



PLANNING DEPARTMENT
CITY OF BOWLING GREEN

MINUTES: HISTORIC PRESERVATION COMMISSION
Meeting of March 22, 2022
City of Bowling Green Administrative Services Building
304 North Church Street, Bowling Green, Ohio 43402

Members Present: John Sampen, Chris Mowen, Christina Tracy, Wil Roudebush

Members Absent: None

Staff Member Present: Heather Sayler, Planning Director

AGENDA ITEM #2: APPROVAL OF MINUTES

The minutes of the February 22, 2022 meeting were approved unanimously.

Prior to the Public Hearing, John Sampen stated that Les Barber recently resigned from the Historic Preservation Commission (HPC). John wants to officially thank Les for his many years of service to the HPC. Les was a founding member of the HPC and instrumental in the initiation of Bowling Green as a Certified Local Government (CLG). John proposed making a certificate of appreciation to be given to Les for his service. John will work with Heather to make the certificate.

AGENDA ITEM #3: PUBLIC HEARING

- A. City of Bowling Green Police Building & Needle Hall – The purpose of the public hearing was to fulfill a requirement of Chapter 158 of the City of Bowling Green Codified Ordinances. Based on input from the public hearing the HPC will make a recommendation to City Council to designate the Police Building and Needle Hall as significant historic buildings.

There were no comments from City Council members or the public. The HPC unanimously voted to recommend to City Council to designate the Police Building and Needle Hall as significant historic buildings. Letters recommending designation of the two buildings will be sent to City Council.

AGENDA ITEM #4: ADMINISTRATIVE ITEMS

- A. April meeting date – Next HPC meeting set for 4:00 p.m. on April 26.
- B. HPC “Friends & Advisors” – A draft list of HPC “Friends & Advisors” was presented by John. John requested HPC members to submit any additional names to him.



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AGENDA ITEM #5: LOCAL BUILDING/DISTRICT DESIGNATIONS

- A. County Courthouse – Nothing additional has been received from the Wood County Commissioners. Wood County legal council is reviewing the proposed Memorandum of Understanding (MOU).
- B. Bowling Green State University – No response received from BGSU on proposed MOU. John will send another letter. HPC could move forward with recognition of designated historic buildings once the MOU is signed.
- C. Boom Town District – HPC can apply for a CLG grant in 2023 to help inventory if this is top priority. The HPC should think of advantages for the property owners having their sites designated as historically significant. Chris Mowen will check into existing lists of historic preservation benefits.

AGENDA ITEM #6: GRANT OPPORTUNITIES

- A. ARPA Funds – HPC is to think about projects that may apply.
- B. Ohio History Fund – Grant(s) may be available for historic restaurants. Application deadline too close for 2022.
- C. Summer Plan for CLG Grant (signage and inventory) – By the May meeting, HPC members should think of uses for CLG grants, such as determining historic districts and historic building inventories.

Christina Tracy asked questions about historic districts. Some discussion on historic districts followed. Guidelines for the establishment of historic districts are to be developed in accordance with the recently adopted Chapter 158 of the City of Bowling Green Codified Ordinances.

John Sampen suggests having one person handle the grant application process.

AGENDA ITEM #7: PUBLIC RELATIONS AND EDUCATION PROJECTS

- A. “Ohio Open Doors” and Scavenger Hunt – Chris Mowen presented Scavenger Hunt photographs of architectural features on some historic buildings in Bowling Green. The Scavenger Hunt will be one of the May historical building month activities. Dissemination of the Scavenger Hunt is being developed, such as pdf copies of the photographs being distributed (Wood County Library, Juniper Brewing Company, etc.). Chris Mowen and Heather will finalize the Scavenger Hunt process.

Ohio Open Doors will take place September 9-18, 2022. The statewide event was created to promote and inspire pride in Ohio’s heritage. Possible tours of select Bowling Green buildings/homes was discussed.



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- B. Building of the Month (Plan & Announcement for National Preservation Month of May) – John Sampen talked to Kat Patterson about building of the month. Procedures need to be developed to establish the Building of the Month. These procedures would include public announcements (Newspaper, websites, etc.) and public recommendation forms.

Wil Roudebush recommended the Police Building and Needle Hall as the first buildings to be recognized to help establish the process of recognizing a building/home each month.

- C. “Take a Hike” Walking Tours – Christina Tracy had a meeting with the Designation Cleveland group on their “Take a Hike” program for the greater Cleveland area. This topic will be revisited in the May HPC meeting.
- D. Fall Workshop on Historic Tax Credits – Chris Mowen has talked to Wood County Library about historic preservation related workshops. The library virtually presented the workshop “How to research your property?” A tax credit workshop would discuss historic tax credits, which may be available for income producing property. Chris Mowen will think about workshop content. This topic was put on hold for now.

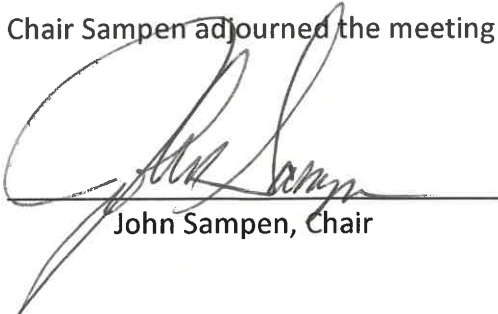
AGENDA ITEM #8: LOBBY VISITATION

Bowling Green resident Rose Drain talked about several topics of interest to her that she wanted to share with the HPC. Rose presented the following topics: the Bowling Green Boomtown District and how it was determined, suggests “building-a-week” for Preservation Month versus “building-a-month,” Bowling Green buildings lost to history (The Ohio National Guard armory, etc.), historic preservation guidelines, and historic tours.


The HPC thanked Rose for her thoughts and input.

AGENDA ITEM #9: ADJOURNMENT

Chair Sampen adjourned the meeting at 5:25 p.m.



John Sampen, Chair



Wilfred Roudebush, Secretary
(for March 22, 2022 meeting)

