



PLANNING DEPARTMENT
CITY OF BOWLING GREEN

MINUTES: HISTORIC PRESERVATION COMMISSION (HPC)
Meeting of June 28, 2022
City of Bowling Green Administrative Services Building
304 North Church Street, Bowling Green, Ohio 43402

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

Members Absent: None

Staff Member Present: Heather Saylor

AGENDA ITEM #2: APPROVAL OF MINUTES

The minutes of the May 24, 2022 meeting were approved unanimously.

AGENDA ITEM #3: ELECTION OF OFFICERS

- A. CHAIRPERSON Chris Mowen was elected unanimously.
- B. VICE-CHAIRPERSON John Sampen was elected unanimously.
- C. SECRETARY Geoff Howes was elected unanimously.

AGENDA ITEM #4: ADMINISTRATIVE ITEMS

- A. July meeting date – Next HPC meeting set for 4:00 p.m. on Tuesday, July 26, 2022.
- B. Historic Preservation Ordinance – Discussion regarding landscaping. Roudebush distributed materials to be considered next meeting.
- C. Meeting with Marissa Muñiz, Marketing and Events Coordinator at the Wood County Museum – Sampen and Saylor met with Muñiz and discussed signage, events, future collaborations, and Living History Day. Muñiz worked on museum signs with a graphic designer as part of a rebranding from “Wood County Historical Center and Museum” to “Wood County Museum.” Wood County Museum is interested in participating in the Open Doors event organized by the Ohio History Connection for Sept. 9-18, 2022.

AGENDA ITEM #5: LOCAL DESIGNATION DISCUSSION

- A. City of Bowling Green Police Building & Needle Hall – The Planning, Zoning, and Economic Development Committee of the City Council held a public hearing before the Council meeting on Tuesday, June 21, 2022. City Council then approved the Police Division Building and Needle Hall as Listed Properties on the Local Register. Saylor circulated a copy of the Local Register she has begun.
- B. County Courthouse & former Jail – A Memorandum of Understanding (MOU) with the County was signed on March 25, 2022.



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Mowen shared a blank inventory form that will be used to record standard information on the buildings.

- C. University Hall (at Bowling Green State University) – An MOU was received May 25, 2022 with altered wording at the University’s request. The MOU not yet signed by Mayor. Sampen will follow-up.
- D. Boom Town District (strategic plan goal) – The Commission’s strategic plan for 2022-2024, which is on the Commission’s web page (<https://www.bgohio.org/DocumentCenter/View/2933/HPC-Strategic-Plan-approved-2-22-2022>), was shared with Friends in attendance.

AGENDA ITEM #6: OWNER REQUEST FOR LOCAL HISTORIC DESIGNATION

- A. For 328 East Court Street – Nina Vaughan, Property Owner – The property will have to meet at least 2 of the criteria listed under Title XV, Chapter 158.06 (A). A motion to hold a public hearing on the request at the July 26, 2022 meeting passed unanimously. A “House of the Month” or “Building of the Month” designation was discussed. There is precedent for naming a Building of the Month before historic designation is approved. Possible candidates: University Hall, Trinity United Methodist Church, 328 E. Court St. Members and friends were encouraged to compile a list of potential properties for the “Building of the Month” designation.

AGENDA ITEM #7: FRIENDS OF THE HPC

- A. Introduction: Six “Friends of the Historic Preservation Commission” introduced themselves. Sampen noted that several who could not attend responded positively to the invitation.
- B. Goals and Objectives: The HPC requests Friends’ assistance and advice for doing inventory and research on buildings, and to help with ideas for content and design of signage. The Commission will ask Friends if they are willing to share their email addresses with the group. Sampen summarized the HPC’s work so far and discussed future plans such as creating historic overlay districts. Possible projects were discussed: celebrating Bowling Green as the “Crystal City” with maps of sites of former glass factories (Rose Drain offered to look into this); audio tours; property of past distinguished citizens; addressing needs of owners of historic property. The Commission will keep a Friends’ session as an agenda item for future meetings and announce projects to Friends, asking for their input.

AGENDA ITEM #8: INTERPRETIVE SIGNAGE PROJECT

- A. Location Planning: Mowen explained that the Commission will identify locations for interpretive signs of significant sites. This is a high priority because a grant can be applied for in February, and planning is necessary. These would be permanent signs, perhaps a few each year. Sampen suggested 6 signs for the CLG application, with



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sites to be decided by July. Members and Friends discussed issues of accessibility, content, examples (downtown, Museum, parks), publicity in the City e-newsletter and newspapers, nomination by the public, and identifying design contractors. Friend Greg Halamay suggested a graphic design contest.

- B. Grant Planning (CLG) – Tracy noted that the number of signs depends on the price and the amount of grant. Mowen reported that the State Preservation Office’s Certified Local Government (CLG) grants fund 7-10 grants between \$10,000 and \$25,000. These are 60/40 matching grants. The city must review the budget in October. Ohio requires at least three quotes from different companies. Mowen noted that inflation might increase the quote above the approximate \$3,000 the Museum paid. Saylor will check into city protocols for obtaining quotes. Sign designs should be coordinated with existing city and county signs. Tracy suggested picking the style of signs at next meeting and other members agreed.

AGENDA ITEM #8: PUBLIC RELATIONS AND EDUCATIONAL PROJECTS

A. Future Workshops / Events

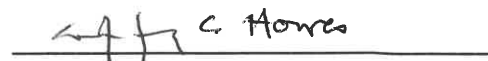
- 1. “Ohio Open Doors” (September 9-19)
- 2. How to Research Your House Workshop (July 18 at WCDPL) – Howes will attend.
- 3. Coffee with a Preservationist – No updates.
- 4. “Take a Hike” Program – Tracy will discuss this with a friend who works for Destination Cleveland. In Cleveland, on weekends actors stand in front of buildings and talk about their history and interact with public. “Wildly popular.” Possible coordination with special events like the Black Swamp Arts Festival.
- 5. Workshop on Historic Tax Credits – Mowen will address this at a later meeting.
- 6. “Tell Your BG History” – No updates.

AGENDA ITEM #10: LOBBY VISITATION

Friend Cheryl Peper will talk about preservation efforts in Urbana, OH, at next meeting.

AGENDA ITEM #11: ADJOURNMENT Chair Mowen adjourned the meeting at 5:30 pm.


Chris Mowen, Chair


Geoff Howes, Secretary

