

**KALAMAZOO HISTORIC PRESERVATION COMMISSION**  
**3<sup>rd</sup> Floor Conference Room – City Hall – 241 West South Street**  
**Tuesday, December 7, 2009 – 7:00 pm**

- I. Call to Order – 7:00 pm** **15 minutes**
- II. Approval of Absences**
- III. Approval of Agenda (Item A)**
- IV. Approval of Minutes:** October 13, 2009 (Item B-1) and November 11, 2009 (Item B-2)
- V. Introduction of Guests**
- VI. Citizen Comments on NON-agenda items**
- VII. Correspondence**
- VIII. Financial Report** **30 minutes**
- a. City (Jacobs) (Item C)
- b. Kalamazoo: Lost and Found book project (O'Connor) (Item D)
- IX. Action and Discussion Items** **30 minutes**
- a. Work Plan Reports from Team Leaders
- i. Designation (D) - Jacobs
- ii. Communication (C) - Milne
- iii. Partnership Development (PD) - Willson
- iv. Preservation Month (PM) – Holewinski
- v. Iannelli Fountain (IF) – Carroll
- vi. Operations (O) – Wright
- X. Old/New Business** **30 minutes**
- a. 1884 movie – DVD sales (Ferraro) – report
- b. Affirmation of email decision to purchase a small handcart to be used in delivering copies of “Kalamazoo: Lost and Found”
- c. Request from Old House Network for support for January 23, 2010 Old House Expo (Pat McCarthy – Old House network)
- d. NAPC Sponsorship form (Item E)
- e. Revised Study Committee reports – planning for public hearing. Next steps (Ferraro) (Item F)
- XI. Coordinators Reports** **15 minutes**
- a. Site Watch & Issues (Item G)
- XII. Commissioner Comments**
- Adjourn      9:00 PM**

\*The mission of the Kalamazoo Historic Preservation Commission is to educate the public and city leaders on the value of preserving the City’s historic resources, and to advise the City Commission accordingly. Questions and comments regarding this agenda should be directed to the Historic Preservation Coordinator at 337-8804. \*The Commission’s Work Plan is on the reverse side.

\*Citizen Comments are limited to four minutes on non-agenda items. During agenda items, citizens are also requested to limit their comments to four minutes unless invited to join in the discussion by the Commission.

## 2009 Workplan

### Designation K...J.

#### D1 Iannelli Fountain national register designated K.J.

- 1 Write preliminary IF nomination
  - 2 Complete preliminary IF nomination
  - 3 Submit preliminary IF nomination to SHPO
  - 4 Prepare nomination for RFP
  - 5 Prepare IF nomination after SHPO approval
  - 6 Complete IF nomination
  - 7 Submit IF nomination for SHPO approval
  - 8 Notify property owners
  - 9 Present IF nomination to SHPO Review Board
  - 10 Celebrate Iannelli Fountain designation
- #### D2 Fin. local designation doc for 100 Block S.F.
- 1 Prep 100 Block NR nomination & study comm.
  - 2 Prepare local/national historic district report
  - 3 Notify property owners in district
  - 4 Send local nomination to Planning Comm.
  - 5 Send NR nomination to SHPO for review
  - 6 Send local nomination to SHPO, SHPRB, HDC
  - 7 Revise report based on SHPO comments
  - 8 Hold public hearings
  - 9 Resubmit report
  - 10 Submit to city comm. for consideration
  - 11 Update city ordinance
  - 12 Celebrate 100 Block designation
- #### D3 Explore Local Designation for State Theater & Gazette Buildings S.F.

- 1 Contact State & Gazette Building owners
- 2 Obtain property owner support letters
- 3 Possibly meet State & Gazette Building owners
- 4 Prep State & Gazette prelim nomination
- 5 Submit State & Gazette Buildings prelim nomination to HPC and Planning Comm.
- 6 Submit State & Gazette prelim nomination to SHPRB & HDC
- 7 Hold Public Hearing
- 8 Review Public Hearing comments
- 9 Resubmit State & Gazette prelim designation to Planning Comm.
- 10 Resubmit State & Gazette Buildings prelim designation to City Comm.

#### D4 Explore Local Designation for E. Campus S.F.

- 1 Present local designation to task force
- 2 Obtain support letter from task force
- 3 Prepare E.Campus prelim nomination
- 4 Submit E. Campus prelim nomination to HPC and Planning Comm.
- 5 Submit E.Campus prelim nomination to SHPRB & HDC
- 6 Hold Public Hearing
- 7 Review Public Hearing comments
- 8 Resubmit East Campus prelim designation to Planning Comm.
- 9 Resubmit E.Campus prelim designation to City Comm.

#### D5 Create Designation Pipeline K.J.

- 1 Maintain watchlist
- 2 Create Designation Pipeline Process
- 3 Form pipeline subcommittee
- 4 Develop exploration shortlist
- 5 Research exploration shortlist
- 6 Recommend exploration projects for next year
- 7 Recommend designation projects for next year

### COMMUNICATIONS C.M.

#### C1 Develop 300 Subscriber e-Newsletter Address List C.W.

- 1 Investigate internet mailing application
- 2 Contact FOMEC for email list, if needed

- 3 Contact Old House Network for email list, if
  - 4 Contact neighborhood associations for email list,
  - 5 Develop 300 Subscriber E-Newsletter email list
- #### C2 Develop e-Newsletter Template K...J.

- 1 Investigate who will send e-Newsletter
  - 2 Design e-Newsletter template
  - 3 Investigate e-Newsletter software
  - 4 Investigate e-Newsletter legal issues
- #### C3 Publish 2 e-Newsletters P.C.
- 1 Develop e-Newsletter topic list
  - 2 Shortlist e-Newsletter topics for each issue
  - 3 Draft first e-Newsletter
  - 4 Edit first e-Newsletter using template
  - 5 Publish first e-Newsletter
  - 6 Draft second e-Newsletter
  - 7 Edit second e-Newsletter using template
  - 8 Publish second e-Newsletter
- #### C4 Develop long-term e-Newsletter oversight and maintenance C.W.

- 1 Review e-mail address list before 1st publication
  - 2 Institute regular e-Newsletter topic generation agenda item
  - 3 Institute e-Newsletter topic assignment scheme
  - 4 Institute e-newsletter address list review process
- #### C5 Define packet for historic district new homeowners S.F.
- 1 Meet with OHN to discuss homeowner packet partnership
  - 2 Define new homeownership packet
  - 3 Discuss possible homeownership packet printing grants
  - 4 Brainstorm ultimate new homeowner packet
  - 5 Work with city assessors or realtors to ID new homeowners in historic districts

### PARTNERSHIP DEVELOPMENT J.W.

- #### PD1 Help KCPA get their 501 (c) (3) L.B.
- 1 Contact CLR for pro bono help
  - 2 Contact pro bono attorney for 501 (c) (3) help
  - 3 Research potential grants for 501 (c) (3) attorney
  - 4 Apply for grant for 501 (c) (3) attorney fees
- #### PD2 Facilitate KCPA organizing event L.B.
- 1 Request MHPN Representative Nan Taylor's help
  - 2 Hold organizing event planning meeting
  - 3 Create organizing event agenda
  - 4 Develop organizing event attendee list
  - 5 Invite organizing event speakers
  - 6 Arrange organizing event logistics
  - 7 Invite organizing event attendees
  - 8 Publicize organizing event
  - 9 Hold organizing event

### PRESERVATION MONTH T.H.

- #### PM1 Prepare awards ceremony - Ferraro
- 1, 2, 3, 4, 5
  - 6 Develop agenda for awards ceremony
  - 7 Recruit presenters
  - 8 Rehearse agenda
- #### PM2 Prepare awards reception S.F.
- 1 Develop awards reception budget
  - 2 Brainstorm potential sponsor list
  - 3 Create sponsorship letter
  - 4 Send letter to potential sponsors
  - 5 Followup on sponsorship letters
  - 6 Select awards reception location
  - 7 Order food and drink
  - 8 Buy decorations
- #### PM3 Have awards ceremony and reception - TBD
- 1 Decorate awards reception location
  - 2 Oversee food and drink installation
  - 3 Host reception
- #### PM4 Investigate speakers T.H.

- 1 Brainstorm list of potential speakers
  - 2 Select speaker
  - 3 Find a location
  - 4 Set a date
  - 5 Present information to KHPC
  - 6 Contract speaker with KHPC approval
  - 7 Develop information about event
  - 8 Ask Comm Committee publicize speaker event
  - 9 Handle event logistics
  - 10 Conduct event
- #### PM5 Investigate Series partnerships T.H.
- 1 Brainstorm possible partners
  - 2 Research partners
  - 3 Contact organizations
  - 4 Reach agreement with each partner
  - 5 Prepare plan with each partner
  - 6 Research topics
  - 7 Research speakers
  - 8 Carry out plan

### IANNELLI FOUNTAIN P.C.

- #### IF1 Fundraise \$ for Iannelli Fountain P.C.
- 1 Prepare exec summary/case statement
  - 2 Prepare grant application text
  - 3 Prepare brochure for private gift adds
  - 4 Identify means for brochure distribution
  - 5 Identify funds for brochure distribution
  - 6 Identify potential private donors
  - 7 Insert IF into 2010 CIP funding process
  - 8 Obtain \$50,000 in commitments
  - 9 Formulate plan for exhibition

### OPERATIONS C.W.

- #### O1 Adopt 2010 Budget T.H.
- 1 Draft 2010 budget
  - 2 Propose 2010 budget
  - 3 Adopt 2010 budget
- #### O2 Create Workplan C.W.
- 1, 2, 3, 4
  - 5 Ask for 2nd quarter committee updates
  - 6 Review 2nd quarter revised workplan
  - 7 Contact chairs on 2nd quarter progress
  - 8 Ask for 3rd quarter committee updates
  - 9 Review 3rd quarter revised workplan
  - 10 Followup with chairs on 3rd quarter progress
  - 11 Ask for 4th quarter committee updates
  - 12 Review final 2009 revised workplan
- #### O4 Nominate Potential Commissioners C.W.
- 1 Convene comm. nomination meeting
  - 2 Brainstorm potential commissioners
  - 3 Assign comm. to interview potential comm.
  - 4 Create nomination slate
- #### O5 Nominate Workplan Committee Chairs C.W.
- 1 Have workplan committee chair nomination meeting
  - 2 locate possible workplan committee chairs
  - 3 Assign someone to interview potential workplan committee chairs
  - 4 Create workplan committee chair list
- #### O6 Recruit 5 New Volunteers C.W.
- 1 Brainstorm volunteer recruitment ideas
  - 2 Develop recruitment materials and assistance for Preservation Month events
  - 3 Contact Public History month interns
  - 4 Interview 5 recruits for interests
  - 5 Place 5 recruited volunteers on committees