

KALAMAZOO HISTORIC PRESERVATION COMMISSION
3rd Floor Conference Room – City Hall – 241 West South Street
Tuesday, Feb 9, 2010 – 7:00 pm

- | | | |
|--------------|---|-------------------|
| I. | Call to Order – 7:00 pm | 10 minutes |
| II. | Approval of Absences | |
| III. | Approval of Agenda | |
| IV. | Introduction of Guests & Presentations | |
| | a. James Dally –Mavcon – 100 Block Michigan – Presentation | |
| | b. Laura Lam – City Planning – NPS properties | |
| V. | Citizen Comments on NON-agenda items | |
| VI. | Financial Report | 10 minutes |
| | a. City (Jacobs) (Item B) | |
| | b. O’Connor Fund (O’Connor) (Item C) | |
| | c. <u>Kalamazoo: Lost and Found</u> book project (O’Connor) (Item D) | |
| VII. | 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 | |
| VIII. | Old/New Business | 20 Minutes |
| | a. Vote on David Brose Application for KHPC | |
| | b. Elections of KHPC officers | |
| | c. KHPC Strategic Planning session – February 13 th | |
| IX. | Approval of Minutes: January 12, 2010 (Item E) | |
| X. | Correspondence | |
| XI. | Coordinators Reports | 15 minute |
| | a. Site Watch & Issues (Item F) | |
| | b. Old House Network Expo report (Ferraro) | |
| 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. 09

- 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. 09~~
- 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.~~

ITEM A

- 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

IANNELI 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.~~
- O3 Manage Workplan Implementation 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

**Historic Preservation Commission
February 2010 Monthly Report**

Revenue

Book Fund	\$	39,554.10
Interest Income	\$	(98.48)
Interest on Investments		
Total Revenue	\$	39,455.62

Expenses

Commissioner Education	\$	1,651.89
O'Connor Fund	\$	341.43
Memberships	\$	1,021.00
Public Education	\$	18,486.67
Publications	\$	8,876.25
Miscellaneous	\$	1,281.35
Total Expenses	\$	31,658.59
Ending Working Capital		
(as of 2/2/10)	\$	7,797.03

Historic Preservation Revenue Ledger

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2007	BOOK SALES	\$6,894.07
1/8/2008	book sales - Michigan News Agency	\$ 207.60
1/11/2008	book sales - Greenleaf Ventures	\$ 338.04
1/18/2008	Book Sales - Barnes & Noble	\$ 1,000.32
1/22/2008	book sales	\$ 150.73
1/29/2008	Book Sales - Barnes & Noble	\$ 659.16
2/6/2008	Book Sales - Barnes & Noble	\$ 262.08
3/4/2008	Book Sales - Fervor & Rick Reeves	\$ 70.43
4/22/2008	Book Sales - Barnes & Noble	\$ 327.60
6/13/2008	Book Sales - Kazoo Books	\$ 245.70
6/19/2008	Book Sales - Alan Robandt	\$ 46.95
6/23/2008	"Where Place Prospers" - Willson Ins.	\$ 250.00
7/2/2008	"Where Place Prospers" - Claire Milne	\$ 200.00
7/22/2008	"Where Place Prospers" - Linda Bennett	\$ 250.00
9/23/2008	Book Sales - Barnes & Noble	\$ 327.60
10/2/2008	Book Sales - Lynn Houghton	\$ 80.91
10/3/2008	Book Sales - Barnes & Noble	\$ 655.20
12/22/2008	Book Sales - Radisson/Greenleaf	\$ 393.12
12/31/2008	Book Sales - Nature Connection	\$ 196.56
12/31/2008	Book Sales - Wild Goose Chase	\$ 377.46
1/22/2009	Book Sales - Barnes & Noble	\$ 682.32
1/26/2009	Book Sales - Lost & Found/Walking Time	\$ 122.00
2/10/2009	Book Sales - Barnes & Noble	\$ 1,030.80
5/4/2009	Green Preservation Sponsorship	\$ 250.00
5/26/2009	Walking Through Time	\$ 5.00
5/21/2009	Book Sales - Nature Connection	\$ 167.76
4/3/2009	Book Sales	\$ 2.10
6/2/2009	Friends of Historic East Campus	\$ 500.00
8/11/2009	book sales - Michigan News Agency	\$ 209.70
8/20/2009	Book Sales - Petals & Postings	\$ 196.56
8/31/2009	BSA Conv Inv Pymnts	\$ 647.06 **

10/8/2009 Book Sales - Kazoo Antiques Market	\$	196.56
10/9/2009 HPC Sales		\$60.00
10/13/2009 Kalamazoo 1884 DVD Sales	\$	265.00
10/23/2009 Kalamazoo 1884 DVD Sales	\$	210.00
11/3/2009 Kalamazoo 1884 DVD Sales	\$	90.00
11/12/2009 HPC Sales	\$	32.00
11/4/2009 Book Sales - Heritage Co.	\$	104.85
11/18/2009 Book Sales - Kazoo Books	\$	172.02
11/19/2009 Kalamazoo 1884 DVD Sales	\$	150.00
12/4/2009 Book Sales - Imprints from the Past	\$	46.95
12/8/2009 Kalamazoo 1884 DVD Sales	\$	90.00
12/9/2009 Book Sales - Wild Goose Chase	\$	377.46
12/14/2009 Book Sales - Barnes & Noble	\$	982.80
12/14/2009 HPC Sales	\$	30.00
12/18/2009 Book Sales - Pam O'Connor	\$	28.17
12/18/2009 HPC Sales	\$	35.00
1/19/2010 American Inst. Of Architects	\$	200.00

Totals**\$19,817.64**

Miscellaneous
2010

2010 Budget

Misc: Travel/Supplies/Materials	\$ 100.00
Contingency	\$ 250.00

<u>Date</u>	<u>Description</u>	<u>Expenses</u>	<u>Amount</u>
2007	Miscellaneous Materials		243.85
	4/4/2008 Negatives for Lost and Found book	\$	60.00
	10/23/2008 Pam O'Connor - picking up Iannelli material	\$	18.05
	3/3/2009 Kalamazoo Public Library - DVD and room rental	\$	30.00
	10/20/2009 Pam O'Connor - ISBN labels	\$	160.00
	12/8/2009 Pam O'Connor - small collapsible hand truck	\$	23.84
	12/31/2009 Sharon Ferraro - mailing of 1884 video	\$	40.19
	Total	\$	575.93

**Publications
2010**

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	2010 Budget
Promotion	\$ 1,575.00
Consultants - Fulfillment, Marketing and Royalty	

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2007	Publications	\$1,808.51
1/31/2008	WMUK underwriting support	\$725.00
3/13/2008	Lynn Houghton - Marketing	\$120.00
4/4/2008	Pamela O'Connor	\$67.51
5/7/2008	Pamela O'Connor	\$109.99
7/2/2008	Pamela O'Connor	\$148.20
11/5/2008	Pamela O'Connor	\$247.88
12/31/2008	Pamela O'Connor	\$742.46
3/4/2009	Pamela O'Connor	\$215.66
3/4/2009	WMUK underwriting support	\$1,250.00
5/7/2009	Pamela O'Connor	\$50.63
9/2/2009	Pamela O'Connor	\$104.99
11/4/2009	Pamela O'Connor	\$288.64
11/25/2009	Lynn Houghton - Marketing	\$172.50
12/31/2009	Pamela O'Connor	\$481.38
12/31/2009	Pamela O'Connor - 2nd printing Royalties	\$330.28
12/31/2009	Lynn Houghton - 2nd Printing Royalties	\$360.28
	Total	\$7,223.91

**Memberships
2010**

Memberships - NTHP, HPC

2010 Budget
\$175.00

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	2007 Memberships	\$ 176.00
1/31/2008	MHPN memberships	\$150.00
3/4/2008	NTHP membership gifts	\$146.00
9/25/2008	Katie Jacobs - reimbursement	\$15.00
10/30/2008	Erin Seaverson - reimbursement	\$15.00
2/11/2009	NTHP membership gifts	\$146.00
9/10/2009	Katie Jacobs - reimbursement	\$20.00
	Total	\$668.00

O'Connor Fund
2010

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O'Connor Fund
For Appeal Costs

2010 Budget
\$200.00

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/13/2008	Pam O'Connor - appeal postage	243.11
11/10/2009	Katie Jacobs - envelopes	16.92
11/10/2009	Pam O'Connor - appeal postage	81.40
	Total	\$ 341.43

**Commissioner Education
2010**

Commissioner Education - NTHP,
MHPN, State HP

2010 Budget
\$500.00

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2007	Commissioner Education	\$ 83.50
3/26/2009	Reimburse Peter Carroll	\$ 365.00
3/18/2009	Martini's Pizza	\$ 67.52
3/26/2009	Reimburse Katie Jacobs for beverages	\$ 7.85
4/14/2009	Reimburse Katie Jacobs for MHPN	\$ 245.00
4/14/2009	Rimburse Tony Holewinski for MHPN	\$ 80.00
4/28/2009	MHPN for Erin Seaverson	\$ 25.00
4/28/2009	MHPN for James Tribu	\$ 25.00
5/20/2009	Reimburse Chris Wright for MHPN	\$ 70.00
	Total	\$ 968.87



151 S. Rose St., Suite 332
Kalamazoo, MI 49007-4775
Phone 269.381.4416

For **good.** For **ever.**sm

*Fund Activity Statement
O'Connor Fund for Historic
Preservation in the City of
Kalamazoo
January 1, 2009 through
December 31, 2009*

Beginning Fund Value \$ **81,011.72**

<u>Principal</u>			
Beginning Principal Value		\$	77,199.24
<u>Additions:</u>			
Gifts	\$	3,008.06	
Net Investment Return		22,917.18	
Other Additions/Adjustments		0.00	25,925.24
<u>Distributions:</u>			
Annual Transfer to Grantmaking			(4,334.90)
Foundation Annual Administrative Fee			0.00
Ending Principal Value		\$	98,789.58

<u>Grantmaking</u>			
Beginning Grantmaking Value		\$	3,812.48
<u>Additions:</u>			
Gifts	\$	0.00	
Annual Transfer from Principal		4,334.90	
Other Additions/Adjustments		0.00	4,334.90
<u>Distributions:</u>			
Grants Paid		0.00	
Foundation Annual Administrative Fee		(742.89)	
Other Distributions/Adjustments		0.00	(742.89)
Ending Grantmaking Value		\$	7,404.49

Ending Fund Value \$ **106,194.07**

O'Connor Fund for Historic Preservation in the City of Kalamazoo**Gifts received from January 1, 2009 through December 31, 2009:**

<u>Donor</u>	<u>Date</u>	<u>Amount</u>
James & Megan Roth	01/27/2009	50.00
West Michigan Christian Foundation	02/03/2009	500.00
Mark & Mary Sue Hoffman	03/10/2009	50.00
Pfizer Foundation Matching Gifts Program	03/10/2009	50.00
Terry & Pam O'Connor	04/27/2009	100.00
Jack A. & Linda Gentry Bennett	05/28/2009	100.00
Pfizer Foundation Matching Gifts Program	07/07/2009	50.00
Richard G. Knapp	11/12/2009	100.00
Laurel A. Grotzinger	11/17/2009	100.00
Willson Insurance	11/17/2009	100.00
Paul J. & Diana L. Swope	11/19/2009	100.00
Maria A. Perez-Stable	11/30/2009	300.00
Mark & Mary Sue Hoffman	11/30/2009	50.00
Richard K. & Molly A. Reeves	12/04/2009	200.00
James R. & Maggie Mosby	12/08/2009	50.00
Barbara Hall	12/15/2009	100.00
Nancy M. Hamilton	12/18/2009	98.06
Thaddeus M. & Paula Lupina	12/29/2009	35.00
John & Robin Thingstad	12/29/2009	50.00
Carolyn Hornev	12/31/2009	25.00
David C. & Sally Rice	12/31/2009	300.00
Mary J. Bullock	12/31/2009	100.00
Norman O. & Barbro C. Jung	12/31/2009	400.00
*** Total Gifts:		3,008.06

**O'Connor Fund for Historic Preservation in the City of
Kalamazoo**

KHPC Report
Year End, 2009
Pam O'Connor, Founder
3 February 2010

GIFTS

- Total Gifts were up this year: \$ 3,008.06
- 2008 total: \$ 2,698.06

The result of an improved market, a greater willingness to give, larger gifts from those who have made them since we started the fund and careful attention to whom we send solicitations. This year, I added 8 personal friends & neighbors to the solicitation list -- and 2 responded with gifts! *Please let me know if you know someone that should be added to the annual solicitation list!*

Gift History. Although we have not made large book sales gifts to the fund since 2006, of "public" fund raising totals continue to increase:

2009	\$ 3,008.06	
2008	\$ 2,698.06	
2007	\$ 2,223.06	
2006	\$ 2,943.06	
2005	\$12,383.06	(Includes \$10,000 book sales gift from KHPC)
2004	\$ 9,020.72	(Includes \$ 7,000 book sales gift from KHPC)
2003	\$17,185.00	(Includes \$15,000 book sales gift from KHPC)
2002	\$26,075.00	(Includes \$25,100 book sales gift from KHPC)
2001	\$ 4,332.00	(Includes \$ 3,447 book sales gift from KHPC)
2000	\$12,827.29	(Includes: \$ \$5, 022.29 from T & P O'Connor fund; a \$5,000 match from the City of Kalamazoo and a "starting gift" from The Heritage Co.)

Fund Activity

Year	Ending Fund Value	End Grantmaking Value
2009	\$ 116,848.70	\$ 8,249.15
2008	\$ 89,417.28	\$ 4,228.76
2007	\$ 119,406.26	\$ 0.00
2006	\$ 115,594.31	\$ 0.00
2005	\$ 98,835.83	\$ 0.00
2004	\$ 82,037.45	\$ 0.00
2003	\$ 65,386.89	\$ 1,971.89
2002	\$ 39,943.75	\$ 0.00
2001	\$ 16,558.15	\$ 0.00

The years in which the End Grantmaking Value is \$0.00 are those in which: a) we did not have enough in the fund long enough to make

grants (2001), or b) when we returned the End Grantmaking Value to the principal.

Requested Action

I propose that the KHPC vote to return the 2009 End Grantmaking Value of \$ 8,249.15 to the fund principal so it may act with the corpus to earn additional fund interest. This action will assure that if market conditions continue to improve and gifts continue to increase, a good-sized End Grantmaking Value will be available in 2012, should we choose to use it for Iannelli Fountain restoration.



**Community Planning and Development
Historic Preservation Commission**
Development Center, 445 West Michigan
Kalamazoo, MI 49007
Telephone: (269) 337-8804
FAX (269) 337-8513

February 2, 2010

To: Property owners in potential new historic districts

The Kalamazoo Historic Preservation Commission acting as the District Study Committee has finished preparing a preliminary Historic District Study Report for the following proposed new local historic districts:

1. Haymarket Historic District boundary increase (6 buildings in the 100 block of East Michigan on the north side)
2. Rickman House - 345 North Burdick Street (1 Building)

The report is also complete for the elimination of the South Burdick Local Historic District:

1. 210 to 232 South Kalamazoo Mall (3 buildings)

City records indicate that you own a property or properties in at least one of the above listed areas.

The Kalamazoo Historic Preservation Commission acting as the District Study Committee is seeking public input as part of the process of preparing a final recommendation to the Kalamazoo City Commission. The Kalamazoo Planning Commission has reviewed the proposed districts and comments from the State Historic Preservation Review Board and the Michigan Historical Commission have been integrated into a response from the State Historic Preservation Office.

The complete Study Committee Report is available on the City of Kalamazoo website at www.kalamazoo.org/localhistoricdistricts under HISTORIC DISTRICT STUDY COMMITTEE. Additional copies of the report are available for review at the Kalamazoo City Clerks office (1st floor City Hall, 241 West South) or the City of Kalamazoo Development Center (445 West Michigan).

A Public Hearing will be held on Thursday February 25, 2010 at 3:00 PM in the Community Room on the second floor of Kalamazoo City Hall.

At this time you are invited to attend and present your views on the proposed districts and the report personally, through a representative or in writing.

Written comments can be mailed to:
Preservation Coordinator
Sharon Ferraro
445 West Michigan, #101
Kalamazoo MI 49007

Written comments can be FAXED to
Preservation Coordinator
Sharon Ferraro
(269) 337-8513

Written comments can be E-mailed to:
Sharon Ferraro
ferraros@kalamazoocity.org

All written comments will become part of the final report to the city commission along with a transcript of the hearing.

If you know of any other interested person who has not received a copy of this letter, it would be appreciated if you could inform them of the time and place of the hearing.

Requests for additional information about owning property in a local historic district including the design review process and Michigan historic preservation income tax credits may be made by calling the Preservation Coordinator, Sharon Ferraro at (269) 337-8804, Monday through Friday – 8:00 am to 5:00 pm.

A general information sheet about historic district design review is included with this mailing. More information about historic districts and sites in Kalamazoo can be found online at the city of Kalamazoo website at www.kalamazoocity.org/localhistoricdistricts

Sincerely,

Sharon Ferraro
Historic Preservation Coordinator

<p>HISTORIC PRESERVATION COMMISSION Minutes January 12, 2010 DRAFT</p>

Third Floor Conference Room, City Hall
241 W. South Street, Kalamazoo, MI 49007

Members Present: Chris Wright, Chair; Peter Carroll, Vice Chair; Michael Dunn;
Tony Holewinski; Katie Jacobs; Claire Milne; Josh Willson

City Staff: Sharon Ferraro, Historic Preservation Coordinator; Amy Thomas,
Recording Secretary

Guests: Curt Aardema, David Brose, Pam O'Connor

I. CALL TO ORDER

Mr. Wright called the meeting to order at 7:03 p.m.

II. APPROVAL OF ABSENCES

Approval of Absences was postponed to allow for Ms. Jacobs to arrive at the meeting.

III. APPROVAL OF AGENDA

Mr. Carroll requested the addition of a discussion regarding HDC training under Old Business.

(7:05 p.m. – Ms. Jacobs arrived.)

Mr. Carroll, supported by Mr. Wright, moved approval of the January 12, 2010 HPC agenda as amended. With a voice vote, the motion carried unanimously.

IV. APPROVAL OF MINUTES (December 7, 2009)

Mr. Brose referred to page 4 and advised that Margaret Nouri is in charge of the Native American Language Program. The name of the Indian tribe is spelled as follows: Anishennaabe(k).

Mr. Dunn, supported by Ms. Jacobs, moved approval of the December 7, 2009 HPC minutes as amended. With a voice vote, the motion carried unanimously.

V. INTRODUCTION OF GUESTS

Mr. Aardema, Mr. Brose and Ms. O'Connor were present at the meeting.

VI. CITIZEN COMMENTS ON NON-AGENDA ITEMS

Ms. O'Connor advised that the MHPN (Michigan Historic Preservation Network) awards would be announced at their annual conference in Ann Arbor in mid-May. The applications are available on the MHPN website; they are due by February 17th. It has been awhile since a Kalamazoo project won an MHPN award. Projects completed within the last three years would be eligible for an MHPN award.

Historic Preservation Commission Minutes

January 12, 1010

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VII. CORRESPONDENCE

Ms. Ferraro advised that Johanna LaRue, Chief of Projects and Content at the CVC (Quebec) will be making a trip to Kalamazoo to see some of the Frank Lloyd Wright houses in this area. Ms. Ferraro was hoping to accompany her on the tour. However, her visit is scheduled during the week that Ms. Ferraro and many of the HPC members will be at the conference.

VIII. FINANCIAL REPORT

a. City (Jacobs) (Item C)

Ms. Jacobs advised that the HPC budget for 2009 was about \$11,000; approximately \$9,700 of that money was spent. There is a carry-over of \$1,253.22.

(7:12 p.m. – Mr. Aardema arrived.)

There were questions regarding the 2008 and 2009 budget. Ms. Ferraro suggested that she and Ms. Jacobs meet with Karleen Steppenwolf, Records Coordinator for the City of Kalamazoo, who may be able to provide answers to those questions. Ms. Jacobs would like to see how the current budget is being affected as the year progresses.

b. Kalamazoo: Lost and Found book project (O'Connor) (Item D)

Ms. O'Connor stated that she submitted an invoice for royalties for books sold from the second printing in the amount of \$330.28. Ms. Ferraro advised that this is a unique line item for the city. It would be difficult to set up an invoice to keep track of what has been sold. Ms. Houghton has also submitting an invoice for her royalties.

Ms. O'Connor inquired if anyone was willing to help her run the booth at the Old House Expo on January 23rd. Mr. Brose, Mr. Holewinski and Ms. Milne volunteered to help with the booth.

Ms. O'Connor inquired if the HPC would like to offer the book at a discount during the Old House Expo. The retail price of the hardcover book is \$46.95 and the retail price of the soft cover book is \$34.95. Discussion followed with regard to an appropriate discount for the book. A request was made to have the recording secretary review the minutes from 2009 to determine the amount of the discount offered last year. Ms. O'Connor suggested that the book be offered for a discount greater than 20%.

Ms. Milne, supported by Mr. Dunn, moved to allow up to a 40% discount on the book, *Kalamazoo: Lost and Found*, at Ms. O'Connor's discretion, during the Old House Expo.

Ms. Jacobs suggested posting a sign stating that the discount would apply only on the day of the Expo. With a 40% discount, the hard cover books could be offered at a price of \$28.17, and the soft cover books would be \$20.97. Ms. Milne suggested offering the books for \$30.00 (hard cover) and \$20.00 (soft cover).

Mr. Milne, supported by Mr. Dunn, amended the motion to state that *Kalamazoo: Lost and Found* could be sold during the 2010 Old House Expo at a price of \$30.00 for the hard cover and \$20.00 for the soft cover, which approximates a 40% discount. With a roll call vote, the motion carried unanimously.

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Ms. Jacobs referred back to the budget with the following comment: the \$500 donation to the Old House Network appears twice in the 2009 budget. Ms. Ferraro advised that the \$500 donation from January of 2009 was for the 2009 expo. The \$500 donation made later in 2009 was for the 2010 Expo. The second donation came from the sales of the DVD.

Mr. Wright advised that he met with Mr. Carroll regarding the work plan. They discussed the fact that Preservation Month is approaching soon, and it was suggested that Mr. Carroll step in as Chair of the February HPC meeting (Mr. Wright's term will be ending in March). Mr. Wright requested that updated work plan updates be submitted to him within the next couple of days so that the current information can be handed over to Mr. Carroll. The updates need to be included on the back of the HPC agenda.

IX. ACTION AND DISCUSSION ITEMS**a. Work Plan Reports from Team Leaders****i. Designation (D) – Jacobs**

Ms. Jacobs had nothing to report.

ii. Communication (C) – Milne

Ms. Milne had nothing to report.

iii. Partnership Development (PD) – Willson

Mr. Willson had nothing to report.

iv. Preservation Month (PM) – Holewinski

There was a brief discussion with regard to the need to energize the planning process for Preservation Month. The process was more organized last year, and work should begin shortly to make sure speakers and events are lined up for this event. There are people in the community who would like to participate, but someone needs to contact them. It was suggested that this year's Preservation Month activities could be less extensive than last year's.

Ms. Ferraro advised that a Great Unveiling has been scheduled for Saturday, May 22nd at Rich Munda's house on Burr Oak. Mr. Munda will be providing food from his restaurant for the participants in this event.

Discussion followed with regard to the possibility of having a separate meeting regarding the work plan. Mr. Carroll offered to host a mini retreat at his house on February 13th from 9:00 a.m. to noon to discuss the work plan.

Ms. Ferraro inquired if the HPC would like to find a nationally known speaker for Preservation Month or if they would prefer to find someone locally. Mr. Holewinski suggested that someone from the local Habitat for Humanity office might be willing to provide a presentation regarding rehabilitation. Ms. Ferraro stated that Don Jones from Habitat for Humanity advised that it takes about three times as long to rehab an old building versus building a new one. It might be advisable to have a discussion about how best to make use of the homes that are

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in good enough condition to be rehabbed. It has been suggested in the past that someone needs to convene a meeting among the various parties to discuss preservation. Maybe that meeting could take place during Preservation Month. Representatives from Habitat for Humanity, KNNHC (Kalamazoo Northside Nonprofit Housing Corporation), the City of Kalamazoo, the County Land Bank and other parties would be invited to participate in the meeting.

Ms. Milne referred to the rehab training programs that have become available lately. Coordinating those training sessions with Habitat for Humanity might be an interesting partnership. Mr. Brose suggested having a private meeting with key individuals, and then opening the topic up for public discussion. The HPC could spearhead the meeting. Mr. Aardema suggested that the County Land Bank could provide a house to be rehabbed. Ms. Ferraro advised that the city has acquired over 70 houses for potential rehab projects. She will speak with Lee Larson, Building Inspector, to obtain further details about those properties, and to possibly set up a meeting with Ms. Ferraro, Mr. Larson and Mr. Holewinski.

Mr. Wright suggested appointing people to serve on the Preservation Month Subcommittee. Mr. Holewinski, Ms. Ferraro, Mr. Carroll and Ms. Jacobs volunteered to serve on the subcommittee. Mr. Holewinski will e-mail the subcommittee with proposed meeting dates.

Ms. Ferraro advised that Preservation Month 2010 will not be as extensive as it was last year. There will be an awards ceremony, a Great Unveiling and an event to be hosted by preservationists in Oshtemo. There were approximately 8 or 9 Preservation Month events in 2009; there will be about half that number in 2010.

Mr. Carroll suggested that Ms. Houghton might be willing to conduct tours of the State Hospital campus, the water tower and East Campus, which could be part of Preservation Month activities. Similar tours in the past have attracted over 100 people.

Ms. Milne inquired if the awards ceremony and the reception would be catered. Ms. Ferraro advised that it would be up to the committee to decide if those events would be catered. A location for the awards ceremony and the reception have not yet been determined. It was suggested that a different venue would be nice. City Hall and the Ladies Library were suggested as possible sites for the awards ceremony. If the chosen site has a kitchen facility, that will help determine how to approach the issue of catering.

Discussion followed with regard to the importance of having publicity for Preservation Month. Ads can be posted for free in many places. Ms. Ferraro stated that she would be sending out announcements shortly regarding the call for nominations, which are due on March 1st.

Mr. Aardema suggested asking the city to donate a house to use for a rehab/restoration project. Ms. Ferraro stated that she is expecting to receive a list of city-owned properties that may be eligible for rehab.

Discussion followed with regard to the possibility of sending the HDC members for training in February. Battle Creek, Holland and Jackson will have training sessions in the near future, and it may be possible for Kalamazoo to have a

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combined training session with the a historic district commission in one of the cities. Members of the Holland HDC attended the November HDC meeting in Kalamazoo. Ms. Ferraro will check with Nan Taylor regarding the possibility of hosting a regional training session in Kalamazoo in March.

Mr. Wright inquired if there was a new HDC member. Ms. Ferraro advised that Chris Roussi was recently appointed to the HDC.

1. Preservation Awards mailing (Item E)

Ms. Ferraro advised that the mailing for the preservation awards will go out this week.

v. Iannelli Fountain (IF) - Carroll

Mr. Carroll had nothing to report.

vi. Operations (O) – Wright

Mr. Wright had nothing to report.

X. OLD/NEW BUSINESS

XI. COORDINATORS REPORTS

a. Site Watch & Issues (Item F)

Ms. Ferraro stated that planning for the window rehab workshop is going well.

Ownership of Noble Lodge has been officially transferred to Western Michigan University. Mr. Aardema inquired if it would be possible to get in front of that issue before it becomes necessary to catch up with it. Ms. Ferraro advised that the task force (East Campus) is scheduled to meet on February 4th. Mr. Aardema inquired if it would be acceptable to approach WMU about this issue. Ms. Ferraro advised that HPC members cannot advocate, but guests such as Mr. Aardema would be free to do so.

Mr. Carroll suggested that Noble Lodge could be converted to a hotel and utilized for training hospitality majors at the university. Ms. Ferraro stated that the lodge was redone in the late 1990s for use by the department of Corrections. It might be possible for the city to approach WMU to ask about their plans for the building and offer assistance.

Ms. Ferraro advised that she has the preliminary elevation of the 100 block of E. Michigan. She can ask Mr. Dally to provide a presentation for the HPC; he will be at the HDC meeting next week. May or June is the anticipated start date of the 100 block project.

Ms. O'Connor inquired if it would be possible for people to tour the 100 block buildings during Preservation Month. Ms. Ferraro advised that there will be safety issues with those buildings during the renovation. The closing on the property will not likely occur until February or March and work should begin shortly thereafter. Mr. Dally might host the preservation awards in 2011 when the project is further along.

Ms. Ferraro stated that progress is going well on the 100 block nomination. She will resubmit the amended nomination to Bob Christensen at the State Historic Preservation

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Office next week. The Preservation Review Board will likely review the addition of the 100 block of E. Michigan to the Haymarket Historic District at their May meeting.

The HPC sponsorship of the NAPC conference has earned the HPC one free registration. The two and a half day conference will be in Grand Rapids at the end of July. Volunteers are needed to help prepare for a tour of Kalamazoo that will take place the day before the conference. The tentative title for the Friday mobile workshop is “The Kalamazoo Preservation Story.” Ms. O’Connor suggested that Lynn Houghton might be willing to assist with the tour. Ms. Ferraro may send out a request for assistance to determine who is willing to help. It might be possible to present a case study and/or a tour of one or more of the historic districts. Ms. O’Connor mentioned that the Kalamazoo preservation story is in the beginning of Kalamazoo: Lost and Found.

Ms. Ferraro advised that there will likely be discussions at the National Trust Forum regarding “Cash for Caulkers” and window replacement, etc. Ms. Ferraro is proposing a sign to be posted in the houses where window rehab workshops are being held. The signs would read, “THESE WINDOWS MATTER.”

Ms. Ferraro referred to the Section 106 Report that was included in the HPC packets. Some of these are Neighborhood Stabilization Program (NSP) properties received by the city as tax foreclosures. Ms. Ferraro uses the Reconnaissance Level Historic Resource Survey (1999 – 2001), to review which properties in the Section 106 Report are historic. The historic review decision will be based on the historic integrity of the property, not condition. Ms. O’Connor advised that she spoke with Ms. Ferraro earlier in the day to express her concerns about the properties on the Section 106 Report. There are 49 NSP buildings; demolition has been proposed for 35 of those buildings. There should be a conversation with the city to discuss the potential for loss of tax base regarding the proposed demolitions. Also, more work needs to be done on the demolition ordinance, and the historic resources survey should be updated.

Mr. Aardema commented regarding the success the City of Kalamazoo has had in the past with regard to preservation. The proposed demolitions are a disappointment for a city the size of Kalamazoo, and could create serious negative impact. Ms. O’Connor pointed out that in cities that don’t have a historic survey, the houses are more susceptible to demolition. Mr. Aardema inquired as to what steps could be taken to prevent demolition, and if the houses would be put up for sale by the city.

Mr. Willson inquired as to what the HPC could do as a group to save the houses. He suggested that education about historic preservation may be a key factor in saving the houses. Many people who spend our tax dollars don’t know about historic preservation and the impact it has on the community. Ms. Ferraro advised that some of the biggest gains in historic preservation in Kalamazoo occurred during economic hard times of the late 1970’s and early 1980’s. We are currently in economic hard times. Maybe it’s time to really push for more historic preservation.

Mr. Willson suggested having conversations with the Mayor and City Manager to try and get the city to consider historic preservation as a viable option. Ms. O’Connor inquired if it would be appropriate to speak with the city’s neighborhood coordinator regarding this matter. Ms. Ferraro suggested that representatives from the HPC could meet with Laura Lam, Community Development Manager, to discuss the properties in the Section 106 Report.

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Mr. Aardema inquired if the NSP funds could be used for renovation rather than demolition and Ms. Ferraro replied in the affirmative.

It was suggested that it might be possible to find a block where the majority of houses are threatened and funnel rehab dollars into that area, subsidizing the rehabs with the NSP funds. Ms. Ferraro expressed concern that rehabbed houses may wind up being sold for less than the cost of the rehab.

Mr. Willson inquired as to the best way of educating people at the city regarding these issues. Ms. Ferraro mentioned that Lynn Houghton's historic homes tours are important. That educational activity spreads. Mr. Willson inquired if anyone knew someone in the Northside Neighborhood who would be interested in participating in historic preservation.

Mr. Holewinski referred to the Smart Shop, an artist's studio in the Northside Neighborhood, which is in a rehabbed building. Mr. Aardema mentioned that the Stuart Neighborhood is connected to the Northside Neighborhood. Ms. Ferraro referred to old information pertaining to Preservation Month activities that was utilized to get people involved. She suggested having a neighborhood leaders' workshop to discuss the byproducts of preservation. The Northside Neighborhood begins at North Street. Mr. Aardema suggested contacting members of a historic church (Paterson and Park Sts.) on the north side to inquire if they would be willing to host a meeting about historic preservation. Ms. Ferraro suggested hosting a smaller version of the Old House Expo on the north side of the city or in any of the city neighborhoods.

Ms. Ferraro advised that attendees at the NACD window workshop in the fall mentioned they were unaware of some of the simple things they could do to restore their windows. Maybe a small event could be convened at the NACD (Northside Association for Community Development) to discuss historic preservation. Discussion followed with regard to the positive aspects of preservation. An increase in property values is one of the positive side effects. Many people don't understand that an old house can become more valuable.

b. Old House Network Expo updates (Ferraro)

Ms. Ferraro advised that the Old House Network received a \$2,500 grant from MSHDA (Michigan State Housing Development Authority) for the Old House Expo. Old Home Rehab contributed \$725 to the Expo. Wilson Insurance Company and the Heritage Company also contributed to the Expo. Rick and Molly Reeves contributed \$200 and requested \$100 in matching funds from Pfizer. Their first fund appeal raised almost \$1,800.

Mr. Carroll mentioned that there had been discussion at the last HPC meeting about signing people up at the Expo to receive an e-letter. Ms. Ferraro stated that there is a space on the back of the ticket for people to provide contact information. The ticket can be entered for a door prize. She is thinking about adding a line that will state, "This will also add you to a mailing list for the HPC." Mr. Carroll suggested having high school students circulate among the attendees to talk with them about signing up for the newsletter.

XII. COMMISSIONER COMMENTS

None

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ADJOURNMENT

Mr. Carroll, supported by Mr. Wright, moved to adjourn the January 12, 2010 meeting of the Historic Preservation Commission. With a voice vote, the motion carried unanimously.

The meeting adjourned at 8:55 p.m.

Submitted by: _____ Dated: _____
Recording Secretary

Reviewed by: _____ Dated: _____
Staff Liaison

Approved by: _____ Dated: _____
HPC Chair

ITEM G
Kalamazoo Historic Preservation Commission
Preservation coordinators report
February 9, 2010

REPORT:

Historic District Commission:

- ✓ HDC Reviews to 01/31/10 - 10.
 - In 2009, 42 reviews were complete by 01/31/09
- ✓ Section 106 reviews to 01/31/10 – 11
 - In 2009, 6 reviews were complete by 01/31/09

PROJECTS:

Coordinator: Window Rehabilitation Workshops
Two for contractors February 8-19 and March 15-26
Two for homeowners – April 9-11 and April 16-18

HISTORIC DISTRICT STUDY COMMITTEE

The Public Hearing for the Study Committee Reports will be on Thursday February 25th at 3:00 pm in the Community Room on the second floor of City Hall.

SITES – ONLY UPDATES WILL BE NOTED.

100 block of East Michigan – Good Progress.

Corporation Hall – No further news – expect there will be news and actions in late spring 2010.

Noble Lodge (NE corner Oakland and Howard) – Now owned by WMU.

City Hall weatherization – No additional news.

MISCELLANEOUS:

Our NAPC sponsorship of the conference includes one FREE registration. Shall we draw straws??

2010 Kalamazoo Historic Preservation Commission Budget	(All Historic Preservation Commission funds are derived from the sale of <u>Kalamazoo: Lost and Found</u>)	Proposed budget for 2010
Account Description	2009 Budget	2010 Budget
Working Capital	\$11,000.00	\$6,800
Spending Plan		
Commissioner Education		
NTHP*, MHPN*, State HP	\$750.00	\$500.00
O'Connor Fund	\$400.00	\$200.00
Memberships		
NTHP* - HPC	\$500.00	\$175.00
Public Education		\$4,000
Neighborhood Assistance	\$700.00	
Preservation Month	\$2,000.00	
General Preservation Education	\$2650.00	
Kalamazoo: Lost and Found		
Promotion	\$1,200.00	\$1,575.00
Consultants - Fulfillment, Marketing and Royalty	\$2,500.00	
Misc. Travel/Supplies/Materials	\$300.00	\$100.00
Contingency		\$250.00
Totals	\$11,000.00	\$6800.00

*NTHP – National Trust for
Historic Preservation
*MHPN – Michigan Historic
Preservation Network