and new or infill construction. However, some boards and commissions get so caught up in the administrative process that they fail to consider their own organizational needs or proactive community preservation education as part of their collective responsibility.

One means of becoming more proactive is to develop an annual work plan or program. An annual work plan sets programmatic goals and objectives, identifies tasks and assigns responsibility for carrying them out. The work plan can involve city or village staff, other city departments or partnerships with preservation and/or neighborhood organizations and businesses. The Plan becomes a template for educating the community about how the commission’s activities support both ordinance-mandated activities and the broader mission of preservation education.

One benefit of having a written annual work plan is that it helps a board or commission stay focused. Too often HP programs are beset by requests for initiatives that a council member may want to pursue, or an issue a neighborhood group believes the commission should address. Having a document systematically and thoughtfully prepared in advance that explains how the program’s resources and staff and commission time are allocated enables your board or commission to respond to these requests in an honest, timely and organized fashion.

### HELPFUL HINTS FOR CREATING AN ANNUAL WORK PLAN:

**Organize** — Create broad headings that can be duplicated in each annual work plan. These headings provide for consistency

and help with a regular self assessment. A summary template for a written annual work program could include:

- Survey
- Designation
- Protection: Design Review/Demolition Processes/
- Procedures
- Planning and Coordination with other City Functions
- Community
- Outreach/ Education
- Advocacy
- Board/Commission Training/Staff
- Self Assessment
- Survey of individuals who have participated in some aspect of program

**Dedicate a meeting to the development of your Annual Work Plan** — Developing an annual work program is best done in a meeting that focuses on the topic. Tackling this item during a regular meeting at the end of a work day, will not provide the attention and energy needed for the task. A three-hour meeting, perhaps on a Saturday or an earlier time during the work week should generate the information needed to create a written work program.

**Organize around other planning calendars** — Work programs can be developed on a calendar year or fiscal year basis. If your board or commission receives financial support from your city or village the annual plan should be prepared so it can be integrated into the budget planning process at the appropriate time. If your board or historic preservation commission provides regular reports to the City or Village Council and/or City Mayor/Manager about your program activities and accomplishments (and it should), updating your annual work plan should be geared to when those presentations are made during the year.

**Keep it simple** — An annual work plan should not be a lengthy document that explains all the steps necessary to accomplish planned tasks, but rather a couple of pages summarizing your planned projects and initiatives organized by subheadings. The organization and preparation of the summary will provide evidence of where the time commitments should be directed. It may also identify areas or work that should be undertaken but are neglected. Based on the

work plan your board or commissions accomplishments or shortfalls should be addressed about mid-year in the planning cycle. Adjustments can be made in accordance with circumstances, but at the end of the year there should be a clear record of what was planned and what was achieved.

## INTERNAL AND EXTERNAL ASPECTS OF THE PLAN

### Internal

A good work plan will address both the internal and external responsibilities of your board or commission. Internally, work plan activities might include:

- Reviewing the requirements of the Certified Local Government Program — The CLG program requires an active survey and inventory of local historic resources, and the maintenance and updating of this survey should be a component of any annual work program. Surveys can be conducted at a reconnaissance level, an intensive survey of a geographic area, or a thematic survey of resource types. A survey does not commit the HP program to designate all inventoried properties, but they do provide baseline data about the local historic properties critical to the workings of your board or commission. For information about the Ohio Historic Preservation Office, visit <http://www.ohiohistory.org>.
- Regularly Assess and Review Your Ordinance and Design Guidelines — The CLG program also requires an ordinance which sets forth the mandated activities of the historic preservation program. An annual review of the purpose and components of your ordinance helps your board or commission understand whether the ordinance is doing its job. You can review your ordinance against a model ordinance available online at [www.ohiohistory.org](http://www.ohiohistory.org).

By including periodic review of your ordinance in your annual work plan you not only help ensure that you are familiar with the ordinance, you also provide an opportunity to identify and address deficiencies before they cause problems.

Your design guidelines should also be reviewed on an annual basis to ensure that they are up to date. You should ask yourselves how effective are the current design guidelines. Is there a need for the guidelines to be updated or expanded to include more recently designated neighborhoods with different architectural characteristics? Do the existing guidelines need to be updated to accommodate materials that weren't available when they were written? Do the guidelines reflect relevant changes in preservation philosophy or local values?

- Provide for Regular Board or Commission Training — Though the Ohio Historic Preservation Office provides four hours of mandatory training for all new Certified Local Governments, boards and commissions should seek training and technical assistance opportunities whenever

possible. Issues that might be the subject of training include, demolition and how it is addressed in the ordinance, minimum maintenance, infill and new construction, streamlining the C of A process and the benefits of administrative review for some projects. Role playing ethical and design guideline scenarios for boards and commission is also an excellent training opportunity. For a complete list of these scenarios, contact Glenn Harper at [gharper@ohiohistory.org](mailto:gharper@ohiohistory.org)

### External

Projects and initiatives that help educate your community about its architectural heritage and the role of historic preservation in preserving and maintaining that heritage, should be among the work plan goals and objectives of your board or commission. Projects such as community plaque programs, walking tour brochures, preservation libraries, newsletters, façade improvement grants and preservation awards educate the community about historic preservation while contributing to your board's credibility among elected officials and community residents. For a comprehensive list of preservation education projects and initiatives contact Glenn Harper at [gharper@ohiohistory.org](mailto:gharper@ohiohistory.org)

**Don't Ignore Politics** — Although an annual work plan should be grounded in the purpose and function of the local ordinance and design guidelines, it also should be sensitive to local political and community issues. During the preparation of the Plan there should be frank discussions about the implications of changes in leadership that might have occurred among elected officials, impacts on the local economy, and how the local historic preservation program is serving the needs of its constituency including historic property owners and the larger community. Tasks to address these needs, as well as opportunities, should be developed as part of the work program planning.

**Assess Yourself** — The use of annual work plan is only one tool to internally monitor the achievements of your board or commission. Conducting an assessment that is more comprehensive in scope every few years can help identify strengths upon which you can build and weaknesses that need to be corrected. Conducting such an assessment can be a major undertaking. The National Trust for Historic Preservation (NTHP) has produced a publication, *A Self-Assessment Guide for Local Preservation Commissions* that provides a detailed description of what a comprehensive assessment should entail. The process is both internal and external and includes:

- (1) Development of an objective, factual profile of your commission's members, staff, programs, finances and governing policy and structure, both current and past.
- (2) A survey of commission members on their perspective on the effectiveness of the ordinance procedures and the commission dynamics.

(3) A survey of the larger community to determine its knowledge about the HP program and ascertain its perspective of the commission's effectiveness.

(4) A targeted survey of community and business leaders and elected officials to determine their level of knowledge about HP issues of the community and the HP activities to address these issues.

Developing and monitoring annual work plans and periodic comprehensive assessments of program operations may initially involve additional meetings and may seem like more work for board or commission staff and members. However, in the long run, it will help your local historic preservation program achieve its mission, increase your visibility and credibility in the community and gain respect for the hard work that you do.

*Portions of the above article by Debbie Abele, Principal, Akros, Inc., appeared in the May/June issue of The Alliance Review*

## Ohio Historical Society Names Burt Logan Executive Director

The Ohio Historical Society has new leadership. Today, the Board of Trustees has appointed Burt Logan, currently president of the USS Constitution Museum in Boston, as its new executive director and CEO, effective Dec. 15, 2009.

"Burt Logan is the ideal person to lead the Ohio Historical Society into the future," said OHS Board President Richard T. Prasse, who announced the appointment following the board meeting. "In these challenging times, his passion for helping people to understand and appreciate their history will guide us as the society approaches its 125th anniversary in 2010. The board is impressed by Burt's national reputation, outstanding leadership abilities and strong management and fund-raising skills."

Logan succeeds William K. Laidlaw Jr., who led the organization from 2003 until his death in August this year, and acting executive director Jim Strider, who will continue to serve as director of historic preservation and outreach services.

"Ohio's heritage is about Ohioans, enriching their lives and uniting communities, and it is the mission of the Ohio Historical Society to help people create that better future," Logan said. "It is one of the most important history organizations in the country and I am honored to have been chosen to serve all Ohioans."

Logan, 55, has been the president of the USS Constitution Museum since 1995 where he supervises a staff of 50 and works with a 35-member board of trustees and a 100-member board of overseers. Under his leadership, he structured the museum's \$3-million budget to come from earned income and development efforts; he raised \$15 million for capital and

special projects; and he increased the museum's net worth from \$2.1 to \$8.3 million.

His efforts to revitalize the organization by accelerating its growth and outreach services were recognized by First Lady Laura Bush when he accepted the National Award for Museum Service and by the American Association of Museums Accreditation Commission.

In addition, Logan was the director of the Wisconsin Maritime Museum in Manitowoc, Wis., from 1986 to 1995, where he repositioned the museum as a statewide organization. From 1983 to 1986, he served as the director of the Wyoming Historical and Geological Society in Wilkes-Barre, Pa., where he managed the operations of a research library, museum and historic house.

Logan graduated from the U.S. Military Academy in West Point, N.Y., in 1976 and served as an Army officer until 1981.



*continued on page 6*

## Did You Know?

All 47 of the National Park Service Preservation Briefs are now available on-line at our web site, [www.ohiohistory.org](http://www.ohiohistory.org). To access or download the Briefs, just click on Historic Preservation and Services for Professionals.

Preservation Briefs provide guidance on preserving, rehabilitating and restoring historic buildings. They can provide your board or commission with answers to specific design questions that may arise in the course of your work. They can also be handy references to property owners who may come to you for information. The web versions differ somewhat from the printed versions. Many illustrations are new, captions are simplified and illustrations are typically in color.

**16 Preservation Briefs** National Park Service U.S. Department of the Interior

**The Use of Substitute Materials on Historic Building Exteriors**

Sharon C. Park, AIA

- Introduction
- Historical Use of Substitute Materials
- When to Consider Using Substitute Materials
- Selection and Use of Substitute Materials
- Preservation of Existing Substitute Materials
- Preservation of Existing Substitute Materials
- Further Reading

NOTE TO OUR READERS: The web version of the Preservation Briefs differs somewhat from the printed version. Some illustrations and captions are simplified. Substitutes are typically in color rather than black and white, and some captions have been omitted.

The Secretary of the Interior's Standards for Rehabilitation require that "deteriorated architectural features be repaired rather than replaced, wherever possible. In the event that replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual properties." Substitute materials should be used only on a limited basis and only when they will match the appearance and general properties of the historic material and will not damage the historic resource.

In 1983, he received his Masters of Arts in History Museum Studies from the Cooperstown Graduate Program. In 2005, he attended the Museum Leadership Institute at The Getty Center in Los Angeles, Calif.

Logan is married to Bonnie, a registered dietitian specializing in long-term care nutritional needs. They will be moving to the Columbus area. The couple has three adult sons: Mark, who works in the computer industry and lives in Los Gatos, Calif.; Garrett, who works in financial services and lives in Cambridge, Mass., and Sean, a senior majoring in horticulture at Oregon State University, in Corvallis, Ore.

"The Ohio Historical Society has been the beneficiary of great leadership for many years," said Ford W. Bell, president of the American Association of Museums, a Washington, D.C.-based organization that serves all types of museums. "That tradition will continue under the stewardship of Burt Logan, as will the tradition of the Ohio Historical Society making Ohio's rich history meaningful and accessible to Americans of all ages."

Established in 1885, the Ohio Historical Society is a private, nonprofit organization that serves as the state's partner in preserving and interpreting Ohio's history, archaeology, natural history and historic architecture. It provides services in nearly every community in the state. Among its many programs, the Society:

Administers 58 historic sites and museums-

the largest statewide network in the nation;

- Collects, preserves and interprets millions of historic documents, photographs and objects;
- Operates the state's archives and a research library;
- Conducts historic preservation activities;
- Provides educational and collections resources on-line with more than 5 million visits each year to [www.ohiohistory.org](http://www.ohiohistory.org);
- Reaches more than 100,000 students in the state each year through its educational programs;
- Presents public programs and special events throughout the year; and
- Provides outreach services to local historical groups throughout Ohio.

A membership organization, the Ohio Historical Society is governed by a 21-member board of trustees, nine of which are appointed by the governor, nine are elected by the membership and three are selected by the board. By the end of 2009, it will have 184 full-time-equivalent staff members. State support in the current fiscal year amounted to \$7.9 million of the \$19 million operating budget.

### Mark Your Calendars!

#### Historic Tax Credit Workshops

October 19, 2009, Dayton, OH  
Dayton Cultural & RTA Transit Center, 40 S. Edwin C. Moses Blvd.

November 9, 2009, St. Clairsville, OH  
St. Clairsville Public Library  
108 W. Main St.

Contact: [www.HeritageOhio.org](http://www.HeritageOhio.org)  
Or call 1-614-258-6200

November 10, 2009  
Cash in the Attic, Elyria, Ohio  
Contact: [heritageohio.org](http://heritageohio.org)

July 28-August 1, 2010  
National Alliance of Preservation Commissions Forum  
Grand Rapids, Michigan  
Contact: [napc@uga.edu](mailto:napc@uga.edu)  
Or call 1-706-583-0320



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Monday-Friday 9 a.m.-5 p.m.  
(Individual staff hours may vary)  
To better serve you we recommend that you  
call ahead for an appointment

Publication of this newsletter has been made possible in part by a grant from the U.S. Department of the Interior's National Park Service, administered by the Ohio Historic Preservation Office of the Ohio Historical Society.

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