

**KALAMAZOO HISTORIC  
PRESERVATION  
COMMISSION MINUTES**

**March 11, 2008  
Third Floor Conference Room  
241 W. South St.  
Kalamazoo, MI 49007**

**Members Present:** Norman Jung; Erin Seaverson; Claire Milne; Josh Willson;  
Chris Wright; Katie Jacobs; Linda Gentry Bennett

**Members Absent:**

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

**Call To Order:**  
Mr. Wright called the meeting to order at 7:02pm.

**Approval of Absences:**

**Agenda:**  
Add item B-11: DKI invites input on downtown plan.  
Remove XIII. second citizen comments section.

**Mr. Jung supported by Ms. Jacobs moved to approve the March 11, 2008 agenda as amended. With a roll call vote the motion carried unanimously.**

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

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

**Introduction of Guests:**  
Pete Carroll – visitor  
Audrey Seaverson – daughter of Erin Seaverson  
Sean McCann – City Commissioner

Citizen Comments:  
None.

Correspondence  
None.

Financial Report  
**City:** on track.  
**O'Connor Fund:** report included in packet.  
**Lost and Found Book Project:** report included in packet.

## Work plan

Action Items/Discussion Items:

- A) **Old Business:** None
- B) **New Business:**

- 1) **Planning for Preservation Celebration:** The commission discussed what events they would like to see at the reception and when and where to hold the celebration. The Park Club was of interest and Josh Willson will be looking into availability. The commission would like to hold the celebration the week of May 12 @ 5:00pm.

Ms. Ferraro suggested that the commissioners send her a list of ideas and people they would like to invite by April 10. The Celebration would be announced at the May 5 City Commission meeting.

- 2) **Proposal from LKF for HPC e-newsletter:** Ms. Ferraro stated that if the commission chooses LFK there would be a one time cost for setting it up and no hosting fees. LFK would set it up and tweak with unsubscribe and subscribe features. The HPC would like a link from the City's website to the HPC newsletter. The HPC felt the site should be reviewed quarterly for current information and events. Ms. Ferraro will check with other companies for a cost comparison.
- 3) **Old Central/Chenery Auditorium:** Kingscott Associates will accept comments on the moving sign. Regarding the sign, the HPC was concerned about the height and color and what will be lit. Regarding the canopy, the HPC was concerned about how intrusive it will be to attach it to the building and if the lights on top are needed.

- 4) Affirm letter of support for Arcus Depot nomination for National Trust Award: Ms. Ferraro stated that the letter has been sent.

**Ms. Seaverson, supported by Mr. Jung, moved to support the nomination. With a roll call vote the motion carried unanimously.**

- 5) Affirm annual report: Ms. Ferraro stated that the report has been submitted.

**Mr. Jung, supported by Ms. Seaverson, moved to approve the annual report. With a roll call vote the motion carried unanimously.**

- 6) Affirm judges decision for Annual Preservation Awards: Three people, which include John Stryker, Nelson Nave and Pete Schmitt and a building at 309 N. Burdick were nominated. The judges want to give awards to all the nominees.

**Ms. Seaverson, supported by Ms. Milne, moved to approve the judges recommendation. With a roll call vote the motion carried unanimously.**

- 7) Approve signing letter of support for a grant to prepare plans and specifications for the repairs to the State Hospital Water Tower: Ms. Ferraro will make the changes suggested by the HPC and will forward a clean letter to Mr. Wright to sign.

**Ms. Bennett, supported by Mr. Wright, moved to approve the letter as amended. With a roll call vote the motion carried unanimously.**

- 8) Recruit new commissioner: Josh Willson invited Pete Carroll to see if he would be interested in sitting on the HPC board. Ms. Seaverson has a person she will contact to see if they would be interested.
- 9) Approve assigning ISBN number to publication of history of City of Kalamazoo Parks:

**Ms. Bennett, supported by Ms. Milne moved to approve the assigning of a ISBN number to the history of City of Kalamazoo Parks publication. With a roll call vote the motion carried unanimously.**

- 10) Approve payment from HPC budget for Green Building and Historic Districts meeting in Grand Rapids:

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**Ms. Seaverson, supported by Mr. Wright, moved to approve payment of \$56.00 for meals for attendees at the Green Building and Historic Districts meeting. With a roll call vote the motion carried unanimously.**

11)DKI input: Ms. Milne read from an article in the Kalamazoo Gazette regarding the meeting dates, times and how to respond.

Committee Reports:

None.

**CITY REPORTS:**

1) Site watch list – in packets.

Commissioner Comments:

Mr. Jung would still like to receive the packets for the HPC electronically.

Citizen Comments

Adjournment: 9:00pm.

**Submitted by (Karleen Steppenwolf)**

**Reviewed by (Sharon Ferraro)**

**Approved by (Chris Wright)**