



**PLANNING DEPARTMENT**  
CITY OF BOWLING GREEN

MINUTES: HISTORIC PRESERVATION COMMISSION  
Meeting of July 31, 2020  
City of Bowling Green Administrative Services Building (and via Zoom)  
303 North Church Street, Bowling Green, Ohio 43402

Members Present: Les Barber, Gail Nader, Wil Roudebush, John Sampen, John Wade

Staff Member Present: Heather Saylor, Planning Director

AGENDA ITEM 2: Approval of the Minutes

The minutes of the February 28, 2020 meeting were approved unanimously.

AGENDA ITEM 3: Election of Officers

Nader was elected Chair for 2020-21, Sampen was elected Vice Chair, and Barber was elected Secretary, all by unanimous consent.

Newly elected Chair Nader welcomed the two new members of the Commission, Roudebush and Wade, and asked each of them to say a few words about themselves. The continuing members identified themselves for the benefit of the new members.

AGENDA ITEM 4: Certified Local Government Program

Re. Historic Preservation Ordinance Review: In response to comments/suggestions from Nathan Bevil, Community Planning & Preservation Manager at Ohio's State Historic Preservation Office (SHPO) in Columbus, following his review of our document, the Commission made one amendment to our proposed CLG ordinance. **The following language was added by unanimous consent to 158.04 (C): ". . . and every effort will be made to assure that the Commission will always have at least two members with such interest, experience, knowledge or profession."**

**The Commission asked Saylor to request an opinion from the City Attorney** as to a question raised by Nader. If a particular property being considered for Listing as part of a Historic District is comprised of more than one "parcel" of land, is the owner still entitled to only one vote in an HPC survey to determine whether a majority of property owners in that proposed District are in favor of creating said District?

Roudebush and Wade, as members new to the Commission, asked several questions about the ordinance and requested copies of clarifying documents. For example, Roudebush asked if the

Commission could obtain a copy of Perrysburg's historic district overlay map. Sayler will request this information from the City of Perrysburg.

**It was moved, seconded and unanimously agreed to accept the ordinance as amended (see above) and to forward it to City Council for its action.**

Discussion followed about the **transmittal letter** to accompany the ordinance to City Council which had been approved at the February 28, 2020 meeting. **The Commission agreed that language should be added** noting that 77 Ohio cities are already approved as Certified Local Governments for Historic Preservation and that Bowling Green is the only city in Ohio with a state university not to be approved as a CLG. Barber will add the new language.

A need was discussed for the Commission to be ready to answer questions about the proposed ordinance from City Council members, members of the Planning Commission, property owners and other citizens of BG, questions that might be asked at required public hearings, for example. **Sayler suggested** that we need to prepare ourselves *asap* to effectively explain and defend our ordinance and its requirements of owners. **Nader suggested** that explanations/defenses should be available on a website. **Nader asked Barber, Roudebush and Wade to anticipate questions** that might be raised in the review process and to prepare proposed answers for the Commission's review at a subsequent meeting, in August if possible. Barber will be responsible for initiating the effort, and he volunteered, as an early step, to survey the ordinance and make a list of every regulation/requirement that might affect a property owner. With such a list in hand, Barber, Roudebush and Wade should be better able to anticipate questions/objections and prepare responses.

#### AGENDA ITEM 5: Public Engagement Plan Update

There was a brief discussion of this topic, led by Nader, who is our Coordinator for this project. It was agreed to postpone further direct discussion at this time.

#### AGENDA ITEM 6: Updating of Goals

Barber noted that the Commission should consider updating the "Projected Goals and Plan for the HPC, 2019-20 and Beyond" that it approved last year. **Nader asked Barber to tell the Commission** what he thinks are the priorities for 2020-21. He listed the following, in approximate priority order. (1). Do everything possible to help with the City Council approval process of our CLG ordinance. (2). Continue development and implementation of a public engagement/relations plan so as to gather support for historic preservation among the citizens of BG. (3) Initiate efforts to **plan for** a survey of property owners in the two BG districts already on the National Register of Historic Places (i.e., Downtown/Main Street and Boomtown), as well as the owners of the individual buildings currently also on the National Register (Wood County Courthouse; Needle/Floral Hall; the old U.S. Post Office/Senior Center) to determine the likelihood of majority votes to approve Listings as official CLG Historic Districts or Buildings under the terms of our ordinance. (4). Once the CLG ordinance is approved by City Council, take all necessary steps to get Downtown, Boomtown and the three individual buildings listed as protected CLG properties. (5). Develop appropriate "design guidelines" if needed. (6). In the longer run,



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begin the process of doing building inventories for BG. **Barber volunteered to draft** a revised “Project Goals and Plans” statement for the Commission’s review at a future meeting.

**Wade volunteered to begin an informal survey of Downtown property owners** as to their willingness to join a protected District. **Sayler pointed out** that, at a later stage, a formal document will have to be developed via which to obtain property owners’ consent to be Listed as a Historic Property.

**AGENDA ITEM 7: Creation of Design Guidelines**

The first step will be to review the list being developed by Barber of all requirements and regulations (including any references to design guidelines) in our ordinance, after which the Commission will decide the nature of any additional design guidelines that will be needed. See Item 5 above.

**AGENDA ITEM 8: Building Inventories**

No decision was made as to how and when to begin the development of such inventories. The Commission reminded itself, however, that this is one of its duties, as listed in the proposed ordinance and required by SHPO.

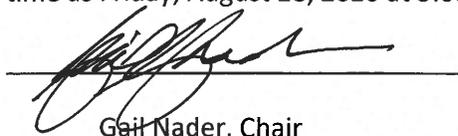
At this point in the meeting, Nader invited the one guest in attendance to offer her views on this and related topics. Chris Mowen, architect, one of the leaders of the “Preserve Toledo” non-profit group and a BG property owner/resident, offered advice and assistance in developing building inventories. She also said that she would be interested in helping organize a “House History Workshop” for BG, similar to ones that have been offered in Toledo, Perrysburg, etc. This was seen by the Commission members as an effective public engagement effort that might be undertaken, and thanked Mowen for her interest and offers of help. Finally, Mowen recommended – as a Boomtown resident – that the Commission make every effort to “spin” its responses to property owner questions and concerns in a positive direction, stressing grant money availability, etc.

**AGENDA ITEM 9: Lobby Visitation**

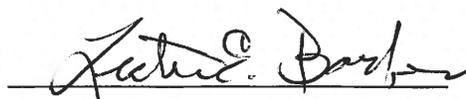
There was no lobby visitation, other than the remarks by Chris Mowen.

**Agenda ITEM 10: Adjournment**

The Commission adjourned at approximately 4:40 pm after setting its next meeting date and time as Friday, August 28, 2020 at 3:00 pm.



Gail Nader, Chair



Les Barber, Secretary

