

KALAMAZOO HISTORIC PRESERVATION COMMISSION
VIRTUAL MEETING
WEDNESDAY October 13, 2021 – 6:00pm

I. Call to order:

II. Roll call and approval of absences:

- A. Fred Edison (FE).
- B. Kyle Hibbard (KH)
- C. Regina Gorham, chair (RG).
- D. Katherine White (KW).
- E. VACANT
- F. Lenee Powell-Wilson (LPW).
- G. VACANT

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: Letter from KPH about awards
(ITEM A)

VI. Financial Report (20 min) (Report at meeting)

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

VII. Action and Discussion Items

- A. **Diversity and Inclusion** (Powell-Wilson, White, Edison) Report at meeting
 - 1. Kalamazoo Reservation Public Education (Gorham) (10 min) Report at meeting
- B. **Historic Preservation Programs - O'Connor Fund** (Powell-Wilson)
 - 1. Grantmaking – **(ITEM B)**
 - 2. OHOW – Old House Owners Workshops (no report)
- C. **Reconnaissance Level Historic Resource Survey & CLG Grant** (Ferraro) No report
- D. **Grave Issues – Cemetery Project** (Hibbard) - **(ITEM C)**
- E. **Preservation Month** (Gorham) (15 min) **no report**
- F. **Designation & Sites (D)** – (10 min) no report
- G. **Sustainability (SU)** – (10 min) (Ferraro) Sent the 31 Hidden Kalamazoo draft articles for comment.
- H. **Operations (O)** – Gorham (5 min) *Report at meeting*

VIII. Old/New Business

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

IX. Approval of meeting notes: (5 min)

- A. September 8, 2021 **(ITEM E)**

- X. **Coordinators Report on non-agenda items (5 min)**
 - A. Coordinators monthly report **(ITEM F)**
- XI. **Citizen Comments on NON-agenda items***
- XII. **Commissioner Comments**
- XIII. **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.

At present it looks like meetings will continue to be virtual through the end of 2021 - ADDITIONAL 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

+++++

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) Katherine White & 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
 - 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

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 & 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 & 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 & 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 **DONE**
 - 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)



STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
KALAMAZOO PSYCHIATRIC HOSPITAL

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

The Kalamazoo Historic Preservation Commission
245 N. Rose Street, Ste 100
Kalamazoo, MI 49008

August 31, 2021

Dear Commissioners:

Kalamazoo Psychiatric Hospital is pleased to accept the Award of Merit for the exterior rehabilitation of the State Hospital Gate Cottage and will place it prominently in our main hallway.

Staff and visitors are intrigued by the hospital's historical significance in the area, and Gate Cottage is a favorite attraction during our annual Summerfest. We are honored and privileged to support the preservation of the historic character of Kalamazoo.

Sincerely,



Robert Hill, MD, MMM
Hospital Director

MEMO

Date: October 4, 2021
 To: Kalamazoo Historic Preservation Commission, Sharon Ferraro
 From: Pam O'Connor, for the O'Connor Fund Grant/Gifts Committee
 Subject: O'Connor Fund Gift recommendations & Grants Application materials for APPROVALS IN CONCEPT at the October 13, 2021 meeting

Submitted with this memo are a number of documents for your review, for which the O'Connor Fund grantmaking committee has developed since the beginning of this year. At this time, we are "approval in concept" only, while we wait for several additional things to happen. Chief among those are:

- 1) Approval/further development of the KHPC ordinance to address gifts and grants. This was carried out at the suggestion of the City Attorney, and the proposed text is one of the attachments.
- 2) Members of the Committee either have had or will soon be having conversations with the appropriate individuals at the organizations for which the two direct gift proposals have been developed. Assuming those conversations are fruitful and a gift can be accepted for the purposed indicated – having these Approvals prepared and approved in concept will make them much more likely to happen almost immediately – because YOU all will have already reviewed and approved in concept.
 Note on #2 – Ferraro and O'Connor talked with the folks responsible for receiving a gift as the one proposed for Homeworks – and with a few tweaks – all is ready to go forward – except for the ordinance change.
- 3) Grants documents are also drafted and submitted for your review.

Please take the time to review all documents before the upcoming meeting.

Documents included in this packet and listed below are:

Proposed KHPC Code Amendment to Allow for Grant and Gift-making

Gift Recommendation #1 – Community Homeworks

That the KHPC conceptually approve a one-time gift agreement with Community Homeworks for its Critical Repair Program of not less than \$5,000 and not more than \$10,000.

Details attached:

- Recommendation & Rationale
- Preservation Agreement between O'Connor Fund & Community Homeworks developed for this gift.

Gift Recommendation #2 - TRHT

If the TRHT leadership concurs, we recommend the KHPC conceptually approve a one-time gift agreement between it and the THRT in support of the KZCF/TRHT's Historical and Cultural Landscape Project; specifically, the locations noted in the description provided and maybe others, with the

O'Connor Fund gift amount to be determined. No Preservation Agreement has yet been developed for this recommendation.

Details attached:

- Recommendation & Rationale

PART C - Proposed O'Connor Fund/KHPC **Grants** Materials

The Committee recommends starting an O'Connor Fund/KHPC Grant program that strategically aligns with: a) Imagine Kalamazoo 2025 goals of Environmental Responsibility and Economic Vitality, b) the Michigan Statewide Historic Preservation Plan for 2020-2025 goals of Expanding Preservation Funding Opportunities and Building Stronger Partnerships, and, c) the KHPC's annual workplan.

Details attached:

- Application
- Preservation Agreement
- Secretary of Interior's Standards for Rehabilitation
- How to Acknowledge an O'Connor Fund/KHPC Grant
- Chapter 18 -- Ordinance Definitions, Kalamazoo Code of Ordinances
- Chapter 18a -- Fair Housing Definition, Kalamazoo Code of Ordinances

Thanks to everyone involved in helping us to get to this point. Wouldn't it be great if we could make a gift yet this year?

Proposed KHPC Code Amendment to Allow for Grant and Gift-making
Pam O'Connor, July 2021

[Clyde Robinson's text 2021-10-04](#)

I think the **red text below** in Section 2-83 addresses the City Attorney's concerns about 1) if the KHPC may provide financial assistance, and 2) what types of projects qualify.

As for Section 2-84, I see no need for alterations, as the funding discussed there is that which is held in the KHPC special City account, not the O'Connor Fund, which is owned by the Kalamazoo Community Foundation.

The below is from Article V of the City Code of Ordinances, which pertains to the Kalamazoo Historic Preservation Commission.

Section 2-83 addresses the KHPC's duties, as follows:

*It shall be the duty of the Kalamazoo Historic Preservation Commission to prepare and keep current an inventory of historic resources within the City which, in its judgment, have such value as to warrant preservation and/or redevelopment; to publish such inventory; and to cooperate with the owners of such resources in devising and carrying out appropriate means for their preservation and/or redevelopment. **This work fulfillment of these duties may include providing financial or other support for: a) interior and/or exterior repairs and rehabilitation on buildings which are fifty years or older, as long as the work meets the Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 CFR 68, ("Standards") and, b) the preparation of research and implementation of historic context statements, inventories, designation nominations, preservation plans and similar activities, as long as any physical work planned as part of a project also meets the appropriate Secretary of Interior's Standards.** The Commission shall also encourage the collection of materials illustrative of the history of Kalamazoo and encourage their deposit into public or educational institutions within the City or the state that the Commission deems most suitable for their preservation and use. The Commission may support and produce historical publications. The Commission shall cooperate with the City in preserving official records and documents so that they may be available for public use. The Commission shall be responsible for the coordination and nomination of national register and state register historic districts, sites and/or individual properties, and may support the creation of local historic districts. The Commission shall encourage and promote historic preservation, and educate the public on preservation whenever possible. The Commission may support the inclusion of historic preservation concepts in planning and land use; and carry out other activities as assigned by the City. The Commission shall also carry out the duties of the historic district study committee as set forth in MCLA § 399.201 et seq. and Chapter **16** of the Kalamazoo City Code.*

Community Homeworks - Gift Recommendation #3

Date: September 28, 2021
To: Kalamazoo Historic Preservation Commission, Sharon Ferraro
From: Pam O'Connor & O'Connor Fund Grants/Gifts Committee
Subject: Community Homeworks/O'Connor Fund Gift Recommendation & Rationale

Dear KHPC members and Ms. Ferraro:

It is our hope that you will "approve in concept" the following recommendation for a one-time gift to Community Homework's "Critical Repair Program" so that this gift may be made as soon as the City ordinance edits have been addressed and approved by the City Commission.

Recommendation

Following multiple conversations with Community Homeworks (CHW) Executive Director Chris Praedel over several months, who has talked with his Education Manager Jason Byler and Construction Manager Brett Huckabee, I recommend that the KHPC approve a one-time gift agreement with CHW for its Critical Repair Program of not less than \$5,000 and not more than \$10,000, which will allow CHW to perform between three and five critical home repair projects.

Why

This gift proposal is NOT for the usual exterior - only repairs and rehabilitation addressed by either of Kalamazoo's Preservation Commissions or commissions in other cities. *However*, there is a strong case to be made for this gift to the CHW program *precisely* because it treats "root causes" which, when left untreated, can lead to fires, deaths, abandonment (for code violations or other reasons) and homelessness, and then, unfortunately and ultimately, demolition. **And we can't preserve owner-occupied residences and support their role in supporting strong neighborhoods and residents if the buildings are no longer there.**

After reviewing a number of other Kalamazoo area agency/non-profits, this CHW program was selected for recommendation because:

- It is a "no-charge" program for qualified low-income homeowner-occupants only. This helps keep the homeowner-occupants in their homes and supports the growth of generational wealth and wellness.
- CHW's construction staff and sub-contractors are trained to do these jobs, and they are completed at no charge to the homeowner. Other programs either charge for work, or the work is carried out at no charge, but completed by volunteers who may not be trained. (Other programs reviewed either charge for work, or the work is carried out at no charge, but by volunteers that may not be trained.)

All are good programs, but since our draft gift agreement requires that all work meets the *Secretary of Interior's Standards*, this gift should go to a program that uses trained contractors, and Community Homeworks is confident it can meet those requirements.

- This program supports Imagine Kalamazoo 2025 by responding directly to the need to preserve old buildings as a sustainable development practice. It also addresses multiple preservation-related goals identified in several completed Neighborhood Plans, including those for the Northside, Vine, and Eastside neighborhoods.

Community Homeworks - Gift Recommendation #3

What

- Information on CHW's Critical Repair Program can be found at:

<https://communityhomeworks.org/need-help/>

- The work this program carries out is often aligned with household systems: plumbing, water heaters, furnaces, and electric, but it also addresses other health and safety repairs: floors, stairs and porches, structural and other.

How

- Through a Preservation Gift Agreement between CHW and the KHPC, repairs made using this gift would be guided by the following requirements and others noted in the preservation agreement when executed.
- Work must be completed only by Community Homework's trained construction staff and/or CHW-approved sub-contractors, and provide essential repair/improvement services included in its "Critical Repair Program" at no-cost to owner-occupants.
- Homes must be 50 years or older and within the City of Kalamazoo.
- Work must meet the *Secretary of Interior's Standards for Rehabilitation*, and be approved in advance by the City's Historic Preservation Coordinator.

COMMUNITY HOMEWORKS Preservation Agreement
Kalamazoo Historic Preservation Commission
O'Connor Fund for Historic Preservation in the City of Kalamazoo
Number: _____

This agreement is made the _____ day of _____, 20____, by the Kalamazoo Historic Preservation Commission ("KHPC") and the gift recipient, Community Homeworks ("CHW") for the purpose of making repairs on residential, qualified low-income homeowner-occupied residences in the City of Kalamazoo, under its Critical Repair program. The KHPC has determined CHW is an appropriate and qualified recipient of this gift for this important work.

In consideration of the sum of _____ received as a gift from the O'Connor Fund for Historic Preservation in The City of Kalamazoo (O'Connor Fund), at the Kalamazoo Community Foundation, CHW hereby agrees to the following requirements when carrying out its work as a result of this gift:

1. CHW will use this gift exclusively to make repairs to buildings under its Critical Repair program.
2. Homes that receive repairs as a result of this gift must be 50 years or older.
3. Repairs to homes that receive repairs as a result of this gift will be made in a manner consistent with the *Secretary of the Interior's Standards for Rehabilitation* (**Attachment #1**);
4. Repairs to homes that receive Critical Repairs as a result of this gift must be approved in advance, in writing, by the City of Kalamazoo Historic Preservation Coordinator, through a process agreed upon by both parties.
5. CHW will acknowledge financial support from the O'Connor Fund and KHPC in ALL media generated (including website and exterior signage) for work carried out as a result of this gift will use only the statements and logos in **Attachment #2**;
6. CHW agrees to adhere to ALL City of Kalamazoo ordinances; including as they relate to Chapters 18 and 18A on Non-Discrimination and Fair Housing (**Attachment #3**);
7. CHW will provide an annual report to the KHPC which provides information about the projects and owner demographics for which funds from this gift were expended.
8. This agreement shall be enforceable in specific performance by a court of competent jurisdiction.
9. It is understood and agreed by the parties hereto that if any part, term, or provision of this agreement is held to be illegal by the courts, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular part, term, or provision held to be invalid.

Community Homeworks - Gift Recommendation #3

Name of Gift Recipient Community Homeworks/Critical Repair Program

Authorized Representative Sam Field, President, Board of Directors

Signature of Authorized Representative

Date

Grantor: Kalamazoo Historic Preservation Commission and the O'Connor Fund for Historic Preservation at the Kalamazoo Community Foundation

Name and title of Authorized KHPC Representative _____

Signature of Authorized KHPC Representative

Date

Date: August 10, 2021
 To: O' Connor Fund Grants & Gifts Committee
 From: Pam O' Connor
 Subject: KZCF/TRHT/Historical & Cultural Landscape Project / KHPC / O' Connor Fund Gift Recommendation



From the KZCF Website:

The Historical and Cultural Landscape Project aims to tell a more complete history of our community, with a focus on injustices, cultural empowerment, and resistance to racism. Through archival research and community based storytelling, the project will help create community educational tools and resources, and hopes to inspire future art, monuments, and land markers. [The landscape will focus on up to 12 significant locations in the Kalamazoo community, to create a shared understanding of the history of those locations within a cultural context](#) The project aims to tell Kalamazoo social justice stories and strategies of insistence and resistance. In particular, they are intended to be useful tools to help teachers, artists, parents, tour guides and visitors interpret specific narratives in historical context.

Recommendation

If the TRHT leadership concurs, I recommend the KHPC approve a one-time gift agreement between it and the THRT in support of the KZCF/TRHT's Historical and Cultural Landscape Project, and specifically the locations noted in the description above and maybe others, with the O' Connor Fund gift amount to be determined.

Why

In July, 2020, I noted at the KHPC meeting that I hoped the KHPC can play a role in learning about and uplifting the histories and places important to Black and other People of Color in Kalamazoo, Women, and other under-represented Kalamazoo communities. Although some work has happened in the background, and there are plans for more, there is a need to act more urgently and intentionally. So, I'm proposing an action that helps jumpstart the KHPC from (to use Dorla's words) "transactional" to "transformative" mode.

What

In the process of meeting the KHPC's "Duties" which can be found at this link: <https://ecode360.com/9692462> - I specifically recommend that the KHPC propose to support the Historical and Cultural Landscape project noted above, utilizing the model employed in the Detroit 20th Century Civil Rights Grant Project. See Attachment 4 for more info on this project.

The funds from this potential gift could/would/should be used to hire preservation professionals to assist in carrying out the "heavy lifting" parts of the following work:

If one has not already been appointed, assist in assembling/administering a project-specific historic designation advisory board to administer, at minimum, the following work:

- seek input from citizens on what buildings are important
- produce Historic Context, and Reconnaissance and Intensive survey reports
- prepare and manage National Register of Historic Places nominations/listings for (X number) buildings and sites

How

The KHPC's Duties pertain primarily to "historic resources" which is generally defined as buildings, structures, sites, and objects, all of which have specific National Park Service's definition. For this project, I've focused on buildings, because they comprise the vast majority of historic resources in Kalamazoo.

This work need not be Civil Rights - oriented, although it may be a good place to begin, because the National Park Service has a Civil Rights Grant Program, and the SHPO has indicated a willingness to also collaborate on such a project. A Civil Rights project could be a valuable addition to Kalamazoo's historic record, but it's the framework, process and outcomes that are important.

The National Park Service also has an Underrepresented Community Grant program that could be utilized for work that results in National Register Nominations.

This effort need not be carried out to the exclusion of other types of DEI projects that have been discussed, like a simple marker program, but does fall more clearly into the "Duties" of the KHPC.

WOULD NEED A GRANT AGREEMENT, BUT NOT UNTIL THE COMMITTEE and KHPC EXPRESS SUPPORT

DRAFT 2 (July 21) KHPC / O'Connor Fund Grant Application

(\$2,000 - \$10,000)

Kalamazoo Historic Preservation Commission
City of Kalamazoo Historic Preservation Coordinator
Community Planning and Economic Development
245 North Rose, Kalamazoo MI 49007
269-337-8804 (office)

In 1965, the City of Kalamazoo created what is now known as its Historic Preservation Commission (KHPC.) In 2000, Pam and Terry O'Connor founded the *O'Connor Fund for Historic Preservation in the City of Kalamazoo* (O'Connor Fund) at the Kalamazoo Community Foundation, to assist the KHPC in undertaking its Duties. The KHPC's Duties include cooperating with owners of historic property in devising and carrying out appropriate means for preservation and/or redevelopment.

The O'Connor Fund Grant program strategically aligns with: a) Imagine Kalamazoo 2025 goals of Environmental Responsibility and Economic Vitality, b) the Michigan Statewide Historic Preservation Plan for 2020-2025 goals of Expanding Preservation Funding Opportunities and Building Stronger Partnerships, and, c) the KHPC's annual workplan.

Eligibility Requirements

Building Rehabilitation or Preservation Planning must be:

- a) located in the City of Kalamazoo
- b) owned by a 501(c)(3) or other non-profit organization, public agency, or governmental unit operating in the City of Kalamazoo,
- c) for a building that is 50+ years old
- d) originally constructed as one of the following building types: Institutional, Educational, Civic, Societal, Cultural, Sacred, Entertainment or other historic non-profit types as determined by the grants committee.

The application deadline is (insert specific date or identify something like: the 2nd Tuesday of March at 2 pm.)

Grants will be considered at a review meeting held (give date or dates) at the (give address or Zoom meeting info) **It is very important that you attend the meeting to present your application.**

Guidelines

Building Rehabilitation projects: qualified work includes: work on the building exterior, including costs associated with: roofs & chimneys, walls, windows and doors, fire escapes, elevators, and other exterior components. All work must meet *the Secretary of Interior's Standards for Rehabilitation*. (Attachment #1) All projects must be reviewed in advance by the City's Historic Preservation Coordinator, and some projects may require approval of the Kalamazoo Historic District Commission. Call the Historic Preservation Coordinator before planning your application at 269-337-8804.

Preservation Planning projects: qualified work includes: economic feasibility studies, Historic Building Condition reports, preparing architectural rehabilitation plans, National or Local Historic District study reports and nominations, and other preservation planning activities as

DRAFT 2 (July 21) KHPC / O'Connor Fund Grant Application

(\$2,000 - \$10,000)

determined by the Committee. All work under this category must be carried out or supervised by a qualified professional with experience in the project's associated field, meet the Secretary of Interior's Standards for Rehabilitation, and be approved by the Historic Preservation Coordinator.

All projects will be scored for: Program alignment, applicant occupancy and capacity, and bonus scoring points will be given for:

- 1) properties designated in the National Register of Historic Places and/or are protected under Kalamazoo's Local Historic District ordinance, and,
- 2) projects for which 60% of the project funding has already been raised, through: a) owner investment and/or b) other gifts and grants.

Application

Please provide the below information and attach supporting documents: contractor's quotes (at least 3) materials lists, and photos – no more than five each, of the building and the project area.

Application date ____/____/____

Owner name _____

Owner address _____

Owner phone # _____ (work) _____ (cell)

Owner Email address _____

Is the property owner-occupied? _____

Describe the project (use up to 3 additional sheets if necessary) _____

When do you plan to start and finish the project? _____(work) _____(finish)

The project must begin within **six months** of the award date and completed **within a year** of the award date.

What is the estimated **total project cost**? \$ _____

What is the owner's investment (not raised from others) for this work? \$ _____

How much has been raised from others to date in gifts and grants? \$ _____

What amount is requested from this grant program? \$ _____

Provide a financial statement for the owner in your submission packet.

DRAFT 2 (July 21) KHPC / O'Connor Fund Grant Application

(\$2,000 - \$10,000)

POLICIES & PREFERANCES

- The grantee is asked to use City of Kalamazoo-based contractors for rehabilitation projects whenever possible. Exceptions to this preference may be made with the approval of the Historic Preservation Coordinator.
- Grants are made on a reimbursable basis. Receipts are REQUIRED. Grantee will maintain and present receipts for all transactions. The KHPC may consider a request for reimbursement of 50% of receipts payable when half of the project cost is expended. The remainder will be paid when the project is concluded as approved, and receipts are submitted.
- The KHPC may take photos of funded projects and retain the right to use those photos and associated narratives for publicity purposes.
- Grantee must agree to all terms of and sign the "Preservation Agreement" to which all of the below attachments refer:

Attachment #1 *Secretary of Interior's Standards for Rehabilitation*

Attachment #2 How to acknowledge financial support from the O'Connor Fund and KHPC in ALL media.

Attachments #3a and 3b City Code of Ordinances, Non-Discrimination (Chapter 18) and Fair Housing (Chapter 18A)

Attachment #4 Preservation Agreement form

Standards for Rehabilitation

Please note: For the Historic Preservation Tax Incentives Program use the Standards for Rehabilitation that are codified separately in 36 CFR 67 and are regulatory for the review of rehabilitation work for that program. The Standards will be applied taking into consideration the economic and technical feasibility of each project.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Community Homeworks will acknowledge financial support from the O'Connor Fund and KHPC in ALL printed and digital materials and signage generated for the project, which includes but not limited to:

- Scrolling logo on the new website
- Yard signs for projects assisted by O'Connor Fund
- A Let's Talk Housing episode, in Q1 or Q2 2022
- Social media recognition post to announce the grant
- Acknowledgement in CHW's Annual Report

This acknowledgement must include the following text and logo graphics:

"This project is supported by a grant from the City of Kalamazoo's Historic Preservation Commission and the O'Connor Fund for Historic Preservation" "You can support the O'Connor Fund's work at www.kalfound.org."

The O'Connor Fund for Historic Preservation



KHPC
Kalamazoo Historic
Preservation Commission

Chapter 18 Non-Discrimination

Article I General Provisions

§18-1 Policy.

- A. It is the intent of the City of Kalamazoo that no person be denied the equal protection of the laws; nor shall any person be denied the enjoyment of their civil rights.
- B. The prohibitions against discrimination provided for in this Chapter do not preempt Federal or State law, but are intended to supplement existing State and Federal civil rights law to prohibit discrimination in the areas of employment, public accommodations, and housing not addressed at State or Federal law, especially in regards to actions taken because of an individual's source of income, status as a victim of domestic violence, prior arrests, or conviction record; provided, however, this Chapter shall be construed and applied in a manner consistent with First Amendment jurisprudence regarding the freedom of speech and exercise of religion.

§18-2 Definitions

As used in this Chapter, the following words and phrases have the following meanings:

AGE

Chronological age.

ARREST RECORD

Information indicating that a person has been apprehended, detained, taken into custody, held for investigation, or restrained by a law-enforcement department or military authority due to an accusation or suspicion that the person committed a crime. Arrest record includes pending criminal charges, where the accusation has not yet resulted in a final judgment, acquittal, conviction, plea, dismissal, or withdrawal of charges.

CITY MANAGER

The City Manager of the City of Kalamazoo or his or her designee.

CONTRACTOR

A person who by contract furnishes services, materials or supplies to the City. "Contractor" does not include persons who are merely creditors or debtors of the City, such as those holding the City's notes or bonds or persons whose notes, bonds or stock is held by the City.

CONVICTION RECORD

Information regarding the history of criminal convictions of an individual in any jurisdiction, including time served in prison, jail, juvenile detention, probation, parole, rehabilitation or diversion programs, and placement on a sex offender registry.

DISCRIMINATE

To make a decision, offer to make a decision, or refrain from making a decision based in whole or in part on an individual's actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation or gender identity, educational affiliation, source of income, status as a victim of domestic violence, governmental identification method, arrest record and conviction record (collectively "protected classes").

A. Discrimination based on sex includes sexual harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- (1) Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment, public accommodations, or housing.
- (2) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or housing.
- (3) Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, or housing environment.

B. Discrimination based on sex includes discrimination based on an actual or perceived sexual orientation or gender identity of an individual

C. Discrimination based on actual or perceived physical or mental limitation includes discrimination because of the use by an individual of adaptive devices or aids.

D. Discrimination also includes the use of facially neutral policies or practices that have a disparate impact on members of a protected class.

E. Discrimination also includes conduct directed at another based on their membership in a protected class which creates an intimidating, hostile or offensive environment regarding employment, public accommodation or housing.

EDUCATIONAL AFFILIATION

The fact of being enrolled, or not enrolled, in any educational institution.

EMPLOYER

Any person employing one or more individuals engaged in a lawful business or enterprise but does not include the employment of an individual by his or her parent, sibling, spouse, or child.

EMPLOYMENT AGENCY

A person who undertakes to procure employees for an employer or procures opportunities for individuals to be employed by an employer.

FAMILY STATUS

A. An individual who is pregnant, or

B. One or more individuals under the age of 18 residing with a parent or other person having custody or in the process of securing legal custody of the individual or individuals or residing with the designee of the parent or other person having or securing custody, with the written permission of the parent or other person.

GENDER IDENTITY

A person's actual or perceived gender, including a person's self-image, appearance, expression, or behavior, whether or not that self-image, appearance, expression, or behavior is different from that traditionally associated with the person's sex as assigned at birth as being either female or male.

GOVERNMENTAL IDENTIFICATION METHOD

The legal form of identification that an individual may use, including any valid, government-issued identification, such as a State ID card, Federal immigration documentation, municipal or county ID card, or passport issued by a foreign country.

INDIVIDUAL

A human being, as distinguished from a person, as defined herein.

LABOR ORGANIZATION

An organization of any kind or structure in which employees participate or are members and which exists for the purposes, in whole or part, of dealing with employers concerning the terms and conditions of employment of its participants or members, whether or not such organization is subordinate to or affiliated with a national or international labor organization.

MARITAL STATUS

The state of being married, single, widowed, divorced, or separated.

PERCEIVED

Refers to the perception of the person who acts, and not to the perception of the person for or against whom the action is taken.

PERSON

An individual, association, partnership, agency, organization, or corporation, public or private including the employees, members and officers thereof.

PHYSICAL OR MENTAL DISABILITY

A determinable physical or mental characteristic resulting from disease, injury, congenital condition of birth, or functional disorder and is unrelated to one’s ability to safely perform the work involved in jobs or positions available to such person for hire or promotion; or unrelated to one’s ability to acquire, rent and maintain property; or unrelated to one’s ability to utilize and benefit from the goods, services, activities, privileges and accommodations of a place of public accommodation “Physical or mental disability” does not include any condition caused by the current illegal use of a controlled substance, the use of alcohol liquor, or use of marijuana by an individual.

PLACE OF PUBLIC ACCOMMODATION

An educational, governmental, health, entertainment, cultural, recreational, refreshment, transportation, financial institution, business or facility of any kind, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

PREGNANT

The condition of carrying a developing human embryo in the uterus.

RELIGIOUS ORGANIZATION

An organization, church, group, or body of communicants that is organized not for pecuniary profit that regularly gathers for worship and religious purposes and includes a religious-based private school that is not organized for pecuniary profit.

RETALIATION

An adverse action taken against an individual who files or participates in a complaint investigation under this Chapter.

SEXUAL ORIENTATION

Male or female homosexuality, heterosexuality or bisexuality, whether by orientation or practice. Sexual orientation does not include the physical or sexual attraction to a minor by an adult.

Article II
Conduct Prohibited

§ 18-3 **Discriminatory public accommodation practices.**

- A. Except as otherwise provided in this Chapter, no person shall discriminate in making available full and equal access to all goods, services, activities, privileges, and accommodations of any place of public accommodation.
- B. Public accommodations must be made accessible to individuals with disabilities in compliance with State and federal law and regulations.
- B. Nothing in this Chapter permits or requires access to any place of public accommodation for

the purpose or intent of engaging in criminal conduct, offensive or disorderly conduct, or conduct which represents a threat to the public health, safety, or welfare.

- C. Nothing in this Chapter shall require the construction or provision of unisex, single-user restrooms, changing rooms, locker rooms, or shower facilities.

§ 18-4 Discriminatory employment practices.

Except as otherwise provided in this Chapter:

- A. No employer shall discriminate in the employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any person.
- B. No labor organization shall discriminate in limiting membership, conditions of membership, or termination of membership of any person in any labor union or apprenticeship program.
- C. No employment agency shall discriminate in the procurement or recruitment of any person for possible employment with an employer.

§ 18-5 Nondiscrimination by City contractors.

- A. All contractors proposing to do business with the City of Kalamazoo shall satisfy the nondiscrimination administrative policy adopted by the City Manager in accordance with the guidelines of this section.
- B. A contractor shall, as a condition of being deemed a responsible bidder, at the time of its submission to the City in responding to an invitation for bids or request for proposals, certify in writing that it complies with the provisions of this Chapter.
- C. All City contracts shall provide that breach of the obligation not to discriminate is a material breach of the contract. The contractor shall be liable for any costs or expenses incurred by the City in obtaining from other sources the work and services to be rendered or performed or the goods or properties to be furnished or delivered to the City under the contract.

§ 18-6 Discriminatory effects.

No person shall adopt, enforce or employ any policy, practice, or requirement which has the effect of creating unequal opportunities according to actual or perceived race, color, religion, national origin, sex, age, height, weight, family status, marital status, physical or mental disability, educational association, source of income, status as a survivor of domestic violence, governmental identification method, arrest record, or conviction history for a person to obtain employment, public accommodation, or housing, except for a bona fide business necessity. Such a bona fide business necessity does not arise due to a mere inconvenience or because of suspected or actual objection to such a person by neighbors, customers, or other persons but shall require a demonstration that the policy or requirement is reasonably necessary to the normal operation of the person's business.

§ 18-7 Other prohibited practices.

- A. No person shall adopt, enforce or employ any policy or requirement, or publish, post or broadcast any advertisement, sign or notice which discriminates or indicates discrimination in providing employment, public accommodations, or housing.

- B. No person shall discriminate in the publication or distribution of advertising material, information or solicitation regarding *housing*, employment or public accommodations.
- C. No agent, broker, labor organization, employment agency or any other intermediary shall discriminate in making referrals, listings or providing information with regard to employment, public accommodations, or housing. A report of the conviction of any such person for a violation of this Chapter shall be made to the applicable licensing or regulatory agency for such person or business.
- D. No person shall coerce, threaten or retaliate against a person for making a complaint or assisting in the investigation regarding a violation or alleged violation of this Chapter, nor require, request, conspire with, assist or coerce another person to retaliate against a person for making a complaint or assisting in an investigation.
- E. No person shall conspire with, assist, coerce or request another person to discriminate in any manner prohibited by this Chapter.
- F. No person shall use any history information other than convictions contained in a criminal record.

§ 18-8 Exceptions.

Notwithstanding anything contained in this Chapter, the following practices shall not be violations of this Chapter:

- A. To engage in a bona fide effort to establish an affirmative action program to improve opportunities in employment for minorities and women consistent with applicable State and
- B. To discriminate based on a person's age when such discrimination is required by State, Federal, or local law.
- C. To refuse to enter into a contract with an unemancipated minor.
- D. To refuse to admit to a place of public accommodation serving alcoholic beverages a person under the legal age for purchasing alcoholic beverages.
- E. To refuse to admit persons under 18 years of age to a business providing entertainment or selling literature which the operator of said business deems unsuitable for minors.
- F. For an educational institution to limit the use of its facilities to those affiliated with such institution.
- G. For a religious organization to restrict employment opportunities for officers, religious instructors and clergy to individuals of that denomination. It is also permissible for a religious organization to restrict employment opportunities, educational facilities, and dormitories that are operated as a direct part of its religious activities to persons who are members of the denomination involved or who agree to conform to the moral tenets of that religious organization

- H. To provide discounts on products or service to students, or on the basis of age.
- I. For a governmental institution to restrict any of its facilities or to restrict employment opportunities based on duly adopted institutional policies that conform to Federal and state laws and regulations.
- J. To restrict participation in an instructional program, athletic event or on an athletic team on the basis of age, sex, height, or weight consistent with applicable state or federal laws and regulations.
- K. To restrict membership in a private club that is not open to the public except to the extent that private clubs which permit members to invite guests on the premises are not exempted as it concerns a member's guest.
- L. To the use of marital status or family status limitations in a health or pension plan if such limitations conform to Federal and State laws and regulations.

Article III Enforcement

§ 18-9 **Complaint Process; Information and Investigation**

- A. Any person claiming to have been discriminated against in violation of this Chapter or Chapter 18A “Fair Housing” must file a signed, written complaint with the City Manager or the designee of the City Manager setting forth the details, including the names of the parties involved, contact information for the complainant, dates, witnesses, and other factual matters relevant to the claim, within 91 days of the incident forming the basis of the complaint. Complaints not filed with the specified timeframe will not be considered.
- B. The City Manager or the designee of the City Manager, with the assistance of the City Attorney or designee of the City Attorney, will review the complaint to determine its relevance to applicable city ordinances. Upon completion of the review, the complaint will be addressed through one of the following actions:
 - (1) Referral of the complaint to an appropriate state, federal or local authority for investigation. If referred to an external agency, the complainant will receive written notification of the referral by the City.
 - (2) Conduct an investigation of the complaint with the assistance of the City Attorney’s Office and personnel from any other City departments.
 - (3) Dismiss the complaint, if after review with the City Attorney’s Office, the allegations do not constitute a violation of city ordinances.
- C. In the course of the investigation, the City Manager or the designee of the City Manager may request a person to produce books, papers, records or other documents which may be relevant to the complaint being investigated. If said person does not comply with such request, the City Attorney may issue subpoenas for the production of materials, and if

necessary, apply to the Kalamazoo County Circuit Court for an order requiring production of said materials.

- D. No person shall provide false information to any authorized City employee investigating a complaint initiated under this section. Violation of this section is a misdemeanor.
- E. Action on the complaint will be completed within 91 days of receipt of the complaint and the parties will be notified in writing if additional time is necessary.
- E. After the completion of an investigation, the City Manager shall give written notice of the results of the investigation to the Civil Rights Board, the person who filed the complaint, and the person accused of the violation. If the investigation establishes that a violation of City ordinances occurred, the City Manager or his/her designee may attempt to resolve the matter by a voluntary settlement agreement between the involved parties without legal action.

§18-10 Voluntary Settlement Agreements.

- A. Cases may be resolved by a voluntary settlement, agreed to by both parties, or by an administrative closure, if the request for settlement is withdrawn or a complaint is filed in court or with another administrative agency based on the same incident of discrimination.
- B. If the investigation establishes probable cause of discrimination, an offer to settle the matter will take place as soon as possible. The City may enter into enforceable agreements with a respondent to terminate the discriminatory conduct and reverse the effects of past discrimination.
- C. The respondent will be asked to 1) cease and desist from the specific discriminatory act or practice involved in the complaint, and 2) implement whatever actions and policies are necessary to remedy the discrimination uncovered in the investigation.
- D. Violations of voluntary settlement agreements are violations of this Chapter, subjecting the respondent to prosecution and equitable action to enforce the agreement.

§ 18-11 Injunctions

The City Attorney may commence a civil action to obtain injunctive relief to prevent discrimination prohibited by this chapter, to reverse the effects of such discrimination or to enforce a voluntary settlement agreement.

§ 18-12 Prosecution.

- A. Prosecution for violation of this Chapter may be initiated by complaint of the affected person on the basis of a violation of a voluntary settlement agreement or at the direction of the Civil Rights Board on the basis of an investigation undertaken by the City Manager.
- B. Violation of this chapter shall be prosecuted by the City Attorney as a municipal civil infraction pursuant to the provisions of the Revised Judicature Act of 1961, MCLA 600.101 et seq.

§ 18-13 Penalties.

- A. A violation of any provision of this chapter is a municipal civil infraction punishable by a fine of not more than \$2000, plus all costs of the action. The court may issue and enforce any judgment, writ, or order necessary to enforce this chapter. This may include reinstatement, payment of lost wages, hiring and promotion, sale, exchange, lease or sublease of real property, admission to a place of public accommodation, and other relief deemed appropriate.
- B. Each day upon which a violation occurs shall constitute a separate and new violation.
- C. A violation proved to exist on a particular day shall be presumed to exist on each subsequent day unless it is proved that the violation no longer exists.
- D. Nothing contained in this chapter shall be construed to limit in any way the remedies, legal or equitable, which are available to the City or any person for the prevention or correction of discrimination.

Article IV

Civil Rights Board

§ 18-14 Civil Rights Board creation; composition.

- A. To implement the general policy and purposes set forth in this Chapter, the City Commission establishes a Civil Rights Board.
- B. The Civil Rights Board consists of seven voting members appointed by the Mayor and approved by the City Commission and two ex-officio members who shall have no vote, but who may otherwise fully participate in any meeting of the Board.
- C. Members appointed to the Board shall be residents of the City reflecting and representing the diversity of the Kalamazoo community and be able to demonstrate experience in civil rights issues and law. Members to the Board may be appointed who are not residents of the City, not to exceed two members, when there is a valid reason for such appointment, such as the member works in the City, or has special expertise to carry out the duties and responsibilities of the Board.

§ 18-15 Appointment and terms of Board members; filling of vacancies; termination of appointments.

- A. Except for the initial appointments, members of the Board are appointed for a term of three years. The initial appointments to the Board will consist of 3 members appointed for a 3-year term, 2 members appointed for a 2-year term and 2 members appointed for a 1-year term. Members of the Board may serve up to two consecutive terms. Vacancies may be filled by the same appointment procedure for the remainder of an unexpired term.
- B. The ex officio Board members shall be appointed by the Mayor and approved by the City Commission. One member shall be a City Commissioner and the other member shall be a City officer or employee, recommended by the City Manager, but who shall not be a City

Commissioner or the City Manager.

§ 18-16 Election of Board officers.

The Board shall elect a Chairperson for a term of 1 year, with no limit on the number of terms a member may serve as Chairperson, to conduct its meetings and as it may desire, elect a Vice Chairperson to act in the absence of the Chairperson, from its members. Rules for the conduct of Board meetings shall be stated in the bylaws, as determined by the Board and approved by the City Commission.

§ 18-17 Secretary to Board; administrative support.

The City Manager shall designate someone other than himself/herself to serve as Secretary to the Board and shall provide such administrative support as may be required.

§ 18-18 Board subject to State law.

Meetings of the Board shall be conducted in compliance with the Michigan Open Meetings Act, MCLA § 15.261 et seq. and its records shall be available to the public under the Michigan Freedom of Information Act, MCLA § 15.231, et seq.

§ 18-19 Duties and responsibilities of Board.

The Board shall exercise its authority, functions, powers, and duties in accordance with all ordinances, rules, regulations, orders, and city charter of the City of Kalamazoo. The authority, duties, and responsibilities of the Board shall include the following:

- A. Foster mutual understanding and respect among the people in the City and discourage and prevent unlawful discriminatory practices toward the protected classes described in this Chapter.
- B. Review claims of discrimination brought by residents of the City of Kalamazoo following investigation of the claim by the City Manager or the designee of the City Manager.
- C. Review and analyze of conditions, practices, attitudes, policies, and other factors within Kalamazoo that contribute to discriminatory impact and further inequities, as well as evaluating the impact of anti-discrimination efforts.
- D. Make recommendations to the City Commission and City Manager on ways to improve City programs and ordinances to eliminate discrimination or remove effects of past discrimination.
- E. Engage in public awareness-building activities to ensure residents are informed of increased local protections and the role of the Board, including issuing an annual report of the activity of the Board.
- F. Engage with federal, state, and local agencies to assist in addressing issues of discrimination in the City.
- G. The Board shall provide an annual report to the City Commission regarding complaints received and actions taken.



**REPORT TO THE HISTORIC PRESERVATION COMMISSION
OCTOBER 13, 2021**

**SECOND EVER GRAVESTONE CLEANING DAY
SEPTEMBER 11, 2021**

About 15 people came to help and we think we cleaned- altogether – about 45 stones.

Next year Preservation Month Kick-Off on Saturday May 7?

Cleaning was mostly with water – in liberal quantities and with non-metal scrubbing. Metal will leave streaks behind and discolor the clean stone permanently.

After cleaning and rinsing, we frequently sprayed a product called D2 on – this is an antimicrobial spray designed to use on stone and masonry. It continues to disable further biological growth. The stones may look cleaner a month after they were cleaned.





The obelisk is untouched on the left and scrubbed on the right.

Update on Kalamazoo: Lost & Found Digitization & Sales project

10-4-21 - For KHPC meeting on 10-13-2021

Pam O'Connor

Sales

I checked in with Gloria Tiller on 9-27-21. She expects the digging the foundation for her new building to start this week. I will check back with her in 1 month.

Digitization

From a meeting last week, Keith Howard at KPL reports:

“We talked at length about the upcoming system and the complexity involved – lots and lots of moving parts. A prototype is being setup on a test server so we can begin to see how it works. It’s a slow process but is definitely moving forward. We also formed a smaller workgroup that will meet on a biweekly basis to support the new system.

Will let you know more as things progress.”

Copies to: Lynn Houghton, Keith Howard, and Gloria Tiller

KALAMAZOO HISTORIC PRESERVATION COMMISSION
VIRTUAL MEETING – Meeting notes
WEDNESDAY September 8, 2021 – 6:00pm

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

- A. Fred Edison (FE) – home in Kalamazoo
- B. Kyle Hibbard (KH) – home in Kalamazoo
- C. Regina Gorham (RG) – home in Kalamazoo
- D. Katherine White (KW) – home in Kalamazoo
- E. Lenee Powell-Wilson (LPW) – home in Kalamazoo
- F. VACANT
- G. VACANT

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: None****V. Citizen Comments on NON-agenda items* & Correspondence:****VI. Financial Report (20 min) (Incomplete) DID HPC APPROVE THE BUDGET?**

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

VII. Action and Discussion Items

- A. **Diversity and Inclusion** (Powell-Wilson, White, Edison) Report at meeting
 - 1. Kalamazoo Reservation Public Education (Gorham) (10 min) Report at meeting
- B. **Historic Preservation Programs - O'Connor Fund** (Powell-Wilson)
 - 1. Grantmaking – meeting on Aug 30, report at October meeting
 - 2. OHOW – Old House Owners Workshops (no report)
- C. **Reconnaissance Level Historic Resource Survey & CLG Grant** (Ferraro) Photography is complete, and analysis and report writing is on-going
- D. **Grave Issues – Cemetery Project** (Hibbard) - **(ITEM A)**
- E. **Preservation Month** (Gorham) (15 min) **no report**
- F. **Designation & Sites** (D) – (10 min) no report
- G. **Sustainability** (SU) – (10 min) (Ferraro) Sharon will send current draft of the Kalamazoo: Lost and Found articles (all 31) to RH, KW and KH
- H. **Operations** (O) – Gorham (5 min) *Report at meeting*

VIII. Old/New Business

- A. End Project for Kalamazoo: Lost and Found and other HPC publications – discuss and vote on: Proposal for altered Royalty payments for Kalamazoo Lost & Found sales (ITEM B)
Move to continue the existing royalty agreement for Kalamazoo: Lost and Found books still being sold at the original retail price by vendors and for the remainder of the deeply discounted books, that the KHPC agree to pay each of the authors 7.5% of the wholesale price, at 37.5 cents to each author for books sold at \$5 wholesale, and 7.5 cents to each author for books sold at \$1 wholesale.
KW move, LPW approved unanimously with a roll call vote

- IX. Approval of meeting notes: (5 min)
 - A. July 14, 2021 (ITEM C) KW, RG approve as amended
- X. Coordinators Report on non-agenda items (5 min)
 - A. Coordinators monthly report (ITEM D)
- XI. Citizen Comments on NON-agenda items* None
- XII. Commissioner Comments - none
- XIII. Adjourn 8:00 PM move – KW, LPW-2nd

At present it looks like meetings will continue to be virtual through the end of 2021 - ADDITIONAL UPDATES AT THE MEETING.

Kalamazoo Historic Preservation Commission
 Preservation coordinator's report
 Wednesday, October 13, 2021

REVIEWS: Historic District Commission:

✓ HDC cases to 10/05/2021 - 46 total		Fees total year to date, 2021 \$1875	
2021	2021	2020	2020 fees
○ 37 no fee	\$ 0	55 no fee	\$ 0
○ 22 bldg permit-\$35*	\$ 770	20	\$ 700
○ <u>13 HDC hearing - \$85</u>	<u>\$ 1105</u>	<u>9</u>	<u>\$ 765</u>
72 TOTAL	\$ 1875	84	\$ 1465

Section 106 reviews (Federally funded projects)

- ✓ Section 106 reviews to 10/05/2021 – total 130
 - 19 – in Potential Historic Study Areas or established historic districts
 - 111 - in areas identified in the 2001 survey as “No Historic Properties”
- ✓ Section 106 reviews to 10/05/2020 – total 42:
 - 9 – in Potential Historic Study Areas or established historic districts
 - 33 - in areas identified in the 2001 survey as “No Historic Properties”

SITES and PROJECTS:



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 – historic building still vacant but restored on the exterior
2. CHARTER ONE BANK – NORTH SIDE, 215 E MICHIGAN (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 – 241-7 S Kalamazoo Mall (2nd & 3rd floors) (No HP tax credit)
5. Montgomery Wards – Terrapin/Walgreens – 237 S Kalamazoo Mall* (2nd & 3rd floors) **HK** (No HP tax credit)
6. Fuller Building – Petals & Postings/Invitations by Design – 233 S Kal. Mall (2nd & 3rd floors) **HK** (No HP tax credit)
7. Boudeman Building – Rustica - south end - 236 S Kalamazoo Mall, west side* (2nd & 3rd floors) **HK** (No HP tax credit)
8. Stevens Building – 312 West Michigan – Studio Grill (2nd floor) **HK** (No HP tax credit)
9. Clapham McDonald Building – 131 East Michigan – 3rd floor **HK**
10. Weber Building - 228 East Michigan - 3rd floor **HK**
11. Hiemstra Optical (Chase Building) - 234-8 East Michigan (2nd 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 – 2nd floor
14. 150 North Edwards – Heritage Co – 2nd floor **HK**

UPPER FLOOR UNOCCUPIED – TOTAL 1

15. American National Bank (5/3) – 136 East Michigan – 15th 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 1st 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.