

**KALAMAZOO HISTORIC PRESERVATION COMMISSION**  
**Third Floor Conference Room – City Hall – 241 West South St.**  
**May 13, 2008 – 7:00PM**

**7:00**

- I. Call to Order**
- II. Approval of Absences:**
- III. Approval of Agenda:**
- IV. Approval of Minutes of April 113, 2008 meeting:**
- V. Introduction of Guests**
- VI. Citizen Comments on NON-agenda items**
- VII. Correspondence:**

**7:15**

- VIII. Financial Report**
  - A. City
  - B. O'Connor Fund
  - C. Lost and Found Book Project – O'Connor
- IX. Workplan - Wright**

**7:35**

- X. Action Items/Discussion Items – citizen comments on each item**
  - A. Old Business
    - 1. Review - Preservation Celebration/Reception to present annual awards
    - 2. Any info from city on E-newsletter
  - B. New business
    - 1. Planning for Preservation Celebration/Reception to present annual awards
    - 2. Iannelli fountain – if any
    - 3. 100 block information - if any
    - 4. Election of KHPC officers

**8:05**

- XI. Committee Reports**

**8:20**

- XII. City Reports - Reports from the Coordinator**
  - 1. Site watch list and issues watch list

**8:40**

- XIII. Commissioner Comments**
- XIV. Adjourn**

Questions and comments regarding this agenda of the Kalamazoo Historic Preservation Commission should be directed to the Historic Preservation Coordinator at 337-8804.

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

Workplan on backside

### **D1 Finish local designation paperwork for 100 block**

1. Advise city of consideration
2. Decide extension or new designation
- ~~3. Decide who is to do study~~
4. Send letter to property owners
5. Do study
6. Prepare local historic district report
7. Submit report to state
8. Revise report based on SHPO comments
9. Resubmit report
10. Notify property owners in district
11. Hold public hearings
12. Submit to city commission for consideration
13. Update city ordinance
14. Celebrate 100 Block designation

### **D2 Apply for Iannelli Fountain national register**

1. Determine who will do work
2. Hire consultant to write nomination via RFP
3. Attain City Commission approval
4. Complete preliminary evaluation
5. Forward preliminary evaluation to SHPO
6. Prepare nomination upon receiving SHPO approval
7. Submit nomination
8. Gain City Commission approval
9. Present nomination to SHPO review board
10. Submit nomination for NPS approval
11. Celebrate Iannelli Fountain designation

### **D3 Explore type of designation for State Theater**

1. Investigate state/int.
2. Investigate ord/int.
3. Make decision on type of designation
4. Prepare local designation plan

### **C1 Initiate a monthly public education email**

1. Gather list
2. Create 1st email
3. Publish email to list
4. Set up monthly email blast

### **C2 Create packet for new historic district**

1. Gather pertinent info
2. Draft homeowner packet documents
3. Create format
4. Write welcome cover letter
5. Review draft packets
6. Revise packets
7. Research potential businesses for ads
8. Solicit businesses
9. Create final packet

### **C3 Employment distribution mechanism for new hist. dist.**

### **C4 Create 100 block urban design study**

1. Form team
2. Revise timelines
3. Write up contract
4. Sign contract
5. Arrange meeting charrette
6. Meeting with stakeholder groups
7. Compile findings
8. Make drawing backgrounds
9. Build study model
10. Photograph site
11. Create initial drawings
12. Review initial drawings
13. Create final drawings
14. Build model
15. Present model and drawings to client

### **C5 Present 100 block urban design study**

1. Request City Commission meeting date
2. Create powerpoint presentation
3. Setup video recording equipment
4. Make presentation
5. Respond to questions
6. Write up report
7. Add a narrative to recorded presentation.

### **PD1 Get quarterly meetings with City Commission**

### **PD2 Develop relationship with Gazette**

- ~~1. Attain agreement with Gazette for article space~~
2. Write first article
3. Review first article with Gazette
4. Arrange for a year's worth of additional articles

### **PD3 Help KCPA get their 501 (c) (3)**

### **PM1 Prepare awards ceremony**

- ~~1. Develop list of potential awardees~~
2. Decide on awardees
3. Put plaque wording together
4. Order plaques
5. Select location
6. Develop agenda for awards ceremony
7. Recruit presenters
8. Rehearse agenda

### **PM2 Prepare awards reception**

1. Develop awards reception budget
2. Brainstorm potential sponsor list
3. Create sponsorship letter
4. Send letter to potential sponsors
5. Followup on sponsorship letters
6. Select awards reception location

7. Order food and drink
8. Buy decorations

### **PM3 Conduct awards ceremony and reception**

1. Decorate awards reception location
2. Oversee food and drink installation
3. Host reception

### **PM4 Investigate speakers**

1. Brainstorm list of potential speakers
2. Select speaker
3. Find a location
4. Set a date
5. Present information to KHPC
6. Contract with speaker upon Commission approval
7. Develop information about event
8. Request Communication Committee publicize speaker
9. Handle event logistics
10. Conduct event

### **PM5 Investigate Series Partnership**

1. Brainstorm possible partners
2. Research partners
3. Conduct organizations
4. Reach agreement with each partner
5. Prepare plan with each partner
6. Research topics
7. Research speakers
8. Carry out plan

### **IF1 Create fundraising plan**

1. Prepare draft proposal
2. Present proposal to KHPC
3. Present finished proposal to Arts Council
4. Present finished proposal to other community group

### **B1 Prepare budget**

**KALAMAZOO HISTORIC  
PRESERVATION  
COMMISSION MINUTES  
DRAFT, NOT YET  
APPROVED BY HPC**

**April 8, 2008  
Third Floor Conference Room  
241 W. South St.  
Kalamazoo, MI 49007**

**Members Present:** Erin Seaverson; Claire Milne;  
Chris Wright; Linda Gentry Bennett

**Members Absent:** Katie Jacobs & Josh Willson

**City Staff:** Sharon Ferraro, Historic Preservation Coordinator  
Karleen Steppenwolf, Recording Secretary

**Call To Order:**  
Mr. Wright called the meeting to order at 7:00pm.

**Approval of Absences:**

Ms. Bennett, supported by Mr. Wright, moved to approve the absences for Ms. Jacobs and Mr Willson.

**Agenda:**  
Add item X,B7. Speaker series brainstorm.

**Ms. Bennett supported by Ms. Seaverson moved to approve the April 8, 2008 agenda as amended. With a roll call vote the motion carried unanimously.**

**Minutes:**  
There were some minor corrections to the minutes.

**Ms. Milne, supported by Ms. Bennett, moved to approve the March 11, 2008 minutes as amended. With a roll call vote the motion carried unanimously.**

**Introduction of Guests:**  
Pete Carroll – visitor  
Pam O’Connor – former commissioner

## Historic Preservation Commission Minutes

April 8, 2008

Page 2 of 4

### Citizen Comments:

Ms. O'Connor has information about getting the Iannelli Fountain nominated if needed.

Ms. O'Connor stated that the development guide is close to being fully drafted in another three to four weeks.

### Correspondence

None.

### Financial Report

**City:** on track.

**O'Connor Fund:** no report.

**Lost and Found Book Project:** There are 5000 reprint books that are not sold. Ms. O'Connor will be checking with Gloria Tiller of Kazoo Books to see if she would be willing to help sell the books.

### Work plan:

Mr. Wright and Ms. Ferraro meet and made some minor adjustments to the work plan, moving some dates forward to compensate for the time it has taken to finalize the plan.

Mr. Wright discussed how things could work and provided worksheets to each individual with goals that they are responsible for.

Ms. Ferraro will create a template with numbered pages to be filled out each month by each board member.

Action Items/Discussion Items:

A) **Old Business:** None

B) **New Business:**

1. Preservation Celebration/Reception – The celebration will be held on Monday, May 12 @ 5:30pm at 309 N. Burdick. John Donaldson will have an empty area on 1<sup>st</sup> floor to hold reception. Ms Milne will check on the price of renting chairs, food menu, decorations, podium and sound system. Ms. Ferraro will handle the invitations, press release and award letters. Ms. Milne will be the MC for the night. Mayor Hopewell will say a few words. Blair Bates will receive the Old House Network Keystone Award. There will also be a brief report on the State Water Tower condition assessment. It was also suggested if the HPC would like to have a copy of Kalamazoo: Lost & Found on display with a plaque describing where it could be purchased.
2. Peter Carroll application to fill seat on HPC.

**Ms. Milne, supported by Ms. Seaverson moved to recommend Mr. Carroll to the City Commission to fill the empty seat on the Historical Preservation Commission. Will a roll call vote the motion carried unanimously.**

3. Approve letter supporting Grand Rapids as the site in 2010 for the National Alliance of Preservation Commissions bi-annual conference.

**Ms. Seaverson, supported by Ms. Bennett, moved to approve the letter supporting the Grand Rapids Site in 2010 for the conference. With a roll call vote the motion carried unanimously.**

4. Review – Green Building and Historic Districts in Grand Rapids – The conference was an open discussion format. The main theme was to continue with current guidelines to keep with the historic feel and character of historic buildings.
5. Review – DKJ downtown plan meetings – Mr. Willson and Mr. Wright attended the meeting. Mr. Wright stated that the meeting went well.

6. HPC E-newsletter – Ms. Ferraro will talk with the IT Department about getting it set up.
7. Speaker Series – Ms. Seaverson shared her list of speaker ideas to partner with during Preservation month. For example...the Blue Vinyl film series, Kalamazoo Film Society at the Little Theater and Home Builders Association.

Committee Reports:  
None.

**CITY REPORTS:**

- 1) Site watch list – in packets.

Commissioner Comments:

There appears to be a new membrane on the roof of the 100 block of E. Michigan.

Citizen Comments

Adjournment: 9:00pm.

**Submitted by (Karleen Steppenwolf)**

**Reviewed by (Sharon Ferraro)**

**Approved by (Chris Wright)**

**Historic Preservation Commission  
May Monthly Report**

**Revenue**

Book Fund	\$	29,646.49
Interest Income	\$	(98.48)
Interest on Investments		
<b>Total Revenue</b>	<b>\$</b>	<b>29,548.01</b>

**Expenses**

Commissioner Education	\$	766.52
O'Connor Fund		
Memberships	\$	825.00
Public Education	\$	4,979.54
Publications	\$	4,373.36
Miscellaneous	\$	1,009.27
<b>Total Expenses</b>	<b>\$</b>	<b>11,953.69</b>
<b>Ending Working Capital</b>		
(as of 4/30/08)	<b>\$</b>	<b>17,594.32</b>

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## Historic Preservation Revenue Ledger

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1/19/2007	L&F Book Sales - Fervor, Inc.	\$ 98.28
1/24/2007	L&F Book Sales - Old House Expo	\$ 67.00
1/29/2007	L&F Book Sales - Barnes & Noble	\$ 1,216.92
1/30/2007	L&F Book Sales - Vertegres	\$ 224.73
2/8/2007	L&F Book Sales - Lynn Houghton	\$20.97
3/6/2007	L&F Book Sales - Barnes & Noble	\$ 279.60
3/29/2007	L&F Book Sales - Fervor, Inc.	\$ 98.28
5/2/2007	L&F Book Sales - Wild Goose Chase	\$ 659.16
5/8/2007	L&F Book Sales - Barnes & Noble	\$ 281.28
5/8/2007	L&F Book Sales - City of Kalamazoo	\$ 187.80
5/15/2007	L&F Book Sales - KSOL Homes Tour	\$ 128.85
5/15/2007	L&F Book Sales - Heritage Co.	\$ 245.70
5/30/2007	L&F Book Sales - Christine Teugh	\$ 46.95
5/30/2007	L&F Book Sales - Jane Bailey	\$ 69.90
5/30/2007	L&F Book Sales - Fervor	\$ 45.04
6/26/2007	L&F Book Sales - Amy Livezey	\$ 42.95
6/26/2007	L&F Book Sales - Pam O'Connor	\$ 58.34
7/5/2007	L&F Book Sales - Barnes & Noble	\$ 223.68
7/30/2007	L&F Book Sales - Michael Sackett	\$ 46.95
8/6/2007	Kingscott Assoc - 2 copies of award	\$ 130.00
9/20/2007	L&F Book Sales - Steven Terranella	\$ 46.95
10/9/2007	Book Sales - Carol Venema	\$ 46.95
10/9/2007	Book Sales - Barnes & Noble	\$ 907.68
10/19/2007	Book Sales	\$ 98.28
11/1/2007	Book Sales - Fervor	\$ 64.26
12/11/2007	National Trust - Grant for brochure	\$ 1,000.00
12/18/2007	Kroll - book sales	\$ 46.95
12/18/2007	Kimberly - book sales	\$ 34.95
12/18/2007	cash book sales	\$ 69.90
12/24/2007	book sales - Vertegres	\$ 302.04
12/24/2007	book sales - Fervor	\$ 19.22
12/28/2007	book sales - Kazoo Books	\$ 84.51





**Publications  
2008**

	<b>2008 Budget</b>
Promotion	\$ 1,200.00
Consultants - Fulfillment, Marketing and Royalty	\$ 2,500.00

**Expenses**

<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
3/1/2007	Lynn Houghton - Marketing	\$315.00
3/29/2007	Pamela O'Connor	\$322.87
5/4/2007	Pamela O'Connor	\$190.19
7/12/2007	Pamela O'Connor	\$216.86
9/5/2007	Pamela O'Connor	\$74.29
11/7/2007	Pamela O'Connor	\$164.30
12/5/2007	WMUK underwriting support	\$525.00
1/31/2008	WMUK underwriting support	\$725.00
3/13/2008	Lynn Houghton - Marketing	\$120.00
4/4/2008	Pamela O'Connor	\$67.51
	<b>Total</b>	<b>\$2,721.02</b>

**Public Education  
2008**

	<b>2008 Budget</b>
Neighborhood Assistance	\$ 700.00
Preservation Month	\$ 2,000.00
General Preservation Education	\$2,650.00

**Expenses**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2/13/2007	Old House Network - Sponsorship	\$500.00
6/6/2007	Kalamazoo Public Library	\$ 10.00
8/20/2007	The Framemaker-award certificates	\$ 506.92
4/1/2008	Meal reimbursement to Sharon for GR seminar	\$ 56.00
	<b>Total</b>	<b>\$1,072.92</b>



O'Connor Fund  
2008

Page 3

O'Connor Fund  
Contribution

2008 Budget  
\$400.00

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	<b>Total</b>	\$ -

**Commissioner Education  
2008**

Commissioner Education - NTHP,  
MHPN, State HP

**2008 Budget**  
\$750.00

**Expenses**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/16/2007	Martini's - retreat meeting	\$ 83.50
	<b>Total</b>	<b>\$ 83.50</b>

**Kalamazoo: Lost & Found**  
**Monthly Sales Report --**  
**through April 30, 2008**

**Sales**

As of 4-30-08:                                 \$ 137,361.00                                 Last Report: \$137,033.40

Increase from previous month:             \$ 328.00

Hard Covers Sold/Distributed:             2,260   Last Report:     2,255

Soft Covers Sold/Distributed:             2,463   Last Report:     2,458

**Marketing**

Following the KHPC's last meeting, I met with Gloria & Jim Tiller @ Kazoo Books, and discussed the possibility of them acting as an on-line distributor for our book. They are preparing a proposal, which I hope to have for the May 13th meeting.

**Book Retailers**

- Earthly Delights -- I delivered a copy of the book to owner Linda Lipkin on May 1st with a letter, asking that she consider putting it in her inventory at Earthly Delights; describing our discount, delivery and billing processes; and about how many books that Fervor had sold during their time in that same downtown location (25.) I will follow up w/her before our meeting and (hopefully) report back before then.

**Action Items**

**Other**

Respectfully,  
Pam O'Connor

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

*KHPC Report  
May 4, 2008*

Fund Balance

The Fund Activity Statement for the period January 1 through March 31, 2008 was \$ 112,967.60 (Down \$6,438.66 from the end of 2007 -- which was \$119,406.26.)

Overview of the year's performance so far:

Total gifts received in 2007:	\$ 2,223.06 (Gifts were down about \$700 in 2007.)
Total gifts received in 2008:	\$ 400.00

As you can see, our sliding economy is AGAIN reflected in these figures. This is NOT the way this fund is supposed to go!

Please remember -- Building gifts can be as simple as telling a loved one that you'd like to have a gift made to the fund INSTEAD of receiving a birthday or other holiday present. My mom has made annual gifts in my name for 4 years now!

From Sharon: A will be putting a short article in the next HDC newsletter about the O'Connor Fund.

Annual Appeal

Notes

Kalamazoo Historic Preservation Commission  
Preservation coordinators report  
May 13, 2008

REPORT:

**State Hospital Water Tower**

- ❖ **Emergency Roof Repairs** – The emergency repairs are complete.
- ❖ **Condition Assessment Report** – The 95% draft is complete and has all the projected cost estimates and recommendations for a maintenance program. I have not yet had a chance to do an extensive review.
- ❖ **Plans and Specifications Grant Application** – We have received preliminary notification that the grant is approved. Next step is getting the paperwork signed and issuing a Request for Proposal
- ❖ **State Hospital Water Tower – ORGANIZING COMMITTEE**

**Iannelli Fountain/Fountain of the Pioneers:**

- ❖ **Condition assessment:** Final circulation report received. I hope to have a complete final report ready for next month's meeting and we can work on next steps.
- ❖ **National Register nomination:** William Scott has begun working on the Description and Statement of Significance for the National Register nomination. No additional news.

**Historic District Commission:**

- ✓ Last year, I had reviewed 65 Section 106 Federally Funded projects by the end of February. As of today, I have completed 73.
- ✓ Last year, HDC projects to date on March 26<sup>th</sup> were 132 – in 2008 we are at 171.

PROJECTS:

Coordinator:

- I am preparing a proposal for including an update for the Reconnaissance Level Historic Resource Survey to be included in the 2009 City of Kalamazoo budget.

**SITES – ONLY UPDATES WILL BE NOTED.**

**100 block of East Michigan** – *No news – a membrane roof has been installed on the leaking roof (119, I think).*

**East Campus** – *No news.*

**City Hall Barrier Free ramp** – Work will begin before the end of the month  
First United Methodist Church – will be putting on an addition on the west side of the building and adding a storage building at the far west end of their lot designed to look like a carriage barn.