

**KALAMAZOO HISTORIC PRESERVATION COMMISSION**  
**VIRTUAL MEETING**  
**WEDNESDAY July 14, 2021 – 6:00pm**

**I. Call to order:**

**II. Roll call and approval of absences:**

- |                    |                        |
|--------------------|------------------------|
| A. Fred Edison     | E. Josh Koenig         |
| B. Kyle Hibbard    | F. Lenee Powell-Wilson |
| C. Regina Gorham   | G. VACANT              |
| D. Katherine White |                        |

*For virtual meetings, during the roll call, each commissioner needs to state their name, and where they are currently located and attending from.*

**III. Approval of Agenda:**

**IV. Introduction of Guests:**

**V. Citizen Comments on NON-agenda items\* & Correspondence:**

**VI. Guest, Dorla Bonner Diversity, Equity and Inclusion Director for the City of Kalamazoo**

- A. Recruiting for the HPC – these are current texts. **(ITEM A)**

**VII. Financial Report (20 min) (ITEM B)**

- A. BALANCE REMAINING (\$6,858.73)  
B. ~~RESERVE FUND (\$25,553.45) (Quarterly reports – Feb., May, Aug, Nov)~~ See report Item A

**VIII. Action and Discussion Items**

- A. **Diversity and Inclusion** (Powell-Wilson, Gorham, Edison)
1. Kalamazoo Reservation Public Education (Gorham) (10 min) Report at meeting
- B. **Historic Preservation Programs - O'Connor Fund** (Koenig, Powell-Wilson)
1. Grantmaking (no report)
  2. OHOW – Old House Owners Workshops **(ITEM C)**
- C. **Reconnaissance Level Historic Resource Survey & CLG Grant** (Ferraro) **No change**
- D. **Grave Issues – Cemetery Project** (Hibbard) - No report
- E. **Preservation Month** (Gorham) (15 min) **no report**
- F. **Designation & Sites** (D) – (10 min) no report
- G. **Sustainability** (SU) – (10 min) (Ferraro/Koenig)
1. Hidden Kalamazoo Book – POSTPONED status report in September
- H. **Operations** (O) – Koenig (5 min) *Report at meeting*

**IX. Old/New Business**

- A. End Project for Kalamazoo: Lost and Found and other HPC publications **(ITEM D)**
- B. Section 106 – second quarter reviews. **(ITEM E)**
- C. Keep or cancel August meeting?

- X. **Approval of meeting notes: (5 min)**
  - A. June 9, 2021 **(ITEM F)**
- XI. **Coordinators Report on non-agenda items (5 min)**
  - A. Coordinators monthly report **(ITEM G)**
  - B. Traditional Trades at KVCC – meeting on July 13 -verbal report
- XII. **Citizen Comments on NON-agenda items\***
- XIII. **Commissioner Comments**
- XIV. **Adjourn 8:00 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.

**BEGINNING IN AUGUST 2021 MEETING MAY LIKELY BE IN PERSON AGAIN. UPDATES AT THE MEETING.**

**NEW WORK PLAN ON  
FOLLOWING PAGES  
Adopted March 10, 2021**

# KALAMAZOO HISTORIC PRESERVATION COMMISSION GOALS FOR 2021-2023

Adopted Wed., March 10, 2021

Chair: Josh Koenig Vice-chair: Regina Gorham  
Secretary: none Treasurer: Lenee Powell-Wilson

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## **PRIORITY PROJECTS**

### **DIVERSITY AND INCLUSION**

**NEW/ONGOING**

**Leader(s)** Lenee Powell-Wilson, Regina Gorham, Fred Edison

1. Create working relationship with local and regional entities to partner with efforts to make Kalamazoo history more inclusive and complete
2. KALAMAZOO RESERVATION PUBLIC EDUCATION COMMITTEE - migrate all Next Exit History material to Kalamazoo Public Library, continue to work with Gun Lake band tribal council

### **O'CONNOR FUND FOR HISTORIC PRESERVATION PROGRAMS**

**ANNUAL/ONGOING**

CREATE NEW & MANAGE EXISTING PROGRAMS

**Leader(s)** Josh Koenig & Lenee Powell-Wilson

1. Education: Old House Owners Workshops - Video, Hands-On and In-Seat Programming
  - a. Complete taping and showing Season 1, 8-episode video series for 2020-2021
  - b. Plan Season 2 plan and tape 8 episodes for broadcast in late 2021 and 2022.
  - c. Count video viewers for
  - d. Negotiate partnership agreement with PMN to include broadcasting rights for City of Kalamazoo for 2021-2022 season.
  - e. Consider pros and cons of returning to hands-on and in-seat informational sessions for summer 2022. Make a decision and plan for 2022 if the answer is "yes."
2. Preservation Assistance: Explore and provide funding for a program or programs to address:
  - a. no-cost home repairs for qualified low-income owner-occupants
  - b. a more inclusive & diverse Kalamazoo history as it relates to preserving buildings & places
3. Preservation Assistance: Develop and implement one or more grant-making programs

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### **RECONNAISSANCE LEVEL HISTORIC RESOURCE SURVEY PROJECT**

**COMPLETE – JULY 2022**

**LEADER(S)** Coordinator & Chairperson

**GOAL:** Prepare a historic resource survey of all structures and resources within the boundaries of the city of Kalamazoo

1. Monthly report to HPC.
2. Begin Survey in March 2021 – complete by July 2022
3. Final report to HPC to use in preparing next Workplan

### **CEMETERIES (Grave Issues Squad)**

**ANNUAL/ONGOING**

**LEADER(S)** Kyle Hibbard, Sharon Ferraro

1. 2021 - when the repairs are being made on the roads in the Mountain Home explore the creation of a survey database that can be used on smartphones to facilitate quick survey of grave marker condition using volunteers
2. Use the cemetery to engage the public in using appropriate techniques for cleaning grave markers – explore making a short video on water-only cleaning of headstones
3. LONG TERM - Create plan to clean and repair grave markers and cemetery buildings using public volunteers and professionals when necessary
4. assist city staff in developing a long-term plan for repair, cleaning and maintenance in Kalamazoo's two historic cemeteries, Mountain Home and Riverview.

**PRESERVATION MONTH & OTHER EVENTS****ANNUAL/ONGOING**

Leader: Regina Gorham &amp; coordinator

GOAL: Consider a variety of events to celebrate Preservation Month in May

1. Committee formed in January to consider awards and special events for Preservation Month
  - a. Create work schedules, recruit & train volunteers
  - b. Complete events, Post event debrief presented to HPC
  - c. Present Preservation Awards nominations to HPC and make awards
  - d. Form committee for next year
2. Put "Pres month opportunities" as a discussion section on HPC monthly agenda.
3. *Create a three-year plan for future events to celebrate Preservation Month before end of 2021*

**DESIGNATION (Preservation Tools/Outreach):****ANNUAL/ONGOING**

LEADER(S): Fred Edison &amp; Katherine White

(See appendix A to C for current DRAFT lists)

1. Work to create a citywide context statement for "missing" history – the history of BIPOC and women in Kalamazoo – the statement could be used to be an integral part of surveys, National Register and Local HD listings
2. support the establishment of new historic districts, National Register nominations and local designation as appropriate
3. Consider the creation of a local historic marker program
4. Explore and support a process to include the identification of potential pre-historic and historic archeological sites in Kalamazoo
5. educate the public on historic preservation and designation as a tool
6. 2022 – using the results of the reconnaissance historic resource survey, create a new list of potential historic resources in the city.

**SUSTAINABILITY/ REVENUE****ANNUAL/ONGOING**

LEADER(S): Coordinator &amp; Chairperson

1. Finalize transition of KL&F from Pam O'Connor to Lynn Houghton.
  - a. Develop a plan for remaining inventory by Sept. 1, 2021
  - b. execute said plan before Dec. 31, 2021.
2. Review plans annually for ongoing and new O'Connor Fund expenditures and ensure that O'Connor fund appeal is done in November
3. Review Hidden Kalamazoo book publication – possibly shift to Arcadia Press
4. Start looking for future fund-raising plans

**OPERATIONS/Chairperson's responsibilities****ANNUAL/ONGOING**

LEADER: Chairperson

1. To see that 1-2 representatives from KHPC meet quarterly w/ Director of CPED and City Planner to discuss KHPC
2. Review financial status & reserve account quarterly in advance of opportunities for budget adjustment
3. Create budget in July or August
4. Monitor the preservation coordinator position so that it remains funded by City
5. Ensure quorum at meetings
6. Meet monthly with Historic Preservation Coordinator to review issues and plan agendas.
7. Oversight and update of operational plans monthly
8. Ensure succession plan for HPC

**APPENDIX A:** sites eligible for additional designation – to be expanded and revised after the Reconnaissance Level Historic Resources Survey is complete

### **LOCAL DESIGNATION**

- Woodside Properties (W) and panhandle Greenlawn – add to West Main Hill
- **Bronson Park Historic District (NR listed)**
- Milwood Area
- Edison/Washington Square Area
- Hillcrest/Winchell Area
- Parkwyn Village
- Mid-Century Resources
- **Isaac Brown House (NR listed)**
- Loring-McMartin Farm /railroad viaduct
- Ihling Brothers Building (Kalamazoo Ballroom Academy, Worship Arts, Dill Instruments  
2020 Fulford St (Edison))

### **NATIONAL REGISTER DESIGNATION**

- State Theater – National Register eligible - NR nomination in progress (March 2021)
- American National/5/3 Bank Tower - National Register eligible – need new photos and permission letter from owner
- Bronson/Upjohn Headquarters (NR nomination in progress – March 2021)
- Parkwyn Village (Nomination being prepared by Peter Copeland)
- Mid Century Resources
- Washington Square Area

**APPENDIX B:** Schools – encourage and prepare history and heritage of schools to post on KPL Local History Room and KPS, Kal. Christian Schools, Catholic Schools websites. Encourage adaptive use if buildings become vacant. Prioritized List of Local Public and Private School Buildings:

1. El Sol/Vine Elementary (KPS) (In local historic district) 604 W. Vine
2. Milwood Middle School (KPS) 2916 Konkle St
3. Winchell Elementary (KPS) 2316 Winchell Ave
4. Greenwood Elementary (KPS) 3501 Moreland Street
5. Hackett High School (Catholic Diocese) 1000 West Kilgore Ave
6. St. Augustine Elementary (Catholic Diocese) 600 West Michigan Ave
7. St. Monica Elementary (Catholic Diocese) 530 West Kilgore Ave
8. Kalamazoo Christian High School (Christian Schools)
9. Community Education Center (former Kalamazoo Central High School) (KPS) NR & Local HD 600 West Vine St.
10. (Former) South Christian Elementary on Westnedge – owned by KPS
11. Hillcrest School (Kazoo School - private) 1401 Cherry St
12. Former Ebenezer School (Bronson, Former K Christian John St)

#### **Work completed on upgrades and new construction (Nov 2018)**

1. Loy Norrix High School (KPS) 606 East Kilgore Road
2. Lincoln Elementary (KPS) 912 North Burdick Ave.
3. Woodward Elementary (KPS) (In NR and local historic district) 606 Stuart Ave
4. Parkwood/Upjohn Elementary (KPS) 2321 South Park St

**APPENDIX C:** Churches (by address and denomination)

- 1) Second Missionary Baptist Church - 603 North Rose (North Side)
- 2) North Presbyterian - 603 North Burdick - (North Side) VACANT
- 3) Friendship Baptist Church – 326 West Paterson (North Side)
- 4) North Westnedge Church of Christ – 1101 North Westnedge Ave (North Side)
- 5) Allen Chapel AME - 804 West North Street (North Side)
- 6) Chicago Avenue Church of Christ – 940 Chicago Avenue (East side)
- 7) Bethany Reformed Church – 1833 South Burdick Ave (Edison)
- 8) Seasons of Change Church – 1401 Lay Blvd (Edison)

## DEI DISCUSSION – recruiting for the Historic Preservation Commission HPC Meeting July 14, 2021

This announcement is sent out as a media release, usually with a pretty photo of a historic building or house, posted on the first page of the city website, put on the city and planning department Facebook pages and sent as an email blast to neighborhood associations and other interested organizations. If timing works, it is also included in the Historic District Commission newsletter.

If you are interested in history AND in the city of Kalamazoo, there is one opening on the city's **HISTORIC PRESERVATION COMMISSION**.

The Historic Preservation Commission (HPC) advises the city commission and administration, educates the public and makes recommendations for official designation of historic sites and buildings – as well as organizing events during Preservation Month each May. Meetings are once a month – usually 2-3 hours on the second Wednesday at 6:00. (Currently and through the end of August 2021, these meetings are held virtually, using Zoom.) The HPC advises the city on historic issues, educates the public, reviews and initiates National Register nominations, presents awards, runs historic tours and writes books. Current HPC projects include presenting Old House Owners Workshops (OHOW), the Grave Issues Squad working on inventorying and assessing gravestones at Mountain Home Cemetery on West Main and publishing a book on the Hidden Kalamazoo Tours. HPC is also involved in the Reservation Boundary marking and education project with the Gun Lake Band of Pottawatomi.

The HPC currently needs to fill one position.

The term would begin as soon as the mayor approves the appointment and would continue until March 31, 2024.

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Questions about the commissions? Call the historic preservation coordinator at 269-337-8804. Or email [ferraros@kalamazoo.org](mailto:ferraros@kalamazoo.org)

THIS IS THE DESCRIPTION OF THE Historic Preservation Commission used by the clerks office:

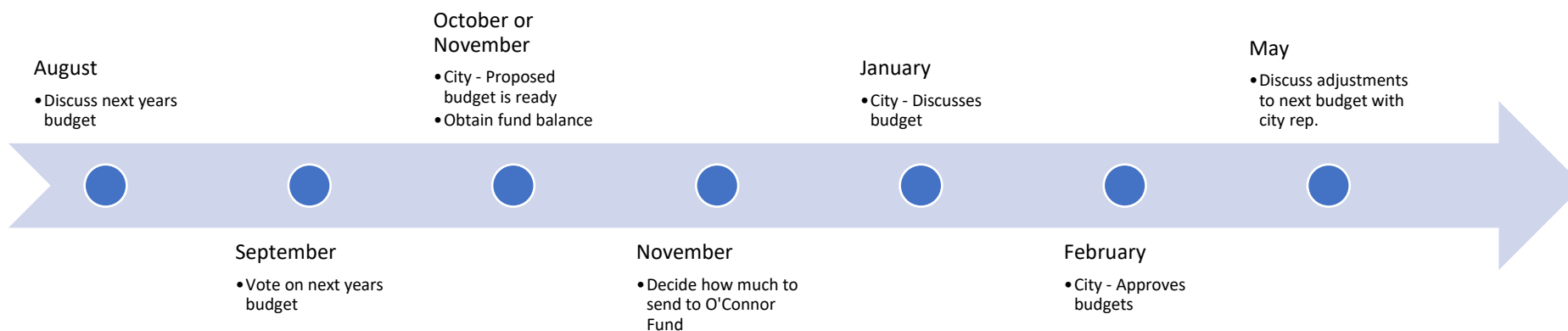
## Kalamazoo Historic Preservation Commission

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**2022 BUDGET PROPOSAL  
HISTORIC PRESERVATION COMMISSION**

253

Account Number		2015 Budget	2015 Actuals	2016 Actuals	2018 Budget	2020 Budget	2022 Budget
253-724	COMMUNITY DEVELOPMENT						
253-724-01	KALAMAZOO HISTORICAL COMMISSION						
253-724-01-000-664.002	INTEREST ON INVESTMENTS	61	61	56	50	50	\$50
253-724-01-000-671.026	HISTORIC PRESERVATION SALES	1000	1463	1791	250	2000	\$200
253-724-01-000-671.045	HISTORIC PRESERVATION FUNDRAISING	11000	16,797	9930	12,000	2550	\$1,000
253-724-01-000-672.003	PRIVATE DONATIONS & CONTRIB.	200	0	0	0		\$200
253-724-01-000-805.006	EDUCATION AND TRAINING	300	0	0	0		\$300
253-724-01-000-675.000	WORKING CAPITAL	0	0	0	20,000	21167	\$6,000
<b>TOTAL REVENUE</b>		12,561	18,321	11,777	32,300	25767	<b>\$7,750</b>
253-724-01-000-810.006	BANK FEES	50	346	0	51		\$50
253-724-01-000-845.001	OUTSIDE CONTRACTUAL SERVICES	10,450	11,307	9,346	28,535	24548	\$5,000
253-724-01-000-860.001	MEMBERSHIPS AND DUES	400	250	250	408	1000	\$1,000
253-724-01-000-805.006	EDUCATION AND TRAINING	300	0	0	306	0	\$600
<b>253-724-01-000-845.023</b>	Fundraising		300	869	3,000	0	\$100
<b>TOTAL EXPENSES</b>		11,200	12,203	10,465	32,300	25,548	<b>\$6,450</b>
<b>Total KALAMAZOO HISTORICAL COMMISSION</b>		1361	6118	1312	0	219	<b>\$1,300</b>



PREPARED: JUNE 1, 2021

Revised: 7/6/21



## 7-1-21 KHPC Report

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### **ACTIVITY**

Editing of Episode 8 "Understand Your Storm Windows" was FINALLY completed last week and is scheduled to show on PMN on Saturday, July 10, and then on KPL and City's page a week later, on July 17.

Here is KPL's event posting:

<https://www.kpl.gov/event/ohow-understand-your-storm-windows/>

I will contact PMN and KPL after July 17 about the coming year's plans.

Pam O'Connor



Lost and Found "End" Project  
As of 7-1-21

### Digitization & Hosting

Peter Brakeman is now down to the final "clean-up" effort. There are some screened images found and re-scanned, and a couple for which we're still searching.

Keith Howard @ KPL has already finished digitizing *Walking Through Time* and *Nineteenth Century Homes in A Midwestern Village*!

Keith awaits info from the KPL techno-staff about implementation a page-flip viewer that shows 2 pages at a time. Lost & Found has quite a few double-page spreads, and using this type of viewer would enhance the viewer experience. Keith reports that KPL's technology work on this is between a couple weeks and a couple months away from final resolution, and can be used for Lost & Found, and the timing is well within our timeline.

### Remaining inventories

At this time, we have language for a sale of all remaining *Lost & Found* inventory with Gloria Tiller/Kazoo Books. The draft is included in this report for your review and approval, and replicates the proposal the KHPC agreed to in principle at its June meeting.

### Lost & Found Disbursements

Completed

- 108 soft cover copies and 108 hard cover copies for HP Coordinator
- 36 soft cover and 72 hard cover copies for Heritage Company (\$540)
- 90 soft cover and 18 hard cover copies for Bookbug/This Is A Bookstore (\$540)
- 11 hard cover copies to KPS Library Services
- 18 soft cover and 18 hard cover copies for Kalamazoo City Manager's Office

Deliveries Pending    ??? copies for Kalamazoo City Employees

### Actions Required at this time:

- Approve language in draft agreement for sale of all final Lost & Found inventory (below).

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## DRAFT - KALAMAZOO HISTORIC PRESERVATION COMMISSION

15 June 2021

Ms. Gloria Tiller  
Kazoo Books  
2413 Parkview Avenue  
Kalamazoo, Michigan 49008

Dear Gloria,

Thank you again for your support of the Historic Preservation Commission's (KHPC) work through your decades of *Kalamazoo Lost and Found* sales, and for your continuing that support through this new agreement.

Following conversations with our representative Pam O'Connor, and KHPC's approval to finalize the agreement at its June 9<sup>th</sup>, 2021 meeting, the KHPC and Kazoo Books agree to the following terms of sale:

- 1) The Kalamazoo Historic Preservation Commission agrees to sell all of its remaining inventory of the above publication at \$1 per book to Kazoo Books. The remaining inventory has been counted a final time. It contains:

TBD: Hard Cover Books: X,XXX books (XXX full cases of 9, and one partial case)  
Soft Cover Books: X, XXX books (XXX full cases of 18, and one partial case)

Payment will be due at delivery. Your check should be made out to the "KHPC" and Pam O'Connor will collect it at the time of the inventory's transfer.

- 2) At the time Kazoo Books begins sales of the above inventory, it agrees to make a twice-yearly gift, at the end of June and end of December of \$5/per book sold. This gift will be directed to O'Connor Fund for Historic Preservation at the Kalamazoo Community Foundation. Please see the note\* below for instructions for making your biannual gifts.

Thank you again for supporting this long-lasting relationship -- right up until all of the books have been sold to individuals who will read, learn from, and enjoy them!

Sincerely, for the KHPC,

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Regina Gorham, Vice Chair, Historic Preservation Coordinator, City of Kalamazoo

c: Lynn Houghton, Co-Author  
Pamela Hall O'Connor, Co-Author

- Make your gifts to the O'Connor Fund by mail:  
Make your check payable to: Kalamazoo Community Foundation/O'Connor Fund  
On the Memo line, repeat: The O'Connor Fund for Historic Preservation  
Address to: 402 East Michigan Avenue, Kalamazoo, MI 49007

END DRAFT

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Copies to: Lynn Houghton, Keith Howard, Peter Brakeman

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Log City of Kalamazoo, Kalamazoo County – A Certified Local Government

Date	Address	Neighborhood	Sub-recipient
<b>*ALSO REVIEWED – No Historic Property – end of this document</b>			
1. 04/20/2021	114 Burr Oak	Vine	City of Kalamazoo CPED
PROPOSED WORK: Demolition			
AREA OF POTENTIAL EFFECT: Limited to this house and adjacent properties on the 100 block of Burr Oak			
HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the East Vine potential study area in the 1999-2001 Reconnaissance Level Historic Resources Survey. This area is potentially <b>National Register eligible</b> . This house is <b>National Register</b> (NR) eligible.			
DETERMINATION OF EFFECT: No ADVERSE Effect on historic properties. Due to a fire that destroyed the house to the east and the loss of the pre-Civil War church to the west, this block has lost historic integrity. Work may proceed without further review.			
2. 05/14/2021	203 Allen Blvd	Stuart	KNHS
PROPOSED WORK Roof			
AREA OF POTENTIAL EFFECT: Limited to this house and the adjacent houses			
HISTORIC PROPERTIES PRESENT: This house is a contributing structure in the Stuart Area Local and National Register Historic District. This area is listed on the <b>National Register of Historic Places</b> . Historic District Commission review is also required with the building permit application.			
DETERMINATION OF EFFECT: No Adverse Effect – work must comply with Kalamazoo Historic District Commission Standards and Guidelines for a roof specified below. Work may proceed after Historic District Commission review.			
<ol style="list-style-type: none"> <li>1. Medium to dark color shingle</li> <li>2. Dark "D" type drip edge.</li> <li>3. Ridge vent colored to blend with roof.</li> <li>4. Single cut or open valleys (no woven shingle valleys).</li> <li>5. New deck is to be installed to protect/accommodate crown moulding by installing decking to hang over 3/4" - 1" past existing or future crown moulding. (See enclosed standard for details and drawings.) <i>IMPORTANT NOTE: In areas where crown moulding is missing, new deck installation shall allow for future re- installation of crown moulding.</i></li> <li>6. Flashing shall be a color to complement the roof color (Not bright metal) and shall be properly installed:</li> <li>7. Flashing must be tucked behind clapboards or siding on porches, dormers and side roofs.</li> <li>8. Flashing must be tucked into mortar joints of chimneys.</li> <li>9. Any unpainted wood must be painted within six months from the date of completion (not counting months between November and April.)</li> </ol>			
3. 06/11/2021	1328 Poplar Place	Edison	Senior Services
PROPOSED WORK: electrical repairs – ne breaker box			
AREA OF POTENTIAL EFFECT: Limited to this house			
HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the Clinton-Egleston potential study area in the 1999-2001 Reconnaissance Level Historic Resources Survey. This area is potentially <b>National Register eligible</b> .			
<i>This is a Schedule C project, exempt from review under the Programmatic Agreement between the City of Kalamazoo and the Michigan State Historic Preservation Office.</i>			
DETERMINATION OF EFFECT: No Effect – work may proceed without further review.			

**2021 All reviews**                      **ER 96-713**                      **106 Review Log**  
**City of Kalamazoo, Kalamazoo County – A Certified Local Government**  
**Date**                      **Address**                      **Neighborhood**                      **Sub-recipient**

4. 06/11/2021                      120 Wall                      Vine                      Senior Services  
 PROPOSED WORK: New water heater  
 AREA OF POTENTIAL EFFECT: Limited to this house  
 HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the East Vine potential study area in the 1999-2001 Reconnaissance Level Historic Resources Survey. This area is potentially **National Register eligible**.  
*This is a Schedule C project, exempt from review under the Programmatic Agreement between the City of Kalamazoo and the Michigan State Historic Preservation Office.*  
 DETERMINATION OF EFFECT: No Effect – work may proceed without further review.
5. 06/16/2021                      1420 Lay Blvd.                      Edison                      KNHS  
 PROPOSED WORK: Roof only  
 AREA OF POTENTIAL EFFECT: Limited to this house  
 HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the East Vine potential study area in the 1999-2001 Reconnaissance Level Historic Resources Survey. This area is potentially **National Register eligible**.  
 DETERMINATION OF EFFECT: No Adverse Effect – If the work is done to comply with these standards:
1. Medium to dark color shingle
  2. Dark "D" type drip edge.
  3. Ridge vent colored to blend with roof.
  4. Single cut or open valleys (no woven shingle valleys).
  5. New deck is to be installed to protect/accommodate crown moulding by installing decking to hang over 3/4" - 1" past existing or future crown moulding. (See enclosed standard for details and drawings.) *IMPORTANT NOTE: In areas where crown moulding is missing, new deck installation shall allow for future re- installation of crown moulding.*
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**Date**                      **Address**                      **Neighborhood**                      **Sub-recipient**

**ALSO REVIEWED – No Historic Property**

1.	04/01/2021	615 Florence	Lead abatement	KNHS
2.	05/04/2021	722 N. Edwards	Repair/replace kitchen exhaust fan	Community Homeworks
3.	05/04/2021	113 Remine	Repair front door & plumbing	Community Homeworks
4.	05/04/2021	1613 E. Stockbridge	Repair porch floor & ceiling	Community Homeworks
5.	05/04/2021	2528 Amherst	install AC per Dr. order	Community Homeworks
6.	05/04/2021	645 William	Repair windows and electrical	Community Homeworks
7.	05/04/2021	646 Florence	replace furnace	Community Homeworks
8.	05/04/2021	1105 Riverview	Repair/replace tub & toilet	Community Homeworks
9.	05/04/2021	919 Reed	Electrical repairs, 2 <sup>nd</sup> floor bath	Community Homeworks
10.	05/04/2021	1708 N. Church	Repair porch	Community Homeworks
11.	05/04/2021	1623 Charles Ave	Repair porch & steps	Community Homeworks
12.	05/04/2021	1118 E. Alcott	Repair porch & steps	Community Homeworks
13.	05/10/2021	1613 Stockbridge	Repair porch & steps. BF ramp	Senior Services
14.	05/10/2021	325 Sheldon	Repair porch & steps. BF ramp	Senior Services
15.	05/10/2021	318 W. Frank	Repair porch & steps. BF ramp	Senior Services
16.	05/13/2021	1012 N Church	Demolition	CoK
17.	06/11/2021	2510 Benton	New AC	Senior Services
18.	06/11/2021	3326 Tamsin	Window replacement	Senior Services
19.	06/11/2021	310 Lake	bathroom – plumbing leak & floor	Senior Services
20.	06/11/2021	117 W, Belmont	bathroom repairs	Senior Services
21.	06/11/2021	1328 Poplar Place	new electrical box	Senior Services
22.	06/11/2021	2832 Parchmount	New furnace & ductwork repair	Senior Services
23.	06/11/2021	1410 Charles	install handrails, electrical upgrades	Senior Services
24.	06/11/2021	621 W. Prouty	toilet, window replacement	Senior Services
25.	06/11/2021	1327 N. Edwards	plumbing & electrical repairs, WR	Senior Services
26.	06/16/2021	218 Rev. Wright Ct	demolition	CPED
27.	06/16/2021	1209 Woodward	roof	KNHS
28.	06/16/2021	1108 N. Church	roof	KNHS
29.	06/23/2021	738 Harrison	New house on vacant lot	KNHS
30.	06/23/2021	1010 N. Rose	New house on vacant lot	KNHS
31.	06/23/2021	1014 N. Rose	New house on vacant lot	KNHS

**KALAMAZOO HISTORIC PRESERVATION COMMISSION  
VIRTUAL MEETING NOTES  
WEDNESDAY June 9, 2021 – 6:00pm**

**I. Call to order: 6:00pm****II. Roll call and approval of absences:**

- |   |                                |
|---|--------------------------------|
| A. Fred Edison (FE) - Kalamazoo               | F. Lenee Powell-Wilson (LPW) - |
| B. Kyle Hibbard (KH) - Kalamazoo              | Kalamazoo                      |
| C. Regina Gorham (RG) - Kalamazoo             | G. VACANT                      |
| D. Katherine White (KW) - Kalamazoo           |                                |
| E. Josh Koenig (JK) – office at WMU Kalamazoo |                                |

**SCRUBBING DAY FOR MOUNTAIN HOME – SEXTON’S LODGE AND STONES - CITY WILL PROVIDE LUNCH. Saturday July 24 or Saturday July 31 – need to try a test patch**

*For virtual meetings, during the roll call, each commissioner needs to state their name, and where they are currently located and attending from.*

**III. Approval of Agenda: motion KW/2<sup>nd</sup> FE – passed unanimously by voice vote<sup>^^</sup>****IV. Introduction of Guests: Christina Anderson (CA), city planner presenting on Bronson Park light and shadow study, Pam O’Connor (PO) - volunteer****V. Citizen Comments on NON-agenda items\*& Correspondence: none****VI. Presentation on the Bronson Park light and shadow study (Guest: Christina Anderson) 6:03pm**

Following update of downtown zoning code, light and shadow in Bronson Park. Most of Bronson Park was in the unlimited height area. New zoning was unlimited in the heart of downtown, rest of downtown was max five stories. Code was approved in fall 2020. Asked Andrews University to produce a light and shadow study – at what height do we begin to see and impact of shadows on Bronson Park. Reviewed report. The proposed building height – to be added to DDRC – block south of Bronson Park – new buildings will have a maximum height of 60’. (First Presbyterian Church steeples are about 70’. The height limits apply to the entire block to the south bounded by South, Rose, Lovell and Park. LPW asked about the creation of a wind-tunnel effect around the park if there were tall buildings surrounding it. The park itself makes that unlikely.

PO asked about other protection of the character of the buildings around the park – CA the form-based code protects many of the buildings. SRF & CA reviewed new DDRC Guidelines – PO will reserve more comments until she can review.

**VII. Financial Report (20 min) at meeting**

- |  |                   |
|--|-------------------|
| A. BALANCE REMAINING   | (\$6,858.73)      |
| B. RESERVE FUND (\$25,553.45) ( <del>Quarterly reports – Feb., May, Aug, Nov</del> ) | See report Item A |
| C. Proposed budget for 2022 (ITEM A)   |                   |

LPW noted that the expenditures and finances have not changed. The proposed budget is a VERY early draft. LPW outlined her thoughts on how she arrived at the numbers. She will change memberships and dues. Add this to August agenda - discuss proposed budget with Marcy and then bring it back to the HPC for further revision and editing.

**VIII. Action and Discussion Items**

- A. **Diversity and Inclusion** (Powell-Wilson, Gorham, Edison)
1. Kalamazoo Reservation Public Education (Gorham) (10 min) Report at meeting
  2. David Brose joined the meeting – to update HPC on plans w Gun Lake Band
  3. RG – reviewed the information about the mound, with OCBA & Rachel Hughes-Nillson
  4. Plans for the mound will be presented to the tribal council, August 29<sup>th</sup> will debut the plan and work begins, website at KPL updated. October 11, Gun Lake Band will

**B. Historic Preservation Programs - O’Connor Fund** (Koenig, Powell-Wilson)

1. Grantmaking (no report) – no report this month
2. OHOW – Old House Owners Workshops (Brief verbal report at meeting) PO – team met and decided to suspend OHOW for 2021.
3. Idea for Sidewalk marker for historic sites. (Discussion) Time it takes to administer the program.

C. **Reconnaissance Level Historic Resource Survey & CLG Grant** (Ferraro) **(ITEM B)**

D. **Grave Issues – Cemetery Project** (Hibbard) - No report

E. **Preservation Month** (Gorham) (15 min) – **comments and suggestions**

F. **Designation & Sites** (D) – (10 min)

1. Revised Letter will go to the city commission as part of the city managers report on Friday June 18 - Study Committee report for City Hall – in CC packet for June 21

G. **Sustainability** (SU) – (10 min) (Ferraro/Koenig)

1. Hidden Kalamazoo Book – POSTPONED status report will be at the July meeting

H. **Operations** (O) – Koenig (5 min) *Report at meeting* Josh Koenig has accepted a position at a Massachusetts university. His last meeting will be in July.

**IX. Old/New Business**

A. End Project for Kalamazoo: Lost and Found and other HPC publications **(ITEM C)**

1. As of Thursday, June 10, all “clearance” orders will be delivered and paid for. This will bring in about \$1100. Gloria Tiller of Kazoo Books is very interested in buying the remainder – she would buy the books at \$1 each. Once she has sold the \$5/each book and is selling the \$1/books she will donate \$5/book back to the GHPC/O’Connor Fund. Digitization for K:L&F has moved along quite well – first digitized draft turned over to PO this morning.

2. **Move to give a case of each (1 box of paperback and two of hard cover to CMO) and sell the remainder to Kazoo Books at \$1.00 each – authorize Pam O’Connor to negotiate a contract motion by LPW/second by RG – with a roll call vote the motion passed unanimously.**

B. Consider application from Joseph Burkhead for vacant commission seat. He would complete the vacated term of Tim Hills and be automatically re-appointed to his first full term through March 31, 2025. Mr. Burkhead currently resides just outside the Kalamazoo city limits and is ineligible for appointment until a vacancy is created from the non-city resident commissioners. **(ITEM D)**

**X. Approval of meeting notes: (5 min)**

A. May12, 2021 **(ITEM E) Motion by KW/second by FE – passed unanimously by voice vote.**

**XI. Coordinators Report on non-agenda items (5 min)**

A. Coordinators monthly report **(ITEM F)**

B. Traditional Trades at KVCC – Meeting set up with KVCC on July 13 to discuss a first workshop on basic window rehabilitation.

**XII. Citizen Comments on NON-agenda items\***

**XIII. Commissioner Comments: None online. Pam O’Connor** – any archeological evaluation of First Reformed site? Pam is stepping down as a volunteer at the end of the year. She still wants to be involved with the O’Connor Fund and complete study of City Hall.

**XIV. Adjourn 8:00 PM FE/JK**



Kalamazoo Historic Preservation Commission  
 Preservation coordinator's report  
 Wednesday, July 14, 2021

**REVIEWS: Historic District Commission:**

✓ HDC cases to 07/06/2021 - 41 total		Fees total year to date, 2021 ..... \$1135	
<b>2021</b>	<b>2021</b>	<b>2020</b>	<b>2020 fees</b>
○ 20 no fee	\$ 0	33 no fee	\$ 0
○ 13 bldg permit-\$35*	\$ 455	12	\$ 420
○ 8 HDC hearing - \$85	\$ 680	6	\$ 510
41 TOTAL	\$ 1135	39	\$ 930

**Section 106 reviews (Federally funded projects)**

- ✓ Section 106 reviews to 07/06/2021 – total 70
  - 13 – in Potential Historic Study Areas or established historic districts
  - 57 - in areas identified in the 2001 survey as “No Historic Properties”
- ✓ Section 106 reviews to 07/06/2020 – total 37:
  - 6 – in Potential Historic Study Areas or established historic districts
  - 31 - in areas identified in the 2001 survey as “No Historic Properties”

**SITES and PROJECTS:**

- City Hall project (verbal report at meeting)
- First Baptist Church was unanimously approved for designation at the July 6, 2021 City Commission meeting. Commissioner Praedel gave kudos to Pam O’Connor, the author of the Study Committee report. Reviews of any exterior work will begin on July 16.



**VACANT – NOT REHABBED BUILDINGS AND/OR UPPER FLOORS in Downtown Kalamazoo**

**Historic buildings – 50+ years old - Underlined- in Historic District (Eligible for Federal HP tax credit except #2)**

**ENTIRE BUILDING VACANT AND UNDEVELOPED – TOTAL 3**

1. KALAMAZOO GAZETTE BUILDING – 401 SOUTH BURDICK –south addition complete, historic building still vacant but restored on the exterior
2. CHARTER ONE BANK – NORTH SIDE, EAST MICHIGAN 200 BLOCK (Non-contributing - No HP tax credit) New owner
3. 308 North Burdick – Kalamazoo Overall Co – Mr. President – HK (No HP tax credit)

**UPPER FLOORS VACANT OR UNDEVELOPED – 4 ON MALL, 5 ON MICHIGAN AVENUE, 2 ON N. EDWARDS – TOTAL 11**

4. International Hotel – Fandango – 241-7 S Kalamazoo Mall (2<sup>nd</sup> & 3<sup>rd</sup> floors) (No HP tax credit)
5. Montgomery Wards – Terrapin/Walgreens – 237 S Kalamazoo Mall\* (2<sup>nd</sup> & 3<sup>rd</sup> floors) **HK** (No HP tax credit)
6. Fuller Building – Petals & Postings/Invitations by Design – 233 S Kal. Mall (2<sup>nd</sup> & 3<sup>rd</sup> floors) **HK** (No HP tax credit)
7. Boudeman Building – Rustica - south end - 236 S Kalamazoo Mall, west side\* (2<sup>nd</sup> & 3<sup>rd</sup> floors) **HK** (No HP tax credit)
8. Stevens Building – 312 West Michigan – Studio Grill (2<sup>nd</sup> floor) **HK** (No HP tax credit)
9. Clapham McDonald Building – 131 East Michigan – 3<sup>rd</sup> floor **HK**
10. Winston's (Weber Building) 228 East Michigan - 3<sup>rd</sup> floor **HK**
11. Hiemstra Optical (Chase Building) - 234-8 East Michigan (2<sup>nd</sup> floor) **HK**
12. 266 East Michigan – Hall Building – Coney Island – east storefront, upper three floors vacant (work beginning) **HK**
13. 100 North Edwards – Nave Architects – 2<sup>nd</sup> floor
14. 150 North Edwards – Heritage Co – 2<sup>nd</sup> floor **HK**

**UPPER FLOOR UNOCCUPIED – TOTAL 1**

15. American National Bank (5/3) – 136 East Michigan – 15<sup>th</sup> floor only -building now owned by Hinman **HK**

**FIRST FLOOR VACANT, UPPER FLOORS OCCUPIED – TOTAL 2**

16. Merrill-McCourtie Building – (south storefront only) former Dragon Inn – 232 S. Kalamazoo Mall (No HP tax credit)
17. Button-Jannasch Building - 242 East Michigan – east 1<sup>st</sup> floor bay vacant (HP tax credit eligible)

Notice this list is getting shorter! **HK = part of Hidden Kalamazoo Tour – 2/3 of the vacant/underutilized spaces!**

**17 buildings or spaces in historic buildings are unoccupied.**

**(Not counting temporary vacancies)**

Sample brick – printed text (above)  
incised (below  
[www.bricksrus.com](http://www.bricksrus.com) )

