

Agenda

Kalamazoo Historic Preservation Commission Meeting

City of Kalamazoo

Wednesday, March 9, 2022

6:00 PM

Community Room – 241 W South Street

- I. Call to order:**
- II. Roll call and approval of absences:**
 - Fred Edison
 - Regina Gorham, chair
 - Kyle Hibbard
 - Dr. Lenee Powell-Wilson
 - Patrick Vail
 - Ryan Walker
 - Katherine White
- III. Approval of Agenda:**
- IV. Introduction of Guests:**
- V. Citizen Comments on NON-agenda items* & Correspondence:**
- VI. Guests:**
 - A. Jamie McCarthy and Nolan Bergstrom – Community Sustainability Plan (15-20 Min)
 - B. Michelle Johnson – Institute for Public Scholarship (Diversity, Equity and Inclusion) (15-20 Min)
- VII. Financial Report (20 min) (Item A)**
 - A. Revenue February \$0.00; Year to date \$0.00
 - B. Expenses February \$1,016.73; Year to date \$2885.85
 - C. Balance Remaining \$3,114.15
 - D. Reserve Fund \$7,508.19 (Quarterly Reports – Feb[Mar], May, Aug, Nov)
 - E. O'Connor Fund for HP in Kalamazoo
 - 1. Grant Making Value -01 \$12,826.30
 - 2. Grant Making Value -02 \$57,532.32
 - F. **Diversity and Inclusion** (Powell-Wilson, White, Edison)
 - 1. Kalamazoo Reservation Public Education (Gorham) – report at meeting
 - G. **Historic Preservation Programs - O'Connor Fund** (Powell-Wilson)
 - 1. Grantmaking – report at meeting
 - 2. OHOW – Old House Owners Workshops – no report
 - H. **Reconnaissance Level Historic Resource Survey & CLG Grant** (Pena) no report
 - I. **Grave Issues – Cemetery Project** (Hibbard) - no report
 - J. **Preservation Month** (Gorham) (15 min) – no report
 - K. **Designation & Sites** – (10 min) – report at meeting (Pena)
 - L. **Sustainability** – (10 min) Pena – no report
 - M. **Operations** – Gorham (5 min) – report at meeting (*Pena*)
- VIII. Old/New Business**
 - A. Preservation Awards – report at meeting

- B. HPC Annual Report (**Item B**)
- C. HPC Bylaws (**Item C**)
- D. MHPN Registration
- IX. **Approval of meeting notes: (5 min)**
 - A. February 9, 2022 (**Item D**)
- X. **Coordinators Report on non-agenda items (5 min)**
 - A. Coordinators monthly report (**Item E**)
- 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.*

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) 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. **Suspended**
 - 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 – OCTOBER 2023

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 field work by October 2022, report by October 2023
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)

Expenditure Status Report

City of Kalamazoo
 2/1/2022 through 2/28/2022

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
233						
	DONATIONS FUND					
233-803						
	HISTORIC COMMISSION					
233-803-00.000						
	HISTORIC COMMISSION					
233-803-00.000						
	HISTORIC COMMISSION					
233-803-00.000-729.000	50.00	0.00	0.00	0.00	50.00	0.00
	OPERATING SUPPLIES					
233-803-00.000-801.000	4,750.00	1,016.73	2,885.85	0.00	1,864.15	60.75
	PROFESSIONAL AND CONTRACTUAL SERVICES					
233-803-00.000-810.003	500.00	0.00	0.00	0.00	500.00	0.00
	MEMBERSHIPS AND SUBSCRIPTIONS					
233-803-00.000-811.000	200.00	0.00	0.00	0.00	200.00	0.00
	PROFESSIONAL DEVELOPMENT					
233-803-00.000-881.000	500.00	0.00	0.00	0.00	500.00	0.00
	FUNDRAISING					
Total	6,000.00	1,016.73	2,885.85	0.00	3,114.15	48.10
Grand Total	6,000.00	1,016.73	2,885.85	0.00	3,114.15	48.10

Revenue Status Report

City of Kalamazoo
 2/1/2022 through 2/28/2022

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
233 DONATIONS FUND					
233-803 HISTORIC COMMISSION					
233-803-00.000 HISTORIC COMMISSION					
233-803-00.000 HISTORIC COMMISSION					
233-803-00.000-642.003 HISTORIC PRESERVATION SALES	2,000.00	0.00	0.00	2,000.00	0.00
Total DONATIONS FUND	2,000.00	0.00	0.00	2,000.00	0.00
Grand Total	2,000.00	0.00	0.00	2,000.00	0.00

Fund: 233
Account: 233-803-00.000-801.000 PROFESSIONAL AND CONTRACTUAL SERVICES

Doc Date	Jrnl	Type	Doc #	Ref #	Line	Description	Project String	Actual	D/C	Encumbrance	Budget Adj
1/27/2022	AP	IN	5383332	011222-MA	1	Kalamazoo Lost & Found: Marke		1,869.12	D	0.00	0.00
2/10/2022	AP	IN	5385358	021022	1	2021 KALAMAZOO LOST & FOUND BO		931.00	D	0.00	0.00
2/16/2022	AP	IN	5386301	021022-202	1	2020 Kalamazoo: Lost and Found		85.73	D	0.00	0.00
TOTAL 233-803-00.000-801.000								2,885.85		0.00	0.00
Fund 233 TOTAL								2,885.85		0.00	0.00
GRAND TOTAL								2,885.85		0.00	0.00

**CITY OF KALAMAZOO
HISTORIC PRESERVATION COMMISSION
ANNUAL REPORT
2021**

Introduction

In 2021 the Kalamazoo Historic Preservation Commission was involved in a much narrower variety of projects than usual. This past year included the completion of one historic district study committee report, public education, publication changes, historical resource surveys and rehabilitation advice.

The Covid-19 pandemic substantially altered the work the commission accomplished over the year. The August and December monthly meetings were canceled.

The duties of the Historic Preservation Commission are defined in Article V of the Code of Ordinance of the City of Kalamazoo. In support of its duties, the commission undertook or continued a variety of projects in 2021:

“The commission may support and produce historical publications”:

In the spring of 2021, the commission decided to cease regular sales of *Kalamazoo: Lost and Found*. The vendors that were selling the books were given an opportunity to buy more stock at a reduced rate. Three-hundred and six books were sold to vendors, 216 books were sent to the preservation coordinators office for distribution to commissioners and city staff. The coordinator may distribute them as they see fit. The remainder of the books (270) were sold at a very low price to Kzoo books. The bookstore will pay the HPC a percentage of the sales price how ever they choose to sell them.

“... 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 owners of such resources in devising and carrying out appropriate means for their preservation.” And ***“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”:***

During 2020 and into 2021, the Historic Preservation Commission, acting as a historic district study committee completed one study committee report on the First Baptist Church to become a local historic district. This work was undertaken at the request of the Board of First Baptist and their partners the Kalamazoo Non-Profit Action Coalition. KNAC has purchased the church and annex and has developed it as a hub for local non-profits.

“The commission shall encourage and promote historic preservation and educate the public on preservation wherever possible”:

In the fall of 2020, the commission began examining how traditional historic preservation has marginalized people of color in Kalamazoo. The commission is very interested in working with other local organizations including the TRHT project at the Kalamazoo Community Foundation, SHARE and the city’s own Diversity and Inclusion coordinator. While specific plans are not yet formulated, the commission has discussed a local marker program and possible financial support for projects

Hidden Kalamazoo Book Tour

From 2013 to 2018, the Hidden Kalamazoo Tour raised over \$53,000 for the preservation commission. In 2019, the commission decided that since there were few accessible downtown buildings left to tour, that their new project would be the publication of a book highlighting the history of each building that had appeared on the tour. The year 2019 was spent writing the book. Both historic and current photos need to be added to the text and permission received to use the photos. Publication was originally planned for Preservation Month in May 2020. The current plan is to publish the book through Arcadia Press.

Historic Preservation Awards of Merit

In 2020, the annual Preservation Awards were postponed until 2021. The commission decided that all the projects that were nominated for awards in 2020 will be carried over for consideration without prejudice in 2021. With the Covid pandemic still active, the commission chose a virtual awards program. With the help of Neal Conway, a short video was produced about each award-winning project or individual. The Chair of the HPC, Dr. Joshua Koenig introduced the video program, and each site was narrated by the preservation coordinator, Sharon Ferraro. *See the appendix at the end of this report for award winners.*

“The commission may support the inclusion of historic preservation concepts in planning and land use...” As participants in the 2016 Programmatic Agreement between the State Historic Preservation Office, the Advisory Council on Historic Preservation and the City of Kalamazoo, in 2020 the HPC commented on 21 projects on buildings that were historic or were potentially historic. One hundred and fifty-one non-historic properties were also reviewed. This is an increase of over 50% for potential historic properties and over 200% increase in non-historic reviews.

Inventory Kalamazoo, 2022

The HPC supports and will advise the progress of the Reconnaissance Level Historic Resources Survey which began in the winter of 2020 and complete field work and photography by the end of 2022. The survey proposes to document every building in the city, estimated at about 24,000 by the assessor, with volunteers using the ESRI Survey 123 app on smart phones and tablets. The finished survey report will be useful to other city departments, provide updated photos on all properties to the assessor and allow historic preservation to be a vital part of decision making in the city. In the future, the survey can easily be updated.

In July 2020, the city received \$90,000 as a Certified Local Government Grant to perform a reconnaissance level survey of the Edison neighborhood. On December 22, 2020, the Kraemer Design Group in Detroit was chosen to perform the survey. Throughout 2021, beginning in late June, Kraemer has photographed over 3,000 structures in Edison and is making substantial progress in completing the survey. (Due to the restrictions of the coronavirus pandemic, the National Park Service extended the original October 2021 deadline to September 2022.

“... cooperate with owners of such (historic) resources in devising and carrying out appropriate means for their preservation...”

O’Connor Fund for Historic Preservation in the City of Kalamazoo – grant program

Founded in 2000 with \$5000 each from Pam and Terry O’Connor and the City of Kalamazoo, fundraising for the fund held at the Kalamazoo Community Foundation has grown to over \$400,000. The fund is controlled by the Historic Preservation Commission and planning continued throughout 2021 to establish a grant program using the spendable funds. With a minor change in the Ordinance (Chapter 2) the commission is ready to make inaugural grants starting in 2022.

Old House Owners Workshops:

In November 2018, the Historic Preservation Commission undertook a project to present a series of old house owner workshops, both informational and “Hands on” in the summer of 2019. Planning for the 2020 in person workshops was suspended in April 2020 and the committee changed course to partner with the Public Media Network to produce seven short videos on old house rehab topics. All the videos were released in 2021. Preliminary discussions of plans in 2021 for 2022 workshops have not led to a firm plan yet. So much depends on the status of the pandemic.

Grave Issues Squad:

In January 2018, the HPC decided on a project to evaluate the condition of grave markers in Mountain Home Cemetery on West Main. The Grave Issues Squad cleaned gravestones in September of 2021, fielding a team of over 25 volunteers including high school seniors for volunteer hours, neighbors and other local people interested in cemeteries.

Concerns

The HPC expressed these concerns about specific sites within the city in 2021:

Loring McMartin Farmstead – The HPC remains concerned about the farmhouse and railway abutment at this site and hopes that any proposed new development whether it is a carwash and shopping or any other use, could be done in a manner that would leave both structures intact and on site. The railway abutment is probably the last surviving abutment from the 1840s in Michigan and could be incorporated into a pedestrian entrance into the Asylum Lake Preserve from Stadium Drive.

Bronson Park - The HPC is concerned about retaining the character of Kalamazoo’s central park into the future. The new form-based code for downtown changes the height restrictions in the downtown area. The commission has reviewed a light and shadow study and consideration of firm height restrictions that could have an impact on Bronson Park.

Recommendations

The HPC makes the following recommendation to the City Commission for the coming year:

The city should explore stronger demolition controls through ordinance revisions allowing historic buildings more protection and considering protection of sound, non-historic commercial buildings, especially in the central business district to maintain the city tax base.

New Historic Preservation Coordinator

In late December of 2021, Luis Pena was hired as the Historic Preservation Coordinator. Pena recently graduated from Eastern Michigan University with a Master of Science in Historic Preservation, and greatly appreciates the mentorship Sharon Ferraro has offered, both past and ongoing.

Acknowledgements

The HPC wishes to thank CPED Department Director Rebekah Kik and planner Christina Anderson for their continuing support and encouragement.

Conclusion

Historic preservation is a vital part of Kalamazoo’s community character, enhancing both our existing built environment and future development. Kalamazoo. The City of Kalamazoo can look with pride at the handsome, restored, historic buildings along East Michigan Avenue, at the steady improvement of the Stuart and Vine neighborhoods and the preservation of the West Main Hill neighborhood. Much more of our city could be protected and should be preserved and HPC is proud to be part of that process.

Respectfully submitted,



Luis Pena, Historic Preservation Coordinator

Sharon Ferraro, Historic Preservation Coordinator (Retired)

See next page for 2020 and 2021 Historic Preservation Awards of Merit.

Appendix

The 2020 Historic Preservation Awards of Merit:

Hotel Holt – Ritz Hotel – Tovich LLC - 320 East Michigan: Best known as Alfred E. Bike since the early 1980s, the partners in Tovich LLC purchased the three-story building with a plan to turn the two upper floors into four apartments. Before they began, the interior space was like a movie set – over 20 small hotel rooms with two shared bathrooms at the rear illuminated by a glorious skylight over the central staircase. The original stair was retained along with much of the hardwood maple floors and many items of trim.

Illinois Envelope Building - Kalamazoo County Health and Human Services – Plazacorp - 311 East Alcott: Built about 1904 when the owners of the Bryant Paper Mill recruited the Illinois Envelope Company to construct their factory alongside the rolling mills. This building is listed on the National Register of Historic Places and is the only survivor from the entire paper mill complex. Plazacorp took on the challenge of rehabilitating this factory building to house Kalamazoo County Health and Human Services as part of the Community Services Campus. The high-ceilinged manufacturing areas have been converted to welcoming spaces with offices, conference rooms and laboratory space to house this vital service.

Lifecycles Studios – Rhonda and Tony Ethridge – 522 Mills Street: Rhonda and Tony Ethridge have combined their passions for styling hair and spin-cycling. With the help of a LISC façade grant they moved from a spare bedroom and their garage into a former grocery store at the corner of Crosstown and Mills Street. They opened up long boarded windows, repointed mortar and transformed the interior into two friendly spaces – for the hair styling at the front and the spin cycle room on the side. All the rooms are bathed with light and good cheer.

The 2021 Historic Preservation Awards of Merit:

Douglass Community Association – 1000 West Paterson: More than 100 years after the founding of the Douglass Community Association, the organization continues to be a beacon of light to the community. The Douglass Community Association is recognized by the Historic Preservation Award as an organization whose historic presence in the community continues to contribute to the entire city, serving as a vital hub of community activity for all the people of Kalamazoo regardless of race or economic status.

Henry VanderHorst House – Kalamazoo College - 106 Thompson Street: One of Kalamazoo’s premiere builders at the beginning of the 20th century, Henry VanderHorst built this almost fireproof house as a home for his family, with concrete and steel. Kalamazoo College purchased this sturdy, yet elegant home in 2015, planning to rehabilitate it to serve as the admissions office, the first experience potential new students would have with the Kalamazoo College Campus. The rehabilitation carefully modified the house to provide barrier free access to the first floor, interview space, office space and a profoundly comfortable and welcoming atmosphere.

Carder-VanDeusen House - Upjohn Institute for Employment Research – 527 West South: Originally built in 1866 as an Italianate, about 1904 the generous eaves were re-decorated, and the dramatic towering Ionic columns redefined the front façade. Best known in recent years as the Hospital Hospitality House, the Upjohn Institute purchased it in 2018 to convert

to office and meeting space for its expanding programs. The exterior repairs included new bases for the massive columns, window rehabilitation, a rear addition and repurposing the small garage as a recording studio.

Gate Cottage – Kalamazoo Psychiatric Hospital – 1312 Oakland Drive: This small, picturesque Gothic Revival cottage was built to house a gatekeeper in 1880 to facilitate wagons entering and leaving the grounds of the Kalamazoo Asylum for the Insane. By 1885, the cottage became a home for privileged lady patients and later for hospital staff. Although the inside is still laid out as a small house museum, maintenance deferred had resulted in a roof leak. The last three years have seen a new furnace installed, the chimney repaired, the entire house painted and the return of the fanciful *fleur de lis* roof cresting missing for most of a century.

Sharon Ferraro – Historic Preservation Coordinator – Individual award: Since 1968, when her best friend's family bought the Stewart-Chappell House on Elm Street, Sharon Ferraro has been fascinated by history and old buildings. She went to Eastern Michigan University to pursue a degree in historic preservation with the dream of bringing the tools of preservation back to Kalamazoo. In 2001 she got her dream job and has spent the last two decades spreading her enthusiasm for old buildings, championing old house owners by finding ways to teach DIY skills, showing off the unseen spaces in downtown Kalamazoo with five years of Hidden Kalamazoo Tours and working with property owners and developers throughout the city to preserve the sites and buildings that tell the story of Kalamazoo.

KALAMAZOO HISTORIC PRESERVATION COMMISSION

Adopted Bylaws Kalamazoo City Historical Commission

Article I - Mission

Sec. 1-0. Mission. It is the mission of the Kalamazoo Historic Preservation Commission to work towards the preservation of Kalamazoo's historic resources through advocacy of effective preservation practices; public education; and research, compilation, publication and maintenance of historic resources inventories.

Article II - Officers, City Liaison

Sec. 2-0. Officers. The officers of the Kalamazoo Historic Preservation Commission (hereinafter referred to as the Commission) shall consist of a Chair and Vice-Chair, elected by the Commission at its annual meeting. Officers shall serve for a period of one year and may be re-elected. The City Liaison shall serve as the Secretary/Treasurer as described in Sec. 2-2 below, but shall not vote on Commission matters.

Sec. 2-1. Duties of Officers. The duties and powers of the officers of the Commission shall be as follows:

- A) CHAIR
 - 1) to preside at all meetings of the Commission
 - 2) to call meetings of the Commission in accordance with these bylaws
 - 3) to assure that all actions of the Commission are properly taken
 - 4) to appoint subcommittees of the Commission which are required to assist the Commission in carrying out its responsibilities
 - 5) to sign all letters and documents of the Commission
 - 6) to handle funds allocated to the Commission in accordance with its directives, the law, and city regulations.
 - 7) to appoint an acting Secretary/Treasurer during the absence of the City Liaison

B) VICE-CHAIR 1) During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all duties and be subject to all the responsibilities of the Chair.

Sec. 2-2. City Liaison. The City Liaison shall act as the Secretary/Treasurer of the Commission and shall have the following duties:

- A) to take and keep the minutes of all meetings of the Commission
- B) to give or serve all notices required by law or these bylaws
- C) to prepare, at the direction of the Chair, the agenda for all meetings of the Commission
- D) to be custodian of the Commission's records
- E) to inform the Commission of correspondence relating to the business of the Commission, and to attend to and discuss such correspondence at business meetings
- F) to maintain and report on the finances of the Commission
- G) to conduct the election of officers at the Commission's annual meeting
- H) to conduct a special election for the appointment of an Acting Chair to serve in the absence of both the Chair and the Vice-Chair.

The Chair, in accordance with city ordinances and with the approval of a majority of the Commission, may direct that Commission activity be coordinated with the city liaison, and may further approve the performance by the city liaison of any tasks, including duties and powers above described as duties of the officers, which the city liaison agrees to perform.

Sec. 2-3. Vacancies. Should any vacancy occur among the members of the Commission by reason of death, resignation, disability or other reasons, immediate notice thereof shall be given to the City Clerk by the City Liaison.

Should any vacancy occur among the officers of the Commission, the vacant office shall be filled in accordance with the provisions of these bylaws, such officer to serve the unexpired term of the office.

Article III -Meetings

Sec. 3-0. Annual Meeting. The annual meeting of the Commission shall be the first regular meeting in the month of February each year. Such meetings shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Commission.

Sec. 3-1. Regular Meetings. Meetings of the Commission shall be held at a time and place designated by the Chair and shall be called by the Chair or, in the Chair's absence, the Vice-Chair. Notice thereof shall be given to all members not less than twenty-four hours in advance thereof.

Sec. 3-2. Quorum. At any meeting of the Commission, a quorum shall consist of five members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

Sec. 3-3. Attendance. A membership shall be deemed vacated if the member has more than 50% unexcused absences in any half-calendar year, ie., January through June or July through December. Absences may be excused by the affirmative vote of the Commission if the City Liaison is notified by the member of the absence prior to the start of any given meeting.

Sec. 3-4. Voting. At all meetings of the Commission, each member shall be entitled to cast one vote. Voting shall be by voice except when a majority of members present prefer a ballot vote.

Sec. 3-5. Disclosure. In the event that any member of the Commission shall have a personal interest of any kind in a matter then before the Commission, they shall disclose their interest and be disqualified from discussing and voting upon the matter and the City Liaison shall so record in the minutes that no vote was cast by such member.

Sec. 3-6. Commission Action. The affirmative vote of at least three members of the Commission shall be necessary for the adoption of any resolution or other voting matter, or the affirmative vote of the majority present at the meeting at which such action is taken, whichever is greater.

Sec. 3-7. Adjourned Meetings. The Commission shall adjourn a meeting if all business cannot be disposed of on the day set, and no further public notice shall be necessary for such meeting if time and place of its resumption is stated at the time of adjournment and does not change after adjournment.

Sec. 3-8. Rules of Procedure. All meetings of the Commission shall be conducted in accordance with the most current edition of Robert's Rules of Order.

Sec. 3-9. Member Removal. A member may be removed for inefficiency, neglect of duties, misconduct or malfeasance by a majority vote of the City Commission.

Article IV - Subcommittees

Sec. 4-0. Appointment of Subcommittees. The Chair may appoint subcommittees from time to time and may appoint the members from members of the Commission or any interested parties. The Chair shall also appoint the Chair of each subcommittee, fill any vacancies, and determine the power, duties and tenure of such subcommittees to any extent now prescribed in these Bylaws. Activities and membership of subcommittees shall be reviewed annually.

Sec. 4-1. Voting and Subcommittee Resolutions. Each subcommittee member shall be entitled to cast one vote for any subcommittee resolution. Subcommittee resolutions will be adopted by affirmative vote of a majority of the subcommittee members present and will thereafter be presented to the Commission for final action.

Article V - Amendments

Sec. 5-0. Amending Bylaws. These Bylaws may be amended at any meeting of the Commission by the affirmative vote of 2/3 of the members then seated. Proposed amendment shall be given to each member in writing at least five days prior to said meeting. Amended Bylaws shall be forwarded to the City Commission for approval.

Agenda

Kalamazoo Historic Preservation Commission Meeting

City of Kalamazoo

Wednesday, February 9, 2022 6:00 PM

Community Room – 241 W South Street

I. Call to order: The regular meeting of the Historic Preservation Commission was called to order February 9, at 6:03PM by the chairperson.

II. Roll call and approval of absences:

- A. Fred Edison (Edison).
- B. Kyle Hibbard (Hibbard) Planned tardy
- C. Regina Gorham, chair (Gorham)
- D. Katherine White (White)
- E. Dr. Lenee Powell-Wilson (Powell-Wilson)
- F. Patrick Vail (Vail)
- G. Ryan Walker (Walker)

III. Approval of Agenda: The agenda was amended to reflect Powell-Wilson’s recently awarded Doctoral degree and to reflect the addition of two new commissioners. White moved to approve the agenda, a second was made by Edison. The motion was unanimously approved by voice vote.

IV. Introduction of Guests: No guests were present.

V. Citizen Comments on NON-agenda items* & Correspondence: N/A

VI. Financial Report (20 min) (Item A)

- A. Revenue January \$0.00; Year to date \$0.00
- B. Expenses January \$1,869.12; Year to date \$1,869.12
- C. Balance Remaining \$4,130.88

Commissioners indicated that the balance remaining seemed low, specifically that the memberships and subscriptions line item also seemed low. Additionally, commissioners raised the possibility of meeting before the next regular meeting to discuss finances.

D. Reserve Fund – O’Connor Fund for HP in Kzoo held at Kalamazoo Community Foundation A quarterly update was not given at this meeting, an update will be given at next meeting. The new Preservation Coordinator would like to better understand the finances with the representatives at the Kalamazoo Community Foundation before making a report.

- 1. Primary spendable D1 \$8,384.88
- 2. Primary spendable D2 \$2,011.75
- 3. Total funds in the O’Connor Fund: \$440-450,000

DI. Diversity and Inclusion (Powell-Wilson, White, Edison)

1. Kalamazoo Reservation Public Education (Gorham) (10 min) - report at meeting
Commissioners talked about having Dr. Michelle Johnson at the March Meeting. In the interim, commissioners wondered what kind of research could be done to help the project along. Chairperson Gorham discussed the Native American mound in Bronson park, referring to a

RFP, parties involved and potential contractors.

F. Historic Preservation Programs - O'Connor Fund (Powell-Wilson)

1. Grantmaking – Report at meeting (**ITEM B**)

Commissioners were concerned about the change in supply and costs around home repairs. Discussion ensued about the total amount of money available to give.

Powell-Wilson moved to approved the grant agreement, a second was made by White. The motion was unanimously approved by voice vote.

2. OHOW – Old House Owners Workshops – no report

No report was made, as the Workshop had been put on hold while the transition between Preservation Coordinators was underway.

G. Reconnaissance Level Historic Resource Survey & CLG Grant (Pena) no report

Next Steps for the survey were discussed. Commissioners and Coordinator Pena wondered how information gathered into spreadsheets from Survey 123 could be easily transferred into inventory sheets.

H. Grave Issues – Cemetery Project (Hibbard) - no report

I. Preservation Month (Gorham) (15 min) – no report

Preservation awards were discussed. Commissioners wondered if the award ceremony would be in person or virtual. Additionally, it was wondered if videos could be made again and hosted on the city YouTube channel.

J. Designation & Sites (D) – (10 min) - no additional report

K. Sustainability (SU) – (10 min) Pena – no report

L. Operations (O) – Gorham (5 min) - no report

Commissioners discussed the locations where the meetings are held (community room or city hall.) The decision was postponed pending more information.

VII. Old/New Business

A. Preservation Awards

B. HPC Annual Report (Item C)

Coordinator Pena presented the Coordinator's report to the commission. Commissioners commented on errors including two periods in the second paragraph of the second page of the report. The Commission also wished to see a portion in the report which explained that a new Preservation Coordinator was hired.

VIII. Approval of meeting notes: (5 min)

A. January 12, 2022 (ITEM D)

An extra 'e' was needed in the word meeting under IV on the first page of the minutes. On the second page, under VIII: Background, A2 and B2 needed to be changed to D2 and E2. Additionally, the word clear was spelled wrong (cleasr). Powell-Wilson moved to approve the minutes as amended, White seconded. The motion was unanimously approved by voice vote.

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

A. Coordinators monthly report (ITEM E)

Commissioners noted that the heading of the report should be changed from commissioners report to coordinators report. White moved to approved the report as amended, Powell-Wilson seconded. The motion was unanimously approved by voice vote.

X. Citizen Comments on NON-agenda items*

XI. Commissioner Comments

XII. Adjourn 8:00 PM

REVIEWS: Historic District Commission:

✓ HDC Cases to 02/28/2022 – 11 Total

Fees total year to date, 2022 \$395

2022	2022	2021	2021 fees
○ 4 no fee	\$ 0	1 no fee	\$ 0
○ 4 bldg permit-\$35*	\$ 140	5	\$ 140
○ <u>3 HDC hearing - \$85</u>	<u>\$ 255</u>	<u>0</u>	<u>\$ 0</u>
11 TOTAL	\$ 395	6	\$ 140

Section 106 reviews (Federally funded projects)

✓ Section 106 reviews to 02/28/2022 – total 21:

- 4 – in Potential Historic Study Areas or established historic districts
- 17 - in areas identified in the 2001 survey as “No Historic Properties”

✓ Section 106 reviews to 01/31/2021 – total 16:

- 5 – in Potential Historic Study Areas or established historic districts
- 11 - in areas identified in the 2001 survey as “No Historic Properties”

SITES AND PROJECTS:

PRESERVATION AWARDS:

Calls for Historic Preservation Awards went out in February. Please keep your eye open for projects, or people, you feel should be nominated for Preservation Awards. The deadline for Preservation Award Nominations is March 28th at 5PM. Work on nominated properties should be substantially completed by March 14th.

An award ceremony for the Historic Preservation Awards will be held during May 2022. The month of May is Preservation Month.

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 – project in Site Plan Review
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.

